

BDI - EMPLOYEE WRITE UP FORM

Employee: Andrew Butchart

Date: 2018-08-17

Department: Tech

Supervisor: Neil Hodge

Employee Seniority Date: 1970-01-01

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Work Quality

WARNING:

Last warning: 1970-01-01

Previous warning: 1970-01-01

Warnings: 1

EMPLOYER STATEMENT:

This formal write up is in regard to the error made on the bearings being installed that were wrong for the cat engine. The reason for the write up is that this error could have been avoided if the proper procedures had been followed.

This is a very serious mistake, this could have not just blown the engine but serious block and crank damage could have happened from running it at all. This is mechanics 101, you never install bearings into a engine unless you have compared each one to the bearings that came out of the engine. If the number is different you must find out if it superseded to a new number and if not then the bearings are wrong and NOT to be used.

This is also in CAT SIS and if you had been following procedures and following the steps each time then you would have caught this error.

This could have not only caused a major failure that BDI would have had to pay for but it also could have resulted in losing the customer. The customer came in August 16th to have a meeting with us and expressed their concern that we lack the basic knowledge and are not feeling confident in sending us more engine work. We don't have to explain how serious that is and how bad that this looks on BDI.

You need to slow down, follow the procedures and listen to your supervisors. Casey, Evan and Dan are your immediate shop supervisors and our lead hands. Stefan is GM and anything he says goes. We would like you to ask more questions and not just go off on your own; For class 8 truck questions go to Casey, for Hydraulic or aux equipment questions go to Dan, for automotive questions go to Evan.

This is our new process that we are rolling out and we need you to get onside with it in a positive way. You often times are the one that expresses their opinion/thoughts, we no longer want to see this in the shop. You are one of our eldest employees and we hold you to a high standard. You should be open and supportive to anything we are doing to improve operations at BDI.

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We like to see your overall attitude become more positive and also see you being more positive with other employees in the shop.

We have had several discussions about process and attitude and we really don't want to have to keep having these write ups and talks. We are not sure where these issues arise from however, we need you to put things behind you and have a fresh outlook on the new and old processes and be on board.

You are a strong technician and a great guy. We really enjoy working with you, we just need you to work on the above and keep moving in a positive direction.

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

Employee Signature

Management Signature

Witness Signature