

Overview

This standard covers the intake of goods and materials within the spirits industry. It does not cover intake of spirits.

This will cover the intake of materials integral to the processing and packaging of distilled alcoholic beverages, including bulk receipt of raw materials and fuels. It also covers the receipt from vehicles of packaged or cased goods, such as crates, boxes, drums, sacks, cases and palletised goods, either within sites or from one site to another.

Performance criteria

You must be able to:

1. intake goods and 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. check that the receiving area is prepared and that adequate storage space is prepared for delivery
4. confirm that the consignment matches the order information and delivery instructions
5. obtain and use suitable handling equipment in accordance with organisational instructions
6. direct the consignment to the location for offloading in accordance with organisational requirements
7. undertake sample checks in accordance with organisational requirements
8. report any discrepancies in the condition and quality of the consignment to the relevant person
9. offload the consignment to the specified location in accordance with organisational requirements
10. monitor the intake process according to organisational requirements
11. dispose of waste in accordance with organisational requirements
12. communicate with relevant colleagues during the intake of goods and materials in accordance with organisational requirements
13. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to intake goods and 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 Control of Substances Hazardous to Health (COSHH) and risk assessment requirements
3. the effect of equipment and services not performing to organisational specification and the remedial action to be taken
4. how to intake goods and materials in accordance with organisational requirements
5. the effect of the intake materials operation not meeting specification and the remedial action to be taken
6. the types of intake discrepancies that may arise
7. the effect of not starting and shutting down the intake process according to organisational instructions
8. the monitoring and sampling procedures and what may happen if they are not carried out correctly
9. when personal protective equipment is required, how it is used, and what may happen if it is not used
10. the correct waste disposal procedures and what may happen if they are not followed
11. why it is important to keep records and what might happen if this is not done
12. what should be communicated, to whom and why it should be done
13. the limits of your authority and the consequences of exceeding them

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Intake goods and materials in the spirits industry

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