

## 10002938 ASHOKRAO PATIL

Employee Name : ASHOKRAO PATILManager's Name : Chandrashekhar Marathe

Goalsheet Approval Date : 13-Apr-2017

KRA Category : Business

KRA Weightage : 40 \_

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance       | (4) Superior Performance        | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement  |
|--|------|---------------|-------|--------------------------------|-----------------------|----------------------------------|---------------------------------|-----------------------------|--------------------------------|--|
| 1)Co-ordination with certification body(TUV) for Surveillance( yearly) audit. Compliance of audit finding and its effectiveness.Pr eparation of Manual and required documents. | Text |               |       | Not Available                  | Not Available         | Final certification in June 2017 | Final certification in May 2017 | Not Available               | Complete                       | completed on time. Manual prepared and Pre audit conducted ( Delta) by Certification body. |
| 2) Training on ISO 9001:2015 for OC and above  | Text |               |       | Not Available                  | Not Available         | 80 % compliance                  | 100% compliance                 | Not Available               | Complete                       | Training given to all concerns in plant and at sion office , Co rdinated                   |
| 3) Coordinate and document completion with help of ISO 9001:2015 consultant  | Text |               |       | Not Available                  | Not Available         | 80 % compliance                  | 100% compliance                 | Not Available               | NA                             | NA   |
| 4) Coordinate with department heads for preparation of Context of organisation, Risk assessment w.r.t. ISO 9001:2015 and other documentations.                                 | Text |               |       | Not Available                  | Not Available         | 80 % compliance                  | 100% compliance                 | Not Available               | NA                             | NA   |
| 5)Conduct IQA for all certifications.20 16(2) as per schedule - Cycle 2  | Text |               |       | Not Available                  | Not Available         | 80 % compliance                  | 100% compliance                 | Not Available               | NA                             | NA   |

KRA Category : Business

KRA Weightage : 15 \_

| Key Performance Indicator (KPI) description   | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance | (4) Superior Performance  | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement   |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|---|-----------------------------|--------------------------------|---|
| 1) FDA licence compliance & coordination FDA authority .                                      | Text |               |       | Not Available                  | Not Available         | Not Available              | Coordinate with Local FDA office for compliance and Approved technical staff. | Not Available               | Complete                       | coordinated with FDA office pen and Thane for FDA work and renewal of cosmetic licence on time. |
| 2) Undstanding and develop proficiency of IMDG CODES and REACH activity as per EU regulation. | Text |               |       | Not Available                  | Not Available         | Not Available              | Ensure all Hazardous material compliance as per norms.                        | Not Available               | complete                       | REACH korea products annual tonnage qty given on time.time.                                     |
| 3) Validation of various product in coordination with production.                             | Text |               |       | Not Available                  | Not Available         | Not Available              | Data collection and making protocol .   | Not Available               | Complete                       | palmitic acid completed.  |
| 4) 14001/ 18001 documentation and audit support.  | Text |               |       | Not Available                  | Not Available         | Not Available              | Preparation of documents and conduct audit.                                   | Not Available               | Complete                       | Aspect impact and HIRA completed. O   |
| 5) RSPO Regulations.Monitor MB stock  | Text |               |       | Not Available                  | Not Available         | 90 % compliance            | 100 % compliance  | Not Available               | Complete                       | Excel sheet for stock monitored , RSPO surveillance audit completed.                            |

**KRA Category : Process**  
**KRA Weightage : 15 \_**

| Key Performance Indicator (KPI) description   | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance   | (4) Superior Performance   | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement  |
|---|------|---------------|-------|--------------------------------|-----------------------|--|--|-----------------------------|--------------------------------|--|
| 1) Maintain & strengthen of the QA function. TO conduct training on ISO 9001,ISO 22000, GMP+ etc to QC and above  | Text |               |       | Not Available                  | Not Available         | Generate observation report two per week<br>Monitoring effectiveness & implement of CAPA | Generate observation report three per week<br>Monitoring effectiveness & implement of CAPA   | Not Available               | complete                       | Two training session for GMP+, ISO 9001 and iso 22000 completed  |
| 2) QAMR / QA near Mis report  | Text |               |       | Not Available                  | Not Available         | Not Available  | By 5th every month, with effectiveness / adherence to QMS<br>Avg. no. of visits minimum five per person per week<br>three nos. report by one self. | Not Available               | Complete                       | monthly QA MR prepared near miss reported to all concerns HOD's.   |
| 3) Co-ordination with production to fulfill customer requirement and improvement as per audit suggestion and giving Immediate feedback to concern department. | Text |               |       | Not Available                  | Not Available         | 80 % dead line achieved.   | 100 % dead line achieved   | Not Available               | 100 % Complete                 | customer audit date and audit plan circulated in advance for 10 day's and compliance report given to customer. |
| 4) Co-ordination with certification body(TUV) for Surveillance yearly audit. Compliance of audit finding and its effectiveness.                               | Text |               |       | Not Available                  | Not Available         | 80 % compliance  | 100 % compliance   | Not Available               | 100 % complete                 | coordinated with TUV SUD for final audit date and closure of audit finding.                                    |
| 5 Budget monitoring in SAP  | Text |               |       | Not Available                  | Not Available         | 80 % compliance  | 100 % compliance   | Not Available               | 80 % complete                  | budget monitoring done in SAP.   |

**KRA Category : Customer**  
**KRA Weightage : 15 \_**

| Key Performance Indicator (KPI) description      | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance | (4) Superior Performance                   | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement  |
|--|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--|-----------------------------|--------------------------------|--|
| 1) Vendor/ Suppliers audit for packing material. | Text |               |       | Not Available                  | Not Available         | Not Available              | Audit for packing material four per year.  | Not Available               | Complete                       | packaging material suppliers like M/s Vraj, M/s Elson and M/s supreme completed.also for HMHDPE drums M/s TPL. |
| 2) Audit of Raw material Suppliers               | Text |               |       | Not Available                  | Not Available         | Not Available              | Audit of raw material two in year          | Not Available               | Complete                       | Three raw material suppliers audit completed.  |
| 3) Audit of contract manufacturer                | Text |               |       | Not Available                  | Not Available         | Not Available              | Audit of contract manufacturer one in year | Not Available               | complete                       | M/s Unitop chemicals pvt.ltd.  |

KRA Category : Customer  
KRA Weightage : 15

| Key Performance Indicator (KPI) description   | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance | (4) Superior Performance   | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement  |
|---|------|---------------|-------|--------------------------------|-----------------------|----------------------------|--|-----------------------------|--------------------------------|--|
| 1) Ensure timely completion of complaints and as well as CAPA actions and effectiveness and generate MIS report | Text |               |       | Not Available                  | Not Available         | Not Available              | Monitor & report effectiveness of the CAPA.  | Not Available               | Complete                       | Complaints investigation on time and given report to marketing within time frame. CAPA monitored effectively.  |
| 2) Act proactively by studying complaint trend and give suggestions to reduce the customer complaints           | Text |               |       | Not Available                  | Not Available         | Not Available              | Reduction complaints by 60% on causes of all types.  | Not Available               | complete                       | During rainy season we have identified house fly in store it helps to reduce the complaint. Implemented pest control programmer in go down area.                 |
| 3) Co ordination for Customer audit with mkt depart./ HOD's and co-ordinate.                                    | Text |               |       | Not Available                  | Not Available         | Not Available              | Co_ordinates audit & generate CAPA action within time frame generate observation report and action point Co_ordinate with various departments to close the observation. 100% | Not Available               | Complete                       | coordinated with all HOD's for customer audits , social audits , informed in advance , audit plan circulated in advance for preparation.                         |
| 4) Preparation of action points and circulate to concern department.  | Text |               |       | Not Available                  | Not Available         | Not Available              | Giving compliance to customer within time frame.   | Not Available               | Complete                       | After receiving audit report from the customer i ahve list down the action points and circulated to concerns department and effectively closed the observations. |
| 5)Develop internal check and balances to improve the system and eliminate complaints.                           | Text |               |       | Not Available                  | Not Available         | 80% compliance             | 100 % compliance   | Not Available               | Complete                       | Daily QA visit are done , audit observation and complaints action points are monitored. suggestion during audit implemented in plant.                            |

vvf57e264fd8d3ef

Individual Development Plan (WI.CHR.03 F.NO. 1)

|                      |                |                       |                        |
|----------------------|----------------|-----------------------|------------------------|
| <b>Employee Name</b> | ASHOKRAO PATIL | <b>Manager's name</b> | Chandrashekhar Marathe |
| <b>Employee Code</b> | 10002938       | <b>Year</b>           | 2016-2017              |

*Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:*

**Part A: Development through Instructor led training in Classroom**

| No | Name of program                                  | Faculty          | Days | Please explain why the training is needed                     | Program completed | Comments   |
|----|--|------------------|------|---|-------------------|--|
| 1  | Interpersonal skills                             | Amit Sanas       | 2    | It will be helpful for coordination between inter departments | Yes               | completed  |
| 2  | Advanced Communication skills( only AGM & above) | Charles Carvalho | 2    |   |                   |  |
| 3  | Effective time management and execution          | Amit Sanas       | 2    | It will be effective for meeting dead line.                   | No                | on this date i was in FDA office for Cosmetic licence renewal at Thane office. |
| 4  | Inspirational Leadership (only AGM & above)      | Charles Carvalho | 2    |   |                   |  |
| 5  | Advanced Excel (only AGM & above)                |                  | 2    |   |                   |  |
| 6  | Environment Health and Safety *                  | EHS Team         | 1    |   |                   |  |
| 7  | Training on ISO 14001, OHSAS 18001 **            | EHS Team         | 0.5  |   |                   |  |
| 8  | Training on ISO 9001 & 22000                     | ASHOKRAO PATIL   | 0.5  |   |                   |  |
| 9  | Good Manufacturing Practices (GMP +)             | ASHOKRAO PATIL   | 0.5  |   |                   |  |

|    |                               |                  |   |  |  |  |
|----|-------------------------------|------------------|---|--|--|--|
|    | and cGMP<br>**                |                  |   |  |  |  |
| 10 | Influencing skills            | Internal TBD     | 2 |  |  |  |
| 11 | Strengths based team building | Charles Carvalho | 1 |  |  |  |

\*Mandatory for all employees to attend this program

\*\*Mandatory for employees working at locations covered by the certifications

*If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.*

| No | Topics required                     | No. of Days | Internal faculty name                            | Program Completed | Reviews |
|----|-------------------------------------|-------------|--|-------------------|---------|
| 1  | ISO 9001:2015 Lead Auditor training | 05          | external_faculty@v<br>vfltd.com?External Faculty | undefined         |         |
| 2  |                                     |             |  |                   |         |

**Note: Part B and Part C are to be filled by only AGM and above employees.**

**Part B: Development through developmental relationships**

| No | Relationship  | Name of leader | Number of Meetings planned | Target date | Program Completed | Reviews |
|----|---|----------------|----------------------------|-------------|-------------------|---------|
| 1  | <b>Coaching</b> through leader in own function for <b>functional</b> inputs |                |                            |             |                   |         |
| 2  | <b>Coaching</b> through leader in own function for <b>functional</b> inputs |                |                            |             |                   |         |

**Part C: Development through action learning projects**

|                      |  |
|----------------------|--|
| <b>Project Title</b> |  |
| <b>Review date</b>   |  |
|                      |  |

|   |        |
|---|--------|
| Target end date   |        |
|   |        |
| Project scope   |        |
|   |        |
| Project exclusions  |        |
|   |        |
| Project deliverables (Target at rating 3: good solid performance) |        |
|   |        |
| What is the employee expected to learn from this project          |        |
|   |        |
| Reviewer(s) name  |        |
|   |        |
| Project Status  | Select |
|   |        |
| Project Status Comments   |        |