

	<h1>Quality Assurance</h1> <h2>Key Performance Indicator</h2>		Document Number: KPI-SS-11.01
	Department: Quality Assurance	Effective Date: August 13, 2025	Revision No 0

KPI 2025

KEY PERFORMANCE INDICATORS							
No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	Adherence to QAD Activities	15%	Conduct of planned activity	Higher is better	Monitor and ensure compliance with Quality Assurance Department activities	WBS Monitoring QAD Calendar	Hit/Miss
2	Adherence to SHE Activities	20%	Conduct of planned activity atleast 1 Safety, Health or Environment activity	Absolute	Monitor and ensure compliance with SHE programs and activities	Calendar of Activities SHE Calendar Attendance Sheet Pictures from the Activity Minutes of the Meeting	Hit/Miss
3	Document Control	15%	Document controlled after 15 working days upon approval of control form or draft for new document	Higher is better	Measures the timeliness and accuracy of documents for routing and approval	Document Control Log, Intranet, Document Revision Monitoring	No. of documents controlled on-time/Total no. of received documents for revision/controlling
4	Internal Quality Audit - QMS	20%	Conduct atleast 2 Internal Quality Audit (2Ps/SOP/PCF or Cash Transaction/QWP/Records/Labor Standards/Business Ethics and Others)	Absolute	Evaluate the compliance and effectiveness of the Quality Management System	Calendar of Activities, Audit Report	Hit/Miss
5	Internal Quality Audit - Good Warehousing Practice	15%	Conduct monthly GWP/GDP audit of warehouses	Absolute	Monitor the compliance of warehouse in GWP and/or GDP Standards (If Principal requires)	GWP Report	Hit/Miss
6	Training and Development	10%	Conduct of training or attend trainings/seminars at least 1 per month	Absolute	Conduct or attendance on Quality & Other Trainings	Attendance Sheet/Training Certificates Screenshots	Hit/Miss
7	Report Submission	5%	Submission: SHE Committee Meeting Report - 2nd Monday of the month KPI - 16th of the month KPI Submission reminder & MVVQP Cascade - 2nd week of the month Audit Report - Within a week after audit Document Revision - every 15th or 30th of the month	Absolute	Measures the timeliness and accuracy of reports submitted / presented	Reports Monitoring Actual Report or Presmat Email	No. of correct reports submitted on-time / No. of reports
		100%					

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