

Employee Name : Harshad GhadgeManager's Name : Harshad Ghadge  
Goalsheet Approval Date : 23-Nov-2016

**KRA Category : Business**

**KRA Weightage : 20 \_**

| Key Performance Indicator (KPI) description       | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance  | (2)<br>Needs Improvement           | (3)<br>Good Solid Performance         | (4)<br>Superior Performance           | (5)<br>Outstanding Performance   |
|---|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Ensure minimum glassware breakages                | Text |               |       | More than 10 cases of breakage     | 10 cases of breakage               | Five cases of breakage                | Three cases of breakage               | Only one case of breakage        |
| Minimise absentism (Overtime saving)              | Text |               |       | more than 10 leave without pay     | more than 5 leave without pay      | more than 3 leave without pay         | No leave without pay                  | Minimum absentism                |
| Ensure that the revised sampling plan is followed | 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 : People**

**KRA Weightage : 20 \_**

| Key Performance Indicator (KPI) description   | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance  | (2)<br>Needs Improvement            | (3)<br>Good Solid Performance         | (4)<br>Superior Performance           | (5)<br>Outstanding Performance   |
|---|------|---------------|-------|------------------------------------|-------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Complete the IDP training   | Text |               |       | No attempt                         | 50% complete                        | 100% complete                         | NA                                    | NA                               |
| Get famlier with a general picture of all plant activities and visit all plants atleast 5 times per year. | Text |               |       | No visit                           | 2 time visit with abnormlity report | 3 time visit with abnormlity report   | 5 time visit with abnormlity report   | NA                               |
| Ensure , by year end, all the working area related to chemist is learnt and is manageable independantly.  | 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% |
| Always wear proper PPEs while working in lab and while visiting the plants.                               | Text |               |       | More than one case in year         | One case in year                    | NA                                    | NA                                    | NA                               |
| Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glasswares               | Text |               |       | More than two case in year         | two case in year                    | NA                                    | NA                                    | NA                               |
| Mobile usage inside laboratory premises to be restricted  | Text |               |       | More than two case in year         | two case in year                    | NA                                    | NA                                    | NA                               |
| No arrogant behaviours / non cooperation / quarrelling with other departments                             | Text |               |       | More than two case in year         | two case in year                    | NA                                    | NA                                    | NA                               |

**KRA Category : Process**

**KRA Weightage : 20 \_**

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance  | (2)<br>Needs Improvement           | (3)<br>Good Solid Performance         | (4)<br>Superior Performance           | (5)<br>Outstanding Performance   |
|--|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Do the analysis and all other works in lab strictly as per SOPs.   | 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 all analysis results are entered at proper sites and in the first level register with sign and date | 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 all batch results entries in shifts in SAP.   | 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% |
| Maintain proper house keeping in Lab.  | 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 : 40 \_**

| Key Performance Indicator (KPI) description  | Unit | KPI Weightage | Value | (1)<br>Unsatisfactory Performance  | (2)<br>Needs Improvement           | (3)<br>Good Solid Performance         | (4)<br>Superior Performance           | (5)<br>Outstanding Performance   |
|--|------|---------------|-------|------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| Ensure correct communication from shift to shift, time to time   | 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 the results are communicated to the internal customers with out delays & with out errors.  | 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% |
| SAP entries are to be done for complete batches before 5 days  | Text |               |       | More than 30 day                   | More than 20 days                  | More than 10 days                     | 5 to 10 days                          | Upto 5 days                      |
| The deviations with respect to specifications should be brought to notice of seniors & shift in charge | Text |               |       | No case reported                   | Less than three cases reported     | Three cases reported                  | Four cases reported                   | More than 5 cases reported       |