

Employee Name : Sunil Haldankar  
 Manager's Name : Chandrashekhar Marathe  
 Goalsheet Of Year: 2016-2017

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Cost saving, Customer audits & Budget monitoring**

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
Preparation and implementation of new sampling plan	Text			Sampling plan implementation post December 2016	Sampling plan implementation from December 2016	Sampling plan implementation from October 2016	Sampling plan implementation from September 2016	Sampling plan implementation from August 2016
Budget monitoring , monthly feed back to HOD	Text			.	.	95% of the KPI to be achieved	.	.
Handle customer audit and close NC within stipulated time	Text			.	.	80 % compliance	100 % compliance	.
New initiatives of cost savings in packing materials	Text			.	.	80 % compliance	100 % compliance	.
Keep track of absenteeism & glassware breakage	Text			.	.	80 % compliance	100 % compliance	.

**KRA Category : Process**

**KRA Weightage : 20**

**KRA Description : Ensure quality system is in place in QC. Lab.**

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 NCs are closed within justifiable period, CAPA is extrapolated and used as a tool for continual improvement.	Text			.	.	.	95% target to be met	.
Ensure that ISO documents are updated timely.	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%
Updation of customer specifications at regular intervals	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%
Approving batches on time for final dispatches	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%
Daily work log book audits	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 : People**  
**KRA Weightage : 20**  
**KRA Description : Training of new chemist & IDP**

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
Complete self IDP	Text			.	.	80% compliance	100 % compliance	.
Ensure all employees in lab use PPEs.	Text			.	.	80% compliance	100 % compliance	.
Ensure that all lab staff get all IDP training for the year 2015 to 2016	Text			.	.	80% compliance	100 % compliance	.
Develop 3 people as trainers on the topics related to " chemistry involved in laboratory" and "good laboratory practices".	Text			.	.	80% compliance	100 % compliance	.

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Customer satisfaction through helping & coordinating with all the departments**

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 chemists do error free analysis and provide results to production in time.	Text			.	.	.	95% of the KPI to be met.	.
Provide marketing , questionnaires related to plant , products and quality system max. within 48 hours of reaching the request.	Text			.	.	.	95% of the KPI to be met.	.
Ensure that despatches do not get delayed from laboratory side. 80 % of the despatches after reaching of the vehicles in factory should be despatched within 48 hrs.	Text			.	.	.	95% of the KPI to be met.	.
Ensure that all instruments are in AMC.	Text			.	.	.	95% of the KPI to be met.	.

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

Employee Name	Manager's name	Employee ID	Year
Sunil Haldankar	Chandrashekhar Marathe	10000072	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	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
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	Need to complete Lead auditor course in ISO 9001 & 22000. Being owner of ISO documentation, I should have knowledge of changed ISO standards. This course will help to upgrade my knowledge & also for implementation of this standard at our site. I can act as an internal auditor after this course
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by gaining this knowledge I will be more vigilant towards final product quality.
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**

Project Title	
Review date	
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	Not Applicable

Project Status Comments	
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