KPI 2021

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	Project Adherence to Schedule	25%	100%	Higher is better	Measures the timeliness of activities committed to be prepared re ISO Project per month	WBS Monitoring	No of activities completed on-time / number of activities
2	SMETA Audit	15%	Conduct at least 1 per month (Labor standards, Business Ethics, Health & Safety, and Environment)	Absolute	Measures the timeliness, accuracy and completeness of reports submitted	Calendar of Activities	Hit/Miss
3	Control of Documents	15%	After 15 working days	Higher is better	Measures the timeliness and accuracy of documents for routing and approval upto posting on Intranet/cascaded through email to document owner	Document Control Log, Intranet	No. of documents posted on-time/Total no. of documents
4	Conduct of Internal Quality Audit - 2Ps/SOP review or QWP audit	15%	Conduct 2Ps/SOP review, or QWP audit at least 1 dept per month	Absolute	Measures the timeliness, accuracy and completeness of reports submitted	Calendar of Activities	Hit/Miss
5	Conduct of Warehouse Audit	15%	Conduct monthly GWP/GDP audit of warehouses	Absolute	Measures the compliance of warehouse in GWP Standards	GWP Report	Hit/Miss
6	Conduct/Attend Trainings	10%	at least 1 per month – conduct of training or attend trainings/seminars	Absolute	Conduct of Quality Trainings	Attendance Sheet/Training Certificates	Hit/Miss
7	Report Submission	5%	100%	Higher is better	Measures the completeness and accuracy of reports submitted / presented	Reports Monitoring	No. of correct reports submitted on-time / No. of reports
		100%					

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Please refer to printed files for signatures of approvers.

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