

Employee Name : JAYANTIBHAI BHATT

Manager's Name : Dinesh Kabra

Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Reduction in Number of Incidents

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
Preparedness for HIRA	Text			June 17	July 17	Oct 17	Sept 17	August 17
Reduction of FAC and Fire Incident over last year %	Percentage			30	40	50	60	75
Ensure safe operation through proper work permit system (No of reportable incidents.)	Text			Red	Yellow	Green	Green	Green
Audits of work permits(% of permits audited out of total permits issued.	Text			60	65	75	90	100

KRA Category : Customer

KRA Weightage : 15

KRA Description : Ensure Statutory compliance

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
Compliance towards license conditions w.r.t.Consent to Operate and Fire NOC,	Percentage			90	95	98	99	100
Compliance towards statutory activities such as Environment Monitoring, ETP operations as per Factory Act, Goods Lift, pressure vessels, Lifting tools & tackles.	Percentage			90	95	98	99	100
Safety Audit compliance	Text			Red	Amber	Green with Minor NC	Green without NC	Green

KRA Category : Process

KRA Weightage : 15

KRA Description : CAPA Quality Improvements

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
FIR by Concerned department within 24 Hrs	Text			48 hrs	36 hrs	24 hrs	12 hrs	>12 hrs
Preliminary investigation by EHS department within 48 Hrs	Text			96 hrs	72 hrs	48 hrs	36 hrs	>36 hrs
Detailed investigation by EHS department within(6 working days)	Text			8	7	6	5	4
CAPA by concerned department to EHS within(10 Working days)	Text			15	12	10	8	>6
CAPA closing after two successful verification	Text			70% OTIF	80 % OTIF	90% OTIF	100 % OTIF	>100%

KRA Category : People

KRA Weightage : 15

KRA Description : Improve Employee Awareness towards Safety

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
GEMBA Walk and sustainability of 5S	Text			<60%	OTIFQ 60% to 70%	OTIFQ 70% to 80%	OTIFQ 80% to 90%	>90%
Emergency preparedness training to company employees (% employees got trained out of total company employees)	Percentage			30	40	50	60	70
Planned and unplanned mock drills(mock drills per quarter) and implementation of identified gaps	Text			0	1	2	3	4

KRA Category : Process

KRA Weightage : 15

KRA Description : Cross functional Safety Audits

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
Start of cross functional safety audits(Target month)	Text			Oct 17	Sep'17	Aug'17	July'17	Jun'17
Preparation of action plan(within days, From the date of audit report)	Text			25	20	15	10	5
Quarterly compliance report by EHS(100% Compliance to non	Text			Complied after two week	Complied after one week	Complied on Due date	Complied 1 week before	Complied two week before

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
budgetary findings) Tracking and sustainability review results	Text			Red	Yellow	Green with NC	Green without NC	Green

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

Employee Name	Manager's name	Employee ID	Year
JAYANTIBHAI BHATT	Dinesh Kabra	10002231	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

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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	