Employee Name : Sandeep Agarwal
Manager's Name : Sudhakar D
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 15
KRA Description : QMS training on internal NC's/RCA/shopfloor workmen on defect monitoring & CCP parameters.

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
To train the teams on current SOP's, risk analysis	Text	40		0	2	3	4	4
JD's of cross function team to drive commitment to quality	Text	25		Mar 2018	Feb 2018	Jan 2018	Dec 2017	Nov 2017
On job training to staff on defects and process parameters	Text	25		NA	Quarterly	Monthly	Fortnightly	Weekly
Trend for internal audit observations and action plan	Text	10		Na	NA	yearly	Yearly	Yearly

KRA Category : Process
KRA Weightage : 20
KRA Description : Manufacturing and Process Control

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
Fix the IPQC check points with process flow for each product to ensure the manufacturing compliance	Text	30		Jan 2017	Dec 2017	Nov 2017	Oct 2017	Sept 17
Preparation of protocols, execution and reports	Text	30		NA	After Execution	On time	Before schedule time	Before Schedule Time
Identification of Critical Control Parameters (CCP) through FMEA and duly displayed on line, Visual display process flow through visual factory in appropriate Mfg./Pkg. lines , Effectiveness monitoring through Gemba and recorded log supporting data.	Text	20		Jan 2017	Dec 2017	Nov 2017	Oct 2017	Sept 17
Trend analysis of in-process log data for effectiveness check ,Defects evaluated in % defects of particular attribute to track it in the next batches , Proactive awareness to Mfg. /Pkg. shop floor teams to be alert and avoid the same.	Text	20		NA	Yearly	Half Yearly	Quarterly	Monthly

KRA Category : Business
KRA Weightage : 20
KRA Description : Suppliers Qualification, Control & Compliance (SQCC)

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
Approved vendor list of RM/PM and Hygiene check of available latest specs.	Text	20		NA	NA	Sept 2017	Aug 2017	July 2017
Risk based RM/PM assessment and identification of key parameters	Text	20		NA	NA	Nov 2017	Oct 2017	Aug 2017
Review of sampling plan, based on risk level and performance level	Text	20		NA	NA	Feb 2018	Jan 2018	Nov 2017
Audit plan for key suppliers / vendors and external labs	Text	20		NA	NA	NA	Either RM or PM by Dec 2017	Both RM/PM by March 2018
Regular monitoring and periodic yearly trend analysis to ensure vendor performance.	Text	20		NA	NA	Half yearly for all key vendors	Quarterly for all key vendors	Monthly for all key vendors

KRA Category : Business
KRA Weightage : 20
KRA Description : FDA, Regulatory, and Audit compliances

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
Renewal of cosmetic, drugs and Ayurvedic FDA licenses	Text	30		NA	NA	With in 30 days from the Expiry date	Within 15 days of the expiry date	As on or before expiry date
Regulatory Compliance - Help the HO team by providing feed back w.r.t. regulatory compliance on upcoming products for FDA registration	Text	30		NA	NA	Provide feedback / correction within 10 days	Provide feedback / corrections within 7days	Provide feedback within 3 days
Quality Level Improvement - Continuous monitoring on QL of soap and powder plant and providing feedback to plant for improvement. QL for Soap -Target 4.0, Powder - 5.0. Baddi plant - 4.2	Text	15		4.00	4.1	4.2	4.3	4.4
Reduction in market complaints by review the complaint trend and gaps to reduce the borne out complaints	Text	15		NA	NA	7	6	5
Defect classification - By review and update the current check sheets of online and SQC for defect monitoring	Text	10		NA	NA	Nov 2017 for both plant	Oct 2017 for Soap and Talc	Sept 2017 for soap / Talc plant

KRA Category : Customer
KRA Weightage : 25
KRA Description : Disciplined Quality Management System(DQMS)

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
Timely released of RM, PM and finished Goods as per SOP	Text	40		10 days after the schedule day	5 days after the schedule day	Within schedule time	2 days before schedule time	Same day of consignment arriaval
Failure investigation and CAPA implementation tracking and CAPA effectiveness	Text	20		Na	NA	Half yearly	Quarterly	Monthly
Deviation & change control with data and risk assessment	Text	20		NA	NA	Half yearly	Quarterly	Monthly
Internal quality Audit schedule and compliance tracking for continual improvement	Text	10		NA	NA	Dec 2017	Nov 2017	Oct 2017
APQR, Monthly report sharing with client,	Text	10		10 days after schedule	7 days after schedule	As per schedule	5 days before schedule	3 days before schedule

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

Employee Name	Manager's name	Employee ID	Year
Sandeep Agarwal	Sudhakar D	10000945	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			

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	