

Employee Name : ASHOKRAO PATIL
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 15

KRA Description : Vendor/ Suppliers audit and Improvements. Key Performance

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
1) Vendor/ Suppliers audit for packing material.	Percentage			70	80	90	95	100
2) Audit of Raw material Suppliers	Percentage			70	80	90	95	100
3) Audit of contract manufacturer	Percentage			70	80	90	95	100

KRA Category : Customer

KRA Weightage : 30

KRA Description : ISO 9001:2015 certification for Taloja Plant, continuation of ISO 9001:2008 till July 2017. Closure of audit finding and its effectiveness..

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
Co-ordination with certification body(TUV) for Surveillance(yearly) audit. Compliance of audit finding and its effectiveness.	Percentage			70	80	90	95	100
Training on ISO 9001:2015 for OC and above	Percentage			70	80	90	95	100
Conduct IQA for all certifications.2017(1) as per schedule	Percentage			70	80	90	95	100
Coordinate with department heads for preparation of Context of organisation, Risk assessment w.r.t. ISO 9001:2015 and other documentations.	Percentage			70	80	90	95	100

KRA Category : People

KRA Weightage : 15

KRA Description : Training to VVF INDIA LIMITED Employee as per HR training calendar

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
Training on ISO 9001:2015 , ISO 22000:2005 , GMP .	Percentage			70	80	90	95	100
Training to Contract employee on GMP, personal hygiene , and social audit related.	Percentage			70	80	90	95	100

KRA Category : Process

KRA Weightage : 20

KRA Description : Maintain & strengthen of the QA function and Quality management system, GMP, GDP, and GHP practices in plant.

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
Maintain & strengthen of the QA function. TO conduct training on ISO 9001,ISO 22000 , GMP+ GDP,GHK etc to OC and above drivers , contract employee, Mathadis.	Percentage			70	80	90	95	100
QAMR / QA near Mis report preparation monthly review report	Percentage			70	80	90	95	100
Co-ordination with production to fulfil customer requirement and improvement as per audit suggestion and giving Immediate feedback to concern departmen	Percentage			70	80	90	95	100
Co-ordination with HOD's and second line managers for updation of audit finding of social , ISO audit and customer audit.	Percentage			70	80	90	95	100
Updation of MR desk , review of SOP for changes as per audit observation.	Percentage			70	80	90	95	100

KRA Category : Business

KRA Weightage : 20

KRA Description : Regulatory compliance.

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
FDA licence compliance & coordination FDA authority .	Percentage			70	80	90	95	100
IMDG CODES and REACH activity as per EU regulation. Coordination with OR for annual tonnage	Percentage			70	80	90	95	100

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
submission and Registration for two products before registration dead line.								
14001/ 18001 documentation and audit support.	Percentage			70	80	90	95	100
FSSAI annual report submission and sampling analysis of Glycerin and fatty acid product as per schedule.	Percentage			70	80	90	95	100
RSPO , ISO 22000, GMP+ co ordination with CB and conducting internal audit and effective closure of NC's.	Percentage			70	80	90	95	100

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

Employee Name	Manager's name	Employee ID	Year
ASHOKRAO PATIL	Chandrashekhar Marathe	10002938	2017-2018

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
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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
1			

2			
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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	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
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	
Project Status Comments	