



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/30/2013  
Employee Name: Christine Richardt  
Job Title: QA Technician  
Manager/Supervisor: Kendra Adams

### 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 9/26/13 at 12:00 PM it was discovered by the op-checker that the Rotary had been running with incorrect gas residuals all shift. QA's responsibility is to do a verification of the Op-checkers work every 2 hours by conducting their own gas residual checks. QA also failed to notice the out of spec gas residuals. The spec for gas residuals is listed on the Product Spec and the form that gas residuals are documented on. An entire shift's worth of product was affected.

Plan for Improvement:

*I have to notify supervisors if there is any questions of specs. and possibly will need to stop the line.*

Consequences of Further Infractions:

Demotion from QA Technician

*Possible consideration*

### 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

*9/30/13*  
Date

*Kendra Adams*  
Manager/Supervisor

*9/30/13*  
Date

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

Date

PERFID SIX CARROTS 2.50/UNIT

Production Date

9/26/13

Rotary DA

Film Temperature

Film Type

Perfid

Frequency: Every 30 minutes check 8 lanes (as applicable)  
 Procedure: Test dip compartment  
 Corrective Action: If the CO<sub>2</sub> or O<sub>2</sub> is outside the limits, retest same lane immediately. If resample is unacceptable, isolate out of spec. product and discard. Notify maintenance to correct issue. Restart and retest immediately.

Time	Lane #	CO2	O2	Seal Test	Product in seal	Evaluators initials
		28-35 % Target 30%	0.1% to 0.5% Maximum			
8:30 am	1	27.8	1.54	Good	NO	DAW
	2	27.8	1.62	↓	↓	↓
	3	29	4.33	↓	↓	↓
	4	32.9	3.13	Good	NO	DAW
1:45 pm	1	26.3	1.69	↓	↓	↓
	2	28.9	2.51	↓	↓	AT
	3	34.5	1.43	↓	↓	↓
	4	34.5	1.24	Good	No	↓
3:19 pm	1	35.0/30.0	2.32/1.938	↓	↓	↓
	2	35.9/30.7	1.46/1.327	↓	↓	↓
	3	37.3/30.6	1.71/1.252	↓	↓	↓
	4	37.5/30.7	1.59/1.210	Good	NO	AT
5:34 p	1	31.0	1.326	↓	↓	↓
	2	31.0	1.401	↓	↓	↓
	3	31.2	1.261	↓	↓	↓
	4	31.2	1.223	Good	No	AT
7:22 p	1	32.1/36.3	2.03/1.356	↓	↓	↓
	2	32.1/36.8	1.56/1.208	↓	↓	↓
	3	33.0	1.812	↓	↓	↓
	4	32.4	1.841	Good	No	AT
9:10:30 p	1	33.0/36.0	3.18/1.556	↓	↓	↓
	2	34.3/36.3	1.26/1.518	↓	↓	↓
	3	34.5	1.613	↓	↓	↓
	4	33.9/33.9	1.02/1.719	Good	NO	AT
11:03 p	1	35.4/36.6	1.31/1.596	↓	↓	↓
	2	35.2	1.501	↓	↓	↓
	3	36.0	1.263	↓	↓	↓
	4	35.9	1.239	↓	↓	↓

## Kendra Adams

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**From:** Luz Suarez  
**Sent:** Friday, September 27, 2013 6:17 AM  
**To:** Kendra Adams  
**Subject:** RE: Hummus

Kendra,  
Below is the response to the email. Let me know if you need anything else.

Thanks!

Quality Assurance Lead  
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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester, Minnesota 55902  
507-289-7264 Corporate Office

**From:** Kendra Adams  
**Sent:** Thursday, September 26, 2013 4:33 PM  
**To:** Luz Suarez  
**Subject:** Hummus

Luz,

*Can you please talk with Christine right away in the morning and find out exactly what happened? [Luz] When I asked her what happened with the O2 yesterday she said she really didn't know anything about it until she overheard Brittany and Keishka talking about it (yesterday). She said she was never formally informed about this issue.*

*Why did she miss 2 of her checks and why she didn't recognize the out of spec product? [Luz] She said she had several changeovers and was really busy, to her understanding, "if she has to miss some checks it should be the 2-hr checks".*

*After speaking with her she did ask, "what the damage was" in regards to the disposition of the product, was it going to get put on HOLD. I did mention that I was unsure at this point, and there was a possibility the product from 1<sup>st</sup> shift is unusable. She really didn't add anything to that. I would've thought she could've done that 2 hr check right before the QA Meeting at 10am.*

*Please provide me with a report as soon as you can. Alfonso will be looking for it. She will be getting written up. You don't have to mention that and I will take care of it on Monday.*

Thanks,

## Kendra Adams

Quality Assurance Supervisor  
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QA Tech Training Checklist

payroll increase on 10/15/12 KA

Date	Trainer Initial	
10/5/12	JT	Solution Checks (Titration, Dip tests) - Apples, Carrots (QA0193WI)
10/5/12	JT	Apple Slice Quality Check (QA0012FO)
10/5/12	JT	Residual Gas Analysis Check (Residual MAP Test Instructions QA0198WI)
10/5/12	JT	Metal Detector Check (QA0065FO)
10/5/12	JT	Net Weight Checks (USDA & FDA)-Finished Product Net Weight Instructions QA0238WI
10/5/12	JT	USDA Pre-op and Operational Checks (QA0179FO & QA0178FO)
10/5/12	JT	Reichel Pre-op and Operational Checks (QA0520WI and Pre-Op forms)
10/5/12	JT	FDA HACCP Visual Verification & Pre-ship Review (USDA HACCP if applicable)
10/5/12	JT	Cartoner Room Checks (Product ID & Traceability QA0225PR)
10/5/12	JT	Case Label Barcode Check (Barcode Verification Work Instruction-QA033WI)
10/5/12	JT	QA Verification Checks (2 hour)
10/5/12	JT	Daily Product Evaluations (Taste Test) (Organoleptic Evaluation of Finished Product QA0200WI)
10/5/12	JT	Thermometer Calibrations (1 <sup>st</sup> & 3 <sup>rd</sup> shifts) (Thermometer Calibration Verification QA0153WI)
10/5/12	JT	Peanut Butter Pre-Op and Swabs (See Pre-op forms and QA0520WI)
10/5/12	JT	Shipping & Receiving Procedure and Shipping/Receiving Inspection Form (WH0001PR, WH0004FO)
10/5/12	JT	QA HOLD Process (Nonconforming Product & Equipment Procedure QA0218PR)
10/5/12	JT	Micro Samples (pre-op swabs, first off the line, finished product, air plates as applicable)
10/5/12	JT	Rework QA Verification Form (QA0069FO) & Product Re-Work Instruction QA0506WI
10/5/12	JT	Collecting Retain Samples (Retention Sample Work Instruction QA0201WI)
10/5/12	JT	Allergen Control Program QA0219PR & Allergen Control Cleaning Chart QA0389WI
10/5/12	KA	HACCP Programs (See HACCP Binder FDA & USDA)
10/5/12	KA	SSOP Program (Sanitation SOP QA0089PR & Reichel Foods Sanitation SOP QA0268FO)
10/5/12	JT	Employee GMP's (Good Manufacturing Practices-QA0183WI)
10/5/12		Customer Complaint Procedure (QA0187PR)
10/5/12	JT	Finished Product Specifications (QA0483WI)
10/5/12	JT	License Plate/Kitting (QA0488WI)

I have been trained and understand my responsibility for each of the QA tasks listed above.

Employee Signature: Christina M. Richard Date: 10/15/12

Trainer Signature: [Signature] Date: 10/15/12