



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 5/18/2017
Employee Name: Pareun Sin
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)

Pareun has failed to document the License Plate information on the cartoner forms on several different occasions. Most recently on 05/08/17. Other times he didn't document this was on 02/27/17, 03/31/17, 04/13/17, 04/14/17, 04/19/17, and 04/20/17. He was followed up with on several occasions regarding this issue along with other issues.

Plan for Improvement:

Pareun will make sure he is documenting the License Plate numbers on paperwork at all times, in order to prevent any lost traceability information.

Consequences of Further Infractions:

Failure to document the License Plates and/or other pertinent information on his paperwork 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.

Employee Signature

05-18-17

Date

Manager/Supervisor

5/18/17

Date

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

Date

Performance Log for Pareun Sin

Date	Pos/Neg	Category	Action Description
11/19/2014	Negative	Performance	Didn't kit the last pallet from production
2/25/2015	Negative	Performance	Pareun kitted 10 pallets with the wrong code date before noticing the error. Pallets were not put on HOLD after the inventory adjustments were made.
3/20/2015	Negative	Performance	Pallets were kitted with an extra digit on the lot code, 4 times in a row.
9/3/2015	Negative	Performance	There were several temps above allowed Max- no corrective action reflected on the paperwork.
2/28/2016	Positive	Attendance	Pareun was not scheduled to work Sunday, Luz called him to see if he could come in on short notice and he said he would. He changed his plans and came to work instead.
5/19/2016	Negative	Performance	It was just discussed in the QA Meetings for the past 3 weeks to insure that Qas are documenting the same lot number in the QA hold log as is in Wow. Pareun did not do this with an apple hold on 5/19/16 and also had the incorrect vendor entered as well. QA Supervisor followed up on 5/20/16.
3/1/2016	Negative	Performance	No graphing done
9/8/2016	Negative	Performance	Missed soak time verification on CCP form
9/23/2016	Negative	Performance	Pareun forgot to write down soak time on the CCP form.
10/20/2016	Negative	Performance	Unacceptable results for biocide, no corrective action taken.
10/20/2016	Negative	Performance	Left column blank on trailer checks
12/21/2016	Negative	Performance	2 pallets kitted incorrectly. Product was 4420-2-6P and was kitted as 4420-12.
1/18/2017	Negative	Performance	QA did not have Supervisor sign off on cartoner form, for any changeovers.
1/19/2017	Negative	Performance	Did not fill out form completely, Gaps on gas checks for Time, Seal Test, Product in seal, CA, and initials.
2/7/2017	Negative	Performance	Pareun incorrectly kitted a Gala & Almonds 2-6p as a 12 count.
2/11/2017	Negative	Performance	Pareun double kitted a pallet.

Date	Pos/Neg	Category	Action Description
2/27/2017	Negative	Performance	No License plates writted on cartoner form.
3/13/2017	Negative	Performance	Pareun kitted a pallet that had 264 cases, as a full pallet of 270 cases.
3/31/2017	Negative	Performance	Missing License Plate information on cartoner checks, marked check as USA for Country of Origin, when tray info was CHILE. No changeover information was documented. The USA was also marked on the Video Jet Code Date Check Sheet, Supervisor Sam, also missed this.
4/13/2017	Negative	Performance	No changeover documented, 1st shift was running Apples w/Cheddar. No Changeover written from 12ct Apple/Cheddar to 2-6P Apple/Yogurt at 3:06pm.
4/13/2017	Negative	Performance	No License Plates documented on Cartoner checks.
4/14/2017	Negative	Performance	No License Plates documented on cartoner form.
4/19/2017	Negative	Performance	No License Plates Documented on cartoner form, no changeover written from 12ct caramel to DOT A/C w/nuts.
4/19/2017	Negative	Performance	No License Plates docum anted on cartoner form.
4/20/2017	Negative	Performance	No License Plates written on cartoner form.
4/21/2017	Negative	Performance	Kitted wrong code date as 05/26/17, correct code date was 05/29/17.
5/8/2017	Negative	Performance	Missing License plates on cartoner forms.
5/9/2017	Negative	Performance	Wrong total was entered into production numbers, because Pareun forgot to write down 1 pallet.