



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 2/12/2015  
Employee Name: Abdullahi Olol  
Job Title: GMP Monitor  
Manager/Supervisor: Luz Pizano

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

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

### Details

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

On 2/10/15 the following was observed and also recorded on the company surveillance system: 6pm Abdullahi washes his hands, he was putting on his PPE while talking to employees on the line, it also looked as if he was pulling PPE out of his pants pockets. He failed to sanitize after putting on his PPE. Was talking to the same employee for 20 minutes. around 6:23pm he was filling trays on the MV2 denester, at this time he was not filling in for the employee responsible for this area. Only 2 line employees sanitized on MV2 between 6:00 and 6:23pm. Abdullahi was placing trays on the line at 6:28pm, he was also seen putting produce in trays while sanitizing at 6:32pm on conveyor 2. This behavior is unacceptable and the position that he is in requires them to be an example for other employees and guide them as needed. Abdullahi failed to monitor employees for gmp violations and committed some GMP violations himself.

Plan for Improvement:

Abdullahi has agreed to follow all GMPs and continue to improve, he will also limit any unnecessary talking on the line and focus more on the employees. He will sign another GMP Monitor Job Description and receive a copy so that he know what is expected of him.

Consequences of Further Infractions:

This is a final warning any further infractions will result in a transferring out of QA department, back to production and/or termination of employment.

### 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

2/12/15

Date

Manager/Supervisor

2/12/15

Date

Witness Signature (if employee understands warning but refuses to sign)

Date

## Job Description GMP Monitor

### SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

### TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical Training

### SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Abdullahi Olof  
Employee Printed Name

Abdullahi Olof  
Employee Signature

2-12-15  
Date

Roger E. Sigler  
Supervisor Signature

- 6:00 PM washes Hands.
- Putting PPE on while talking to employees on the line
- Pulling PPE out of pants pockets?
- Does not sanitize after putting on PPE
- Talked w/ same lady for 20 min.
- 6:23 fill 5 trays on deuster of MV2.  
6:24 - not filling in for employee
- Saw only 2 employees sanitize on MV2 b/w  
6:00 PM & 6:23 PM
- No Sup in Room 6PM
- Putting trays on line @ 6:28 PM
- Putting apples in tray while sanitizing @ 6:32 PM  
on conveyor 2.

2-10-15

~~Abdul~~  
Abdullahi Olool

2ND SHIFT MV2 ROOM

GMP Monitor

NUMEROUS TIMES BETWEEN 3:30 & 6:30

He was touching APPLES & again after

7:00 & again at 10:00 PM. He was

ALSO touching trays without sanitizing.

He was ALSO touching trays on 2-9-15

without sanitizing. Then after 6:00 PM He came  
(washed hands)

Back in Room went over to Rotary to talk

to Lady putting trays on Line, He put Gloves &

Sleeves on them, At no time did He Sanitize, then

When MV2 was to Break He still had not Sanitized,

He covered up trays with a Big Bag, and took

a apple off Line put it between the trays and

Edge off ~~cart~~<sup>Cart</sup> to hold the Bag there. The

Hand Beeper for the Hand Sanitizing DID NOT

GO OFF FROM BEFORE 6:00 PM UNTIL 8:20 PM.



MV2 2nd Break at 9:20 the trays  
were not covered or moved away from  
line and the GMP monitor <sup>did nothing</sup>  
cover or move the trays on cart or line,  
there was Big Bags there to use.

IF He spent 5 minutes / Hour watching the  
people on lines that's lucky if he did that.