

Carry out packing in the spirits industry

Overview

This standard covers the skills and knowledge needed to carry out packing in the spirits industry.

It refers to the control of a packing operation using either automated, semi-automated or hand-packing processes.

Performance criteria

You must be able to:

1. carry out packing 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. 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. supply the plant with the correct quantities of materials in accordance with organisational instructions
7. start up the plant in accordance with organisational procedures
8. monitor the packing process and maintain to organisational specifications
9. undertake quality checks in accordance with organisational specifications
10. convey the product to the correct location in accordance with organisational requirements
11. identify any variations in organisational specification and quantity and take relevant action within limits of your authority
12. shut down the plant in accordance with organisational procedures
13. check packing equipment is ready for next production run in accordance with organisational requirements
14. identify and take relevant action to deal with faults and any operational issues
15. dispose of waste in accordance with organisational requirements
16. communicate with relevant colleagues when packing in accordance with organisational requirements throughout the process
17. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to carry out packing in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, Revenue and Customs requirements
2. the purpose of packing
3. what the different types of packaging containers are and their suitability to meet differing market needs
4. the function and operation of packaging equipment
5. 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
6. the need for checking procedures and what may happen if they are not followed
7. the effect of equipment and services not performing to organisational specification or economic use and the remedial action to be taken
8. the effect of the packing operation not meeting organisational specification and the remedial action to be taken
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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