



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/26/2016
Employee Name: Christine Richardt
Job Title: QA Technician
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 2/26/16 Christine was seen conducting her metal detector check on the MV2 line incorrectly and deviating from the written procedure stated on the Metal detection verification work instruction (QA0206WI). Christine signed a training record on 12/2/15 for the Metal detector retraining.

Plan for Improvement:

Christine will be re-trained on conducting a metal detector check and will perform a check with QA Supervisor to verify that she conducts the check correctly.

Consequences of Further Infractions:

Any further metal detector checks done incorrectly will result in disciplinary action, including, but not limited to 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.

Christine M. Richardt
Employee Signature

2/26/16
Date

Luz E. Pizano
Manager/Supervisor

2/26/16
Date

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

Date

Luz Pizano

From: Kendra Lunt
Sent: Thursday, January 07, 2016 11:38 AM
To: Brittany Laber; Bunthy Douk; Heng Somark; Rick Nelson; Isabel Garcia; Sotha Oul; Samarth Chea; RFQA
Cc: Mike Schumacher; Karin Grzanek; Alfonso Cerda; Luz Pizano
Subject: Metal Detectors
Importance: High

It has been brought to my attention that at times when we are trying to catch up on WIP, employees are dumping a bunch of trays on the conveyor to go through the metal detector all at once. The metal detector works most efficiently at reducing our risk of foreign material if the trays are spaced out a bit instead of clumped together in large quantities.

Please follow up with your leads at the packaging end to make sure they are aware of this and WIP needs to be sent through in an organized manner.

Thank you for your help,

Kendra Lunt

Quality Assurance Manager
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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com

Luz Pizano

From: Luz Pizano
Sent: Monday, February 22, 2016 2:49 PM
To: RFQA
Cc: Cindy Neve; Jeany Thuanthan; Nary Peou; Kendra Lunt; Karin Grzanek
Subject: Metal Detector Check

To all,
Please make sure that you are noting "DEF" anytime that that a wand is NOT sensed or rejected, meaning that it does not go into the bin or just "goes by". We should all be following the procedure and getting maintenance, if they (maintenance) try it and it works, they should still recalibrate as a precaution. Please make sure you are noting "DEF" for any deficiency. Product must be placed on HOLD for any deficiency. You should write what was done to correct the problem in the "Comments and/or adjustments made" section of the form. Please let me know if you have any further questions. If you constantly have issues with a certain wand or certain metal detector on a specific line, please inform Kendra, Karin, or myself immediately. We will be numbering the wands to help us further investigate any potential issues in the future.

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TIME	TEST WAND 1.5 MM FERROUS	TEST WAND 2.5 MM NON-FERROUS	TEST WAND 3.0 MM STAINLESS STEEL	REJECT ARM DIVERTED PRODUCT TO BIN (ACC/DEF)	PROGRAM DESCRIPTION	COMMENTS AND/OR ADJUSTMENTS MADE	INIT
3:32pm	3/3	2/3	3/3	DEF	APPLES	NON-FERROUS DID NOT REJECT, NOTIFIED MAINTENANCE-RECALIBRATED	

Thanks!

Luz Pizano
Quality Assurance Supervisor

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QA Meeting Minutes 02/25/16

- **Production Schedule:**
 - o **Saturday** - Rotary/MV1/O6 running
 - o **Sunday** - Rotary/MV2 running
- **Peanut production Saturday**
 - o **We will run out of nut back cards this weekend. Remaining film without nutritionals needs to be put on manufacturing hold (Item # 2412). We will then start using the nut fact film (item # 2512). This requires a BOM change; Maria will need to be notified!**
 - o **Peanuts expire 2/27/16. These can be used through Saturday. Anything left over needs to go on HOLD.**
- **Plant Meetings next week!**
- **Code Date.** Walmart has requested that we move the USE BY date to the front of the package. The new format will read:
 - o **BEST IF USED BY: DDMMYYYY JJJ HH:MM**
 - o **PRODUCE OF USA MV1**
 - o This change will go into effect **MARCH 7th!**

Line	Country of Origin	# of Characters*	Code Date Format
MV1/MV2	USA	43	Best if Used By: DDMMYYYY Produce of USA JJJ HH:MM MV1
O6/Rotary	USA	40	Best if Used By: DDMMYYYY Produce of USA JJJ HH:MM
MV1/MV2	CHILE	45	Best if Used By: DDMMYYYY Produce of CHILE JJJ HH:MM MV2
O6/Rotary	CHILE	42	Best if Used By: DDMMYYYY Produce of CHILE JJJ HH:MM

**These numbers do NOT include ":" or spaces*

- **Adding Days at the end of the Run.** This is not SOP! We need to discuss this with management ahead of time and will notify you if this is approved. If you haven't heard from us or it isn't on the production plan, please ask questions!
- **Saving Almonds.** It is Reichel Foods' company policy that extra product, materials, etc that cannot be used for production or sales of product are not to be saved and taken home by employees.
- **Slicing Room Gloves.** Slicing room employees will be using BLUE gloves for now. We are working on ordering another color for Slicing/Tumbler Zone 1 areas. **PURPLE gloves will be here Friday.**
- **Metal Detectors.** Remember not to set anything on the head of the metal detector. **2/3** for a metal detector check is a **failed check** and product needs to be put on hold.
 - o When metal is found, alert room Supervisor and MO right away. Supervisor will be responsible to investigate source and report back to QA so it can be documented and handled properly.
 - o Operators will be re-trained regarding SOP when doing maintenance on the machine.
- **APC Swabs.** If a line is scheduled to split production between 1st and 2nd shift or if a line goes down unexpectedly we would like to get swabs taken on that line throughout the day when it is sitting idle.
 - o Split production (line starts, shuts down, restarts later) – swab at beginning, when the line goes down, and every 2 hours the line is sitting idle.
 - o Unexpected shut down – Take APC swabs right away and every 2 hours the line sits idle.
- **MV Emergency Downtime** – we need apple temps taken of the product under the head after it sits for 5 minutes, 10 minutes, 15 minutes, etc. Please get a surface temp with the IR gun and a core temp with a probe thermometer.
- **Plastic Drip Pans.** These should have been replaced this past weekend. Please monitor for damage...
- **Cheese Weights.** Weight will be modified to target 5 pieces of cheese. It has been changed to 13 g.

QA Meeting Minutes 02/18/16

Production Schedule: Working Friday. Off the weekend.

LPs. We have 12 cases of yellow left, then we will transition into white labels.

Slicing Room Gloves. Slicing room employees will be using BLUE gloves for now. We are working on ordering another color for Slicing/Tumbler Zone 1 areas.

Metal Detectors. Remember not to set anything on the head of the metal detector.

Peanuts. The remainder of the UB2/27/16 Peanuts will need to be put on HOLD Friday after production. **PAREUN**

2412. Remainder will need to be put on Manufacturing HOLD.

2382. Remainder will need to be put on Manufacturing HOLD. (We should run out).

Apple Slice Quality. What is a seed pocket? Training

PB Lot Number. Refresher on how to send the email, how to check to insure FIFO is followed, and releasing the entire lot at once.

QA/Op-Check Daily Log. Form used to document a gap in frequency of checks.

Seal Check/Office QA. This person is also a 'support' QA. When QA are "in the weeds" in a production area, this should be the go to person. I don't want to see people cutting corners on checks because they need to rush.

Yellow Box Update. Brown shippers will be next to transition

Gas Analyzers. Please make sure that everyone is using filters on the wands. If you see someone doing this incorrectly, I expect you to give them guidance. This costs over \$1K to repair when product gets stuck in there.

Reichel Apparel. Employees can now order Reichel Apparel. There is a poster with options and order forms will be in a folder next to it. These can be deducted directly from your paycheck if you wish; they must be paid for before they are ordered.

Drain Backups. Any time this happens, I'd like QA to send an email to Karin, Kendra, and Luz. Please do not assume that the Supervisor will do it.

New Lot Numbers. See handout.

New Quality Incident Report.-Added "near miss" need to report near misses like wrong film brought to the line, wrong depositor nozzle, etc.

Supplies in Cabinet upstairs-Notify Luz via email or write a note with what supplies are taken, this is to prevent us running out of supplies and always have items available.

Work etiquette- If you have free time because only one of your lines is running, or it is slow; please offer help to your co-workers or ask your Supervisor if there are any extra tasks you can help with.

Erasing Code Dates -Cannot use Goo Gone or any other chemical to wipe off codedate.

Plastic Drip Pans. These will all be replaced with new. Please monitor for damage...

What's Going on at Reichel Foods... Behind the Scenes!

FLUME 3D drawing

QA Meeting Minutes 01/14/16

Welcome back Sovanny and Nary!!

Production Schedule: Off the weekend. Running 2 lines Friday

GALA Shelf Life. Starting the week of 1/18/16, we will only put 35 days shelf life on ALL gala apple products. The crop is maturing quickly this year and we'll likely see 20-30% of the apples testing at less than 14 lbs. firmness. Wescott has indicated that we can return any product that tests under 14 lb. as they can sell it elsewhere.

We'd like to maintain the spec limit at 14 lb. for now. This might change going forward depending on apple quality so I'll keep you posted.

GMP Audit. Please make sure that you witness maintenance doing work on the machine so that you can verify them following or not following GMPs. Same with MOs. We do maintenance work daily on equipment and MOs are on the floor 95% of the time.

Shippers. We will be transitioning to one color shipper for all products. The shipper will be yellow. We previously tested the direct print (Like the Pro2) but we are going with the pre-print which is what our current items are. All bottoms will be RSC (we will tape both bottom and top). Once we run out of color specific cartons, we will transition into the new yellow. We expect to run out of purple first. We are going to see some more direct print yellow before we get the pre-print. **New item number is 1368.** BOMs will need to be updated; procurement will be monitoring but just in case, you'll need to call MARIA to change the BOM.

Monday: O6 1st shift will run out the purple shippers and go home. O6 2nd shift will start with yellow direct print RSC bottom shippers.

Metal Detector Check. Please do NOT set **ANYTHING** on the head of the metal detector. This throws off the calibration to them and will not only increase the risk of foreign material in finished product, it will cause rework.

Seed Pockets/Stems. When we find these during cartoner checks, please make sure to pull them out. You can put them in a plastic bag and save them for me. Let's do this Monday and Tuesday. Thanks! **THIS NEEDS TO BE DONE ON ALL LINES FOR APPLES EVERY HOUR.**

Stainless Steel Trays. Update. Mgmt has approved for them to start making the trays! Final sample came Tuesday. We're still not where we need to be for them to be fully functional for operations and sanitation. ☹

Plastic trays: Please make sure that if you see an apple dumper letting the trays drop on the hopper, you remind them that it could chip the bottom of the tray!

2nd shift Pre-Op. **Review new form.** Pre-op form will be filled out if the line hasn't run all day. If the line has run previously in the day and sat idle for several hours, you will need to fill out a different form. I will be working on this and hopefully have it done by next week.

In the event that the line has sat longer than 4 hours, please consult Kendra or Karin for direction on what needs to happen before that line can start.

Protein Pre-Op Swabs. These need to be done after Peanuts and Almonds; even if we are going from one to the other. These are separate allergens and should not be considered a "nut" allergen that is the same.

New Products launching in January. Film is here!

QA Meeting Minutes 01/07/15

Production Schedule: Off Friday - Sunday. No 2nd shift on MV1 or Rotary Thursday.

GMP Audit. Please make sure that you witness maintenance doing work on the machine so that you can verify them following or not following GMPs. Same with MOs. We do maintenance work daily on equipment and MOs are on the floor 95% of the time.

Metal Detector Check. Please do NOT set **ANYTHING** on the head of the metal detector. This throws off the calibration to them and will not only increase the risk of foreign material in finished product, it will cause rework.

Seed Pockets/Stems. When we find these during cartoner checks, please make sure to pull them out. You can put them in a plastic bag and save them for me. Let's do this Monday and Tuesday. Thanks!

Stainless Steel Trays. Update. Mgmt has approved for them to start making the trays! Waiting for final sample.

Plastic trays: Please make sure that if you see an apple dumper letting the trays drop on the hopper, you remind them that it could chip the bottom of the tray!

2nd shift Pre-Op. Pre-op form will be filled out if the line hasn't run all day. If the line has run previously in the day and sat idle for several hours, you will need to fill out a different form. I will be working on this and hopefully have it done by next week.

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New Products launching in January.

- **Carrot/Sriracha**
- **Gala/Cheddar/Pretzel** – This will introduce wheat as an allergen for us again (Wheat)
- **Carrot/Almond/White Cheddar**
- **Apple/Cheddar/Cashews/Cranberries** – Cranberries/Cashews will be mixed internally

Removing Yogurt & Peanuts from the mid/smaller size stores in Mid-April and will replace with 2 Pro2s. Celery/PB & Apple/PB/CC will be discontinued. ☹