



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/21/2013
Employee Name: Anthony Benassi
Job Title: GMP Monitor
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 Inattentiveness causing a Food Safety hazard

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

At the beginning of the shift on 3/20/13, Tony went to refill the hand sanitizer and accidentally grabbed soap. The soap and sanitizer are very similar in size and appearance. Tony had put the soap and sanitizer in the production area the previous day. Consequently, employees on MV1 were using hand soap as a sanitizer until 1:33 PM when an employee noticed it was soap. Hand soap is not deemed safe for food handling without a potable rinse following its use. All product produced on MV1 1st shift on 3/21/13 was held for investigation and will be disposed of on 3/22/13. As soon as Tony realized what happened, he immediately contacted QA for corrective action and was very helpful during the investigation. Tony did the right thing by letting someone know of his mistake.

Plan for Improvement:

Soap and sanitizer is not to be stored in production areas. Sanitation is responsible for changing these compounds. If a GMP monitor is needed to refill either of these items, Tony is now aware and will be more attentive to what he is using. We will also be potentially sourcing an alcohol spray to replace the current sanitizer so that it is easier to identify when the wrong compound is being used. The refill containers will be purchased from 2 different vendors and are proprietary to the dispensers.

Consequences of Further Infractions:

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.

Tony Benassi
Employee Signature

3-22-13
Date

K Adams
Manager/Supervisor

03/22/13
Date

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

Date