

Overview

This standard covers the filling of bottles in the spirits industry including automatic, semi-automatic, hand-bottling and re-work.

This standard is about controlling bottling, including the rinsing, filling and capping processes. It details the skills required to start up, run and shut down equipment, as well as being able to take the appropriate action should operating problems occur. It is also about working to product specifications and production schedules. Complying with and understanding health and safety and organisational requirements are essential features of this standard.

Performance criteria

You must be able to:

1. carry out bottling in accordance with relevant organisational health and safety requirements, quality standards, environmental standards, trading standards and Revenue and Customs requirements
2. use personal protective equipment in accordance with organisational requirements and manufacturer's instructions
3. obtain relevant operational instructions and confirm that information received on the current operational status meets organisational requirements
4. carry out checking procedures and take relevant action within limits of your authority
5. confirm the product specification in accordance with organisational requirements
6. prepare for filling by rinsing in accordance with organisational requirements
7. supply the plant with the correct quantities of materials in accordance with organisational instructions
8. start up the plant in accordance with organisational procedures
9. monitor the filling process and maintain to organisational specifications
10. undertake quality checks in accordance with organisational specifications
11. monitor the capping process in accordance with organisational procedures
12. convey the product to the correct location in accordance with organisational requirements
13. identify any variations in organisational specification and quantity and take relevant action within limits of your authority
14. shut down the plant in accordance with organisational procedures
15. check bottling equipment is ready for next production run in accordance with organisational requirements
16. identify and take relevant action to deal with faults and any operational issues
17. dispose of waste in accordance with organisational requirements
18. communicate with relevant colleagues when bottling in accordance with organisational requirements throughout the process
19. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to carry out bottling in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, trading standards, Revenue and Customs requirements
2. the purpose of filling and bottling
3. the function and operation of bottling equipment
4. the different start up and shut down procedures and what may happen if the plant is not started and shut down in the correct sequence
5. the need for checking procedures and what may happen if they are not followed
6. the effect of equipment and services not performing to organisational specification or economic use and the remedial action to be taken
7. the organisational rinsing, filling and capping processes
8. what the organisational breakage/damage procedures are and how to follow them
9. the importance of quality procedures and what may happen if they are not carried out in accordance with organisational requirements
10. when personal protective equipment is required, how it is used, and what may happen if it is not used
11. the importance of the disposal of waste in accordance with organisational requirements
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

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Carry out bottling in the spirits industry

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