

Overview

This standard covers the skills and knowledge needed to assemble and wrap pallets of finished products before transport to storage or loading using a manual, automated or semi-automated process in the spirits industry.

Palletising and wrapping products should be undertaken in a safe and hygienic manner. It is important in stock control and product despatch.

Performance criteria

You must be able to:

1. carry out palletising and wrapping 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 equipment and services are available and suitable for use
6. start the equipment in accordance with organisational procedures
7. confirm the material, cases and pallet builds remain within organisational specification and take action to deal with those which do not
8. monitor and replenish packing materials in accordance with organisational requirements
9. maintain required output rates in accordance with organisational specification
10. check palletising and wrapping materials match the packaging run and return surplus 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 equipment in accordance with organisational procedures
13. check equipment is ready for the 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 and excess materials in accordance with organisational requirements
16. check packs and pallets are ready to be moved to the correct location in accordance with organisational requirements
17. communicate with relevant colleagues when carrying out palletising and wrapping in accordance with organisational requirements
18. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to carry out palletising and wrapping in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, Revenue and Customs requirements
2. how to obtain information about materials, quantity of product, material and coding
3. the function and operation of palletising and wrapping equipment
4. the need for checking procedures and what may happen if they are not followed
5. the effect of equipment and services not performing to organisational specification or economic use and the remedial action to be taken
6. the effect of the operation not meeting organisational specification and the remedial action to be taken
7. the importance of quality procedures and what may happen if they are not carried out in accordance with organisational requirements
8. when personal protective equipment is required, how it is used, and what may happen if it is not used
9. the importance of the disposal of waste and excess materials in accordance with organisational requirements
10. why it is important to keep records and what might happen if this is not done
11. what should be communicated, to whom and why it should be done
12. the limits of your authority and the consequences of exceeding them

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Carry out palletising and wrapping in the spirits industry

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