



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/20/2016
Employee Name: Christine Richardt
Job Title: QA Technician
Manager/Supervisor: Kendra Lunt/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 5/18/16, Christine verified an Op-Checker's Label Verification check and signed off. This check was incorrect and labels did not match an Apples/Cheese/Cranberries/Cashews film sample with an Apple/Yogurt Case Label. Also on 5/18/16, there were 2 different weight checks that had numbers written over. Our Record Control Procedure indicates that when mistakes are made, a single line will be drawn through the incorrect information, initialed and the correct information written next to it. Under the scribbles, it was evident that the numbers written over would have identified light product therefore, no corrective action was taken. Severe consequences for the company can become of light weight packages per FDA Food Labeling Requirements. Such consequences would poorly reflect the company's reputation and may result in monetary fines.

Plan for Improvement:

Christine will use correct methods for documentation according to our Record Control Procedures. If Christine feels she needs more training, training will be given to her.

Consequences of Further Infractions:

Further infractions of poor performance may result in removal from the department. Further infractions of improper documentation based on the circumstances is a terminable offense.

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
Kendra Lunt
Manager/Supervisor

5/23/16
Date
5/23/16
Date

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

Date

5-18-16

Shift: 1st

Product ID: U430-2-6

Code Date: 06-27-16

Julian Date: 1

TIME (EVERY 2 HOURS) →	7:10a		
INITIALS:			
PRODUCT IDENTITY/ DESCRIPTION PRESENT?	Apples & Cheddar		
NUTRITIONAL FACTS PANEL PRESENT? Yes or No	Cashew & Raisins		
INGREDIENT STATEMENT AND ALLERGENS PRESENT? Yes or No	yes		
DISTRIBUTED BY ADDRESS PRESENT? Yes or No	yes		
NET WEIGHT PRESENT? Yes or No	yes		
HANDLING STATEMENT PRESENT?	yes		
UPC BARCODE PRESENT? (LIST UPC # on film or back card)	649632001469		
NUT FACTS & INGREDIENTS MATCH MASTER LABEL BOOK?	yes		
PRODUCT CODE DATE ON TRAY PRESENT? (write out code date)	Best if used by 27 Jun 2016		
COUNTRY OF ORIGIN OF PRODUCE IN SLICING/TUMBLER ROOM?	Chile		
DOES COUNTRY OF ORIGIN IN SLICING/TUMBLER MATCH CODE DATE?	yes		
CASE LABEL CODE DATE (write out code date)	JUN-27-2016		
UPC SCAN GRADE? (on film or back card)			

Directions: Retain samples of film, case label and back card (only if present) for each check below or on the back of this form. Using a black marker, circle all items verified and write the time of the check on each sample. Turn in the Product Spec Sheet verifying material used with this form.

Yogurt Label on ~~Ap~~ / Cheddar / Cashberry film

QA
Signed
off
on
ix

