

# Retraining/Reminder Form



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**\*FORM MUST BE SIGNED & TURNED INTO QA WITHIN 14 DAYS OF ISSUANCE\***

**Action Needed:**  Retraining  Reminder

\*\*Reminders do not apply toward Food Safety Scores\*\*

Employee(s)  Department Date: 1, 25, 16 Time: Approx. 7:00 AM

**Activity out of compliance or incorrectly performed** (select category below and explain observation):

Good Manufacturing Practice  Standard Operating Procedure  Cleaning Procedure

Paperwork Issue  Safety Issue\* \*Must immediately report to HR, Production Manager or Safety Director. Copy of this form must be turned into HR.

**OBSERVATION:**

Employee was using her foot to "kick" a food contact pan into the bottom of a shipping cabinet.

**POTENTIAL RISK(S) OF THIS ACTIVITY IF NOT CORRECTED:**

Contamination, also not being able to remove the pan from the cabinet safely.

Employee(s) or Department involved: Shipping - Elizabeth A

Manager/Supervisor:

Name: Miguel Q Signature: \_\_\_\_\_

**Employee Signature(s):**

Name (please print)	Signature	Date

Issued by: [Signature]

Revision Date	Description of Change	Revision Author	Approved By
3/12/2014	Created New	Brandy Lucas	Rhonda Breuer
5/19/2015	Added potential risks	Brandy Lucas	Rhonda Breuer
9/10/15	Added requirement to turn in safety issues to upper mgmt.	Kendra Maniffa	Rhonda Breuer
10/9/15	Combined retraining & reminder forms	Brandy Lucas	Rhonda Breuer