

---

## Overview

This standard is about the skills and knowledge needed for you to receive and offload bulk liquids in food and drink manufacture and/or supply operations.

Receiving and offloading bulk liquids including raw milk, cream, concentrated milk, syrup and oil is important to the maintenance of production schedules and the maximisation of yield and quality from incoming materials. You will need to be able to ensure the tanker bay and hosing equipment is available to receive the tanker. You will also be able to check that the offloading equipment is ready and in working order. You must also be able to adhere to organisational and regulatory requirements and address problems within the limits of your responsibility. Complying with and understanding health and safety, food safety, environmental and organisational requirements are essential features of this standard.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in receiving and offloading bulk liquids in food manufacture.

## Performance criteria

*You must be able to:*

1. check the liquid matches delivery schedule documentation
2. check product temperature and record details according to organisational requirements
3. take pre-delivery samples for testing adhering to organisational hygiene and sampling procedures
4. take action to address problems
5. check that there is enough storage space available for the expected delivery volume
6. check offloading pumps and hoses are available and clean
7. check that the tank or silo is clean and fit for use
8. check that the correct routes have been set to pump the product to the correct tank or silo
9. check that all drain valves and inspection hatches are securely closed
10. inform relevant people when unloading is about to begin
11. check for leaks during offloading
12. check that off-loading is complete
13. inform relevant people when off-loading is complete
14. work within the limits of your responsibility and take action to address problems
15. store pumps and hoses according to organisational requirements
16. complete delivery documentation to organisational requirements

## Knowledge and understanding

### *You need to know and understand:*

1. the organisational procedures relating to the receipt of bulk products
2. how to access delivery schedules documentation that tells you the quantity and type of deliveries to expect
3. the communication structures and procedures within the organisation and why it is important to follow them
4. how to check equipment is clean and suitable for use and what may happen if they are not carried out
5. the organisational requirements for testing on pre-delivery liquids
6. acceptable reasons for refusing bulk products into storage
7. organisational procedures to follow if faults are found in the liquid
8. what the correct routing is to transfer bulk product from tanker to storage vessel
9. how to deal with waste or spillage and what may happen if this is not done
10. what to do if there is contamination or loss of bulk product
11. how to check for leaks during the offloading process
12. why it is important to store hoses and other equipment
13. how to work within the limits of your responsibility and take action to address problems
14. organisational requirements for the completion of documentation and why it is important to follow them
15. how factory digitisation supports the production process

IMPPO248

Receive and offload bulk liquids in food and drink operations



---

**Developed by** Improve

---

**Version Number** 4

---

**Date Approved** 30 Mar 2023

---

**Indicative Review Date** 30 Mar 2028

---

**Validity** Current

---

**Status** Original

---

**Originating Organisation** Improve

---

**Original URN** IMPPO248

---

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

---

**Suite** Production and Control Operations in Food Manufacture

---

**Keywords** Food, manufacture, dairy, liquids, bulk, offload

---