

## 1. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Production and productivity	<ul style="list-style-type: none"> <li>• Production Planning and scheduling</li> <li>• Raw Material &amp; Consumable Planning and scheduling</li> <li>• Batch scheduling</li> <li>• Trouble shooting</li> <li>• Maintenance Planning and scheduling.</li> <li>• Managing availability packaging materials</li> <li>• Managing Storage Inventory to prevent overstock position.</li> <li>• Manpower planning and ensuring availability of trained manpower all the time.</li> </ul>	<ol style="list-style-type: none"> <li>1. Production as per planned target</li> <li>2. Overall Plant Effectiveness (OPE)</li> </ol>
Product Delivery	<ul style="list-style-type: none"> <li>• Co-ordination with Commercial Dept. for logistic support and Packaging supply.</li> <li>• Co-ordination with Marketing Dept. for Domestic sales &amp; Exports.</li> <li>• Co-ordination with outsourcing site</li> <li>• Interdepartmental Co-ordination.</li> </ul>	<ol style="list-style-type: none"> <li>1. On time delivery in full all the time.</li> <li>2. "Zero" Customer Complaints</li> </ol>
Materials and Energy Efficiency	<ul style="list-style-type: none"> <li>• Control Transit Loss</li> <li>• Control Storage &amp; Handling Losses.</li> <li>• Control Plant Interruption, Equipment Breakdown and Pipeline leakages.</li> <li>• Control Deviations in Process &amp; Equipment performances affecting efficiency targets.</li> <li>• Maximize Utilization of Heat recovery Equipment.</li> </ul>	<ol style="list-style-type: none"> <li>1. Actual utilization of Raw Materials, Consumables, Packaging materials and Energy/fuel shall be as per Budgeted Norms.</li> </ol>
Safety Performance	<ul style="list-style-type: none"> <li>• Monitor &amp; Control Safety Systems and Procedures.</li> <li>• Maintenance, upkeep and ensure all time availability of PPE's, Safety Appliances and Device within the plant.</li> <li>• Periodic Safety Audits and compliance to Audit recommendations and relevant Statutes.</li> <li>• Create awareness and training of personnel on Occupational Health, Safety systems and procedures.</li> <li>• Create Safety culture within plant. Lead by example, demonstrate and vocalize priority for safe working, Inspire and motivate plant personnel to participate for highest safety performance.</li> </ul>	<ol style="list-style-type: none"> <li>1. "Zero" accidents, incidents and near misses.</li> <li>2. "Zero" deviations in Safety Work Permit System at the workplace.</li> <li>3. "Zero" defects and "Cent Percent" availability of Safety Appliance and Device provided in the plant.</li> <li>4. Closure of all Safety Audit recommendations within reasonable time frame accepted and agreed during the Management Review.</li> </ol>
Environment Performance	<ul style="list-style-type: none"> <li>• Monitor &amp; Control Environment Systems and Procedures.</li> <li>• Maintenance, up-keep and ensure all time availability of Pollution control devices and monitoring equipments within the plant.</li> <li>• Periodic Environment Audits and compliance to Audit recommendations and relevant Statutes.</li> <li>• Create awareness and training of personnel on Occupational Health, Environment management systems and procedures.</li> <li>• Create clean environment culture within the plant.</li> </ul>	<ol style="list-style-type: none"> <li>1. "Zero" deviations from the environment emission norms set for the plant.</li> <li>2. "Zero" defects and "Cent Percent" availability of Environment monitoring and control appliances and devices provided in the plant.</li> <li>3. "Zero" environment incidents and</li> </ol>

	<p>Lead by example, demonstrate and vocalize priority for maintaining clean environment through adhering to good work practices. Inspire and motivate plant personnel to participate for setting highest environment performance standards.</p>	<p>chemical spills.</p> <p>4. Closure of all Environment Audit recommendations within reasonable time frame accepted and agreed during the Management Review.</p>
Quality Performance	<ul style="list-style-type: none"> <li>• Monitor and measure performance of Processes and equipment which directly affect product quality and take corrective/preventive action.</li> <li>• Monitor and control quality systems and procedures.</li> <li>• Awareness and training of personnel on Quality systems and procedures.</li> </ul>	<ol style="list-style-type: none"> <li>1. "Zero" quality deviation in product dispatched.</li> <li>2. "Cent Percent" Quality Rate and "Zero" rework</li> </ol>
Management of HR	<ul style="list-style-type: none"> <li>• Continuous assessment of job knowledge and work performance of plant personnel and identifying need for training and skill upgradation, and imparting effective training.</li> <li>• Working with managers effectively to execute the policies and goals of the organization..</li> <li>• Tracking competencies of subordinates and providing leadership and development as required to achieve the objectives.</li> <li>• Ensuring the effectual adopting of new programs and policies and providing training in order to meet improved requirements.</li> <li>• To motivate and inculcate sense of belonging and ownership among the plant personnel, through mentoring and personal attention.</li> <li>• Effective utilization of manpower and productivity improvement through job rotation, multi-skilling, and rationalization.</li> </ul>	<ol style="list-style-type: none"> <li>1. "Zero" error in job performance by the plant personnel.</li> <li>2. "Zero" employee turnover due to reasons attributable to dissatisfaction at the workplace.</li> <li>3. Smooth and speedy implementation of new policies, new techniques and technologies, new work practices. Visible adaptability and willingness to accept change across the plant group.</li> </ol>
Continual Improvement and Cost Reduction	<ul style="list-style-type: none"> <li>• Identifying and prioritizing the improvement in plant performance in the areas of Productivity, product quality, delivery, material and energy efficiencies, safety and environment.</li> <li>• Utilizing all available resources to generate ideas, solutions and management programs, and implementing them successfully within approved budget and timelines.</li> </ul>	<ol style="list-style-type: none"> <li>1. Improvement in Production Rate, Product quality, Raw Material or Energy Efficiencies compared to Budgeted norms.</li> <li>2. Reduction Customer complaints, Customer delight.</li> <li>3. Manpower reduction.</li> <li>4. Reduction in Environment emission levels.</li> <li>5. Reduced waste generation</li> <li>6. Reduction in Production costs.</li> <li>7. Increased Safety.</li> <li>8. Improvement in Process Capability</li> <li>9. Increase in OPE</li> </ol>