

Employee Name : PRAMODKUMAR SAHOO

Manager's Name : ASHOKRAO PATIL

Goalsheet Of Year: 2016-2017

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Maintenance & strengthening of the QA function**

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. Routine monitoring in plant for checking system adherence	Text			Not Available	Not Available	80% compliance	Generate observation report. Monitoring effectiveness & implement of CAPA, no. of report five per week	Not Available
2. QAMR / QA Miss report	Text			Not Available	Not Available	80% compliance	100 % compliance	Not Available
3. Should be aware of WI of all department, any changes there in.	Text			Not Available	Not Available	80% compliance	Get reflected into QAMR to include remarks on WI changes	Not Available
4. To generate at least one suggestion to highlight gap into the system	Text			Not Available	Not Available	80% compliance	Average at least one in quarter	Not Available

**KRA Category : Customer**

**KRA Weightage : 20**

**KRA Description : Customer complaint report & CAPA effectiveness 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
1. Complaint investigation as and when required.	Text			Not Available	Not Available	80 % compliance	Collection of required data.	Not Available
2. Monitoring effectiveness of CAPA in plant	Text			Not Available	Not Available	80 % compliance	Visit to plant to see the adherence of CAPA	Not Available

**KRA Category : Business**

**KRA Weightage : 20**

**KRA Description : QMS Knowledge**

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. Familiarity with GMP+,ISO 22000,ISO 9001 norms	Text			Not Available	Not Available	80 % compliance	Participate in implementation and take up small related assignment & complete the same in agreed dead line	Not Available
2. QMS knowledge to be reflected into QAMR	Text			Not Available	Not Available	80 % compliance	In general QAMR to have WI norms in place & monitoring of effectiveness	Not Available

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Data collection & Analysis for Improvement & 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
1. Updation of Run log data for Alcohol.	Text			Not Available	Not Available	80 % compliance	Monitoring run log for all alcohol products with respect to catalyst change.	Not Available
2. Updation of Tank farm Data.	Text			Not Available	Not Available	80 % compliance	Monitoring the data of tank farm like O2 %, PRV status, Temp., & co_relate it to product quality issue like CV, PV, Dedication of tank etc	Not Available
3. Monitoring of Flushing material Record in Pastillation & flaker plant.	Text			Not Available	Not Available	80 % compliance	Monitoring waste count of material during changeover in different grade, at the start up of plant etc	Not Available
4) Analysis of plant samples as per requirement	Text			Not Available	Not Available	80 % compliance	As and when required	Not Available

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

Employee Name	Manager's name	Employee ID	Year
PRAMODKUMAR SAHOO	ASHOKRAO PATIL	10000331	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and	EHS Team	1	This is mandatory

	Safety *			
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills( only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	It will be useful in my day to day work during plant rounds.
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	It will be useful in my day to day work during plant rounds
8	Advanced Excel (only AGM & above)		2	As a QA team member training on ISO 9001 & ISO 22000 is necessary.
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	As a QA team member training on GMP+ & cGMP.
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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	ISO 9001:2015 Lead Auditor training	5	ashokrao.patil@vvfltd.com?ASHOKRAO PATIL
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	Coaching through leader in own function for functional inputs					

2	Coaching through leader in own function for functional inputs					
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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	Completed
Project Status Comments	