

Employee Name : Manish Kumar Tiwari

Manager's Name : Sudhakar D

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 25

KRA Description : New product development Quality and Regulatory Compliance support

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
Technology Transfer Document review/ clearance as per the Quality compliance.	Days			15	10	7	5	2
Prepare Daman facility readiness for ISO 22716	Text			NA	NA	Before Certification	1 Month before Certification	3 Month before certification
Ensure smooth transition of new RB building project to meet cGMP requirement	Text			More than 5 Major	5 Major, 5 Minor	2 Major, 3 Minor	1 Major, 2 Minor	No Observation
All IQ,OQ,PQ,DQ to be completed as per protocol prepared in conjunction with customer	Percentage			60	75	80	90	100
Ensure new machine IQ,DQ,OQ,PQ as per protocol and timely qualification.	Text			NA	NA	Mar 2018	Feb 2018	Dec 2017

KRA Category : Business

KRA Weightage : 15

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
Risk based RM/PM assessment and identification of key parameters supplied at Daman site	Text			NA	NA	Dec 2017	Nov 2017	Oct 2017
Audit plan for key suppliers & Service providers for Daman unit	Text			NA	NA	Mar 2018	Jan 2018	Nov 2017
Explore Information from key suppliers on system & process (Process flow chart and the quality system followed by the supplier)	Text			NA	NA	Jan 2018	Nov 2017	Aug 2017
List of Approved suppliers & service provider for Daman site	Text			NA	NA	Dec 2017	Oct 2017	Sept 2017
Supplier agreement in place for key suppliers used for manufacturing of VVF products at Daman	Text			NA	NA	Mar 2018	Jan 2018	Dec 2018

KRA Category : People**KRA Weightage : 15****KRA Description : QMS training on internal NCs/ RCA/ shop floor workmen on defect monitoring & CPP parametrs**

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
Install daily meetings with quality team to review and discuss the content and feedback	Date			31/Dec/2017	01/Nov/2017	01/Aug/2017	10/Jul/2017	01/Jul/2017
To train the teams on current cGMP, risk analysis, impact analysis.	Percentage			10	25	50	75	100
Delegation & empowerment to the supervisory level to highlight the problems non compliance when they occur to avoid pass on mistakes	Text			NA	NA	Nov 2017	Jan 2018	Mar 2018
Training of all QA lab crew before on boarding & requalification in case required	Text			NA	NA	All crew	All crew	All crew
QMS & GDP training to plant team	Percentage			50	60	70	85	100

KRA Category : Process**KRA Weightage : 20****KRA Description : Manufacturing & 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
Reduction in borne out Market complaint for products manufactured at Daman Site	Percentage			1	5	10	15	20
Tracking system for defect rate for the defined attributes.	Text			NA	NA	Annual	Quarterly	Monthly
Process Equipment, product wise Process Qualification and validation meeting the acceptance criteria	Text			NA	NA	Dec 2018	Jan 2018	Dec2017
Review of market samples quality defects/ market complaint borne out defects from Daman site, to work with cross functional team to resolve & nullify the occurrence.	Text			NA	NA	Annual	Quarterly	Monthly
Implement new QL policy at Daman site, as it is launched by corporate QA	Text			NA	NA	within 30 days	Within 15 days	Same month

KRA Category : Customer
KRA Weightage : 25
KRA Description : Disciplined Quality Management Systems (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
Release of finished product post explicit review of batch manufacturing (BMR) & Packing documents	Percentage			70	80	90	95	100
Internal Quality Audit Schedule and compliance tracking continual improvement	Text			NA	NA	Mar 2018	Feb 2018	Jan 2018
NCs/ Deviation Reporting / Change control with consolidated data & risk assessment	Text			NA	NA	Half Yearly	Quarterly	Monthly
Failure Investigation and CAPA implementation tracking CAPA effectiveness	Text			NA	NA	Half Yearly	Quarterly	Monthly
Timely log of any Change Control, Deviation & CAPA at Daman site, within 48 hours of incident	Percentage			70	75	80	90	100

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

Employee Name	Manager's name	Employee ID	Year
Manish Kumar Tiwari	Sudhakar D	10004006	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	Self development
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	Awareness & Internal Auditor certification for ISO 22716	2	External Faculty
2	Six Sigma Implementation	4	dinesh.kabra@vvfltd.com?Din esh Kabra

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	