

PRINCIPAL JOB ACCOUNTABILITIES Accountabilities	Major Activities	Key Performance Indicators
Production and productivity	<ul style="list-style-type: none"> • Production Planning and scheduling for the plant • Raw Material & Consumable Planning and scheduling • Production planning & scheduling as per sale plan at outsourcing site • Maximize the occupancy of the equipments • Maintenance Planning and scheduling. • Managing availability packaging materials • Managing Storage Inventory to prevent overstock position with co ordination to dispatch department. • Training of plant personnel. 	<ol style="list-style-type: none"> 1 Production as per planned target 2. To achieve Overall Plant Effectiveness (OPE) as per target
Product Delivery	<ul style="list-style-type: none"> • Co-ordination with Marketing Dept. for sales. • Co-ordination with outsourcing end • Interdepartmental Co-ordination. 	<ol style="list-style-type: none"> 1. On time delivery in full all the time. 2." Zero" Customer Complaints
Materials and Energy Efficiency	<ul style="list-style-type: none"> • Improve the recovery of solvent & Handling Losses. • Control Plant Interruption, Equipment Breakdown, corrosion and leakages by taking periodical inspection and shut downs. • Control Deviations in Process & Equipment performances affecting efficiency targets. • Maximize Utilization by reduction of waiting time of the equipments 	<ol style="list-style-type: none"> 1. Actual utilization of Raw Materials, Consumables, Packaging materials and Energy/fuel shall be as per Budgeted Norms by maintaining standard parameters and by prevention of losses.
Safety Performance	<ul style="list-style-type: none"> • Monitor & Control Safety Systems and Procedures. • OJT training to operator & maintenance team • HAZOP study of the process before start-up • JSA of unplanned activities & maintenance job • Maintenance, upkeep and ensure all time availability of PPE's, Safety Appliances and Device within the plant. • Periodic Safety Audits and compliance to Audit recommendations and relevant Statutes. • Create awareness and training of personnel on Occupational Health, Safety systems and procedures. • 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. 	<ol style="list-style-type: none"> 1. "Zero" accidents, incidents and near misses. 2. "Zero" deviations in Safety Work Permit System at the workplace. 3. "Zero" defects and "Cent Percent" availability of Safety Appliance and Device provided in the plant. 4. Closure of all Safety Audit recommendations within reasonable time frame accepted and agreed during the Management Review.
Environment Performance	<ul style="list-style-type: none"> • Monitor & Control Environment Systems and Procedures. • Maintenance, upkeep and ensure all time availability of Pollution control devices and monitoring equipments within the plant. • Periodic Environment Audits and compliance to Audit recommendations and relevant Statutes. • Create awareness and training of personnel on Occupational Health, Environment management systems and procedures. 	<ol style="list-style-type: none"> 1. "Zero" deviations from the environment emission norms set for the plant. 2. "Zero" defects and "Cent Percent" availability of Environment monitoring and control appliances and devices provided in the plant. 3. "Zero" environment incidents and

	<ul style="list-style-type: none"> • Create clean environment culture within the plant. 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>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"> • Monitor and measure performance of Processes and equipment which directly affect product quality and take corrective/preventive action. • Monitor and control quality systems and procedures. • Awareness and training of personnel on Quality systems and procedures. 	<ol style="list-style-type: none"> 1. "Zero" quality deviation in product dispatched. 2. "Cent Percent" Quality Rate and "Zero" rework
Management of HR	<ul style="list-style-type: none"> • Continuous assessment of job knowledge and work performance of plant personnel and identifying need for training and skill upgradation, And imparting effective training. • Tracking competencies of subordinates and providing leadership and development as required achieving the objectives. OJT & safety talk with operator & maintenance team • To motivate and inculcate sense of belonging and ownership among the plant personnel, through mentoring and personal attention. • Effective utilization of manpower and productivity improvement through job rotation, multi-skilling, and rationalization. 	<ol style="list-style-type: none"> 1. "Zero" error in job performance by the plant personnel. 2. "Zero" employee turnover due to reasons attributable to dissatisfaction at the workplace. 3. Smooth and speedy implementations of new policies, new techniques and technologies, new work practices. Visible adaptability and willingness to accept change across the plant group.
Continual Improvement and Cost Reduction	<ul style="list-style-type: none"> • Identifying and prioritizing the improvement in plant performance in the areas of Productivity, product quality, delivery, material and energy efficiencies, safety and environment. • Utilizing all available resources to generate ideas, solutions and management programs, and implementing them successfully within approved budget and timelines. • Reduction of the solvent losses • Proper planning of the batches & in-process material to reduce the inventory • Scheduling of the batches 	<ol style="list-style-type: none"> 1. Improvement in Production Rate, Product quality, Raw Material or Energy Efficiencies compared to Budgeted norms. 2. Reduction Customer complaints, Customer delight. 3. Manpower reduction. 4. Reduction in Environment emission levels. 5. Reduced waste generation 6. Reduction in Production costs. 7. Increased Safety. 8. Improvement in Process Capability 9. Increase in OPE