

10000328 Chandrashekhar Marathe

Employee Name : Chandrashekhar Marathe Manager's Name : Vilas Kakade

Goalsheet Approval Date : 21-Apr-2017

KRA Category : Customer

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Certification as per ISO 9001 :2015 by April 2017	Text			Not Available	Not Available	100%	Not Available	Not Available	Documentation and preaudit completed successfully . Audit scheduled in june first week . Delayed due to non availability of auditors .	Documentation and preaudit completed successfully . Audit scheduled in june 1st week .
Support & Implemnt OTIF	Text			Not Available	Not Available	100%	Not Available	Not Available	analysis of FG kept ready along with support activities like tanker /container checking . calibration of instruments .	analysis of FG kept ready along with support activities like tanker /container checking . calibration of instruments .
Respond to queries from other departments within 24 hrs., preferably within 10 hrs.	Text			Not Available	Not Available	100%	Not Available	Not Available	queries responded immediately on receipt , for export of finished goods . Customer queries regarding FP specs , certifications and audits also replied .	queries responded immediately on receipt , for export of finished goods . Customer queries regarding FP specs , certifications and audits also replied immediately.
Provide sqc data to internal customers within 3 days	Text			Not Available	Not Available	95%	Not Available	Not Available	SQC data provided on daily basis to internal customers .	trend analysis shared with production as well as oil purchase dept completed
Monitor internal quality audits and QA checks within stipulated / defined periods. (Internal audits once in 6 months for min. 5 departments and QA checks every day	Text			Not Available	Not Available	100%	Not Available	Not Available	completed	Three interl audits completed , one for ISO 9001 2008 , one for ISO 9001 2015 standard and ISO 22000 2005 STANDARD Completed , 17 DEPTS AUDITED DURING EACH AUDIT .
Customer complaints to be closed within 15 days of it's intimation & Repeat complaint minimisation .	Text			Not Available	Not Available	100%	Not Available	Not Available	completed	82 % (14/17) closed within 15 days , 94 % (2nos /17) closed within 20 days , 6% (1 no /17) completed within 30 days . packaging and labelling complaints reduce b by 60 % (from 10 to 4 as comped to year 14/15) , packing related complaints reduced by 40% (from 5 nos to 3 as compared to year 1415)

KRA Category : Customer

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	Actual achievement of year end	Appraisee comment on actual achievement
Analysis of raw material , Packing materials , Intermediates & Finished product as per specifications & updation of specs as required	Text			Not Available	Not Available	95% complete	Not Available	Not Available	completed	Raw materials like oils (coconut ,palm oils ,mustard oils) all the tankers analysed as per quality plan ,similarly packing material also analysed as per quality plan and released for production , Finished product all batches analysed as per quality pain , protocols ready , specification updated from time to time and records maintained as per ISO system.
Maintain all instruments &support to production	Text			Not Available	Not Available	95 % up time	Not Available	Not Available	completed	Analytical instruments serviced as per plan and uninterrupted service given to production , routine service carried out by internal team . Instruments calibrated as per quality plan using external standards , spare parts maintained ..
Comply all applicable rules like FDA ,FSSAI Reach	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	ANNUAL RETURNS SUBMITTED FSSAI OFFICE , LABELLING AS PER FSSAI REGULATION , FDA RETURNS FIED ON TIME , ANNUAL FDA VISIT SUCCESSSSFULLY COMPLETED . NO CRITICAL REMARK DURING ANNUL VISIT .
Upgradation of analytical facilities	Text			Not Available	Not Available	100%	Not Available	Not Available	completed as per budgetary provisions .	new fume cabinet installed which has improved safety standard and working condition . Budgetary constraints did not permit further upgradation .
Maintain external analysis data as per the norms stipulated by various certification bodies	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	AS PER GMP + REGULATION PESTICIDE RESIDUE ,HEAVY METALS , DIOXINES AND DIOXINE LIKE LIKE PCBS , AFLATOXINS ,POTABLE WATER ANALYSIS completed

KRA Category : People
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Training within department on the topic " Safety & Emergency preparedness" by March 2017	Text			Not Available	Not Available	100%	Not Available	Not Available	completed completed	Defined walk ways , emergency exit plan prepared and explained to each individual including contract labour , compatibility of lab chemicals

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										explained , emergency lamp installed and site emergency plan explained .
2Training to all on "laboratory safety " by March 2017	Text			Not Available	Not Available	100%	Not Available	Not Available	completed	monthly training of quality department personnel on safe operations and activity in the lab , usage of personnel protective equipments like goggles, hand gloves , etc . resulted in reduction in accidents in lab .
Implementation of (documentation , training, Audits) 14000/18000 .	Text			Not Available	Not Available	100%	Not Available	Not Available	completed	HIRA and aspect impact register updated for new activity such coal analysis , training model prepared and explained to quality dept . basics of 18000/14000 explained to each individual .

KRA Category : People
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Tranning of plant people on hygiene , food safty , & GMP+ B2	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	Two session on each topic completed for taloja senior management to impress upon the importance of hygine , cleaning of machinery ,area clearance , oil and grease leakages inside product , food safty and feed safety .
Tranning of transporters ,drivers on storage of bags during transit & seasonal percautions .	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	drivers and cleaners are regularly trained for transport safty like leakages , hazard from excessive heating of the product due to vehicle parking under direct sunlight , precautions during rainy season , segregation of products inside the truck and precaution during unloading .
Tranning of Vedore employees (bag suppliers , drum suppliers) on hygiene , food safty , & GMP+ B2	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	training of vendor representatives for maintaining clean internal surface of drums ,bags and absence of foreign particles . hygine and cleanliness of plant personnel , our customers expectations from us with respect to product cleanliness .
4 completion of IDPs &BAR CODE BASED WMS	Text			Not Available	Not Available	100%	Not Available	Not Available	completed , bar code based WMS is being accessed by system dept .	completed , bar code based WMS is being accessed by system dept .

KRA Category : Business
KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
Reduce packing cost by 40 lakhs (by developing new vendors and by exploring other suitable alternatives.)	Text			Not Available	Not Available	90%	Not Available	Not Available	18.19 LACHS saved on account of packing , SAVING ON ACCOUNT OF COAL REBATE RS 30 LAKHS , SAVING ON ACCOUNT OF coconut OIL REBATE 8 .06 LAKHS . TOTAL SAVING 50.44 LAKHS .	total saving is 50 .44 lakhs COMPLETED
2 Optimisation of plant samples	Text			Not Available	Not Available	90%	Not Available	Not Available	completed	Hydroxyl value three samples reduced per day (section 1) , Sap value three samples reduced per day (section 2) , carbonyl value nine samples reduced per day (section 3 -3 nos , sect 4 - 3 nos , pestillation - 3 nos) six gc in acid and six in alcohol section four (residue sam in acid and section 4 in alcohol) , REDUCED PLANT SAMPLES BY DISCUSSING WITH PRODUCTION TEAM . GIVEN IMPORTANCE TO CERTAIN SAMPLES AS PER PRODUCTION TEAM REQUIREMENTS .
New vendore development for HDPE bags & HMDPE drums	Text			Not Available	Not Available	95%	Not Available	Not Available	completed	COMPLETED , DEVELOPED NEW VENDORE FOR HDPE BAGS , MS MAPLE INDUSTRIES .