Employee Name : Pradeep Soshte
Manager's Name : Sunil Katekari
Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 15
KRA Description : Process 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
Hydrogen trolley inspection - rejection if nonconformities, reporting & record maintaining	Text			80	90	100	NA	NA
To ensure quarterly, inspection of Company & contract agencies electrical equipments, reporting & followup for compliance	Text			80	90	100	NA	NA
On job safety training to new agencies before starting the job in presence of or along with the executing team/dept and record maintaining	Text			NA	NA	As and when required	NA	NA
To ensure pressure vessels testing and lifting tools and tackles	Text			Missed to carry out	After due date	On due date	NA	NA

KRA Category : People
KRA Weightage : 15
KRA Description : Safety 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
Fire management training	Text			50 employees	70 employees	100 employess	120 employees	150 employees
Personal protective equipments	Text			50 employees	70 employees	100 employess	120 employees	150 employees
work permit system	Text			50 employees	70 employees	100 employess	120 employees	150 employees
Safety tool box talk development. And training by self and through people i.e safety committee members & others	Text			One safety tool box talk development & 250 employees	Three safety tool box talk developement & 400 employees	Four safety toolbox talk development & 600 employess	Five safety toolbox talk development & 800 employees	Six safety tool box development & 1000 employees

KRA Category : Process
KRA Weightage : 15
KRA Description : Safety observations (Unsafe acts / unsafe conditions) including near miss incidents reporting

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
Identification of unsafe acts unsafe condition	Text			50numbers in a year	100 numbers in a year	200 numbers in year	225 numbers in a year	250 numbers in year
Immediate Reporting to concern	Percentage			50	60	95	97	100
Follow up to concern departments / persons	Text			quarterly	two monthly	monthly	half monthly	weekly
Compliance report maintaining	Percentage			50	60	95	97	100

KRA Category : Customer
KRA Weightage : 15
KRA Description : Safety improvement

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
Accident investigation	Text			Not done	With in month	With in week	Immediate 48 Hrs	Immediate with in 48 Hrs & reporting to HOD
CAPA Follow up till compliance & closing	Text			30 % Incidents	50 % Incidents	75 % Incidents	90 % Incidents	100 % Incidents
CAPA format review & midification if necessary & SOP development	Date			31/Jan/2018	30/Nov/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017
Evaluation of health of employees based on Form 7 (Medical check up report) & health awareness among employees	Text			100	100	100	100	100
Verification of emergency facilities	Text			Quarterly	Once in two month	Monthly	once in 15 days	weekly

KRA Category : Business
KRA Weightage : 40
KRA Description : Work permit system improvement

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
Upgradation of work permit system / procedure	Date			31/Jan/2018	30/Nov/2017	30/Sep/2017	31/Jul/2017	30/Jun/2017
Work permit system training to all Issuer, acceptor, approver	Percentage			30	50	75	90	100
Auditing the issued Class A Permits (Self & through others e.g. safety committee members)	Percentage			0	1	2	3	4
Evaluation	Percentage			40	60	80	90	100
No reportable incident / personal injury due to improper safety verification	Text			Two	one	Zero	Zero	Zero

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

Employee Name	Manager's name	Employee ID	Year
Pradeep Soshte	Sunil Katekari	10000505	2017-2018

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 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	for self development
6	Six Thinking Hats		1	
7	Art of Charm	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			

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	**Coaching** through leader in own function for **functional** inputs					
2	**Coaching** through leader in own function for **functional** 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	

Project Status Comments	