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## Overview

### **What this standard is about**

This standard is about the management and control of excise stock in the warehouse. It pays particular attention to the recording, labelling, goods-rotation and reporting of damaged goods and discrepancies. The standard is aimed at the Authorised Warehouse Keeper or others contributing to this role.

The standard includes understanding different goods monitoring systems and how information should be stored to meet both organisational and Her Majesty's Revenue & Customs (HMRC) requirements.

### **Who this standard is for**

This standard is relevant to all individuals involved in managing excise warehouse operations.

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## Performance criteria

You must be able to:

1. Manage, control and confirm that excise **goods** are stored correctly in **identifiable locations** and marked according to organisational requirements
2. Confirm the location of excise **goods** are correctly identified and marked in accordance with **Her Majesty's Revenue & Customs** requirements
3. Mark clearly and control all **goods** so that they can be identified in your stock account by relevant staff and visiting **Her Majesty's Revenue & Customs** officers
4. Update the appropriate stock account whenever you move **goods** to a new location in your Excise Warehouse in accordance with relevant organisational and **Her Majesty's Revenue & Customs** requirements
5. Ensure all warehouse operations are carried out in accordance with **Her Majesty's Revenue & Customs** requirements and your excise premises approval
6. Undertake inventory checks and complete stock-takes according to **Her Majesty's Revenue & Customs** and organisational requirements or at other times allowed by **Her Majesty's Revenue & Customs**
7. Take appropriate action to record and report any **discrepancies** to **Her Majesty's Revenue & Customs**
8. Ensure samples are recorded and duty accounted and paid in accordance with **Her Majesty's Revenue & Customs requirements**, where appropriate
9. Record and report damaged **goods** in accordance with organisational and **Her Majesty's Revenue & Customs** requirements
10. Follow **Her Majesty's Revenue & Customs** and organisational procedures for recording and acknowledgment of **change of ownership**
11. Ensure excise **goods** are handled safely in accordance with organisational and **Her Majesty's Revenue & Customs** requirements
12. Complete and submit all information and documentation necessary in relation to **Her Majesty's Revenue & Customs warehouse returns**

## Knowledge and understanding

You need to know and understand:

1. The different types and appropriate locations used for excise **goods**, including locations suitable and approved for **duty suspended, duty deferred** and **duty paid goods**
2. The different ways and methods required to be used by **Her Majesty's Revenue & Customs** to identify excise **goods**, including the warehouse location, individual racking locations and bulk storage lanes
3. How to identify excise **goods** and the appropriate stock holding capacity and location i.e. pallet, case
4. How to record and update **goods** movements, including different systems used and how they meet **Her Majesty's Revenue & Customs** requirements
5. The conditions of the warehouse approval and general **Her Majesty's Revenue & Customs** requirements
6. The role and purpose of an effective stock taking programme, including specific **Her Majesty's Revenue & Customs** requirements and recommended timings i.e. perform full annual stock-take or quarterly stock-take
7. Why it is important to ensure that the **goods** physically counted in the stock-take must be reconciled with the stock balances recorded in the stock accounts at the time of the stock-take
8. The types of **discrepancies** that may occur, need reporting and the appropriate method for reporting
9. The types of damages that may occur, need reporting and the appropriate method for reporting
10. **Her Majesty's Revenue & Customs** requirements for recording the sale and ownership of **goods** within the warehouse
11. The different safe handling, storage and security requirements for excise **goods** and why they are important
12. The different types of information required and how to submit to **Her Majesty's Revenue & Customs** and the implications of non-compliance

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## Glossary

### **Identifiable locations**

Specific controlled and uniquely coded locations within a warehouse.

### **Goods**

Any goods subject to Excise Duty for example, beer, wine, made-wine, cider, sherry, spirits, mineral oils, cigarettes and other tobacco products.

### **Discrepancies**

Any information or differences between what is expected and recorded within the goods control system

### **Her Majesty's Revenue and Customs**

The department created from the merger of HM Customs & Excise (which had responsibility for indirect taxes such as VAT and excise duties) and the Inland Revenue (which had responsibility for direct taxes such as income and corporation tax).

### **Change of ownership**

The sale of any excise goods to another person whilst they are in duty suspension in the excise warehouse. Important because of the effect on VAT liability.

### **Warehouse returns**

A requirement for all warehouse-keepers who operate excise warehouses is to submit a monthly return for each warehouse they operate to the National Warehousing Return Centre.

### **Duty Suspended**

Any Excise goods on which UK Duty has not been paid.

### **Duty Deferment**

Duty deferment is a system whereby HMRC allow excise duty liabilities in a return period to accumulate and be paid by direct debit on appointed dates after the end of the period. It is a form of credit arrangement underwritten by a financial guarantee provided by the deferment account holder.

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**Suite** Warehousing and Storage

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