

10000039 Ramkrishn Sahu

Employee Name : Ramkrishn Sahu Manager's Name : Vilas Kakade

Goalsheet Approval Date : 15-Apr-2017

KRA Category : Customer

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
1) Accidents: a) Usage of PPE's b) Risk assessment in specific manual activity (other than routine) - As & when specific job is taken up	Text			.	.	Zero a) 100% PPE usage b) 100% Risk assessment	.	.	100% Achieved	Taken care for Proper SOP to be followed and all awareness training provided at work site. Also made vigilant for use of PPE.
House keeping	Text			.	.	GHK rating 6 to 7	.	.	90% Achieved	Taken care to implement discipline to keep the area maximum possible clean for safe operation. Minimized hose connection by providing fix lines at many places, hence spillages also reduced.
2) Fire Incidences: a) Follow-up of permit system b) To arrest leakages of process material	Text			.	.	Zero a) 100% compliance b) Immediately after occurrence	.	.	No fire incidents	Strictly followed work permit system and also attended to arrest leakages timely
3) Water Conservation a) Increase use of Recycle Water, b) No Effluent in Storm Water Drain & c) Reduction in Effluent Generation	Text			.	.	a) 100% in floor cleaning b) 90% c) 10%	.	.	90% Achieved	Taken care to keep effluent water generation within the limit by timely attending all leakages and also minimizing usage of fresh water. Condensate water collection also improved by attending leakages and arranging a under ground tank for it.

KRA Category : Business

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Replacement /Repair of Trolley Pump for Trolley No-2 & 4	Text			.	.	"By end March_2017 (Provided it approved with budget) "	.	.	100% Achieved	Replaced new impeller in pump of Trolley no-2 and replaced a new pump in trolley no-4 and reduced downtime drastically.
4" dia X 2 nos transfer line on top of DFA tank farm to connect tank farm 4/5/6 with our existing lines coming from unloading trolley no-1	Text			.	.	"By end March_2017 (Provided new scheme approval with budget) "	.	.	Not Applicable	MOC prepared but Approval pending due to budget issue
4 " dia 2 nos underground/overhead pipe rack for transferring oil/fatty acid from tank farm to tank farm 4,5/ 6	Text			.	.	"By end March_2017 (Provided new scheme approval with budget) "	.	.	Not Applicable	MOC prepared but approval pending due to budget issue

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	Actual achievement of year end	Appraisee comment on actual achievement
4" DIA SS circulation line to tank No T-854 (tank height-42 M) in tank farm -6	Text			.	.	"By end March_2017 (Provided new scheme approval with budget) "	.	.	Not Applicable	MOC prepared but approval pending due to budget issue.
Steam Leak rectification in Tankfarm area	Text			.	.	By end December_2016	.	.	90% Achieved	Arrested all steam leakages timely by coordinating with mechanical department and also with my own department persons.

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	Actual achievement of year end	Appraisee comment on actual achievement
Reduction of Unloading time of Receiving Materials for 1) Tankers (with coil & insulation) 2) ISO (with coil and insulation) and 3) Flexi-Container (with heating pad)	Text			.	.	1_a) 2hrs for PFAD & RBDPS 1_b) 1 hr for CPKO,SPKO,RMO & PKFAD2) 2hrs for Palmitic3_a) 2hrs for Berga Acid3_b) 2hrs for DFA 1214	.	.	98% Achieved	By implementing proper SOP and increasing no of heating points with steam trap arrangements avoided unwanted delay in operation, unloading timing reduced for all incoming raw materials.
Loading of Tankers, ISO and Flexi-Containers	Text			.	.	Activity of loading within two hour from vehicle report at TF after QC_clearance.	.	.	99% Achieved	By implementing proper SOP and arranging fix lines and increased loading points avoided unwanted delay in operation, loading timing reduced for all materials.
To make tanks available for Production	Text			.	.	Within 24hrs without N2 Blanketing	.	.	100%	Taken care to provide storage tanks within time as required by production by co-ordinating all concerned persons starting from tank cleaning, N2 purging etc.
Co- ordination with production, supply chain, strategic procurement. for receipt of raw material, storage & Dispatch	Text			.	.	Fulfillment of 95% of SNOP	.	.	95%	Taken care to get raw material and its storage and also dispatches timely. Also started generating a report plan vs actual for incoming raw material.
To maintain & make available good quality of product in tanks for dispatch	Text			.	.	No deviation in quality	.	.	100% Achieved	By implementing proper SOP and discipline in work for maintaining and made available good quality of products in tanks for dispatch.

KRA Category : Process
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
GRN preparation and Ensure all invoices i.e. Original for buyer & Duplicate for transporter are forwarded to Accounts & excise department once GRN is punched	Text			.	.	Within 2 working days	.	.	100% Achieved	100% except if there is any technical issues or document missing.
Ensure all material receipts are labelled and kept in quarantine area till QC clearance and Issue of materials only through Issue Slip/IV	Text			.	.	Shift material to respective location after QC clearance within 24hrs and Issue Slip posting within 2_working days	.	.	100% Achieved	Taken care except if any technical issues.
SAP vs Physical Stock match	Text			.	.	90% Valuewise	.	.	90%	Taken care by bringing discipline for stock match SAP vs Physical and found much improvement during last March-2017 audit
Reduction in Inventory value	Text			.	.	Minimum possible Inventory	.	.	Achieved	All possible measure taken for reducing inventory and it found improvement in last audit by alerting users for stock lying since long and its usage at the earliest.
Maintaining of Inventory	Text			.	.	100% of Critical Materials	.	.	100%	Taken care to maintain inventory of critical spares as per plant requirement by preparing timely PR and follow up with Purchase for PO then Vendor to get material at the earliest to avoid zero stock incidents..

KRA Category : People

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
1) Completion of self IDP a) Learning on Time Management	Text			.	.	a) December_2016	.	.	100%	100% completion.
2) Completion of Team IDP a) Completion of Team members IDP/TNI b) Training to Subordinates on N2 Blanketing c) Training on Reduction on usages of Hoses and hence prevention of spillage & leakages	Text			.	.	a) 90% b) December_2016 c) December_2016	.	.	90%	a) 100%, b) & c) completed awareness training.