



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

### Employee Information

Date: 12/11/2014  
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)

Christine has been making several kitting errors, specifically on 11/12/14 she had the wrong code date of 12/25/14 instead of 12/13/14, on 12/1/14 she had the wrong code date 3 different times throughout her shift, on 12/3/14 she had the wrong code date of 1/15/17 instead of 1/17/15, more recently on 12/10/14 she had the wrong code date of 1/25/17 instead of 1/25/15. It is also noted that on 12/4/14 she had to pull a case of already kitted product because she didn't grab her 3 tray for the "middle" of the run (test and hold) I had sent out an email the day before specifically asking that they communicate with supervisors and make sure they get all their samples. These mistakes cost the company money, because Supervisors have to make the adjustments, and that takes time out of their schedule, it also messes with traceability and could potentially lead to a recall and/or fine for mislabeled product. I spoke to her on 12/1/14 and explained that we would have to do something to correct this issue with wrong code dates, as a result it was decided that a written warning would be appropriate because of the mistakes that kept occurring afterwards.

Plan for Improvement:

Christine has shown in the past that she is very much capable of kitting her pallets accordingly and has agreed to be more diligent, and pay more attention before she kits a pallet in order to reduce any additional labor costs and more time on investigating.

Consequences of Further Infractions:

Further infractions will result in a written warning and/or termination of employment in the QA department.

### 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

12/11/14  
Date

*Luz E. Pizano*  
Manager/Supervisor

12/11/14  
Date

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

Date

11/12/14

Wrong code date  
filled. See  
adjustments on  
next page

TX Type	Item or LP	Lot	Qty	End Qty	Location	User	Date
Kil/MFG Inv Adj - 442440	1-4106-12	12/13/14	75		75 ORICS 6/WH775327	ChristineR	11/12/2014 1:13:39 PM
Kil/MFG Inv Adj - 442431	1-4106-12	12/13/14	270		270 ORICS 6/WH775318	ChristineR	11/12/2014 1:02:39 PM
Kil/MFG Inv Adj - 442409	1-4106-12	12/13/14	270		270 ORICS 6/WH775296	ChristineR	11/12/2014 12:15:12 PM
Kil/MFG Inv Adj - 442387	1-4106-12	12/13/14	270		270 ORICS 6/WH775162	ChristineR	11/12/2014 11:31:59 AM
Kil/MFG Inv Adj - 442332	1-4106-12	12/13/14	270		270 ORICS 6/WH775047	ChristineR	11/12/2014 10:01:14 AM
Kil/MFG Inv Adj - 442317	1-4106-12	12/13/14	270		270 ORICS 6/WH775032	ChristineR	11/12/2014 9:13:36 AM
Kil/MFG Inv Adj - 442295	1-4106-12	12/25/14	270		270 ORICS 6/WH775009	ChristineR	11/12/2014 8:22:47 AM
Kil/MFG Inv Adj - 442252	1-4106-12	12/13/14	270		270 ORICS 6/WH774769	ChristineR	11/12/2014 7:07:43 AM

1965  
23580

11/20/14

Had 5 cs w/  
water leaking  
from trays -  
See 8 on transfer  
+ adjustments  
on next page

Tx Type	Item or LP	Lot	Qty	End Qty	Location	User	Date
Kit/MFG Inv Adj - 446213	1-4140-12	01/06/15	226		226 ROTARY/WH783193	AhmedH	11/20/2014 7:23:49 PM
Kit/MFG Inv Adj - 446071	1-4140-12	01/06/15	62		62 ROTARY/WH782979	AhmedH	11/20/2014 3:00:08 PM
Kit/MFG Inv Adj - 446056	1-4140-12	01/06/15	180		180 ROTARY/WH782964	ChristineR	11/20/2014 2:29:50 PM
Kit/MFG Inv Adj - 445965	1-4140-12	01/04/15	120		120 ROTARY/WH782696	ChristineR	11/20/2014 11:46:56 AM
Kit/MFG Inv Adj - 445934	1-4140-12	01/04/15	270		270 ROTARY/WH782632	ChristineR	11/20/2014 11:06:39 AM
Kit/MFG Inv Adj - 445841	1-4140-12	01/04/15	270		270 ROTARY/WH782535	ChristineR	11/20/2014 8:18:25 AM

1128 - 5 = 1,123 cs. for orders  
13536 = 13,476 trays

12/11/14

Item or LP	Lot	Qty	End Qty	Location	User	Date
Kit/MFG Inv Adj - 450638	01/13/15	96		96 ORICS 6/WH789546	JoanyS	12/1/2014 9:55:55 PM
Kit/MFG Inv Adj - 450606	01/13/15	270		270 ORICS 6/WH789514	SourmS	12/1/2014 9:10:05 PM
Kit/MFG Inv Adj - 450567	01/13/15	270		270 ORICS 6/WH789475	SourmS	12/1/2014 7:32:12 PM
Kit/MFG Inv Adj - 450541	01/13/15	270		270 ORICS 6/WH789449	SourmS	12/1/2014 6:46:14 PM
Kit/MFG Inv Adj - 450507	01/13/15	270		270 ORICS 6/WH789416	SourmS	12/1/2014 5:46:58 PM
Kit/MFG Inv Adj - 450477	01/13/15	270		270 ORICS 6/WH789326	SourmS	12/1/2014 4:45:48 PM
Kit/MFG Inv Adj - 450444	01/13/15	270		270 ORICS 6/WH789292	SourmS	12/1/2014 4:02:36 PM
Kit/MFG Inv Adj - 450407	01/13/15	270		270 ORICS 6/WH789255	SourmS	12/1/2014 3:09:14 PM
Kit/MFG Inv Adj - 450383	01/13/15	232		232 ORICS 6/WH789231	ChristineR	12/1/2014 2:03:26 PM
Kit/MFG Inv Adj - 450349	01/13/15	270		270 ORICS 6/WH789196	ChristineR	12/1/2014 1:13:19 PM
Kit/MFG Inv Adj - 450317	01/13/15	270		270 ORICS 6/WH789128	ChristineR	12/1/2014 12:06:23 PM
Kit/MFG Inv Adj - 450294	01/13/15	270		270 ORICS 6/WH789105	ChristineR	12/1/2014 11:28:32 AM
Kit/MFG Inv Adj - 450252	01/13/14	270		270 ORICS 6/WH789882	ChristineR	12/1/2014 10:07:49 AM
Kit/MFG Inv Adj - 450191	01/13/15	270		270 ORICS 6/WH789919	ChristineR	12/1/2014 8:20:49 AM
Kit/MFG Inv Adj - 450154	01/13/14	87		87 ORICS 6/WH788882	ChristineR	12/1/2014 7:28:53 AM
Kit/MFG Inv Adj - 450139	01/13/14	270		270 ORICS 6/WH788867	ChristineR	12/1/2014 7:06:18 AM

Had 5 cs w/ missing code dates. were thrown. Adjustment on next page.

3925 - 5 = 3,920 cs. for orders = 47,040 trays  
47100

Wrong code dates. See adjustments on next page.

12/3/14

Trx Type	Item or LP	Lot	Qty	End Qty	Location	User	Date
KI/MFG Inv Adj - 451179	1-4104-36	01/17/15	90	90	90 MULTIVAC/WH790733	ChristineR	12/3/2014 10:04:05 AM
KI/MFG Inv Adj - 451177	1-4104-36	01/17/15	90	90	90 MULTIVAC/WH790731	ChristineR	12/3/2014 9:37:11 AM
KI/MFG Inv Adj - 451140	1-4104-36	01/15/17	90	90	90 MULTIVAC/WH790659	ChristineR	12/3/2014 8:25:18 AM
KI/MFG Inv Adj - 451130	1-4104-36	01/17/15	90	90	90 MULTIVAC/WH790649	ChristineR	12/3/2014 8:04:10 AM

360  
12960

Wrong code date Kitted. See adjustments + bin transfers on next page.

12/4/14

1 cs. was used for test & hold product samples + was adjusted out on next page

Tx Type	Item or LP	Lot	Qty	End Qty	Location	User	Date
Kit/MFG Inv Adj - 451762	1-4104-12	01/19/15	236		236 MULTIVAC/WH792107	ChristineR	12/4/2014 2:01:43 PM
Kit/MFG Inv Adj - 451757	1-4104-12	01/19/15	270		270 MULTIVAC/WH792102	ChristineR	12/4/2014 1:40:05 PM
Kit/MFG Inv Adj - 451736	1-4104-12	01/19/15	270		270 MULTIVAC/WH792053	ChristineR	12/4/2014 1:11:47 PM
Kit/MFG Inv Adj - 451714	1-4104-12	01/19/15	270		270 MULTIVAC/WH791984	ChristineR	12/4/2014 12:50:36 PM
Kit/MFG Inv Adj - 451700	1-4104-12	01/19/15	270		270 MULTIVAC/WH791870	ChristineR	12/4/2014 12:26:43 PM
Kit/MFG Inv Adj - 451686	1-4104-12	01/19/15	270		270 MULTIVAC/WH791789	ChristineR	12/4/2014 12:06:13 PM
Kit/MFG Inv Adj - 451645	1-4104-12	01/19/15	270		270 MULTIVAC/WH791748	ChristineR	12/4/2014 11:01:44 AM
Kit/MFG Inv Adj - 451626	1-4104-12	01/19/15	270		270 MULTIVAC/WH791694	ChristineR	12/4/2014 10:35:27 AM

2126 - 1 = 2,125 cs. for orders  
= 25,500 trays

Short day - email was sent out to communicate w/ supervisors about what time the lines would be done.

12/10/14

**Luz Pizano**

**From:** Brittany Laber  
**Sent:** Wednesday, December 10, 2014 12:35 PM  
**To:** Luz Pizano  
**Subject:** Kitting Error Hummus

**Production Report for WAREHOUSE1 Dates 12/10/2014 to 12/10/2014**

Item	Bin	Lot	Qty	User	Date/Time of Bin Creation
1-4140-12 - FG Dippin Stix Carrots & Original Hummus 2.75 oz 12 ct					
	ROTARY/WH798320	01/25/17	270.000	ChristineR	12/10/2014 8:36:48
	ROTARY/WH798343	01/25/15	191.000	ChristineR	12/10/2014 9:39:45
	ROTARY/WH798616	01/26/15	270.000	ChristineR	12/10/2014 12:1:
Total:			731		
1-4140-36 - FG Dippin Stix Carrots & Original Hummus 2.75 oz 36 ct					
	ROTARY/WH798538	01/26/15	20.000	ChristineR	12/10/2014 10:0
Total:			20		

*Brittany Laber*  
*Production Supervisor*  
*Reichel Foods, Inc.*  
*(507) 289-7264 Ext 217*

**Luz Pizano**

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**From:** Luz Pizano  
**Sent:** Wednesday, December 03, 2014 12:37 PM  
**To:** RFQA; Jeany Thuanthan; Nary Peou  
**Subject:** Thursday Zone 1s

Swabs and samples will need to be taken on 1<sup>st</sup> shift tomorrow;

It will be a short production day and running on 2<sup>nd</sup> shift will be tentative for each line.

**QAs will need to be in communication with Supervisors so they get all the samples that they need.**

Thanks,

**Luz Pizano** | Quality Assurance Supervisor | Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN,  
55902 | Phone: 507.289.7264 | Fax: 507.289.6552