



# Disciplinary Report Form

<b>Employee name:</b> <b>Hiwot Hailemariam</b>	<b>Employee number:</b>	<b>Job title:</b> QA Technician
<b>Department:</b> QA	<b>Shift:</b> 1st	<b>Supervisor:</b> Luz Pizano

**Offense track:**  Performance issue  Work rule violation, **Work rule violated, if any:**

**Type of offense:**  Absenteeism  Tardiness  Misuse of property/equipment  Using property/equipment for personal use  Leaking confidential information  Theft or fraud  or cheating  Unsafe behavior  Eating in undesignated areas  Smoking in undesignated areas  Posting items without permission  Spreading gossip  Using vulgar language  Horseplay  Indecent behavior  Bringing weapon onsite  Bringing illegal drugs/alcohol onsite  Failing to follow instructions  Poor work quality  Poor work quantity  Refusing to work  Sleeping on the job  Poor hygiene  Poor housekeeping  Disregarding dress code  Other

**Falsifying Company/ Federal Food Inspection documents**

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

**Supervisor statement:** Luz Pizano

Luz spoke with Hiwot on 7/21 she seemed nervous and I explained that if an auditor were to see the paperwork and see the 12pm check after the 1pm check, it looks like record falsification and that is not allowed here. She explained that Christine was helping her on and off doing checks and that she went to the batching area to find the clipboard but couldn't find it, so she did the CCP check at 12:35 but didn't write it down. I asked her "what would I see if I checked the cameras at 12:35pm just to verify what you are saying, would I see you doing your CCP check?" She replied with a soft "yes".

The area cameras were reviewed and Hiwot was never in the inspection area, and never in batch area, thus no inspection took place, and she did not see on camera looking for clip board to document inspection at the time Hiwot said she was to have completed the inspection.

<b>Completed by:</b> <b>Hugh F. Fendry II Corp. HR Manager</b>	<b>Date:</b> <b>7/24/2014</b>
-------------------------------------------------------------------	----------------------------------

(Shaded area to be completed by Human Resources only.)

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<b>Immediate Termination</b>	<b>Employees sign Documentation notifying them that falsifying any Food Inspection Documents is grounds for immediate termination...see attachment for Hiwots signature that she was aware of these consequences. Also 6/2/14, 7/10,5/30</b>

<b>Human Resources Signature(s):</b> <i>Hugh F. Fendry II Corp HR Mgr</i>	<b>Date:</b> 7/24/2014
------------------------------------------------------------------------------	---------------------------

**Employee statement:** I agree with the incident description above.  I disagree with the incident description above.  
**Date report presented to employee:**

**Employee comments:** (Attach sheets if necessary.)  
*Hiwot* 07/24/14

**Employee acknowledgement:** My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.  
**Employee signature:** **Date:**

## Hugh Fendry

---

**From:** Kendra Adams <Kendra@reichelfoods.com>  
**Sent:** Thursday, July 24, 2014 9:29 AM  
**To:** Hugh Fendry  
**Subject:** Fwd: Hiwot  
**Attachments:** RE: Update on training Mayra; ATT00001.htm; FW: High Temperatures; ATT00002.htm; RE: IMG-20140529-00447.jpg; ATT00003.htm; Fwd: Hiwot Hailemariam; ATT00004.htm; RE: Hiwot; ATT00005.htm; DOC070214-07022014082559.pdf; ATT00006.htm; DOC070214-07022014083737.pdf; ATT00007.htm; DOC070714-07072014074452.pdf; ATT00008.htm; DOC070714-07072014074532.pdf; ATT00009.htm; DOC072214-07222014130430.pdf; ATT00010.htm

Thanks,  
Kendra

Begin forwarded message:

**From:** Luz Pizano <luz@reichelfoods.com>  
**Date:** July 24, 2014 at 9:24:37 AM CDT  
**To:** Kendra Adams <Kendra@reichelfoods.com>  
**Subject:** Hiwot

6/30/14

Hiwot didn't write a Production summary report for the carrots and ranch orders, they were written in later, she also kitted WH680690 as 122 cases instead of 120 cases. I honestly don't remember talking to her about this one; I do remember talking to her several times about failing to do corrective action on items such as temps, apple slice quality check, and ccp checks.

~~I spoke with her on 6/2/14 about the importance of the CCP checks and how she would have to sign a training record.~~

~~I also spoke with her on 7/10/14 about conducting the Metal detector checks correctly and showed her the procedure (she had taken over for Jane, while she did zone 1 swabs w/jeany) on 7/15/14 I did a follow up check and the airline was not hooked up to the Metal detector, I told her that it was important that she follow procedure when it comes to MD checks and that next time she doesn't follow procedure she would receive a warning because it was several times that I spoke with her. She then asked if she could keep the procedure so she could study it. I said that would be fine. I followed up with her the next day and she did the check correctly.~~

Thanks!

Luz Pizano

Quality Assurance Assistant Supervisor  
.....

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

# HACCP NONCOMPLIANCE - CORRECTIVE ACTION FORM

Date of Incident: 5/30/14

Product Description: Apples Dip

HACCP Plan: Apples

CCP Description: Whole Apple Wash

1 Type of Noncompliance:

Monitoring

- Missed Check
- Initials Missing
- Time Missing

~~Missed Check~~

- Initials Missing
- Time Missing
- Results Missing

Preshipment Review

- Signature Missing
- Date Missing

Equipment Calibration

- Missed Check
- Initials Missing
- Time Missing
- Results Missing

Other Type of Noncompliance (Explain): \_\_\_\_\_

2 Reason for Noncompliance: no visual observation verification done on 1st shift.

3 What action was taken on the product affected by the Noncompliance?  
No product was affected so action needed to be taken. All CCP results were within acceptable limits all day.

C.N.

4 What measures have been implemented to prevent recurrence of this Noncompliance?  
QA responsible was followed up with & fitted & will be retrained and will sign a training record.

5 Other comments (if needed): See attached training record

Signature of person completing this form: [Signature] Time: 1:30pm Date: 5/30/14

HACCP Authority Signature: [Signature] Date: 6/02/2014



**Hugh Fendry**

HiWOT

Hailemariam

**From:** Kelsey Sikkink  
**Sent:** Wednesday, July 23, 2014 8:12 AM  
**To:** Kendra Adams  
**Cc:** Kristi Gorden; Lisa Campbell; Karin Grzanek; Luz Pizano; Hugh Fendry  
**Subject:** RE: Hiwot 7/22/14

Hi Kendra,

I am out of the office today so I will have Hugh meet with Hiwot today.

Thank you,

**Kelsey Sikkink**

**CMG Office Manager**

507-923-0366

507-923-4955

did this  
6/4  
D. W.



*"your workforce management & staffing experts"*

---

**From:** Kendra Adams [mailto:Kendra@reichelfoods.com]  
**Sent:** Wednesday, July 23, 2014 7:33 AM  
**To:** Kelsey Sikkink  
**Cc:** Kristi Gorden; Lisa Campbell; Karin Grzanek; Luz Pizano  
**Subject:** FW: Hiwot 7/22/14

Good morning,

Unfortunately, we have discovered an incident of possible falsification of records with Hiwot on Monday. Please read below for details.

On 7/21/14, Hiwot was responsible for doing CCP checks in the slicing room. The frequency of this check is every 1 hour. The requirement for this check is as stated below:

**Frequency:** Once per hour

**Responsibility:** QA or trained designee

**Monitoring Procedure:** Every hour, QA or trained designee will verify the concentration of the peracetic acid wash solution by reading the system's digital readout and the chart recorder. The monitor will verify that the digital reading is between 30-80 ppm and that the chart recorder results since the last acceptable check were also within these limits.

**Record:** Apple CCP Monitoring Form

In the attached "2<sup>nd</sup> shift 07.21.14" report, the 2<sup>nd</sup> shift QA that took over for Hiwot indicates that the 12 o'clock hour check was missed and Hiwot filled it in after Bopha (BC) mentioned something to her. Yesterday, I had Luz ask Hiwot regarding this situation and her response is stated in the email below.

I reviewed footage of both "rf-nvr1:camera 13" (shows the chart recorder) and "rf-nvr2: IP\_CAM01" (shows digital reader in upper right hand corner with green flashing light) yesterday from 12 PM - 12:50PM and did not see Hiwot walk over to either locations at or around 12:35 PM on 7.21.14.

This leads me to believe that she may have falsified documentation. If this is the case, her assignment will need to end effective today. I would like someone to double check my investigation just to make sure I have everything straight. I am aware that her last day is 7.31.14 also.

Please let Luz or me know if you need any other information.

Thanks!

**Kendra Adams** | Quality Assurance Manager | Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552

---

**From:** Luz Pizano  
**Sent:** Tuesday, July 22, 2014 1:05 PM  
**To:** Kendra Adams  
**Subject:** Hiwot 7/22/14

I just got done speaking with Hiwot, she seemed nervous and I explained that if an auditor were to see the paperwork and see the 12pm check after the 1pm check, it looks like record falsification and that is not allowed here. She explained that Christine was helping her on and off doing checks and that she went to the batching area to find the clipboard but couldn't find it, so she did the CCP check at 12:35 but didn't write it down. I asked her "what would I see if I checked the cameras at 12:35pm just to verify what you are saying, would I see you doing your CCP check?" She replied with a soft "yes".

Luz Pizano  
Quality Assurance Assistant Supervisor

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

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2012.0.2247 / Virus Database: 3955/7398 - Release Date: 07/22/14

### 5.3 Rejects From Metal Detector

- 5.3.1 If metal is detected, the blow off mechanism blows the tray from the line and into a locked bin only accessible by QA personnel.
- 5.3.2 All rejects from the metal detector must be investigated immediately. Only QA personnel are authorized to pull rejected product from the secured bin for retesting.
- 5.3.3 Pass the rejected packages through the metal detector three more times.
- 5.3.4 If a tray is blown off the line at one out of the three passes, it is considered a valid reject and must be taken to the QC office to be inspected.
- 5.3.5 Record on the metal detector check list the number of valid rejects you had and the time it occurred.
- 5.3.6 Inspect the product for metal. If metal is found, save the piece and tape it to the back of an ID tag, fill out the Metal Detector Log Form, QA0240FO. Document the date, time and what product and line was involved.
- 5.3.7 Report such findings to the QA Supervisor or Technical Services Director so that the situation can be assessed and the risk associated with the metal can be determined. Maintenance and operations will also be part of the investigation.
- 5.3.8 If metal is found in sealed finished product during routine inspection notify the supervisor and maintenance immediately. Initiate a CAPA Request and conduct an investigation as to the potential source and determine if the metal size is smaller than the 3.0 mm standard used for verifying the detectors. Maintenance will attempt to adjust detectors to detect the smaller piece of metal. If the investigation determines that there is risk of continued contamination from equipment or the environment, the line will be shut down until repairs can be made.

### 5.4 Falsifying documents, turning off a metal detector and/or making unauthorized adjustments to a metal detector will result in disciplinary action.

### 5.5 Consumer complaints regarding foreign metal objects

- 5.5.1 If metal objects are found by a consumer, supervisor and QA must be notified immediately and an investigation must be conducted. Maintenance will be recruited to identify possible source of metal object. If the source is found, a CAPA investigation will be initiated to determine root cause and corrective action.

### 5.6 Missing metal objects during production

- 5.6.1 If a metal piece is noticed missing during production, supervisor and QA must be notified immediately. Only QA will be authorized to check the metal reject bin for product trays with the missing metal object. If the metal object is not found in rejected product trays, all product up to the last acceptable metal detector check will be re-ran through the metal detector. If the missing metal object is still not found, further action will be determined by management.

## 6.0 RELATED DOCUMENTS

QA0218PR	Nonconforming Products & Equipment
QA0065FO	Metal Detection and Tray Seal Check Form
QA0240FO	Metal Detector Log Form

QA0171FO CAPA Request Form

**7.0 REVISION HISTORY**

<b>Date</b>	<b>Rev Level</b>	<b>Changes</b>
	R1	New Issue
4/12/10	R2	Added 5.3.7 to provide instruction for when metal is found in product after the detectors
8/19/10	R3	Added sections 5.5 and 5.6
10/4/10	R4	Changed wand sizes
8/31/11	R5	Changed authorized personnel that have access to metal reject bin
2/8/12	R6	Changed red barrels/bins to secured bins
5/3/13	R7	Added save the piece and tape it to the back of an ID tag

## **Metal Detection Verification Work Instruction**

### **1.0 PURPOSE**

To provide a consistent procedure for monitoring and operation of all metal detectors, insuring safe products.

### **2.0 SCOPE**

Applies to all Reichel Foods products (not Hormel brand)

### **3.0 DEFINITIONS**

None required

### **4.0 RESPONSIBILITY**

QA Technician or trained designee is responsible to verify proper functioning of the metal detectors at the specified frequency.

### **5.0 PROCESS**

#### **5.1 Before Line Start Up**

- 5.1.1 Metal detectors will be set to detect 1.5 mm Ferrous, 2.5 mm Non-ferrous and 3.0 mm SS metals.
- 5.1.2 Place test wand on belt and pass through aperture at different locations while setting up. Test wands must reject 5 out of 5 times.
- 5.1.3 Verify that the reject mechanism works and document results on the Metal Detection & Tray Seal Check Form, QA0065FO.

#### **5.2 Verification Checks**

- 5.2.1 Metal detectors will be monitored and verified by QA approximately once every hour.
- 5.2.2 Place the test wands or spheres in packages of product, and pass through the aperture 3 times at different locations and orientations on the belt.
- 5.2.3 The wands must trigger the reject mechanism 3 out of 3 times. The blow off must push trays into designated secured bins, stop the belt and sound the alarm (Rotary only). Record results on Metal Detection Form.
- 5.2.4 If a detector doesn't reject the wands 3 out of 3 times, the metal detector must be treated as malfunctioning. Note this issue on the form.
- 5.2.5 Stop production, notify the Supervisor and contact maintenance to re-set/calibrate unit. All products produced since the last acceptable check must be placed on QA HOLD according to the Nonconforming Product & Equipment Procedure. This product must be retested through a properly functioning metal detector.
- 5.2.6 Once the detector is functioning properly again, records results to indicate that the wands are detected 3 out of 3 times after the adjustments are made.
- 5.2.7 Record all activity and/or adjustments on the metal detector check sheet.