
Overview

This standard covers the skills and knowledge required to despatch casked spirits or finished goods, either from within a site or from one site to another.

The items that may be despatched include drums, casks, intermediate bulk containers, cases and dry goods.

Performance criteria

You must be able to:

1. despatch casked spirits or finished goods 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. select, assemble and check the consignment according to organisational requirements
6. match the prepared consignment with despatch instructions
7. check for discrepancies in the condition and quality of the consignment
8. obtain and use handling equipment according to organisational specification
9. direct the vehicle to the loading location in accordance with organisational requirements
10. identify and take relevant action to deal with faults and any operational issues
11. communicate with relevant colleagues when dispatching casked spirits or finished goods in accordance with organisational requirements
12. complete all records in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. how to despatch casked spirits or finished goods in accordance with the current legislation and the organisational health and safety, hygiene, environmental, quality standards and instructions, Revenue and Customs requirements
2. the types of consignments
3. the type of consignment discrepancies which may arise
4. the protective and loading equipment required for despatching consignments
5. the types of securing equipment
6. the need for checking procedures and what may happen if they are not followed
7. the importance of accurate and complete documentation and what may happen if it is incorrect
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 operation not meeting organisational specification and the remedial action to be taken
10. when personal protective equipment is required, how it is used, and what may happen if it is not used
11. why it is important to keep records and what might happen if this is not done
12. what should be communicated, to whom and why it should be done
13. the limits of your authority and the consequences of exceeding them

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Despatch casked spirits or finished goods in the spirits industry



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