

BDI - EMPLOYEE WRITE UP FORM

Employee: Riley Ramsey

Date: 2019-03-12

Department: Shop

Supervisor: Dan Yule

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Carelessness

Work Quality

WARNING:

Last warning: 2019-01-23

Previous warning: 2019-01-23

Warnings: 2

EMPLOYER STATEMENT:

CVIP performed and wheels put back on, but not torqued. A torque tag was filled out and signed off on, left in the truck, indicating that the wheels had been torqued to 500 ft lbs. They were loose enough to remove with your fingers. This was a near miss and could have been a very serious incident. The torque tag indicates that the work has ALREADY BEEN DONE, NOT THAT IT NEEDS TO BE DONE. If you were gone for a day, and we didn't double check, the truck could have left with loose wheel nuts and destroyed the customers wheels, or more seriously caused an accident.

I HAVE READ THIS "WARNING LETTER" AND I UNDERSTAND IF I HAVE RECEIVED A COPY OF THE SAME

Employee Signature

Management Signature

Witness Signature