Employee Name : DINESH SHIVALKARManager's Name : DINESH SHIVALKAR
Goalsheet Approval Date : 21-Nov-2016

KRA Category : People
KRA Weightage : 20

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
Complete self IDP	Text			Note a single IDP completed	Only one ID complete	Two IDP complete	More than two IDP complete	100% IDP complete
Train atleast two persons for sending marketing samples	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	.
Train atleast two persons for preparing monthly QC reports	Text			No trainings imparted	only one person trained	Two persons trained	.	.
Training on safety and products to subordinates & internal audits	Text			No trainings imparted	only one pers50% trainings complete	75% trainings complete	80% trainings complete	100% trainings complete

KRA Category : Process
KRA Weightage : 20

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
Ensure availability of lab items in time by raising PRF	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that ISO documents are updated timely.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Updation of customer specifications at regular intervals	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Approving batches on time for final dispatches	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Daily work log book audits	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Customer
KRA Weightage : 20

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
Ensure that any quality deviation is brought to seniors and discussed in morning meetings. Decision on such products are to be extracted from concerned people	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Preparation of correct blend sheets & data required by marketing, planning & Research department	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that all precautions are taken during abnormal situation like loading of last material from a storage tank, loading during rainy season etc.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

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
Preparation and implemantation of new sampling plan	Text			Sampling plan implemantation post December 2016	Sampling plan implemantation from December 2016	Sampling plan implemantation from October 2016	Sampling plan implemantation from September 2016	Sampling plan implemantation from August 2016
Arrange to send the marketing samples to customers on time. (Before three days)	Text			50% of samples took more than 10 days	70% of samples took upto 10 days	85% of samples took upto 5 days	90% of samples took upto 3 days	95% of samples took upto 3 days
Respond to the querries from despatch planning team (within 2 working days)	Text			More than 5 cases of no response	More than 3 cases of no response	2 cases of no response	1 cases of no response	No case of delay
Customer audits	Text			More than 5 NC's per audit	3 NC's per audit	2 NC's per audit	1 NC	no NC
New intiatives of cost savings in packing materials	Text			10% target covered	25% target covered	50% target covered	75% target covered	90% target covered