

10000505 Pradeep Soshte

Employee Name : Pradeep Soshte Manager's Name : Sunil Katekari

Goalsheet Approval Date : 17-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	Appraiser comment on actual achievement
PPE's - Availability & quality (standards)	Text			Not Available	Not Available	To maintain availability of PPE's of appropriate standards all the time	Not Available	Not Available	Achieved	Maintained availability of PPE's of appropriate standards all the time with continuous watch on inventory. For any new PPE's PRF raised after detail study of operational conditions / parameters e.g. Heat resistant suit, handgloves. Support given to other sites for PPE's selection.
To maintain existing system in operating condition- SCBA, Eyewash fountain & overhead shower	Text			Not Available	Not Available	Regular checking of the system & immediate rectification of any damaged part or breakdown condition	Not Available	Not Available	Achieved	Maintaining SCBA and Eye wash fountain & overhead shower assemblies as per schedule. SCBA's not required any maintenance. Eye wash Doing necessary maintenance, modifications as per requirement of concern dept. Record is available. New provision is made as per demand, related spares are available
Safety Audit - Internal	Text			Not Available	Not Available	February 2017 , Schedule, Team formation of auditors, report compilation & compliance	Not Available	Not Available	Not achieved	Schedule prepared but Internal safety audit couldn't completed
Accident investigation & CAPA	Text			Not Available	Not Available	Investigation of any accident within 24 hrs, immediate reporting & preparation of CAPA	Not Available	Not Available	Achieved	Every incident i.e. happened at site of any type Near miss incident, Fire - minor / major, Equipment collapse, Eye injury, Burn injury, Material spillage, First aid injuries are investigated in time, Report prepared, Send to HOD & concern dept. CAPA prepared & send to concern department. In some cases forced to concern department to prepare SOP to avoid recurrence. Ensured training to all involved operation level persons. happened at site of any type Near miss incident.
Work permit - violation reporting & track for action taken	Text			Not Available	Not Available	Weekly	Not Available	Not Available	Need attention	Work permit violation - immediately reported to concern persons / dept after observation. Many times rectified the situation immediately after observation. Also discussed with Katekari sir. For some critical work areas verbal warning given to concern shift incharge in

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										presence of Katekari Sir. But record not mentioned.

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
Near miss reporting	Text			Not Available	Not Available	Near miss reporting system implementation & ensure 100% nearmiss reporting.	Not Available	Not Available	Need attention	Every near miss incident - observed / came to know / informed by anybody - is investigated. Communicated to employees to report near misses e.g. through safety committee, through training. But near miss reporting from all level / cader is not strong enough. It needs attention
Improvement point of view action initiated against near miss reported	Text			Not Available	Not Available	Immediate training based on reported near miss to avoid recurrence of near miss & keeping a track record.	Not Available	Not Available	Need attention	Verbal communication
Unsafe act & unsafe condition	Text			Not Available	Not Available	Reporting atleast 50 unsafe actions / conditions , trackrecord for action initiated & compliance.	Not Available	Not Available	50% achieved	Based on routine plant round / at the time of permit verification / informed by anybody - All the unsafe Acts & unsafe conditions are rectified immediately at actual. e.g. 5 numbers of full body harnesses were rejected at the time of tool box talk training to the contract team involve.
New systems, new equipments for improvement of safety at workplace.	Text			Not Available	Not Available	Identification , evaluation for use, suitability & introduce new safety system /equipments	Not Available	Not Available	Achieved	1) Work permit system reviewed. Observation - the practise is there to check / ensure the use of appropriate lifting tools and tackles against job load but not being anywhere mentioned in work permit. So incorporated in work permit to mention details of lifting tools tackles in details. 2) Hydrogen trolley filling quarterly internal certification - In present checklist it is not mentioned about Copper and Brass manifolds system Hydraulic test. Now it is mentioned.

KRA Category : People
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
Emergency preparedness training & two mock drills	Text			Not Available	Not Available	Emergency preparedness training to 100 employees & Two mockdrills	Not Available	Not Available	50% achieved	Emergency preparedness training given to employees - Total - 79 employees (19 on 5th July 2016, 21 on 28th Nov. 2017, 30 on 21st Jan 2017 & 9 on 16th Feb. 2017). As well as at Sion & at Sewree also. At Sion - 30 employees on 15th March 2017 & at Sewree - 35 employees on 29th employees. Mock drill organised 1 (Silent hours) alongwith 4 table top mockdrill e.g. Warehouse/ Flaker / Pastillator / ETP.
EHS Training to company employee on PPE's, Emergency Preparedness, Fire Management & Work permit system.	Text			Not Available	Not Available	25% employees for each topic	Not Available	Not Available	partially achieved	Training to company employee - Emergency preparedness - 79 , PPE's - 23, Fire management - TOTAL - 55 (9 on 16th July & 16 on 25th Oct & 30 employees at sion), Work permit system - 12 on 3rd Dec 2016
Training to contract employee. (On job training / Tool box)	Text			Not Available	Not Available	>60 % contract employees covered _ FOR BASIC INFORMATION ON SAFETY & HEALTH _ Toolbox talk weekly & Onjob training _ when required as per the criticalness of the job	Not Available	Not Available	Achieved	Critical job related on job training - 132 employees (co plus contract) 1) Vessel entry into Hydrogen plant reformer for insulation & hot work to 9 contract employee. 2) Pilot plant for Vega ES165 - 13 employees 3) Monsoon shed fixing & removal - 29 employees on 23rd Apr 2016 & 20th Feb 2017 4) Copper catalyst activity - 30 Employees 5) Chimney painting - 7 employees on 20th Feb 2017 6) 02D3 project team M/s SAM Engg 15 employees on 29th March 2017 7) Bitumen safety at Sewree - 9 employees on 18th March 2017 Tool box talk (alongwith Mr. Nagaonkar) -
To ensure employees participation in safety	Text			Not Available	Not Available	Preparation of 5 toolbox talk training material related to safety & health for safety committee members & tark record of the same training given by members	Not Available	Not Available	Achieved	Four Safety toolbox training material prepared in English & Hindi language 1) Important information form Onsite emergency plan 2) Common causes of accident 3) Unsafe Acts & Unsafe conditions 4) Fire alarm system. Training given to Safety committee members. Track record is available through safety checklist submitted by safety committee members.
Visual controls as applicable as well as display of one point lesson - weekly one	Text			Not Available	Not Available	Yearly Provision & maintenance	Not Available	Not Available	Partially achieved	Visual control - Major activity is completed during EMS & OHSAS certification audit. And safety related

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										information is being displayed on notice board.

KRA Category : Customer

KRA Weightage : 15 _

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Hazardous waste management	Text			Not Available	Not Available	Disposal as per schedule, no storage more than 60 days. Maintain Form 3 Report to HOD.	Not Available	Not Available	Achieved	Schedule was prepared. Ensured storage of Hazardous waste not more than 60 days. Form 3 - Latest for 3 is for 1) ETP sludge 1.44 MT Dt 7th March 2017 & 2) Filter cake 14.01 MT Dt. 14th March 2017
Annual Hazardous waste return submission	Text			Not Available	Not Available	Before 30th June	Not Available	Not Available	Achieved	Done on 20th June 2016 for 2015-16. Next will be done in June 2017
Manifest Management	Text			Not Available	Not Available	Track record & after disposal immediate submission of manifest to MPCB.	Not Available	Not Available	Achieved	1) ETP sludge - Total 34.89 T - 6 manifest submitted to MPCB. Latest manifest (A/46392) on 7th March 2017 for ETP sludge - 1.44 T. 2) Filter cake - Total 89.53 T - 8 manifest submitted to MPCB. Latest manifest (A/46393) on 14th March 2017 for filter cake - 14.1 T. 3) For Nickel catalyst + Batteries + Copper catalyst + HDPE Drums + Lub oil + Spent oil - Total 116.07 - Total 21 manifest submitted to MPCB. Latest Manifest submitted for Copper catalyst on 20th March 2017 as (Manifest Number 36 for 7.09 T , MF number 37 for 7.03 T, MF number 38 for 9.75 T & MF number 39 for 7.22 T)
Non Hazardous waste data management	Text			Not Available	Not Available	as per consent limit	Not Available	Not Available	Achieved	Maintained as per consent & dispatched. record.

KRA Category : Process

KRA Weightage : 15 _

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Certification Audit	Text			Not Available	Not Available	Jun_16	Not Available	Not Available	Achieved	Successfully completed. Certified by TUV
To conduct Internal & certification Audit	Text			Not Available	Not Available	Internal Audit in February 2017	Not Available	Not Available	Achieved	Conducted in Dec 2016. Myself four departments audit done. QC / Hydrogen / Utility / Electricals
Audit compliance	Text			Not Available	Not Available	With in 15 days after completion of internal audit	Not Available	Not Available	Achieved	Completed
To review all departments Objectives, Targets & Management plan	Text			Not Available	Not Available	Monthly	Not Available	Not Available	Achieved	Reviewed the targets of all the department for last year. For this year helped other department to review Aspect Impact register, HIRA register. Helped to prepare new objectives & management plans
As per schedule timely testing & inspection of Pressure vessels, Tanks coming under SMPV rules, to ensure the inspection of safety valves, Storage tank calibration	Text			Not Available	Not Available	Quarterly	Not Available	Not Available	Achieved	Schedule for testing & calibration is followed strictly and record maintained. for Pressure vessels, Storage tanks calibration, Tanks coming under SMPV rules, Safety valves, other testing meters e.g. Oxygen, Hydrogen, Natural gas meters, Noise level meters