

Overview

This standard covers the skills and knowledge needed to control traceability in the spirits industry.

Highly legible, accurate codes on distillery product cases, boxes and pallets are critical for effective inventory and supply chain management before transport to storage or loading.

Traceability is important as it provides the ability to recall products, track production and match replacements parts.

Performance criteria

You must be able to:

1. control traceability 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 marking process and maintain to organisational specifications
9. undertake quality checks in accordance with organisational specifications
10. identify any variations in organisational specification and quantity and take relevant action within limits of your authority
11. shut down the marking plant in accordance with organisational procedures
12. check equipment is ready for the next production run in accordance with organisational requirements
13. identify and take relevant action to deal with faults and any operational issues
14. dispose of waste in accordance with organisational requirements
15. communicate with relevant colleagues when controlling traceability in accordance with organisational requirements
16. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to control traceability 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 marking products to control traceability
3. the purpose of product recall
4. how to deal with counterfeits
5. the function and operation of marking equipment
6. the different start up and shut down procedures and what may happen if the process is not started and shut down in the correct sequence
7. the need for checking procedures and what may happen if they are not followed
8. the effect of equipment and services not performing to organisational specification or economic use and the remedial action to be taken
9. the effect of the marking operation not meeting organisational specification and the remedial action to be taken
10. the importance of quality procedures and what may happen if they are not carried out in accordance with organisational requirements
11. when personal protective equipment is required, how it is used, and what may happen if it is not used
12. the importance of the disposal of waste in accordance with organisational requirements
13. why it is important to keep records and what might happen if this is not done
14. what should be communicated, to whom and why it should be done
15. the limits of your authority and the consequences of exceeding them

Control traceability in the spirits industry

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