Employee Name : ASHISH MHATREManager's Name : ASHISH MHATRE
Goalsheet Approval Date : 21-Nov-2016

KRA Category : Process
KRA Weightage : 20

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
Ensure completion of protocols as soon as the batch is finished (within one day for acids & alcohols, five days for glycerin)	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 entries of batch reports in SAP as soon as the batch is complete (before 5 days)	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%
Visit plant, ware house & sampling point at least 5 times in ayear& submit abnormality report iid any	Text			No visits	Only one visit	2 to 5 visits	More than 5 visits	.
Check & counter sign final batch protocols	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 : 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
Check and ensure that the revised sampling plan is followed	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Check if we are doing unwanted analysis or if the plant or internal customer is demanding useless analysis. Report atleast 4 implementations per year	Text			0 implementations	1 implementations	2 implementations	3 implementations	4 implementations
Take proper decision in time (either with your own common sense or by consulting with siniors) and do not cause un necessary delay or non actions.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
All glasswaare breakages are to be registered	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
All instrument spares breakages are to be registered	Text			Random audits should compliance below 80%	Random audits should 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) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Ensure that there is no accident / incident in lab.	Text			More than one incidence	one incidence	.	.	.
Ensure that all chemists use PPEs whenever needed	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%
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			2 to 5 instances	Upto 2 instances	No instances	.	.
Ensure IDP of yourself and chemists working with you are complete	Text			25% compliance	50 % compliance	100 % compliance	.	.
Appreciate your team members for their good performances	Text			No instances of appreciation	Upto three instances	More than than three instances	.	.

KRA Category : Customer
KRA Weightage : 20

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
Communicate properly to the concerned department if any deviation of results obtained. No delays should occur .	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that all inputs of analysis (reagents & standard solutions are with correct quality and strength) are ok and chemists follow the SOPs correctly.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Distribute the works evenly to all members in the shift and ensure that all pending jobs are listed neatly with necessary details.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Any abnormal / non routine sample came to the lab to be treated specially and has to inform the seniors either verbally (during general shift hours) or through log book.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%