Reichel Foods, Inc.

Employee Warning Notice

Employee Information	
Date:	7/26/2021
Employee Name:	Sytha Giles
Job Title:	QA Tech Level 1
Manager/Supervisor:	James Littlefield

Type of Warning

Verbal Warning	[X]
Written Warning	[ ]
Final Warning	[ ]

Type of Offense

Tardiness/Leaving Early	[ ]
Absenteeism	[ ]
Violation of Company Policies	[ ]
Substandard Work	[X]
Violation of Safety Rules	[ ]
Rudeness to Customers/Coworkers	[ ]
Other	[ ]

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Sytha was not feeling well on the night of 07/21/21. She continued to work even though she was not able to concentrate fully on her job. She collected and attached incorrect labels to her label printing form and her cartoner form multiple times across a 90 minute period. The next day she called in and went to the ER.

Plan for Improvement:

Supervisor has had a discussion with Sytha about not working while ill. She has been reminded that illness is a food safety issue and she should notify the QA Supervisor or a production Supervisor if she starts to feel unwell, then she should leave for the day.

Consequences of Further Infractions:

Further issues will result in a written warning.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.
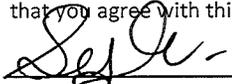
Employee Signature	07.26.21 — Date
Manager/Supervisor	7-26-21 — Date
Witness Signature (if employee understands warning but refuses to sign)	Date

07·21·21	JULIAN DATE: 202	LINE: H 06
PRODUCT NUMBER: 4108.12	PRODUCT DESCRIPTION: Gala & Caramel	

Complete this check list at the beginning of each product, when the packaging changes, when a code date changes or a new shift starts.

	ACC	DEF
Use By Date matches what is on the plan and the tray?	all	
A case label is placed on the back of this sheet, with the Use By Date and Product Number **circled and initialed**?	all	
All Back Cards, Nutrition Labels and Case Labels from the previous run have been removed from the room?	all	

ALLERGENS

Previous Product / Packaging:	Milk	Soy	Peanuts	Almonds	Cashews	Wheat	Eggs	Sesame	(None)
This Product / Packaging:	(Milk)	Soy	Peanuts	Almonds	Cashews	Wheat	Eggs	Sesame	None

	ACC	DEF
Products have been run in the correct order according to the allergen control cleaning chart?	all	

DETERMINING THE DRIVER INGREDIENT

	Julian Date		# OF SHELF-LIFE DAYS		Julian Use BY		Use By Date (Use your chart to convert.)	Driver (Check One)
PRODUCE DATE:	202	+	35	=	237	cN	08-25-21	☑
CHEESE DATE:		+	40 DAYS	=				☐
GRAPES DATE:		+	30 DAYS	=				☐
CREAM CHEESE DATE		+	45 DAYS	=				☐
EGG USE BY DATE:								☐
TURKEY BITE USE BY DATE:								☐
WIP DATE (For ALDI) (Visually verify with one tray of WIP.)								☐

FINISHED GOOD TRAY USE BY DATE = DRIVER INGREDIENT USE BY DATE ABOVE.

BEST IF USED BY: 08.25.21

MUST MATCH DRIVER, OTHERWISE DOCUMENT WHY NOT ON THE BACK OF THIS FORM

Reichel Grapes	30 Days	Reichel Apples	40 Days	Carrots	45 Days	Turkey Bites	MFR Use By Date
Pickles	65 Days	Reichel Gala Apples	35 Days	Cheese	40 Days	Hard Boiled Egg	MFR Use By Date
Cream Cheese	45 Days						

VOICECODE NUMBER

☐ CHECK IF NOT APPLICABLE

Outer Label   Inner Label

Label VoiceCode Number (Label): 9806

PTI VoiceCode Number (Website): 9806

Back is wrong (4100-12) & has wrong Voice code (4600) See Label Scanned

NOTE: THE VOICECODE NUMBER ON THE LABEL NEEDS TO BE VERIFIED AGAINST THE VOICEPICK CODE GENERATOR ON THE PRODUCE TRACEABILITY WEBSITE. (https://www.producetraceability.org/resources/voicecode)

GTIN: 14 digit number between the (01) and (15)   Lot Code: Use By Date in the YYMMDD format   Pack Date: Julian date in the YYMMDD format

Starbucks Item #	_____	Only on certain products. Verify with the book, Product can **NOT** ship if this number is wrong.

**If there is a discrepancy, notify QA Management right away.*

QA Tech Signoff:	Sh	Supervisor/Lead Signoff:	Am
Doc Review Verification	Cindy Howe	Doc Review Date:	07-22-21

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

(01)20649632000800(15)210825

2064963200800
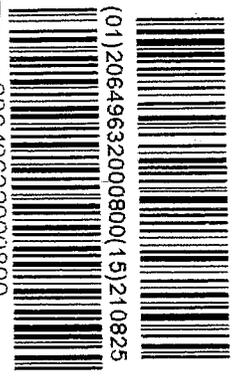
Apples & Caramel

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4100..12**

Use By Date

AUG 25 2021

46 **60**

6 49632 00080 6

...uction Date: O72121	Julian Date: 202	Code Date(s): 08-25-21		Line: 06

TIME (ABOUT EVERY 30 MIN)	8:00 P	8:30 P	9 P	9:30 P
INITIALS:	Sh	Sh	Sh	C.M
TRAY CODE DATE (Country of Origin):	BEST IF USED BY AUG. 25 2021 Chile 202	BEST IF USED BY AUG. 25. 2021 Chile 202	BEST IF USED BY AUG 25 2021 chile 202	BEST IF USED BY AUG 25 2021 Chile 202
COUNT CODE DATE CHARACTERS CHECK SPELLING	42	42	42	42
Reichel Tray #	2176	2176	2176	2176
CORRECT FILM (YES/NO)	YES	YES	YES	Yes
CORRECT NUTRITIONAL INFORMATION (YES/NO)	YES	YES	YES	Yes
NUTRITIONAL CARD/LABEL POSITIONING OK? (YES/NO) See Below*	n/a	n/a	n/a	n/a
TRAYS CORRECT IN DISPLAY (FILM FACING OUT AND RIGHT SIDE UP)?	YES	YES	YES	Yes
CASE CODE DATE COUNTRY / VOICE CODE (12ct/6ct/DOT/4cell)	AUG. 25 2021 chile 9806	AUG 25 2021 Chile 9806	AUG- 25 2021 chile 9806	Aug 25 2021 Chile 9806
CORRECT CASE LABEL (write desc.) Example: "Yogurt 12 ct." (12ct/6ct/DOT/4cell)	Gala & Caramel	Gala & Caramel	Gala & Caramel	Gala - Caramel
CASE LABEL ITEM NUMBER (12ct/6ct/DOT/4cell)	4108-12	4108-12	4108-12	1-4108-12 Gt
CORRECT OUTER CASE LABEL (DOT/5 Pack)	n/a	n/a	n/a	N/A
OUTER CASE CODE DATE COUNTRY / VOICE CODE (DOT/5 Pack)	n/a	n/a	n/a	N/A
OUTER CASE ITEM NUMBER (DOT/5 Pack)	n/a	n/a	n/a	N/A
NUMBER PKGS WITH LOOSE FILM/LEAKERS (OUT OF ONE CASE)	0	0	0	0
TAPE NOT POSITIONED OVER PERFORATION? (12ct/4 cell)	all	all	all	all
TURKEY BITE / EGG POUCH / SEASONING PACKET LEAKERS?	n/a	n/a	n/a	N/A

*Tray Backcards & Labels: Inspect 5 packages per check. Backcard should be straight, line up with top of the produce compartment and stick to tray. Nutritional labels should be straight and centered on the correct compartment. If check is unacceptable, retain product back to last acceptable check.

Comments/Corrective Actions: → All checks have the correct answers but all labels have the wrong product + the wrong voice code. Not sure where these labels came from but the labels on the barcode audit for male correct. Please show this to Sutha. There are 2 more checks like this on another page. I scanned the labels She put on the back of the cartoner page to you also + the barcode audit labels that were correct that Channa filled out.

Carton Changeover Check

Changeover From:	Changeover To:	Time:	Cleanup Type:	Correct Run Order:	Correct Case Label:		
		Correct Code Date:	Components / Dip:	Correct New Carton:	Backcard / Nut. Label:	QA:	Supervisor:
Changeover From:	Changeover To:	Time:	Cleanup Type:	Correct Run Order:	Correct Case Label:		
		Correct Code Date:	Components / Dip:	Correct New Carton:	Backcard / Nut. Label:	QA:	Supervisor:
Changeover From:	Changeover To:	Time:	Cleanup Type:	Correct Run Order:	Correct Case Label:		
		Correct Code Date:	Components / Dip:	Correct New Carton:	Backcard / Nut. Label:	QA:	Supervisor:
Changeover From:	Changeover To:	Time:	Cleanup Type:	Correct Run Order:	Correct Case Label:		
		Correct Code Date:	Components / Dip:	Correct New Carton:	Backcard / Nut. Label:	QA:	Supervisor:

Verification Reviewer Signature: _Timothy Nae_	Date: 07-22-21

(01)10649632001145(15)210825

10649632001145

6 49632 00114 8

Sweet Apples & Caramel

5P C/A

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4108-12**

Use By Date

AUG 25 2021

98 **06**

(01)10649632001145(15)210825

10649632001145

6 49632 00114 8

Sweet Apples & Caramel

X 6P C/A

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4108-12**

Use By Date

AUG 25 2021

98 **06**

(01)10649632001145(15)210825

10649632001145

6 49632 00114 8

Sweet Apples & Caramel

7P C/A

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4108-12**

X Use By Date

AUG 25 2021

98 **06**

(01)10649632001145(15)210825

10649632001145

6 49632 00114 8

Sweet Apples & Caramel

X 8P C/B

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4108-12**

Use By Date

AUG 25 2021

98 **06**

(01)10649632001145(15)210825

10649632001145

6 49632 00114 8

Sweet Apples & Caramel

9P B/A

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED **4108-12**

X Use By Date

AUG 25 2021

98 **06**

Back of
Barcode audit
form with
correct Labels