



ENF ID:

Error Notification

The following error was identified during a recent process or location audit.

Associate:

Date:

Documented by:

Process or Location being audited:

Article #:

Location affected:

Quantity:

Date of error:

Description of error:

Accuracy is very important to our operation. It is everyone's responsibility to perform their job correctly. If you are unsure of how to do something, ask your supervisor.

You are receiving this notification so that you know how you are doing and to give you an opportunity to ask questions about anything that you might be unsure of.

Your signature indicates that you understand the information presented to you on this notification and that any questions you may have about your job have been answered.

Associate's Signature

Date

Supervisor's Signature

Date