

Unit PPL2FBS12 (HL1W 04) Receive, Store and Issue Drinks Stock

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about how you prepare for and check drinks deliveries, completing all necessary documents and safe storage of the stock. It also covers how you monitor and control storage conditions and stock levels. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** | |
| **What you must do:** | |
| There must be evidence forall Performance Criteria (PC). The assessor **must** assess PCs 1–9 by directly observing the candidate’s work. | |
| **Receive drinks deliveries**  1 Prepare for the delivery and ensure that the receiving and storage areas are clean, clear and secured against unauthorised access.  2 Check that the delivery documents agree with the stock you are receiving and report any discrepancies to the appropriate person.  3 Check that the stock is undamaged, of the correct quality and within date.  4 Complete and retain any delivery records accurately and according to your workplace standard.  5 Use safe procedures to transport the stock to the storage area taking care not to damage it on the way. | **Store and issue drinks stock**  6 Maintain the storage area conditions and use stock rotation procedures to ensure the quality of the stock is retained.  7 Record details of stock received, stored and issued according to your workplace standard.  8 Issue stock in line with your workplace requirements and inform the appropriate person if stock levels are low.  9 Keep all storage areas clean, tidy, free from rubbish and secured against unauthorised access. |

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| **Scope/Range** | | | |
| **What you must cover:** | | | |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for: | | | |
| **four** from:  a crated drinks  b boxed drinks  c kegs  d gas  e bar equipment  f glasses | **all** storage conditions:  g lighting  h ventilation  i temperature  j cleanliness | **three** from:  k crated bottles  l boxed bottles  m individual bottles  n kegs  o casks  p cans  q cartons | Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | | **Scope/Range** | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | | **What you must cover** | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** | **q** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **Receive drinks deliveries** | | |
| 1 | Safe and hygienic working practices when receiving drinks deliveries. |  |
| 2 | Where and from whom health and safety information can be obtained. |  |
| 3 | Why receiving areas should be secured from unauthorised access. |  |
| 4 | Why and to whom any discrepancies or damage should be reported. |  |
| 5 | What records should be retained for audit purposes. |  |
| 6 | The types of unexpected situations that may occur when receiving drinks stock and how to deal with these. |  |
| **Store and issue drinks stock** | | |
| 7 | Safe and hygienic working practices when storing and issuing drinks stock. |  |
| 8 | Why storage areas should be secured from unauthorised access at all times. |  |
| 9 | Why storage and stock rotation procedures should be followed. |  |
| 10 | Why a minimum level of stock must be maintained and your workplace standard for reporting and deviance in these. |  |
| 11 | Why the correct procedures should be followed and the correct documentation produced before stock may be issued. |  |
| 12 | The types of unexpected situations that may occur when storing and issuing drinks stock and how to deal with these. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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