

Overview

This standard covers the safe mechanical movement of materials in the work area using approved procedures.

This will cover the transfer of materials in conveyors, elevators and pipe work and associated equipment. It will not cover manual handling or the use of a fork-lift truck or other vehicle.

Performance criteria

You must be able to:

1. transfer materials in accordance with relevant organisational health and safety requirements, quality standards, environmental standards and Revenue and Customs requirements
2. use personal protective equipment in accordance with organisational requirements and manufacturer's instructions
3. establish the transfer requirements according to the organisational specification
4. identify and locate the materials for transfer following organisational procedures
5. check that the material to be transferred is according to the specification, and suitable for transfer
6. check and confirm transfer route with colleagues in accordance with organisational procedures
7. transfer identified materials to the identified destination without damage in accordance with organisational requirements
8. account for any operational discrepancy and report to relevant colleagues as required
9. dispose of waste in accordance with organisational requirements
10. communicate with relevant colleagues during materials transfer in accordance with organisational requirements
11. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to transfer materials in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, Revenue and Customs requirements
2. the effect of equipment and services not performing to organisational specification and the remedial action to be taken
3. the effect of the transfer materials operation not meeting organisational specification and the remedial action to be taken
4. the effect of not starting and shutting down the process according to organisational work instructions
5. how to establish transfer requirements
6. how to ensure compliance with monitoring and sampling procedures
7. how to deal with material which is not fit for transfer
8. how to identify the best transfer method to deliver the materials in accordance with organisational specification
9. how relevant storage and mechanical transfer systems work
10. when personal protective equipment is required, how it is used, and what may happen if it is not used
11. the organisational waste disposal procedures and what may happen if they are not followed
12. why it is important to keep records and what might happen if this is not done
13. what should be communicated, to whom and why it should be done
14. the limits of your authority and the consequences of exceeding them

IMPDT7

Transfer materials in the spirits industry



Developed by Improve

Version Number 1

Date Approved 31 Aug 2019

Indicative Review Date 31 Aug 2023

Validity Current

Status Original

Originating Organisation NSAFD

Original URN IMPDT7

Relevant Occupations Manufacturing Technologies, Plant and Machine Operatives, Process Operatives, Process, Plant and Machine Operatives

Suite Spirits Industry Operations

Keywords Transfer; Intake; Mechanical; Materials; Move
