KPI 2022

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	Purchase Cycle Time	18%	100%	Higher is better	Measures the average amount of time it takes to process an order. From (PR) is submitted to MMD, and ends when the Purchase Order (PO) is sent out by MMD to the vendor.	P.O. Monitoring Report	Total PO sent to vendor minus no. of pending over total PO Processed sent on time (within 3 days) Jun PO= (120-20)/120= 83.33%
2	Delivery In Full	18%	100%	Higher is better	Measures the Delivery Completeness of Purchased Goods	Delivery Monitoring Report	Quantity delivered less quantity of short delivery, wrong item delivered and/or non-conformance to quality against P.O. Ex. Jun PO Qty (11,200-180)/11,200*100= 98.39%
3	On-Time Delivery	18%	100%	Higher is better	Measures the Delivery Timeliness of Purchased Goods based on the delivery lead time	Delivery Monitoring Report	Number of transactions delivered on-time against total transactions per month.
4	Zero Down Time	12%	80%	Higher is better	Measures equipment availability in a period e.g (Forklift)	Asset Monitoring Record	Total units' availability (in days) less unit not functioning (in days) over total units (units*days in month). Units (216 eqpt days - 1 eqpt day)/(8units*27days) = 99.53%
5		4%	20%		Measures equipment availability in a period e.g (Printer/ Aircon)		
6	Zero Accident	10%	100%	Higher is better	Measures number of Accident Reported per BU	Security Incident Report	No of Incident. 0 - 100%, 1 = 90%. 2 = 80%, 3 = 70%, 4=0%
7	On-Time and Complete Submission of Insurance Documents	10%	100%	Higher is better	Measures the on-time completion of necessary documents for insurance claims	Insurance Claim Monitoring	AVERAGE OF ALL INSURANCE CLAIM FILED (FTM) WEIGHT= (EXPECTED NUMBER OF DAYS TO COMLPLETE DOCUMENTS) DIVIDED BY (VARIANCE) THEN MULTIPLY BY 100 IF VARIANCE IS BELOW EXPECTED DATED OF COMPLETION, WEIGHT =100% (VARIANCE=DIFFERENCE ACTUAL VS EXPECTED DATE OF COMPLETION OF DOCUMENTS) Ex. Weight = (3 days/ 3 days) *100
8	On-Time Renewal of Truck, Trailer and Service Registration	10%	100%	Higher is better	Measures the on-time registration of trucks, trailers and service vehicle	Truck and Trailers List Monitoring	TRUCK/TRAILER/ SERVICE VEHICLE SHOULD BE RENEWED WITHIN THE MONTH OF ITS RESPECTIVE EXPIRY EXPIRY DEPENDS ON THE ENDING OF THE PLATE NUMBER No. of missed/delayed registration: 0-100%, 1=90%, 2=80%, 3=70%, 4=0%
		100%					

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.