

## Carry out changeovers in the spirits industry

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### Overview

This standard covers the changing of machines, equipment or vessels and/or the introduction of different products or materials.

It may apply to the changeover of blends, products, packing, bottling or other operations within the spirits industry.

## Performance criteria

### *You must be able to:*

1. carry out changeovers 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. prepare for the changeover in a way that minimises operational down time and waste of products and materials
4. remove resources from the previous run which are not needed in accordance with organisational requirements
5. clean plant surfaces in contact with material and product
6. assemble required resources and make sure they meet organisational specification before the changeover begins
7. adjust plant and equipment to conform to organisational specification and without affecting any other part of the plant
8. remove change parts in line with specifications
9. report the condition of worn or damaged parts to the relevant person
10. complete the changeover within the specified timescale
11. check that output matches organisational specification and is produced at the required rate following changeover
12. dispose of waste in accordance with organisational requirements
13. communicate with relevant colleagues during changeovers in accordance with organisational requirements
14. complete all records in accordance with organisational procedures

## Knowledge and understanding

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

1. how to carry out changeovers in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, Revenue and Customs requirements
2. the need for isolation of equipment and services and what may happen if this is not done correctly
3. where to obtain and how to interpret organisational specifications and what may happen if this is not done correctly
4. why the changeover is taking place
5. the functions and use of machine parts, tools and equipment needed for changeovers
6. what materials and resources are required and how to check their suitability
7. the time requirements for changeovers
8. the difficulties which may arise during changeovers and action to be taken in each case
9. the need for cleaning and what may happen if this is not undertaken when required
10. the critical control settings and their effect on production volumes and quality
11. how to recognise wear and tear on change parts
12. why it is important to notify the relevant person that a changeover has been completed and what may happen if this is not done
13. the required action to take when change parts are removed and what may happen if this is not done
14. when personal protective equipment is required, how it is used, and what may happen if it is not used
15. the correct waste disposal procedures and what may happen if they are not followed
16. why it is important to keep records and what might happen if this is not done
17. what should be communicated, to whom and why it should be done
18. the limits of your authority and the consequences of exceeding them

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