10000466 ASHISH MHATRE

Employee Name : ASHISH MHATREManager's Name : Chandrashekhar Marathe

Goalsheet Approval Date: 03-Apr-2017

KRA Category : Process KRA Weightage : 20 _

Key Performance Indicator (KPI)	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
description 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 Check and ensure	Unit	KPI Weightage	Value	(1) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
that the revised sampling plan is followed				should compliance below 80%	should compliance below 90%	should comply above 90%	should comply above 95%	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) Unsatisfactor y Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
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 _

Indicator (IKP) Performance Random audits should compliance below 90% Random audits should comply above 90% Random aud	Key	Unit	KPI	Value	(1)	(2)	(3)	(4)	(5)	Actual	Appraisee
Indicator (I/CPI) Performance Performa	Performance		Weightage		Unsatisfactor	Needs	Good Solid	Superior	Outstanding	achievement	comment on
Random audits should compliance below 80% Random audits should comply above 90%	Indicator		o o		V	Improvement	Performance			of year end	actual
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Individual Development Plan (WI.CHR.03 F.NO. 1)		

Employee Name	ASHISH MHATRE	Manager's name	Chandrashekhar Marathe
Employee Code	10000466	Year	2016-2017

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	Program completed	Comments
1	Interperso nal skills	Amit Sanas	2			
2	Advanced Communic ation skills(only AGM & above)	Charles Carvalho	2			
3	Effective time mana gement and execution	Amit Sanas	2			
4	Inspiratio nal Leadershi p (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environm ent Health and Safety *	EHS Team	1	ОК	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Being shift incharge we can develop our teams for this standard.	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.	undefined	
9	Good Ma nufacturin g	ASHOKR AO PATIL	0.5	Being Quality Control person I am part of GMP practices, by	undefined	

	Practices (GMP +) and cGMP **			gaining this knowledge I will be more vigilant towards final product quality.		
10	Influencin g skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			

^{*}Mandatory for all employees to attend this program

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	Program Completed	Reviews
1				undefined	undefined
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
	Coaching through leader in own function for functional inputs					
	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	

^{**}Mandatory for employees working at locations covered by the certifications

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	Select
Project Status Comments	