

Employee Name : Sunil Katekari  
 Manager's Name : Pratyaya Chakrabarti  
 Goalsheet Of Year: 2017-2018

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : To ensure employees participation in EHS activities - Taloja, Baddi & daman**

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
Reporting SBO , HI / Safety Observations by Safety committee member & EHS team Taloja, Baddi & Daman	Text			200 , 50 , 25	300 , 75 , 50	500 Taloja, 250 Baddi, Daman 100	600, 300, 125	750, 350, 150
Compliance to Observations	Text			60 % to non budgetary observations	80% to no budgetary observations	100% to non budgetary observation	Efforts to Budgetary observation	completion of 50 % budgetary observation by year end.
Table top Mock drill by Safety committee members	Text			2	3	4	5	6
Tool Box talk / 5 Min talk by Safety committee members ( Mgt Rep) on topic given by EHS	Text			2 talks by each Safety committee member.	3 talks by each Safety committee member.	4 talks by each Safety committee member.	5 talks by each Safety committee member.	6 talks by each Safety committee member.

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : To ensure Safety systems in line with EMS & OHSAS standards**

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 conduct Internal review & Safety Audit at Taloja, Baddi & Daman	Date			31/Oct/2017	30/Sep/2017	31/Aug/2017	16/Aug/2017	31/Jul/2017
To set up a baseline for implementation of EMS & OHSAS system	Date			15/Nov/2017	31/Oct/2017	15/Sep/2017	31/Aug/2017	15/Aug/2017
To form core committee, conduct training	Date			15/Nov/2017	31/Oct/2017	15/Sep/2017	31/Aug/2017	15/Aug/2017
Quarterly Audit Compliance report by Site to EHS & EHS to Top Management	Text			No satisfactory response	Once in 4 Months	Quarterly	NA	NA
External Audit for review status	Date			31/Mar/2018	25/Mar/2018	15/Mar/2018	01/Mar/2018	15/Feb/2018

**KRA Category : Customer****KRA Weightage : 15****KRA Description : To check quality of CAPA implementation based on CAPA compliance / closing time & its effectiveness**

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
CAPA implementation by concern department	Text			After two months from target date	After one month from target date	as per target date agreed / mentioned in CAPA.	15 days before target date.	Immediately within 7 days
CAPA effectiveness verification by EHS & feedback to concern.	Text			90 Days	75 Days	Once in 60 days	45 Days	30 Days
CAPA closing after two successful verifications by EHS.	Text			120 Days or more	Before 105 Days	Before 90 days	Before 60 Days	Before 45 Days
System development, SOP , Forms & Formats for Investigation & CAPA	Date			30/Sep/2017	31/Aug/2017	31/Jul/2017	15/Jul/2017	30/Jun/2017

**KRA Category : Process****KRA Weightage : 15****KRA Description : Strict implementation of Work permits system at Baddi & Daman. Improvement 25% above baseline.**

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
Work permit system update & decide baseline.	Date			30/Sep/2017	15/Sep/2017	31/Aug/2017	15/Aug/2017	31/Jul/2017
To carry out work permit audits by EHS for inspection of quality & level of preparedness.	Text			.5%, 2% & 2%	1%, 5% & 5%	No of Permit audits against issued permits: 2% Talaja, 10% Baddi & 10% Daman.	2.5%, 12% & 12%	3%, 15% & 15 %
Evaluation of work permit audit, improvement by end of March 18.	Percentage			25	40	60	65	70
To ensure no reportable incidents i.e. personal injuries due to improper verification of work permit by EHS.	Text			4	3	2	1	0
To ensure no reportable incidents i.e. fire due to improper verification of work permit by EHS.	Text			4	3	2	1	0

**KRA Category : Customer****KRA Weightage : 15****KRA Description : To ensure emergency preparedness is up to the mark - Talaja, Baddi & daman**

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 update emergency preparedness plan.	Date			31/Oct/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017	15/Jul/2017
Awareness training to 100% Key roles ( HOD's & Second Line Managers) in Emergency preparedness	Date			15/Nov/2017	15/Oct/2017	15/Sep/2017	15/Aug/2017	10/Aug/2017
wareness training to 40 % company employees excluding key roles.	Date			30/Nov/2017	31/Oct/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017
To conduct planned Mock Drill	Date			15/Dec/2017	15/Nov/2017	10/Oct/2017	15/Sep/2017	10/Sep/2017
To conduct Unplanned Mock Drill	Date			31/Mar/2018	25/Mar/2018	15/Mar/2018	28/Feb/2018	01/Feb/2018

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

Employee Name	Manager's name	Employee ID	Year
Sunil Katekari	Pratyaya Chakrabarti	10000463	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	To upgrade the Managerial skills
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Chandrashekhar Marathe	6	31/Jan/2018		
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Anirudha Bansod	6	28/Feb/2018		

**Part C: Development through action learning projects**

<b>Project Title</b>	VVF Carbon footprint
<b>Review date</b>	31/Aug/2017
<b>Target end date</b>	28/Feb/2018
<b>Project scope</b>	To identify the sources of carbon emissions , aspects & calculate the reductions
<b>Project exclusions</b>	Carbon foot prints pertaining to VVF only.
<b>Project deliverables</b> (Target at rating 3: good solid performance)	To complete study by 28th Feb 2018
<b>What is the employee expected to learn from this project</b>	Emission , its effect on environment & its calculations
<b>Reviewer(s) name</b>	Vilas Kakade
<b>Project Status</b>	

Project Status Comments	
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