

BDI - EMPLOYEE WRITE UP FORM

Employee: Ethan Hetke

Date: 2019-08-12

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Comeback

WARNING:

Last warning:

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

Metro Freightliner 9995 Previous Invoice 9871. We had a small comeback issue on it. It wasn't a workmanship issue, but we needed to print off final ecm report after the codes were cleared. We didn't clear the codes after our completed work, so customer had the warranty declined. We then had to get the customer to bring truck in again, clear the inactive codes, and resend the ecm report. Just make sure that we are finishing and completing jobs before submitting the work. Any truck we should clear off the inactive codes so that they leave the shop with a fresh set of codes for their next failure. Lets just keep this mind, and make sure we follow through on the job right up until the end and don't take any shortcuts.

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

Employee Signature

Management Signature

Witness Signature