

Employee Name : ASHOKRAO PATIL  
 Manager's Name : Chandrashekhar Marathe  
 Goalsheet Of Year: 2016-2017

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : ISO 9001:2015 certification for Taloja Plant, continuation of ISO 9001:2008 till April 2017**

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
1)Co-ordination with certification body(TUV) for Surveillance( yearly) audit. Complience of audit finding and its effectiveness.Preparation of Manual and required documents.	Text			Not Available	Not Available	Final certification in June 2017	Final certification in May 2017	Not Available
2) Training on ISO 9001:2015 for OC and above	Text			Not Available	Not Available	80 % compliance	100% compliance	Not Available
3) Coordinate and document completion with help of ISO 9001:2015 consultant	Text			Not Available	Not Available	80 % compliance	100% compliance	Not Available
4) Coordinate with department heads for preparation of Context of organisation, Risk assessment w.r.t. ISO 9001:2015 and other documentations.	Text			Not Available	Not Available	80 % compliance	100% compliance	Not Available
5)Conduct IQA for all certifications.2016(2) as per schedule - Cycle 2	Text			Not Available	Not Available	80 % compliance	100% compliance	Not Available

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : Regulatory complience.**

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
1) FDA licence complience & coordination FDA authority .	Text			Not Available	Not Available	Not Available	Coordinate with Local FDA office for complience and Approved technical staff.	Not Available
2) Undstanding and develop proficeincy of IMDG CODES and REACH activity as per EU regulation.	Text			Not Available	Not Available	Not Available	Ensure all Hazardous material complience as per norms.	Not Available
3) Validation of various product in coordination with production.	Text			Not Available	Not Available	Not Available	Data collection and making protocol .	Not Available
4) 14001/ 18001 documentation and audit support.	Text			Not Available	Not Available	Not Available	Preparation of documents and conduct audit.	Not Available
5) RSPO Regulations.Monitor MB stock	Text			Not Available	Not Available	90 % compliance	100 % compliance	Not Available

**KRA Category : Process****KRA Weightage : 15****KRA Description : Maintain & strengthen of the QA function and Quality management system.Training**

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
1) Maintain & strengthen of the QA function. TO conduct training on ISO 9001,ISO 22000, GMP+ etc to OC and above	Text			Not Available	Not Available	Generate observation report two per week Monitoring effectiveness & implement of CAPA	Generate observation report three per week Monitoring effectiveness & implement of CAPA	Not Available
2) QAMR / QA near Mis report	Text			Not Available	Not Available	Not Available	By 5th every month, with effectiveness / adherence to QMS Avg. no. of visits minimum five per person per week three nos. report by one self.	Not Available
3) Co-ordination with production to fulfil customer requirement and improvement as per audit suggestion and giving Immediate feedback to concern department.	Text			Not Available	Not Available	80 % dead line achieved.	100 % dead line achieved	Not Available
4) Co-ordination with certification body(TUV) for Surveillance yearly audit. Compliance of audit finding and its effectiveness.	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available
5 Budget monitoring in SAP	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available

**KRA Category : Customer****KRA Weightage : 15****KRA Description : Vendor/ Suppliers audit and 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
1) Vendor/ Suppliers audit for packing material.	Text			Not Available	Not Available	Not Available	Audit for packing material four per year.	Not Available
2) Audit of Raw material Suppliers	Text			Not Available	Not Available	Not Available	Audit of raw material two in year	Not Available
3) Audit of contract manufacturer	Text			Not Available	Not Available	Not Available	Audit of contract manufacturer one in year	Not Available

**KRA Category : Customer****KRA Weightage : 15**

**KRA Description : Handle customer complaints, Evolve suggest CAPA and monitor effectiveness. And Handle Customer audits and their 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
1) Ensure timely completion of complaints and as well as CAPA actions and effectiveness and generate MIS report	Text			Not Available	Not Available	Not Available	Monitor & report effectiveness of the CAPA.	Not Available
2) Act proactively by studying complaint trend and give suggestions to reduce the customer complaints	Text			Not Available	Not Available	Not Available	Reduction complaints by 60% on causes of all types.	Not Available
3) Co ordination for Customer audit with mkt depart./ HOD's and co-ordinate.	Text			Not Available	Not Available	Not Available	Co_ordinates audit & generate CAPA action within time frame generate observation report and action point Co_ordinate with various departments to close the observation. 100%	Not Available
4) Preparation of action points and circulate to concern department.	Text			Not Available	Not Available	Not Available	Giving compliance to customer within time frame.	Not Available
5) Develop internal check and balances to improve the system and eliminate complaints.	Text			Not Available	Not Available	80% compliance	100 % compliance	Not Available

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

Employee Name	Manager's name	Employee ID	Year
ASHOKRAO PATIL	Chandrashekhar Marathe	10002938	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills( only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	

9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

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

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	

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	Completed
Project Status Comments	