

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA99/180

**TITLE:** Schweppes Cottee's Enterprise Agreement

**I.R.C. NO:** 99/2058

**DATE APPROVED/COMMENCEMENT:** 31 May 1999

**TERM:** 30 June 2000

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:**

**DATE TERMINATED:**

**NUMBER OF PAGES:** 104

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to all store/warehouse employees of Schweppes Cottee's Liverpool site

**PARTIES:** Schweppes Cottee's -&- National Union of Workers, New South Wales Branch

**A SITE AGREEMENT**

**MADE BETWEEN**

**SCHWEPPES COTTEE'S (LIVERPOOL SITE)**

**AND EMPLOYEES OF THE COMPANY**

**AND MEMBERS OF:**

**NATIONAL UNION OF WORKERS,**

**NEW SOUTH WALES BRANCH**

Registered  
Enterprise Agreement

Industrial Registrar

## **FOREWARD:**

This Agreement details the specific arrangements that were previously agreed in principle by the Union and the company.

The document is a Site Agreement that will govern employment and employment conditions at the Schweppes Cottee's Liverpool, Manufacturing Site for stores/warehouse employees.

All parties, signatories to this agreement, agree and acknowledge that any past practice, arrangements, agreement, payment, allowance or habit whether specified or unspecified, written or unwritten not specifically detailed in the appendices to this document, shall from

1 July 1992 cease to be paid, practised or acknowledged in any way. (See Appendices).

All parties, signatories to this agreement, agree and acknowledge, that this document is a "live" document and may be changed or altered to suit the circumstances of the business, with the agreement of the parties to the agreement in line with the procedures set out in the document. In the case of disagreement, refer to Item 17 (4).

All stores/warehouse employees covered by this Agreement may belong to the National Union of Workers, New South Wales Branch.

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## **1. TITLE:**

This agreement shall be known as the **SCHWEPPE'S COTTEE'S ENTERPRISE AGREEMENT.**

## **2. OBJECTIVES:**

Arising out of and as a result of this agreement, the following objectives will be met;

- i) to enable Schweppes Cottee's, Liverpool to better compete in Australia, and particularly against imports;
- ii) to enable Schweppes Cottee's, Liverpool to better compete in the Export market.
- iii) to provide more flexible working arrangements and better training for all employees which would enable them to enter a new career structure with new classifications offering better paid and more interesting work, if they so desire; and
- iv) to improve the industrial relations environment;
- v) to maintain and preserve job opportunities within the business (subject to economic and market circumstances).
- vi) it is not the intention of this agreement to reduce manning levels.

### **3. APPLICATION AND INCIDENCE OF AGREEMENT:**

This agreement shall apply to SCHWEPES COTTEE'S at 42 Orange Grove Road, Liverpool NSW 2170 and employees covered by the:

**STOREMEN AND PACKERS GENERAL (STATE) AWARD**

### **4. PARTIES BOUND:**

This agreement shall be binding on:

(A) SCHWEPES COTTEE'S, LIVERPOOL

(B) THE NUW (NATIONAL UNION OF WORKERS, NSW BRANCH)

### **5. DATE AND PERIOD OF OPERATION:**

This agreement shall operate from 30 JUNE 1998 and remain in force until 30 JUNE 2000.

### **6. INCONSISTENCY BETWEEN PARENT AWARD AND THIS AGREEMENT:**

This agreement incorporates into the contract of employment of the employees covered by this agreement each of the terms of the Storemen and Packers General (State) Award as appropriate and as varied up to and including the day immediately prior to the day on which any variation made to the said award/s comes into effect in accordance with the provisions of the Industrial Relations Act 1996 (N.S.W.). Provided that where there is any inconsistency between this agreement and the said award/s, the terms of this agreement shall prevail to the extent of any inconsistency.

## 7. RATES OF PAY:

### STAGE 1

#### SCHWEPES COTTEE'S WAGE RATES AS AT 1 JULY 1998

|   |          |
|---|----------|
| Stores/Warehouse employee Grade 2                 | \$527.40 |
| Stores/Warehouse employee Grade 3                 | \$564.80 |
| Stores/Warehouse employee Grade 4 (Sunset Clause) | \$602.00 |
| Team Leader/Warehouse                             | \$622.80 |
| Warehouse Technician                              | \$728.00 |

### STAGE 2

Stage 2 provides for wage rates to be increased by a further 4% on 1 July 1999. From that date, the rates shall be:

|   |          |
|---|----------|
| Stores/Warehouse employee Grade 2                 | \$548.50 |
| Stores/Warehouse employee Grade 3                 | \$587.40 |
| Stores/Warehouse employee Grade 4 (Sunset Clause) | \$626.10 |
| Team Leader/Warehouse                             | \$647.70 |
| Warehouse Technician                              | \$757.10 |

## 8. PRODUCTIVITY:

The parties agree that there is provision for further wage increases based on productivity to be negotiated during the life of this agreement.

## 9. WAGE REVIEW:

Wage rates and allowances will be reviewed at the end of the life of the "current" agreement and the minimum increase shall be no less than the C.P.I.



## **10. RENEWAL OF AGREEMENT:**

The parties agree that discussions will commence no later than six months prior to the expiration of the agreement.

# GENERAL CONDITIONS

## 1. PART-TIME, CASUAL AND SEASONAL EMPLOYEES:

Note: Not applicable to Metal Trades

- A. At Level 1 of the Production classifications, employment of temporary, part-time, casual and seasonal employees may be used to augment core employees. Such employees will be employed and work in accordance with the relevant Award and this Agreement.
- B. Casual employees or other on-site employees (may be hourly paid) may be engaged to work within the warehouse, to replace absences, etc., and will have the appropriate forklift drivers ticket and work in accordance with the relevant award and this Agreement until such time as a warehouse operator is available.
- C. Notwithstanding the above, the company will not use casual labour through a labour agency. This clause is intended for casual labour employed by Schweppes Cottee's, Liverpool, who will be used as and when circumstances demand.

## 2. SKILL TRAINING:

Following consultation, the company will provide relevant and appropriate training at its expense, to maximise skills to benefit the business and to maximise career prospects, to benefit employees.

Where training is available, it shall be conducted principally in company time. In addition, whenever possible, the training will be accredited by the appropriate government or industry body.

It may be necessary for shift workers to change shifts for training purposes. Shift allowance will continue to be paid under these circumstances. The notice required to change shifts under these circumstances may be waived by agreement. Ten hour breaks will be observed.

It is acknowledged that some educational courses e.g. TAFE, University, etc., may require some input of personal time of the employee (Refer Education Clause). Additional payment for training/study outside of ordinary hours will not be paid unless prior approval from the company has been obtained.

### 3. EDUCATION:

The Company will support, both financially and in time, employees who wish to undertake courses of study through accredited TAFE Colleges, Colleges of Advanced Education and Universities. The course must be approved by the Operations Manager and/or the Personnel Manager as being relevant and pertinent to both the business needs of the organisation and the employees' role in the company. If approved, the following assistance will be available:

- a) Time off with pay to attend classes, tutorials, etc. Up to 4 hours per week paid leave will be granted subject to the employee being unable to secure this time after working hours. No overtime, penalty or other monies other than ordinary time will be paid.
- b) The company will refund the cost of Education, including student union/association fees on successful completion of each semester. Proof by way of the college's official results notification will be required.
- c) The company will refund the cost of all books which are required texts for completing the course, at the successful completion of each semester, subject to the providing of official receipts for expenditure. (Note: The company will only recognise official receipts.)
- d) Time off with pay to sit for semester examinations if unavailable out of working hours. Proof to be supplied.

### 4. FLEXIBILITY AND DEMARCATION:

A. AUSTRALIAN MANUFACTURING WORKERS UNION (PRODUCTION AND BLOW MOULD GENERAL HANDS) AND NATIONAL UNION OF WORKERS.

There shall be interchange in the production areas (on a rotational basis if necessary) between Wet and Dry Products and Warehouse to meet short-term needs and to replace absences subject to the following:

If a job in a section goes beyond four (4) weeks, individuals doing that job will be expected to join the appropriate union.

Exceptions will apply only after consultation and agreement.

It is not intended through interchange between areas, to run lines short-handed.

**B. STOREMEN & PACKERS**

Storemen & Packers agree that no production will be stopped due to one of their members being absent for extraordinary reasons until another storeman is provided by the Company.

Under these circumstances, and with management's direction, a duly certified person may perform production related work.

**C. METAL TRADES & ELECTRICAL TRADES**

Production and Stores Employees, who are capable and who have been suitably trained, will be allowed to undertake straight-forward tasks (which may be of a technical nature and involve the use of tools) at the responsibility of the Plant Manager, and at the discretion of a tradesperson (employee of Schweppes Cottees and a member of the AMWU or CEPU) and with the approval of the Plant Manager.

The Plant Fitter/Electrician will advise of a person's competency and the Plant Manager will keep a log of the people who are competent.

**5. NEW TECHNOLOGY:**

The Company will introduce new technology into the plants as and when it is economically and commercially sound to do so.

Employees in the appropriate areas and their unions will be consulted prior to the introduction of new technology and will be encouraged to co-operate and work with the company to maximise its benefits to the business.

The Company will undertake to retrain employees whose current role is replaced by the introduction of new technology. If, for some reason, training cannot be given or alternative employment offered on site, then redundancy will be offered.

This clause shall not prejudice any union consulting with the company on classifications and jobs.

## 6. R.D.O'S:

For employees not working nine (9) hour days, the current eight (8) hour day arrangements will continue. (In respect to hours and R.D.O's.)

## 7. PRODUCTION/WAREHOUSE CLASSIFICATION:

After implementation of this Agreement, there is likely to be a number of employees who will be earning in excess of their grade classification.

In accordance with the company's undertaking to employees, these persons will not lose money, however, in time, this will be rectified in the following way:

1. As employees leave the company and they are replace, replacements will be classified and paid according to the rates, grades and conditions applying at the time.
2. Current employees who are earning above their classification, at future wage reviews, will receive ONLY the National Wage Case Decisions as handed down by the Industrial Relations Commission, even if higher increases are passed on to employees of Schweppes Cottee's, Liverpool, by the Company.
3. One employee of the maintenance group will be the exception to (2) above, as a previous arrangement is already in place to take care of an imbalance. This arrangement will end when the wage relativity is restored.

## 8. SITE CONSULTATIVE COMMITTEE:

The use of Consultative Committees will continue to be a feature of working life under this Agreement.

The Consultative Committee will be a forum for discussion and communication with the workforce.

It is planned that the Site Consultative Committee will meet as often as required to discuss and resolve items of mutual concern.

## 9. ACCREDITATION COMMITTEE:

Each operational unit within the Division will form an Accreditation Committee made up of equal numbers of the workforce and management and whose purpose will be to decide on skills requirements, training requirements and the grading of personnel within the new classification structure. This committee will meet on an "as needed basis".

Recommendations from the Accreditation Committee will require the approval of the Operations Manager.

## 10. DISCIPLINE PROCEDURES:

A. The discipline procedure in use prior to this agreement shall continue and should be consistent throughout the Company, i.e.:

- counselling;
- verbal warning and counselling;
- written warning and counselling;
- final written warning and counselling;
- following this - dismissal.

Note 1: Written Warnings have an active life of 3 months.

Note 2: This clause does not in any way prejudice the Company's right to summary dismissal for offences of serious or wilful nature.

Note 3: Union Delegates are to be present during meetings when warnings are issued.

### B. Demotion in Grading

Demotion from one grade to another for any employee will be reviewed in a manner as set out under item 16 "DISCIPLINE PROCEDURE", i.e.

- counselling;
- verbal warning and counselling;
- written warning and counselling;
- final written warning and counselling;
- following this - demotion.

Note 1: Written warnings have an active life of 3 months.

Note 2: Employees, who after further training, can demonstrate their competency to the satisfaction of the Accreditation Committee, can be upgraded again in line with the grading procedures.

Note 3: Union Delegates are to be present during meetings when warnings are issued.

Note 4: Circumstances which will trigger this procedure will include failure to perform to acceptable standards, after counselling.

Note 5: Personnel who request a downgrading of their own accord will have their file marked accordingly and they will sign to that effect. This will not prejudice the employee for other training.

## 11. DISPUTE SETTLING PROCEDURE:

From time to time, problems will arise which may put the parties to this agreement in dispute. Any matter likely to create a dispute shall be dealt with in the following manner:



1. Should any matter arise which gives cause for concern to an employee, he/she shall raise such matter with his/her immediate supervisor.
2. If the matter remains unresolved, Union Delegates and the Manager/Supervisor of the area concerned, will discuss and attempt to resolve the problem.
3. If the problem is not resolved, persons responsible for the Company's industrial matters shall become involved and the relevant Union Officials will be asked to assist in resolving the problem.
4. If the matter remains unresolved, it shall be submitted to the Industrial Relations Commission of New South Wales whose decision, subject to the parties' right of appeal, shall be accepted.
5. The parties shall, at all times, confer in good faith and without undue delay.
6. While the above procedure is being followed, work shall continue normally, except in cases where a bona fide safety issue is involved. No party should be prejudiced as to the final settlement by the continuance of work in accordance with this subclause.
7. Throughout this process, the "status quo" shall remain. "Status Quo" shall mean the situation existing immediately prior to the dispute or the matter giving rise to the dispute.
8. It is the intention of the parties to follow the above procedure in every case. However, it is not intended as a no-strike clause, nor to apply to statewide or national industrial matters.

Each step in the process should take no longer than one full shift to proceed to the next stage (except for the Industrial Tribunal, which may take longer).

## **12. PAYMENT OF WAGES INTO BANK ACCOUNT:**

All employees will, as a condition of employment, have wages transferred directly into their bank account.

## **13. TRADE UNION TRAINING:**

Leave will be granted to union delegates or persons who have been elected as workplace representatives to attend courses conducted by the Trade Union Training Authority or approved by that Authority. Persons taking this leave shall incur no loss of pay. This leave will be organised to take place at a date which is mutually agreeable, whenever possible.

At all times, leave granted according to this clause will be on the basis of the training being relevant to the business of the company and of mutual benefit to the company and the employee.

## **14. CONTRACT EMPLOYMENT:**

The Company will not use contract labour from a labour agency to perform functions normally carried out by Schweppes Cottee's employees.

## **15. TRANSFERS:**

Employees who are transferred to another section will maintain at their current grade.

**ALLOWANCES**

**AND OTHER**

**CONDITIONS .**

**APPENDIX 1**

**ALLOWANCES & OTHER CONDITIONS:**

The following is a list of allowances and other conditions which will apply, where applicable, under the terms of the Site Agreement at Schweppes Cottee's, Liverpool:

**1. ALLOWANCES:**

|                                     |   |  |
|-------------------------------------|---|--|
| Tea Money                           | - | \$7.30 per time                          |
| Laundry Allowance                   | - | \$7.00 per week                          |
| First Aid                           | - | \$8.50 per week                          |
| Freezer Allowance                   | - | \$20.00 per week (paid only when worked) |
| Boiler Attendant                    | - | \$24.43 per week (paid for all purposes) |
| Engineering Team Leader's Allowance | - | \$47.00 per week (all purpose)           |
| Electricians Licence Allowance      | - | \$23.73 per week (all purpose)           |

**2. OTHER CONDITIONS:**

- Mileage Allowance will be paid to employees who are called back as defined in the appropriate award.
- Shift Allowance and 17 ½ % leave loading will be paid where appropriate.
- Unused sick leave will be paid out on termination.
- The N.S.W. Gazetted Bank Holiday will be observed by award related employees as a public holiday.
- Hospital leave after 10 years continuous service. This works in the following way:
  - \* After 10 years continuous service, employees will be eligible to receive an additional amount of paid leave equivalent to 50% of their accumulated sick leave (at the time of taking Hospital Leave) once they have exhausted their accumulated leave. This leave

applies only to the continuous absence associated with hospitalisation and post-hospitalisation recovery periods. Suitable medical evidence will need to be supplied to support claims for this leave.

As at July 1992, an additional \$5.00 has been added to each Grade to compensate for all disability, dust, exposure money, etc. This will be paid for all purposes of the award and will therefore be paid on overtime, annual leave, sick leave, superannuation, etc. This additional money will not apply to metal trades employees who are already receiving a disability payment within their classification and paid for all purposes. This then eliminates any and all disability, dirt, dust and exposure payments as it is now contained within the Grade payments.

### 3. "SUNSET" CONDITIONS:

The following conditions will continue to exist, but only for those people currently receiving them as at July 1992:

|   |   |                                   |
|---|---|-----------------------------------|
| Welding Allowance   | } |                                   |
| Phone Allowance   | } | <b>applies to only one person</b> |
| Change of Shift Allowance   | } |                                   |
| All overtime at Double Time   | } | Coffee Plant                      |
| 15% Shift Loading on All Shifts<br>(20% on Afternoon Shift on 9 hour Day) | } | Employees Only                    |
| Dust Money  | } |                                   |

Employees transferred by the Company out of the area will continue to receive the above.

Employees requesting a transfer will lose the above.

"Sunset" means that these conditions disappear when current employees leave or cease to carry out the functions for which they are paid. Also, employees who may move into these areas/jobs after July 1992 shall not be entitled to these conditions but will be paid the graded rate and the site conditions applying at the time.

**Note:** Sunset Grade 4 employees covered by the sunset conditions will be noted and recorded.



#### 4. UNIFORMS:

The uniform policy in place as at April 1992 will remain.

##### PRODUCTION:

4 x jac shirts - long sleeve or short sleeve or 2 of each

3 x trousers

1 x flying jacket or pullover (not both and replaced on a wear and tear basis only)

2 x caps with hair net (Cottee's plus all Quality Control and Syrup Makes only)

2 x overalls may be issued in lieu of trousers and shirts but only if previously issued and required.

##### WAREHOUSE / DISTRIBUTION:

4 x navy blue shirts - long sleeve or shirt sleeve or 2 of each

3 x trousers or 3 x shorts or 2 of each

1 x flying jacket or pullover (not both - and replaced on wear and tear basis only)

2 x caps with hair net (Cottee's only)

##### MAINTENANCE:

4 x navy blue shirts - long sleeve or short sleeve or 2 of each

3 x trousers

1 x flying jacket or pullover (not both and replaced on wear and tear only)

2 x caps with hair net (Cottee's only)

2 x overalls may be issued in lieu of trousers and shirts but only if previously issued and required.

##### QUALITY CONTROL:

Lab coats and caps with hair nets.

**SECURITY:**

- 4 x light blue shirts - long sleeve or short sleeve or 2 of each
- 3 x trousers
- 1 x flying jacket or pullover (not both and replaced on wear and tear only)
- 2 x caps with hair net (Cottee's only)

**SUPERVISORS:**

- 4 x jac shirts - long sleeve or short sleeve or 2 of each
- 3 x trousers
- 1 x flying jacket or pullover (not both and replaced on wear and tear only)
- 2 x caps with hair net (Cottee's only)

**5. MAINTENANCE FITTERS OR ELECTRICIANS:**

Personnel employed as maintenance fitters or electricians shall be entitled to work a minimum of 4.0 hours overtime per fortnight.

**6. FREEZER ALLOWANCES:**

Freezer Allowance will be paid to any grade of employee and paid on a daily basis for less than one week and "all purpose" for more than one week.

**7. PRODUCTION FORKLIFT DRIVER:**

Grade 2 employees employed prior to July 1992 and who possess a forklift ticket will be given training to elevate them to Grade 3 if they so desire. All new employees employed after July 1992 who have a forklift ticket will be required to use it as directed.

**APPENDIX 2**

**1. SPAN OF HOURS:**

Shift classification will be determined within the following span of hours:

**DAY SHIFT:**

6.00 a.m. - 4.30 p.m.

includes 30 minutes unpaid meal break.

(Early morning shift penalty award provisions will apply to Storemen & Packers for normal shift commencing prior to 6.00 a.m.).

**AFTERNOON SHIFT:**

3.00 p.m. - 12.40 a.m.

includes 30 minutes meal break

(20 minutes paid plus 10 mins. made up).

20% shift penalty.

**NIGHT SHIFT:**

9.00 p.m. - 9.10 a.m.

includes 30 minute meal break

(20 minutes paid plus 10 mins. made up).

30% shift penalty.

**CHANGE OF HOURS:**

2 weeks notice to change hours of operation will be given. This does not affect notice to change of shift which will continue to be governed by the appropriate award.



## 2. OVERTIME:

- if the crew is required to work 5 days, work will be offered as an overtime day and paid at Saturday rates.
- overtime rates for Saturday and Sunday remain unchanged, (i.e. Saturday - time and a half, first 2 hours and double time thereafter. Sunday - double time.)
- overtime on Saturday and Sunday will be offered to the regular operators of each line first in the Wet area and on a roster system in the Dry area.
- overtime will be paid on a 36 hour divisor.
- a 20 minute paid (normal rate) lunch break will be taken on weekend overtime. Production lines to be kept running during this period where practicable.
- overtime rates for non-working days will be as at Saturday rates.

## 3. PUBLIC HOLIDAYS:

- which fall on a non-working day, i.e. Friday or Monday, will be taken on the next working day before and after.

## 4. ANNUAL LEAVE:

- will be taken and calculated as 4 weeks per year, i.e. 4 x 36 hours plus leave loading plus shift allowance where applicable.

## 5. SICK LEAVE - (NINE HOUR DAY ONLY):

- 5 X 9 hour days in the 1st year of service;
- 10 x 9 hour days thereafter;
- if a return to an 8 hour day should ever occur, it will mean a return to 5 x 8 hour and 10 x 8 hour day.
- unused sick leave for all permanent, temporary and seasonal employees will be paid out on termination of employment.

## **6. PAY DAY:**

- Thursdays.

## **7. TEA MONEY:**

- when total working time exceeds 9.5 hours (1) tea money will be paid;
- a second tea money will be paid after a further 4.0 hours worked on overtime and every 4.0 hours thereafter.

## **8. MORNING/AFTERNOON TEA BREAKS:**

- 15 minutes each, provided lines run continuously.

## **9. CRIB BREAK:**

- a 20 minute crib break will be paid after 1 ½ hours work after end of normal shift. For those who take this break, production lines will continue to run.

## **10. BREAK TIMES:**

- traditional break times which have been previously agreed to and which may be outside of the 5.5 hour period (in operation prior to this agreement) may continue by agreement without penalty to the company.

## **11. TRAINING:**

- a planned and organised programme which is entirely focused on improving or passing on to individuals or groups specific knowledge or skills.

## **12. RELIEVING:**

- a situation where a person or persons takes over the work of another for a pre-determined period of time due to absence or other unforeseen circumstance. The person may or may not be fully trained and may need to refer to management for decisions. It is not part of a pre-determined training programme.

## **13. GRADING:**

Attached is a copy of the various grades. Employees will be graded according to their theoretical and practical skills and subject to confirmation by the Accreditation Committee.

Any employee shall have the right to appeal the decision of the Accreditation Committee relating to their grading to the Operations Manager.

If an employee is qualified and is requested to work in a grade higher than currently being paid, then that operator will be paid the higher grade of pay for that day.

# **RETRENCHMENT**

# **AGREEMENT**



## APPENDIX 3

### RETRENCHMENT AGREEMENT

Retrenchment includes the termination of an employee as a result of introduction of new technology, reduction of output, or organisation restructuring. Retrenchment does not include resignation in any circumstances or termination for misconduct or unsatisfactory performance.

Retrenchment of employees due to these types of circumstances will only take place as a last resort and every effort will be taken to minimise the impact of such changes by offers of alternative employment or reduction of numbers by natural wastage.

- A) Generally, retrenchment will take place on the basis of volunteers first, then on a seniority "last on - first off" basis by classification within a section or department. The company may limit the number of volunteers.

However, the Company reserves the right to take other factors into account, such as the possession of special skills and qualifications which may not necessarily be related to years of service.

When such a situation arises, the Company will consult with the Union concerned before notice is issued.

- B) Conditions applying to retrenchment will be as follows:

(1) Each retrenched employee will receive:

- (a) Four weeks notice of termination.
- (b) Severance Payment of 4 weeks pay on termination provided the employee works out the notice of termination specified in Clause 1(a).
- (c) Service Payment of 4 weeks pay for each completed year of service and pro-rata payment for completed months to a maximum length of 20 years service.

However, no employee with more than 20 years service will be forcibly retrenched without prior negotiations with the Union taking place about that individual.

## RETRENCHMENT AGREEMENT - PAGE (2)

In addition, an age allowance of a further 10% of the Service Payment for employees aged over 40 years or 25% for employees aged over 50 years will be paid.

However, the Union reserves the right to argue this Clause should it see the need arise.

- (d) Payment for all accrued Annual Leave with Leave Loading added, including pro-rata.
- (e) Payment for Long Service Leave calculated from date of commencement of current period of employment on the basis of completed years and months of service.
- (f) Payment for outstanding accrued and pro-rata Sick Leave to the extent provided under the Award.
- (g) Payment for all Public Holidays falling within three months of the date of termination.
- (h) Up to 32 hours time off with pay, to seek and be interviewed for alternative employment.

The Company will notify the Commonwealth Employment Service and arrange to have a representative from that Service interview all retrenched employees, during working hours, for the possibility of alternative employment.

- (2) Employees under notice of retrenchment may leave at any time during the period of notice and receive all the benefits of this policy, except that referred to in Clause 1(b).
- (3) Should any employee under notice of retrenchment die before the final date of termination, all benefits under this policy will be paid to the estate of the deceased; except in the case of Superannuation where the death benefit, if it should be a greater amount, will be paid.

## RETRENCHMENT AGREEMENT - PAGE (3)

- (4) All payments referred to in this policy are "the weekly shop rate" applying at the date of termination excluding allowances.
- (5) All employees under notice of retrenchment shall have preference of re-employment with this Company should positions become available. This clause does not apply to those who volunteer for retrenchment.
- (6) a. Should the Company offer an employee under notice of retrenchment, alternative employment in any of the plants within the group (except the Liverpool Plant) and this employment is accepted by the employee, the full benefits of this retrenchment policy shall apply if the employee leaves within six (6) months of commencing such employment.
- However, nothing in this policy shall result in the employee receiving a lesser rate of pay than he/she was receiving at the time immediately prior to accepting such alternate employment.
- Employees will have the option to accept such alternate employment or the retrenchment benefits.
- b. Employees who are offered jobs within the Group requiring an interstate move will receive the full benefits of the Corporate Interstate Transfer Policy.
- (7) Should, during the duration of this policy, any other Union whose members are employees of Schweppes Cottee's, Liverpool, negotiate additional retrenchment benefits over those contained in the policy, then those benefits will apply to this policy.

**NOTE:** The Union and Company acknowledge that agreement to discuss the package is not an agreement to increase benefits at any future date, but to review suitability of the package in a particular circumstance.

## APPENDIX 4

### STORE - GRADE 1

A. Required to maintain a safe working environment, use all equipment as per safety instructions and wear protective clothing and uniforms as supplied.

B. **NEW STARTER** - A maximum of three (3) months probation to determine employment status.

**TEMPORARY** - Employed for a maximum of six (6) months - month to month contract.

**PART-TIME** - Employees employed on this basis shall be subject to the appropriate Award for this classification.

**CASUALS** - Hired on an hourly basis.

**OTHER EMPLOYEES** Who do not wish or cannot demonstrate ability to take on additional duties detailed in Grades 2 and above.

C. **Typical of the Duties of This Grade Are:**

- Housekeeping / cleaning / yard duties
- Pack off / collating / assembly / general stores work
- Feeding / packaging / raw materials (e.g. placing 3 litre bottles on filler conveyor, tipping fruit, etc.)
- Run selected equipment / processes under supervision of a higher grade
- Demonstrate ability to perform and repeat given duties
- Use hand transporters

C. Employees can automatically move from Grade 1 to Grade 2 but will be reviewed within a maximum of six (6) months from starting date by the relevant plant management and accreditation committee.



# CLASSIFICATIONS



## APPENDIX 4

### STORE - GRADE 2 (PRODUCTION GRADE 2)

An employee at this grade performs to the level of their training for this level including appropriate certification.

Employees are required to maintain a safe working environment, use all equipment as per safety instructions and wear protective clothing and uniforms as supplied.

Works from complex instructions and procedures and exercises discretion within the limit of their skills.

Co-ordinates work in a team environment or works individually under general supervision.

Rotation within all positions at Stores Grade 2 level.

Responsible for the quality of their own work.

Indicative of the tasks which an employee at this level may perform are the following:

#### Inventory and Store Control

- Licensed operation of all appropriate materials handling equipment.
- Use of tools and equipment within the scope of (basic non trades) maintenance.
- Allocating and retrieving goods from specific warehouse areas.
- Housekeeping and stock checks.
- Storing and packing of goods and materials in accordance with appropriate procedures and regulations.
- Basic VDU skills, i.e: operate enquiry screens on the system as they become available, operate label printers, etc.
- Use of measuring equipment and scales.
- Loading and unloading of trucks.
- Servicing the production lines.

An employee remains at this level until they are capable of effectively performing Grade 3 functions, through assessment and/or appropriate certification, the tasks required of this grade, so as to enable him/her to progress to that level.

## APPENDIX 4

### STORE - GRADE 3 (PRODUCTION GRADE 3)

An employee at this level performs work above and beyond the level of an employee at Store Grade 2 Level and to the level of training for this level including appropriate certification.

May perform work requiring minimal supervision either individually or in a team environment.

Responsibility for checking the quality of their own work.

Rotation within all positions at the Stores Grades 2 & 3.

Exercise Keyboard Skills at a higher level than Stores Grade 2.

Indicative of the tasks which an employee at this level may perform are the following:

#### Inventory and Store Control

- Licensed operation of all appropriate materials handling equipment.
- Allocating and retrieving goods from specific warehouse areas and exercising discretion in the use of these areas.
- Housekeeping and stock checks.
- Picking orders using paper picking slips and/or Pulse Paperless System.
- Load checking both receiving and dispatch.
- Picking raw material and packaging orders as they become available.
- Will train and co-ordinate Store Grade 2 employees under instruction from the area supervisor (MOS).
- Put away of finished goods with Pulse operation.

A Stores Grade 3 must demonstrate the ability to control, operate, trouble-shoot and organise action to prevent the operation that is being carried out from being delayed or stopped.

An employee remains at this level until he/she is capable of effectively performing through assessment or appropriate certification, the tasks required of a Team Leader this grade, so as to enable him/her to progress to that level, as a position becomes available, based on the needs of the business.

Team Leaders may be appointed on a permanent basis or temporary basis to cover short-term needs of the business.

## APPENDIX 4

### TEAM LEADER / WAREHOUSE

#### Position Description:

The role of the team leader is primarily to ensure that the Warehouse and Distribution functions under his or her control are maintained or improved.

#### Pre-requisites:

The team leader must meet all the requirements of the revised Grade 3 position:

- part A matrix
- part B matrix
- classroom training programs for team leaders

#### Job Specification:

- Ensure outputs, stock rotation and pallet control efficiencies and customer compliance are achieved in the area of the warehouse under his/her control.
- Identify team member training needs to ensure efficient operation. Provide on the job training/coaching where appropriate for multi-skilling team.
- Become a member of a Total Quality Management Team when requested.
- Carry out special projects/problem solving exercises as requested. Related but not limited to:-  
quality; waste; recycling; process control; process improvement; team member competency improvement; e.g. High reach forklift use.
- Provides all documentation accurately completed relative to warehouse performance standards as established, e.g. Stock control, stock losses.
- To be able to write Dispatch Documents/Standard Operating Procedures or Task Procedures, given appropriate guidance.
- Become computer literate with appropriate training as and when required including but not limited to I.F.S., Pulse and Raids.

## **TEAM LEADER / WAREHOUSE - PAGE 2**

- Carry out tasks as directed during inventory/stocktake.
- Fully conversant with the accreditation/grading procedure within the warehouse areas.
- Accountable for time keeping of team members.
- Responsible for ensuring a safe, hazard-free work area under his/her control.
- Ensure fork trucks and other equipment under his/her control have necessary maintenance carried out.
- Stands in for Warehouse Technician or Supervisor for short periods in their absence.
- Carries out specific tasks as directed from time to time by Warehouse Technician or Supervisor.

## APPENDIX 4

### WAREHOUSE TECHNICIAN

#### JOB DESCRIPTION

##### Position Description:

The role of Warehouse Technician at the Schweppes Cottee's Liverpool plant is a Warehouse role. The main aspect of the job is to ensure sufficient manning, equipment and other resources to meet the requirements of the warehousing and distribution function to set standards.

##### Qualifications:

- Previous experience in a warehousing environment (preferably food or beverage related).
- Demonstrate and provide evidence of familiarity with warehousing functions.
- Ability to organise and direct the work of others.
- Hold a current Forklift licence and had experience on high reach forktruck.
- Supervision training either by a recognised TAFE or other recognised educational facility or attended in-house Supervision training considered to be of a high standard.
- Qualifications in Warehousing operations preferred.
- Good organisational skills to enable effective finished goods control, damage control and pallet control.
- Good PC skills - Lotus 123 for Windows
- Good communication skills to be able to train store persons, deal with transport company personnel and customers and effectively co-ordinate the efforts of others.
- A working knowledge of food processing and handling requirements of a food factory.
- A basic understanding of Occupational Health and Safety requirements.

## APPENDIX 4

### WAREHOUSE TECHNICIAN - PAGE 2

- A sound understanding of requirements for transport of dangerous goods.
- Demonstrate and provide evidence of skills using Pulse and IFS systems.
- Holds a current drivers licence.
- Assist Distribution Manager and Supervisors in the orderly control and direction of work and workers within the warehouse and throughout the plant.
- Ensure that forklift trucks and other equipment under his/her control have all the necessary maintenance carried out to maintain continuous production.
- Ensure pallet control system works to set standards. Ensure overall compliance to weight distribution and truck load regulations prior to vehicle leaving site.
- Ensure stock rotation.
- Input data concerning stock control, stock losses and stock rotation into the various systems in use in the company and be able to access this information to ensure efficient operation of the warehousing and distribution function.
- Train new operators in Standard Operating Procedures and other working aspects of their jobs.
- Ensure cross-training and certification of experienced workers within the warehouse and other designated locations.
- Trouble-shoot for problem resolution and advise management of the most effective means of plant, equipment and labour utilisation.
- Ensure all employees under his/her control utilise all necessary personal protective equipment and work safely in accordance with company policies.
- Ensure that high standards of product quality apply to all areas under his/her control.
- Ensure a high standard of housekeeping and hygiene to comply with the warehouse housekeeping register.
- Report to management on all aspects of work in progress and work schedules, including problems or potential problems.



## APPENDIX 4

### WAREHOUSE TECHNICIAN - PAGE 3

- Apply all of the relevant company policies to all workers under his/her control. Counsel employees when necessary to ensure high standards of discipline.
- Continuously seek out better ways of doing things and recommend to management appropriate changes and/or revisions.
- May assist management in selection of personnel for areas under his/her control.
- May stand in for Supervisor during absences.
- All other duties as directed.

### ACCOUNTABILITY

#### ANNUAL PERFORMANCE APPRAISAL

All Warehouse Technicians will be subject to performance appraisal. The appraisal will be based on how effectively the individual achieves measurable key tasks and objectives, set by his/her Warehouse Manager.

#### AUTHORITY

This person does not have the authority to:

- hire/fire personnel
- issue warnings

Must seek authority for:

- overtime
- variations to quality or procedures



**APPENDIX 5**

**TRAINING**

**MATRICES**

COTTEE'S TRAINING MATRIX - WAREHOUSE GRADES

| = REQUIRED FOR GRADING   |  | O = | OPTIONAL "Refer o Plant Manager" |         |         |             | +=       | AVAILABLE BASED ON DEMAND                                  |  |
|--|--|-----|----------------------------------|---------|---------|-------------|----------|--|--|
| TRAINING PROGRAM   |  |     | AVAIL                            | GRADE 2 | GRADE 3 | TEAM LEADER | OP. TECH | COMMENTS   |  |
| Induction  |  |     | YES                              |         |         |             |          | 8 HOURS - ALL EMPLOYEES ON THEIR 1ST DAY                   |  |
| T.Q.M. Awareness Program   |  |     | YES                              |         |         |             |          | 3 HOURS  |  |
| Hygiene - Get your quality Right - Induction                           |  |     | YES                              |         |         |             |          | 1 HOUR   |  |
| Hygiene - Get your quality Right - Intermediate                        |  |     | YES                              |         |         |             |          | 2 HOURS plus 3 HOURS off the job to complete projects      |  |
| Hygiene - Get your quality Right - Advance                             |  |     | YES                              | 0       | 0       | 0           |          | 4 HOURS plus off the job projects - detailed and extensive |  |
| Get your Quality Right - No Foreign Objects - Operator                 |  |     | YES                              | 0       | 0       | 0           |          | 2 HOURS  |  |
| Get your Quality Right - No Foreign Objects - Supervisor               |  |     | YES                              | 0       | 0       | 0           |          | REQ OFF THE JOB PROJECTS                                   |  |
| O.H. & S. Awareness Program  |  |     | YES                              |         |         |             |          | 3 HOURS  |  |
| O.H. & S. Hazard Identification  |  |     | YES                              |         |         |             |          | 2 HOURS - General (covers chemicals)                       |  |
| O.H. & S. Chemical Awareness Program                                   |  |     | YES                              | 0       | 0       | 0           |          | General Program  |  |
| O.H. & S. Chemical Hazard Awareness - Plant Specific                   |  |     | YES                              | 0       | 0       | 0           |          | Specific to needs of the plant                             |  |
| O.H. & S. Manual Handling Program                                      |  |     | YES                              | 0       | 0       | 0           |          | Under Development  |  |
| Train the Trainer 1 (Job Instruction Skills)                           |  |     | YES                              |         |         |             |          | 2 DAYS   |  |
| Train the Trainers 2 (Program development & class delivery)            |  |     | YES                              | 0       | 0       | 0           |          | 2 DAYS - Plant Trainer, Optional for others                |  |
| Workplace Assessor   |  |     | YES                              |         |         | 0           |          | As requested by Team Leader                                |  |
| Team Building Skills - Effectiveness. Problem Solving, Decision Making |  |     | YES                              |         |         |             |          | Suitable for complete crews or leaders - 8/12 HOURS        |  |
| Communication and People Skills  |  |     | YES                              |         | 0       |             |          | 8 HOURS. "Working with People Program"                     |  |
| Supervisor Development Program   |  |     | YES                              |         |         |             |          | 30 HOURS - Run over 8 weeks x 4 hours per week             |  |
| Quality Supervisor   |  |     | YES                              |         |         |             |          | 8 hours Option   |  |
| Supervisor Interpersonal Skills - Interviewing Techniques              |  |     | YES                              |         |         |             |          | Refer to Site Agreement                                    |  |
| Food Truck Licence Course  |  |     | YES                              |         |         | *           | *        | As required - conducted by outside consultants             |  |
| Food Science - FITC  |  |     | YES                              |         | 0       | 0           |          | 16 HOURS   |  |

Industrial Registrar  
 Registered  
 Food Science - FITC

| TRAINING PROGRAM   | AVAIL | GRADE 2 | GRADE 3 | TEAM LEADER | OP. TECH | COMMENTS                                      |
|--|-------|---------|---------|-------------|----------|---|
| Cross Training within Plant                                    | YES   |         | 0       | 0           |          | As required - Use Plant Trainer or Instructor |
| First Aid Certificate - External                               | YES   |         | 0       | 0           |          | Refer to Site Agreement - External            |
| First Aid Course Refresher Modules - Internal                  | YES   |         | 0       | 0           |          | First Aiders only - On Site                   |
| As identified on needs basis e.g. New EQP'T, New Process, etc. |       |         |         |             |          | As needed                                     |
| Pulse  |       |         |         |             |          | Pulse or raids for G3                         |
| Forklift Safety Course   | YES   |         | 0       | 0           | 0        | Computer based training - self paced          |
| Raids or IFS   |       |         | 0       | 0           |          |   |
| Maintenance tasks - As nominated e.g.                          |       |         |         |             |          | As required                                   |



**APPENDIX 6**

**SCHWEPPE'S COTTEE'S**

**ACCREDITATION**

**COMMITTEES**

**CODE OF CONDUCT**

**REVISED - 6 MARCH 1997**

## CODE OF CONDUCT

### SCHWEPPE'S COTTEE'S ACCREDITATION COMMITTEES

#### **1. NAME:**

The Committees shall be known as the DRY MIX / JAM/ CORDIAL/ WAREHOUSE / MAINTENANCE (RELEVANT PLANT) ACCREDITATION COMMITTEE.

#### **2. PURPOSE:**

To decide on skills requirements, training requirements, and the grading of personnel within the classification structure as per the Site Agreement.

#### **3. MEMBERSHIP:**

- 3.1 The Committee membership shall comprise of no more than ( ) members with equal numbers of employee representatives and employer representations.
- 3.2 Employee representatives shall be democratically elected by members of Dry Mix / Jam / Cordial / Warehouse / Maintenance (Relevant Plant).
- 3.3 Employer representatives shall be nominated by the Chairperson.
- 3.4 Employee Vacancies may be filled in the manner set out in 3.2 above.

#### **4. OBSERVER:**

The Training Co-ordinator shall attend all accreditation meetings as an impartial observer and offer advice on training related matters.



## **5. QUORUM:**

- 5.1 A quorum will be all members of the committee plus the Training Co-ordinator.
- 5.2 When due to illness, annual leave, long service leave, etc., existing members cannot attend, a suitably-trained and elected co-representative may stand in for the employee member.
- 5.3 When an existing employee committee member is to be assessed, a suitably trained and elected co-representative must stand in for the employee member.

## **6. CHAIRPERSON:**

- 6.1 The Chairperson shall be the Manager of the Plant or Department initially, however, at election time, (June) this position may rotate.
- 6.2 The Chairperson's duty will be to convene and run the meetings, distribute relevant documents to members prior to meetings and liaise with the Training Co-ordinator on behalf of the Committee.

## **7. MEETINGS:**

The Committee will meet as regularly as required depending on applications to be assessed, but always within 4 weeks of any specific applicant's written request for re-grading being logged.

## **8. TERM OF OFFICE:**

- 8.1 Membership of Employee representatives is for two (2) years.
- 8.2 Refer to Item 3.4 for resignations.

## **9. ELECTIONS:**

- 9.1 Elections are to be held once per year in the month of June at which time half of the employee representative members will retire.
- 9.2 Retiring members can nominate for re-election.
- 9.3 Employer representatives will remain on the committee as required by the Chairperson.

## **10. TRAINING:**

All newly elected members of the employee's representatives and existing members of the employees representatives are to attend an appropriate training course conducted by the Training Co-ordinator prior to next meeting.

## **11. CONFIDENTIALITY:**

- 11.1 It will be each Committee member's duty to maintain the confidentiality of an individual's personal details that may, from time to time, be needed to be examined.
- 11.2 It will further be the Committee's duty to maintain the confidentiality of the Company's Processes, Technology and Strategic plans that may affect the company's competitiveness in the market place.

## **12. IMPARTIALITY:**

It will be the duty of each Committee member to be fair and unprejudiced. When offering information to the committee that may influence the outcome of an assessment, it should be given in an objective manner.

## **13. DECISION MAKING:**

Decisions made by the committee during the evaluation and assessment are to be by consensus. Each member should be able to accept the group solution on the basis of logic and fact.

## 14. PROCESSING APPLICATION: RULES

- 14.1 Processing of Applications for regrading as per the flow chart (last page).
- 14.2 Chairperson to inform applicant, members and Training Co-ordinator of proposed assessment date or dates and location of meeting.
- 14.3 Assessments to be conducted within 4 weeks of the application date.
- 14.4 Written responses to Questions from Part A of matrices in Site Agreement to be completed by candidate in private and given to Chairperson of Committee on completion.
- 14.5 Alternative verbal responses (if preferred by candidates) to identical questions (as above) to be written in point form on Answer Sheet by Chairperson and signed off by applicant in front of Committee.

## 15. PRODUCTION PLANTS ONLY:

- 15.1 Assessment of Part "B" Matrix for Production grades only. Identify Line, Processes or Machine requirements for:

- 15.1.1 **JAM PLANT**

- Grade 2**

- Individual places of equipment or individual components of the process required for mixing and pre blend.

- Grade 3**

- All aspects of operation Jam Line No. 1 or Jam Line No. 2 or pulp preparation area and mix process area for above lines.

- 15.1.2 **CORDIAL PLANT**

- Grade 2**

- Be able to demonstrate a working knowledge of a machine, i.e. Filler, Labeller, Carton Erector, Palletiser, Depal, Mixer, Sealer.



**Grade 3**

Be able to demonstrate a working knowledge of one line or process, i.e. Topping Line, Cordial Line, Mix Floor, Bulk Jam.

**15.1.3 DRY MIX PLANT**

**Grade 2**

Dry Mix:

Any complete line e.g. Regular Grind, Multi Pak, Diet Bulk Jelly, Hassia.

Fruit Snacks:

Filler & Jak-et Pak and Packing.

Agg. Plant:

Dump Station & Laboratory duties, Brazil Dump, etc.

**Grade 3**

Dry Mix:

Any 2 minor lines as above PLUS one complete Major line e.g. Coffee Line, Catering Line, Saline, Hesser.

Fruit Snacks:

Operate all plant Downstairs or Accos system with mix floor upstairs.

Agg. Plant:

Operate Agg. Plant

**15.1.4 WAREHOUSE**

As per Site Agreement

**15.1.5 MAINTENANCE**

As per Site Agreement

**15.2 Requirements for "Technical Skills":**

Grade 2: As per Appendix '8' Site Agreement.

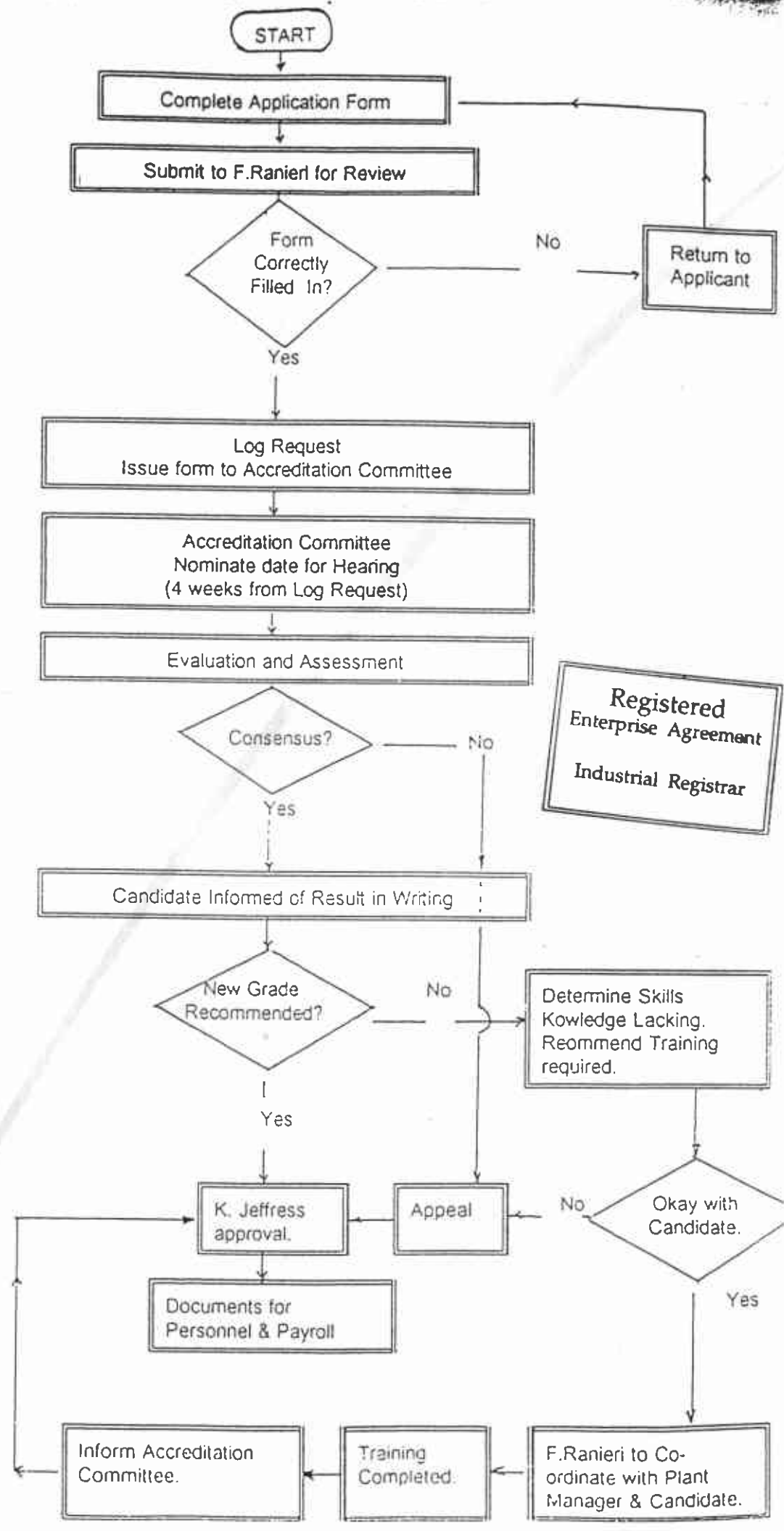
Grade 3: As per Appendix '8' Site Agreement.

Grade 4: As per Appendix '8' Site Agreement.

**15.3 Plant skills inventory of operators to be used when updated to objectively assess applicant's skill competency.**

## **16. CHANGES:**

Any changes to this Code of Conduct can only be made by the Consultative Committee.



**Registered  
Enterprise Agreement  
Industrial Registrar**

**ACCREDITATION MATRICES**

**FOR**

**PRODUCTION**

**WAREHOUSING & DISTRIBUTION TRADES**

**AND**

**BLOW MOULD PERSONNEL**



## ACCREDITATION MATRIX

### Notes for Accreditation Committee Members

The attached documentation is for use by Accreditation Committee members when considering grading/re-grading of employees.

It is a two part process, as follows:

#### Part I

Considers areas that are common to each grade such as Housekeeping, Safety etc. It has been designed to be totally objective requiring a Yes/No answer. Employees being evaluated in Part I of the process must record a 90% yes response as a minimum.

#### Part II

Is Operations specific and evaluates the "operational" aspects of work in the various grades. For Grade 2 employees this will evaluate the "operational" aspects of a machine or process.

Grade 3 employees will be evaluated on the "operational" aspects of a line which may contain more than one machine/process.

Grade 4 - deleted.

In each case employees will require a minimum 90% positive response. Employees can be re-graded on this achievement providing he/she agrees to complete the remaining 10% skills requirement within a reasonable time (as recommended by the committee).

At the conclusion of the evaluation process the Accreditation Committee Chairman will sign the document on behalf of the Committee recommending either re-grade or outlining skills shortcomings to be part of the employees training needs requirements.



# ASSESSMENT - GRADE 2 PRODUCTION

NAME: .....

PLANT/DEPT: .....

SHIFT: .....

SUPERVISOR: .....

START DATE: .....

TODAY'S DATE: .....

|           |  | YES | NO |
|-----------|--|-----|----|
| <b>A.</b> | <b>TRAINING COMPLETED - CLASSROOM</b>    |     |    |
| 1.        | Induction                                |     |    |
| 2.        | Occupational Health and Safety Awareness |     |    |
| 3.        | Hygiene / Quality - Induction            |     |    |

|           |   | YES | NO |
|-----------|---|-----|----|
| <b>B.</b> | <b>TRAINING COMPLETED - ON THE JOB</b>                  |     |    |
| 1.        | Name of :           - machine or                        |     |    |
|           | - equipment or  |     |    |
|           | - process   |     |    |
| 2.        | S.O.P. available yes or no ..... please indicate in box |     |    |
|           | Has demonstrated safe operation via                     |     |    |
|           | - Setup   |     |    |
|           | - Start Up  |     |    |
|           | - Operate Run   |     |    |
|           | - Change Over   |     |    |
|           | - Shutdown  |     |    |
|           | - Emergency Stops                                       |     |    |
|           | - P.P.E. Requirements                                   |     |    |
|           | - Safety (Don't's)                                      |     |    |
|           | - Quality Requirements                                  |     |    |
|           | - Housekeeping  |     |    |

|                              |     |    |
|------------------------------|-----|----|
| Recommend Upgrade to Grade 2 | YES | NO |
|------------------------------|-----|----|

COMMENTS

.....

Further training required? .....

.....  
Approved by Manager

.....  
Employee's Signature



NAME: ..... DATE: .....

**PRODUCTION GRADE 2**

| YES | NO |
|-----|----|
|     |    |

**PART I**

1. **SAFETY**

- (i) Uses all protective equipment and clothing as supplied and instructed
- (ii) Understands the evacuation procedure and assembly points
- (iii) Has been trained in safe handling, use and storage of chemicals
- (iv) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.

2. **HOUSEKEEPING**

- (i) Understands the importance of good housekeeping
- (ii) Workplace kept clean and free from hazards at all times
- (iii) Maintains a high standard of personal hygiene

3. **MATERIALS & QUALITY**

- (i) Able to follow formulations and data sheets
- (w) Able to follow requisitions and information sheets
- (ii) Carries out line/in process quality inspections of mix, blend and finished product
- (w) Carries out quality inspections of all packaging/finished product being transported to and from the lines.
- (iii) Alerts team leader to imminent materials shortages/issues in sufficient time to rectify
- (w) Alerts team leader of all finished goods problems as soon as possible to prevent the production of inferior quality product



**PRODUCTION GRADE 2 Continued**

| YES | NO |
|-----|----|
|-----|----|

4. **PROBLEM SOLVING**

- (i) Can carry out identified maintenance tasks as trained and authorised.
- (ii) Is able to determine and rectify minor faults
- (iii) Can accurately record time lost due to materials, machines or manpower.
- (w) Can accurately record pre and post production material losses and rectify if due to materials handling.
- (w) Alerts the warehouse supervisor and the line team leader of forklift maintenance due to materials handling.

5. **PEOPLE SKILLS**

- (i) Contributes to the team's performance.
- (ii) Is able to communicate clearly with co-workers and team leaders
- (iii) Co-operates with co-workers and team leaders to maximise productivity/efficiency.
- (iv) Is punctual and reliable in day to day work.

6. **PLANNING/PAPERWORK**

- (i) Accurately records down times, materials usage, shortages, batch sheets, quality inspection results etc.
- (ii) Is able to work in accordance with daily plans.

SIGNED .....

CHAIRMAN, ACCREDITATION COMMITTEE





# PRODUCTION SKILLS MATRIX - PARI 2

Name: ..... Department: .....  
 Date: .....

| OPERATION | SET UP | START/ STOP | OPERATE | CONTROL | CHANGE OVER | CLEAN/ SANITISE | TEST/ INSPECT | CHECK/ ADJUST | WASTE CONTROL | TECHNICAL SKILLS | MATERIALS HANDLING | TROUBLE SHOOTING | S.O.P. CERTIFIED | OTHER |
|-----------|--------|-------------|---------|---------|-------------|-----------------|---------------|---------------|---------------|------------------|--------------------|------------------|------------------|-------|
| Pre-Blend |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
| Mix       |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
| Packing   |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
| Materials |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |
|           |        |             |         |         |             |                 |               |               |               |                  |                    |                  |                  |       |

|                                |   |
|--------------------------------|---|
| Total No. Satisfactory (Yes's) |   |
| Total No. Of Items             |   |
| Percentage Correct             | % |

Signed: ..... Chairman Accreditation Committee

**Registered Enterprise Agreement**  
Industrial Registrar

## OPERATION DEFINITIONS

### START/STOP

Can safely carry out standard and emergency start up and shut down procedures on plant and equipment.

### OPERATE

Can work plant and equipment to produce required product.

### CONTROL

Product produced is within pre-determined standards, limits and specifications.

### CHANGE-OVER

Can carry out and control sanitisation processes to pre-determined specification.

### TEST/INSPECT

Can carry out pre-determined sampling and testing of product at the required time intervals and take appropriate action if out of specification.

### WASTE CONTROL

Obtains maximum yields from all raw and packaging materials used in processing.

### TECHNICAL SKILLS

Possesses the appropriate know-how and level of training to satisfactorily perform all tasks required.

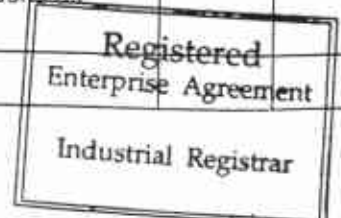
### MATERIALS HANDLING

Operator has the appropriate skills and training to safely and efficiently use all available materials handling equipment.



|     |    |
|-----|----|
| YES | NO |
|-----|----|

| 1. | SAFETY   |  |  |
|----|--|--|--|
|    | i). Knows the evacuation and assembly points.  |  |  |
|    | ii). Knows how chemicals are to be stored, handled and used.   |  |  |
|    | iii). Can demonstrate safe operating practices and safety features of equipment used in areas under his/her control.   |  |  |
|    | iv). Adheres to company policy on protective clothing and equipment. Ensure policy is followed in all areas under his/her control.   |  |  |
|    | v). Ensures compliance of employees under his/her control of all safety and safety related matters.  |  |  |
|    |  |  |  |
| 2. | HOUSEKEEPING   |  |  |
|    | i). Maintains all areas under his/her responsibility clean and free from hazards   |  |  |
|    | ii). Is responsible for clean down all of equipment under his/her control eg fork lift, loading dock etc   |  |  |
|    | iii). Understands the importance of high standards of hygiene: <ul style="list-style-type: none"> <li>- what is meant by hygiene</li> <li>- why is it important to the company</li> <li>- what factors contribute to poor hygiene</li> </ul> |  |  |
|    | iv). Ensures and maintain high standards of personal hygiene throughout areas under his/her control  |  |  |
|    |  |  |  |
| 3. | MATERIALS AND QUALITY  |  |  |
|    | (i) Understands net weight and yield control. <ul style="list-style-type: none"> <li>- why is it important</li> <li>- can carry out basic quality procedures/tests</li> <li>- can take corrective action</li> </ul>                          |  |  |
|    | (ii) Ensures quality line/process testing procedures to the relevant plant are in place and followed for areas under his/her control   |  |  |
|    | (iii) Understands and adheres to formulas and data sheets  |  |  |
|    | (iv) Ensures line has sufficient material supplies. Knows how to rectify shortcomings  |  |  |
|    | (v) Reports to management on material yields/variances and makes recommendations for improvements  |  |  |
|    |  |  |  |
| 4. | PROBLEM SOLVING  |  |  |
|    | (i) Can track the process/operation to determine the cause of problem and recommend remedial action.   |  |  |
|    | (ii) Organises and/or carries out identified line set up or changeover tasks as trained and authorised   |  |  |
|    | (iv) Can carry out safely, approved maintenance tasks  |  |  |



| 5. PEOPLE SKILLS      |   |  |  |
|-----------------------|---|--|--|
| (i)                   | Can control and organise work for others in areas under his/her control to ensure production lines/processes commence on time.  |  |  |
| (ii)                  | Is able to train others to work effectively   |  |  |
| (iii)                 | Is able to communicate effectively in giving instruction and receives feedback where appropriate in dealing with problems in their area.  |  |  |
| (iv)                  | Manages attendance and time keeping of personnel under his/her control  |  |  |
| 6. PLANNING/PAPERWORK |   |  |  |
| (i)                   | Can effectively implement the daily operation plan for the line(s) / processes under his/her control.   |  |  |
| (ii)                  | Accurately records all required measurements and incidents relative to the day to day operations;<br>- downtime<br>- yields/net weights<br>- output<br>- wastage<br>- materials |  |  |
| (iii)                 | Accurately records down time and causes.  |  |  |
| (iv)                  | Understands the importance of accurate record keeping   |  |  |
| (v)                   | Recommends to management on all aspects related to plant equipment, personnel, safety etc. and implements where approved.   |  |  |

|                                |  |
|--------------------------------|--|
| Total No. Satisfactory (Yes's) |  |
| Total No. Of items             |  |
| Percentage Correct             |  |

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## OPERATION DEFINITIONS

### START/STOP

Can safely carry out standard and emergency start up and shut down procedures on plant and equipment.

### OPERATE

Can work plant and equipment to produce required product.

### CONTROL

Product produced is within pre-determined standards, limits and specifications.

### CHANGE-OVER

Can carry out and control sanitisation processes to pre-determined specification.

### TEST/INSPECT

Can carry out pre-determined sampling and testing of product at the required time intervals and take appropriate action if out of specification.

### WASTE CONTROL

Obtains maximum yields from all raw and packaging materials used in processing.

### TECHNICAL SKILLS

Possesses the appropriate know-how and level of training to satisfactorily perform all tasks required.

### MATERIALS HANDLING

Operator has the appropriate skills and training to safely and efficiently use all available materials handling equipment.



# WAREHOUSE GRADE 3 / TEAM LEADER

## PART 1

|           |   | YES | NO |
|-----------|---|-----|----|
| <b>1.</b> | <b>SAFETY</b>   |     |    |
|           | (i) Knows the evacuation procedure and assembly points.   |     |    |
|           | (ii) Knows how chemicals are to be stored, handled and used.  |     |    |
|           | (iii) Can demonstrate safe operating practices and safety features of equipment used in areas under his/her control.  |     |    |
|           | (iv) Adheres to company policy on protective clothing and equipment. Ensures policy is followed in all areas under his/her control.   |     |    |
| <b>2.</b> | <b>HOUSEKEEPING</b>   |     |    |
|           | (i) Maintains all areas under his/her responsibility clean and free from hazards.   |     |    |
|           | (ii) Is responsible for clean down of all equipment under his/her control. eg fork lift truck, loading dock etc.  |     |    |
|           | (iii) Understands the importance of high standards of hygiene <ul style="list-style-type: none"> <li>- what is meant by hygiene</li> <li>- why is it important to this company</li> <li>- what factors contribute to poor hygiene</li> </ul>          |     |    |
|           | (iv) Ensures and maintains high standards of personal hygiene throughout areas under his/her control.   |     |    |
| <b>3.</b> | <b>MATERIALS &amp; QUALITY</b>  |     |    |
|           | (i) Understands load checks - outgoing/incoming <ul style="list-style-type: none"> <li>- Why is it important</li> <li>- Can carry out basic quality/quantity procedure/tests - outward and receiving</li> <li>- Can take corrective action</li> </ul> |     |    |
|           | (ii) Understands the requirements for the integrity and quality of all raw materials, packaging and finished product. Ensures that all materials are stored and transported in such a manner as not to compromise any of the above                    |     |    |
|           | (iii) Is able to follow requisitions, picking sheets, loading documents and electronically transmitted data.  |     |    |
|           | (iv) Ensures line has sufficient material supplies. Knows how to rectify shortcomings   |     |    |
|           | (v) Ensures all customer compliance under his/her control for quality and other standards   |     |    |
|           | (vi) Is able to accurately meet all user/customer requirements  |     |    |
|           | (vii) Knows why Quality is important  |     |    |

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|           |                           |   |   |  |
|-----------|---------------------------|---|---|--|
| <b>4.</b> | <b>PROBLEM SOLVING</b>    |   |   |  |
|           | (i)                       | Can accurately record pre and post production material losses and rectify if due to materials handling. |   |  |
|           | (ii)                      | Can carry out safely, approved maintenance tasks.   |   |  |
|           | (iii)                     | Alerts the Warehouse Supervisor and the Team Leader of forklift maintenance.                            |   |  |
|           |                           |   |   |  |
| <b>5.</b> | <b>PEOPLE SKILLS</b>      |   |   |  |
|           | (i)                       | Contributes to the team's performance.  |   |  |
|           | (ii)                      | Is able to train others to work effectively.  |   |  |
|           | (iii)                     | Is able to communicate clearly with co-workers and team leaders to maximise productivity/efficiency.    |   |  |
|           | (iv)                      | Is punctual and reliable in day to day work   |   |  |
|           |                           |   |   |  |
| <b>6.</b> | <b>PLANNING/PAPERWORK</b> |   |   |  |
|           | (i)                       | Accurately records all required measurements and incidents relative to the day to day operations.       |   |  |
|           | (ii)                      | <ul style="list-style-type: none"> <li>- Materials/Cartons )</li> <li>- Pallets )</li> </ul>            | <ul style="list-style-type: none"> <li>Goods Inwards &amp;</li> <li>Goods Outwards</li> </ul> |  |
|           | (iii)                     | Has completed appropriate Pulse training and can demonstrate competence.                                |   |  |
|           | (iv)                      | Understands the importance of accurate record keeping   |   |  |
|           | (v)                       | Is able to check and process a paperwork in relation to goods inward and despatch                       |   |  |

|                               |   |
|-------------------------------|---|
| Total No Satisfactory (Yes s) |   |
| Total No. Of Items            |   |
| Percentage Correct            | % |

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## ACCREDITATION PROCEDURE

### GRADING OF TRADES AND BLOW-MOULD PERSONNEL

#### CONTENTS

Guide To Procedures

General Skills Matrices (Grades 13 - 5)

Technical Skills Matrix (Trades 10 - 5)

Technical Matrix Explanatory Notes

Technical Skills Matrix (Blow-Mould 13 - 11)

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## TRADES ACCREDITATION PROCEDURE

The following pages make up grading sheets for use by the Trades Accreditation Committee.

Tradesmen will be required to achieve an overall 90% "YES" response to Sections 1-6, in addition to meeting the formal qualification requirements in Section 7, as well as demonstrating the appropriate technical skills required, as detailed in the technical skills matrix, in order to move to a higher grade.

In some cases certain points may not be applicable, due to the different types of work involved (eg. stores control) or appropriate training not yet being available. In this case the point may be ignored.

On upgrading a tradesman, the Accreditation Committee should recommend an appropriate training schedule to address any areas of less than 100% proficiency.

For those tradesmen already graded who do not have the formal qualifications commensurate with their grade and who have not demonstrated regular progress over the last 3 years to obtain same, they will remain on that grade. Upgrading and promotions will not be available for these tradesmen. his/her wage rate will remain fixed except that National Wage Agreement and general site wage reviews will apply.

For current employees who were within 10 years of retirement age (65) as at 11 March 1992 and who did not and do not wish to complete full training commensurate with their grade, an exception may be made by an approved resolution of the Accreditation Committee (including ratifications by the Operations Manager).

For the purpose of obtaining a formal qualification, the Accreditation Committee may in some circumstances allow a tradesperson to make a formal submission for assessment by the Committee in an area of competency that equates to a National TAFE Engineering Module.

The competency performance criteria and assessment will follow a similar format to that contained in the TAFE modules (refer Metal and Engineering National Curriculum Project Publication).

The assessment for recognition of prior learning or recognition or current competency will be conducted by the Committee or a representative/s nominated by the Chairperson.

The above provision will apply only to tradesmen wishing to qualify to a grade no higher than C7 Engineering Tradesperson Special Class.

Updated 1.1.97



ENGINEERING/ PRODUCTION  
GRADE 13

1. SAFETY

- (a) Adheres to Company policy on protective clothing and equipment.
- (b) Understands the evacuation procedure and assembly points.
- (c) Knows how any chemicals used are to be stored, handled and used.
- (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.

2. HOUSEKEEPING

- (a) Workplace kept clean and free from hazards.
- (b) Understands sanitation and clean down procedures - arranges these whenever appropriate during operation.
- (c) Understands the importance of high standards of hygiene:
  - what is meant by hygiene
  - why it is important to this Company
  - what factors contribute to poor hygiene
- (d) Maintains a high standard of personal hygiene

3. WORKMANSHIP

- (a) Knows why quality is important and utilises basic statistical process control procedures.
- (b) Ensures that all work is completed to a high standard and meets specifications.
- (c) Follows basic written, spoken or diagrammatic instructions to operate machinery where authorised.
- (d) Uses measuring equipment and tools as trained

| YES | NO |
|-----|----|
|     |    |

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4. **PROBLEM SOLVING**

- (a) Where applicable, is able to recognise fault conditions and deviations from specifications and to take appropriate action.

5. **PEOPLE SKILLS**

- (a) Is able to communicate effectively.

6. **PLANNING/PAPERWORK**

- (a) Maintains simple records.

| YES | NO |
|-----|----|
|     |    |

SIGNED .....

CHAIRMAN ACCREDITATION COMMITTEE



**ENGINEERING/ PRODUCTION**  
**GRADE 12**

1. **SAFETY**
- (a) Adheres to Company policy on protective clothing and equipment.
  - (b) Understands the evacuation procedure and assembly points.
  - (c) Knows how any chemicals used are to be stored, handled and used.
  - (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
2. **HOUSEKEEPING**
- (a) Workplace kept clean and free from hazards.
  - (b) Understands sanitation and clean down procedures  
- arranges these whenever appropriate during operation.
  - (c) Understands the importance of high standards of hygiene:  
- what is meant by hygiene  
- why it is important to this Company  
- what factors contribute to poor hygiene
  - (d) Maintains a high standard of personal hygiene
3. **WORKMANSHIP**
- (a) Knows why quality is important and utilises basic statistical process control procedures
  - (b) Ensures that all work is completed to a high standard and meets specifications.
  - (c) Can operate flexibly between work stations including complex machinery, under routine supervision.
  - (d) Assists trades persons in maintenance tasks.
  - (e) Uses measuring equipment and tools as trained.
  - (f) Ensures stocks of spare parts are controlled for area of responsibility.

| YES | NO |
|-----|----|
|     |    |

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**ENGINEERING/ PRODUCTION**  
**GRADE 12 Continued**

4. **PROBLEM SOLVING**

- (a) Exercises discretion in operating equipment to recognise actual or potential problems and to take appropriate action.

5. **PEOPLE SKILLS**

- (a) Is able to assist in the training of others within his/her particular areas of expertise.
- (b) Is able to communicate effectively.

6. **PLANNING/PAPERWORK**

- (a) Can operate computer to enter and recall information.

7. **COMPLETED TRAINING**

Production: Engineering Certificate I or equivalent training.

| YES | NO |
|-----|----|
|     |    |

SIGNED .....  
CHAIRMAN, ACCREDITATION COMMITTEE



**ENGINEERING/ PRODUCTION**

**GRADE 11**

1. **SAFETY**

- (a) Adheres to Company policy on protective clothing and equipment.
- (b) Understands the evacuation procedure and assembly points.
- (c) Knows how any chemicals used are to be stored, handled and used.
- (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
- (e) Ensures that machinery remains in a safe state for operation.

2. **HOUSEKEEPING**

- (a) Workplace kept clean and free from hazards.
- (b) Understands sanitation and clean down procedures - arranges these whenever appropriate after working on plant.
- (c) Understands the importance of high standards of hygiene:
  - what is meant by hygiene
  - why it is important to this Company
  - what factors contribute to poor hygiene
- (d) Maintains a high standard of personal hygiene.

3. **WORKMANSHIP**

- (a) Ensures that all work undertaken is completed to a high standard, with respect to:
  - testing to ensure ready for operation
  - satisfactory operation
  - future serviceability
- (b) Knows why quality is important
- (c) Ensures work undertaken helps achieve overall quality and productivity objectives

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING/ PRODUCTION**  
**GRADE 11** Continued

- (d) Uses precision measuring equipment and tools
- (e) Ensures stocks of spare parts are controlled for area of responsibility.
- (f) Controls usage of raw materials and minimises waste.

4. **PROBLEM SOLVING**

- (a) Can track the process/operation, read and interpret operating and maintenance manuals in order to determine the cause of problems.
- (b) Safely carries out authorised lubrication and maintenance tasks.

5. **PEOPLE SKILLS**

- (a) Is able to assist in the training of others within his/her areas of particular expertise.
- (b) Is able to communicate effectively
- (c) Co-ordinates work of the team to ensure production is to specification and achieves plan within the limits of his/her control

6. **PLANNING/PAPERWORK**

- (a) Can effectively organise time and materials to carry out maintenance tasks within the limits of his/her training and ability, under general supervision.
- (b) Able to use basic computer software packages such as spreadsheets and databases

7. **COMPLETED TRAINING**

Production/ Engineering Certificate II or equivalent training

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| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON**  
**GRADE 10**

1. **SAFETY**

- (a) Adheres to Company policy on protective clothing and equipment.
- (b) Understands the evacuation procedure and assembly points.
- (c) Knows how any chemicals used are to be stored, handled and used.
- (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
- (e) Ensures machinery is left in a safe state after working on it.

2. **HOUSEKEEPING**

- (a) Workplace including Central Workshop kept clean and free from hazards
- (b) Understands sanitation and clean down procedures - arranges these whenever appropriate after working on plant
- (c) Understands the importance of high standards of hygiene:
  - what is meant by hygiene
  - why it is important to this Company
  - what factors contribute to poor hygiene
- (d) Maintains a high standard of personal hygiene.

3. **WORKMANSHIP**

- (a) Ensures that all work undertaken is completed to a high standard, with respect to:
  - testing to ensure ready for operation
  - satisfactory operation
  - future serviceability
  - enhancement of hygienic manufacturing

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON**  
**GRADE 10** Continued

PART B

- (b) Knows why quality is important.
- (c) Ensures work undertaken helps achieve overall quality and productivity objectives.
- (d) Ensures stocks of spare parts are controlled for area of responsibility.

4. **PROBLEM SOLVING**

- (a) Can track the process/operation, read and interpret operating and maintenance manuals and engineering drawings in order to determine the cause of problems
- (b) Can rectify and/or organise for rectification of faults.
- (c) Safely carries out authorised maintenance tasks.

5. **PEOPLE SKILLS**

- (a) Is able to assist in the training of others to carry out straightforward maintenance tasks.
- (b) Is able to communicate effectively.
- (c) Ensures production plan is achieved within limits of his/her control.

6. **PLANNING/PAPERWORK**

- (a) Can effectively organise time and materials to carry out maintenance tasks under minimal supervision.

7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification.

SIGNED

.....  
 CHAIRMAN, ACCREDITATION COMMITTEE

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON**  
**GRADE 9**

**PART B**

1. **SAFETY**
- (a) Adheres to Company policy on protective clothing and equipment.
  - (b) Understands the evacuation procedure and assembly points.
  - (c) Knows how any chemicals used are to be stored, handled and used.
  - (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
  - (e) Ensures machinery is left in a safe state after working on it.
2. **HOUSEKEEPING**
- (a) Workplace, including Central Workshop kept clean and free from hazards.
  - (b) Understands sanitation and clean down procedures - arranges these whenever appropriate after working on plant.
  - (c) Understands the importance of high standards of hygiene:
    - what is meant by hygiene
    - why it is important to this Company
    - what factors contribute to poor hygiene
  - (d) Maintains a high standard of personal hygiene.
3. **WORKMANSHIP**
- (a) Ensures that all work undertaken is completed to a high standard, with respect to:
    - testing to ensure ready for operation
    - satisfactory operation
    - future serviceability
    - enhancement of hygienic manufacturing
  - (b) Knows why quality is important.

| YES | NO |
|-----|----|
|     |    |

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**ENGINEERING TRADESPERSON**  
**GRADE 9** Continued

PART B

- (c) Ensures work undertaken helps achieve overall quality and productivity objectives.
- (d) Ensures stocks of spare parts are controlled for area of responsibility.

4. **PROBLEM SOLVING**

- (a) Can track the process/operation, read and interpret operating and maintenance manuals and engineering drawings in order to determine the cause of problems
- (b) Can rectify and/or organise for rectification of faults.
- (c) Safely carries out authorised maintenance tasks.

5. **PEOPLE SKILLS**

- (a) Is able to show others how to safely carry out approved straightforward maintenance tasks.
- (b) Is able to communicate effectively
- (c) Ensures production plan is achieved within limits of his/her control.

6. **PLANNING/PAPERWORK**

- (a) Can effectively organise time and materials to carry out maintenance tasks under minimal supervision.

7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification, plus:

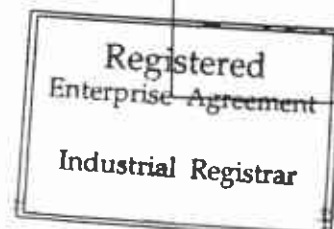
3 Approved modules in addition to the Trades Certificate, or 3 approved modules towards an Advanced Certificate or Associate Diploma.

- 1. ....
- 2. ....
- 3. ....

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.....  
 CHAIRMAN, ACCREDITATION COMMITTEE

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON SPECIAL CLASS**  
**GRADE 8**

1. **SAFETY**
- (a) Adheres to Company policy on protective clothing and equipment.
- (b) Understands the evacuation procedure and assembly points.
- (c) Knows how any chemicals used are to be stored, handled and used.
- (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
- (e) Ensures machinery is left in a safe state after working on it.
- (f) Can instruct others in safety matters.
2. **HOUSEKEEPING**
- (a) Work areas including Central Workshop kept clean and free from hazards
- (b) Understands sanitation and clean down procedures - arranges for these whenever appropriate after working on plant
- (c) Understands the importance of high standards of hygiene:
- what is meant by hygiene
  - why it is important to this Company
  - what factors contribute to poor hygiene
3. **WORKMANSHIP**
- (a) Ensures that all work undertaken within area of responsibility is completed to a high standard, with respect to:
- testing to ensure ready for operation
  - satisfactory operation
  - future serviceability
  - enhancement of hygienic manufacturing
- (b) Ensures work undertaken helps achieve overall quality and productivity objectives.

|  | YES | NO |
|--|-----|----|
|  |     |    |

**ENGINEERING TRADESPERSON SPECIAL CLASS**  
**GRADE 8** Continued

- (d) Identifies parts and materials required and takes appropriate action to obtain them as authorised.
- (e) Understands what maintenance budgets are and why expenditures must be controlled.
- (f) Implements ongoing and preventative maintenance programs at a specific plant level.

7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification, plus:

6 Approved modules in addition to the Trades Certificate, or 6 approved modules towards an Advanced Certificate or Associate Diploma.

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

SIGNED

.....  
CHAIRMAN, ACCREDITATION COMMITTEE

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON SPECIAL CLASS**  
**GRADE 8 Continued**

**PART B**

- (c) Ensures stocks of spare parts are controlled for area of responsibility
4. **PROBLEM SOLVING**
- (a) Is able to determine causes of problems and institute remedial action under limited supervision.
- (b) Demonstrates specialist skills in certain areas of plant installation or maintenance.
- (c) Reports to management and other trades personnel on downtime, inefficiencies and makes recommendations to rectify.
- (d) Carries out plant modification tasks as trained and authorised.
5. **PEOPLE SKILLS**
- (a) Demonstrates a high standard of communication skill with people at all levels
- (b) Contributes fully to the effective performance of trade and production teams
- (c) Can conduct effective on the job training/coaching in approved maintenance tasks for non-trades and more junior trades personnel.
6. **PLANNING/ORGANISATION**
- (a) Draws up and implements work plans for his/her own area, including prioritising tasks, allocating time and resources, requisitioning materials, checking progress and filling out labour sheets and purchase order requests.
- (b) Recommends to management on all aspects related to plant equipment, personnel and safety and implements where approved.
- (c) Takes responsibility for the planning and operations of work in his/her area.

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON SPECIAL CLASS  
GRADE 7**

PART E

1. **SAFETY**
  - (a) Adheres to Company policy on protective clothing and equipment.
  - (b) Understands the evacuation procedure and assembly points.
  - (c) Knows how any chemicals used are to be stored, handled and used.
  - (d) Understands the safety aspects of equipment he/she uses and can demonstrate this knowledge.
  - (e) Ensures machinery is left in a safe state after working on it.
  - (f) Can instruct others in safety matters.
  
2. **HOUSEKEEPING**
  - (a) Work areas including Central Workshop kept clean and free from hazards
  - (b) Understands sanitation and clean down procedures - arranges for these whenever appropriate after working on plant
  - (c) Understands the importance of high standards of hygiene:
    - what is meant by hygiene
    - why it is important to this Company
    - what factors contribute to poor hygiene.
  
3. **WORKMANSHIP**
  - (a) Ensures that all work undertaken within area of responsibility is completed to a high standard, with respect to:
    - testing to ensure ready for operation
    - satisfactory operation
    - future serviceability
    - enhancement of hygienic manufacturing
  - (b) Ensures work undertaken helps achieve overall quality and productivity objectives.

| YES | NO |
|-----|----|
|     |    |



**ENGINEERING TRADESPERSON SPECIAL CLASS**  
**GRADE 7 Continued**

PART B

- (c) Ensures stocks of spare parts are controlled for area of responsibility.
4. **PROBLEM SOLVING**
- (a) Is able to determine causes of problems and institute remedial action under limited supervision.
- (b) Demonstrates specialist skills in certain areas of plant installation or maintenance.
- (c) Reports to management and other trades personnel on downtime, inefficiencies and makes recommendations to rectify.
- (d) Carries out plant modification tasks as trained and authorised.
5. **PEOPLE SKILLS**
- (a) Demonstrates a high standard of communication skills with people at all levels.
- (b) Builds teamwork and efficiency of his/her group of trades personnel.
- (c) Can conduct effective on the job training for non trades and more junior trades personnel.
6. **PLANNING/ORGANISATION**
- (a) Draws up and implements work plans for his/her own area, including prioritising tasks, allocating time and resources, requisitioning materials, checking progress and filling out labour sheets and purchase order requests.
- (b) Recommends to management on all aspects related to plant equipment, personnel and safety and implements where approved.
- (c) Takes responsibility for the planning and operations of work within areas of control.

| YES | NO |
|-----|----|
|     |    |

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**ENGINEERING TRADESPERSON SPECIAL CLASS**  
**GRADE 7** Continued

- (d) Organises spare parts and engineering materials to meet operational needs.
- (e) Understands what maintenance budgets are and why expenditures must be controlled.
- (f) Implements ongoing and preventative maintenance programs at plant level.

7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification, plus:

9 Approved modules in addition to the Trades Certificate, or 9 approved modules towards an Advanced Certificate or Associate Diploma.

1. \_\_\_\_\_
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SIGNED

.....  
 CHAIRMAN, ACCREDITATION COMMITTEE

| YES | NO |
|-----|----|
|     |    |



**ADVANCED ENGINEERING TRADESPERSON**  
**GRADE 6**

**1. SAFETY**

- (a) Ensures that Company policy on protective clothing and equipment is adhered to within area of responsibility.
- (b) Knows the evacuation procedure and assembly points and can instruct others.
- (c) Can co-ordinate emergency and evacuation procedures.
- (d) Knows how any chemicals used are to be stored, handled and used and can instruct others.
- (e) Understands the safety aspects of all equipment within area of responsibility and ensures all work practices are safe.
- (f) Ensures machinery is left in a safe state after being worked on, within area of responsibility.
- (g) Can instruct others in safety matters

**2. HOUSEKEEPING**

- (a) Ensures that all work areas, including Central Workshop are kept clean and free from hazards.
- (b) Understands sanitation and clean down procedures - ensures these occur whenever plant has been worked on in area of responsibility.
- (c) Maintains high standards of plant hygiene throughout all areas of responsibility.

**3. WORKMANSHIP**

- (a) Ensures that all work undertaken within area of responsibility is completed to a high standard, with respect to:
  - testing to ensure ready for operation
  - satisfactory operation
  - future serviceability
  - enhancement of hygienic manufacturing

| YES | NO |
|-----|----|
|     |    |



**ADVANCED ENGINEERING TRADESPERSON**  
**GRADE 6** Continued

**PART B**

- (b) Is a recognised technical authority across specific operational areas of the factory.
- (c) Ensures work undertaken within area of responsibility helps achieve production's quality and productivity objectives.

**4. PROBLEM SOLVING**

- (a) Is able to organise and control project groups to determine causes of problems and institute remedial action.
- (b) Reports to management and other trades personnel on downtime, inefficiencies and makes recommendations to rectify.
- (c) Seeks out and undertakes maintenance and plant/productivity tasks within area of responsibility.

**5. PEOPLE SKILLS**

- (a) Builds teamwork, efficiency and morale of employees under his/her control.
- (b) Demonstrates a high standard of communication skills with people at all levels.
- (c) Can conduct effective training for personnel both on the job and in the Training Room.
- (d) Ensures production plan is achieved within limits of his/her control.
- (e) Demonstrates sound supervisory skills.

**6. PLANNING/ORGANISATION**

- (a) Draws up and directs work plans for the area under his/her control, including prioritising tasks, allocating time and resources, requisitioning materials, checking progress and filling out labour sheets and purchase order requests.

| YES | NO |
|-----|----|
|     |    |



**ADVANCED ENGINEERING TRADESPERSON  
GRADE 6 Continued**

PART E

- (b) Recommends to management on all aspects related to plant equipment, personnel and safety and implements where approved.
- (c) Is responsible for the planning and operations of work across a number of areas of the respective factories.
- (d) Controls and organises spare parts and engineering materials to meet operational needs.
- (e) Is responsible for maintaining engineering expenditures within budget.
- (f) Can demonstrate contributions to the development and implementation of ongoing and preventative maintenance programs.

| YES | NO |
|-----|----|
|     |    |

7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification, plus:

12 Approved modules in addition to the Trades Certificate. 12 approved modules towards an Advanced Certificate or Associate Diploma, or equivalent accredited training.

- 1. ....
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- 8. ....
- 9. ....
- 10. ....
- 11. ....
- 12. ....

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**ADVANCED ENGINEERING TRADESPERSON**  
**GRADE 5**

1. **SAFETY**

- (a) Ensures that Company policy on protective clothing and equipment is adhered to within area of responsibility.
- (b) Knows the evacuation procedure and assembly points and can train others.
- (c) Can co-ordinate emergency and evacuation procedures.
- (d) Knows how any chemicals used are to be stored, handled and used and can train others.
- (e) Understands the safety aspects of all equipment within area of responsibility and ensures all work practices are safe.
- (f) Ensures machinery in area of responsibility is in a safe state.
- (g) Can instruct others in safety matters.

2. **HOUSEKEEPING**

- (a) Ensures that all work areas, including Central Workshop are kept clean and free from hazards.
- (b) Understands sanitation and clean down procedures - ensures these occur whenever plant has been worked on.
- (c) Maintains and undertakes initiatives to continually improve high standards of plant hygiene throughout areas of responsibility.

3. **WORKMANSHIP**

- (a) Ensures that all work undertaken within area of responsibility is completed to an increasingly high standard, with respect to:
  - testing to ensure ready for operation
  - satisfactory operation
  - future serviceability
  - enhancement of hygienic manufacturing

| YES | NO |
|-----|----|
|     |    |

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|--|

**ADVANCED ENGINEERING TRADESPERSON**  
**GRADE 5 Continued**

| YES | NO |
|-----|----|
|     |    |

- (b) Ensures work undertaken within area of responsibility helps achieve production's quality and productivity objectives.
- (c) Assists engineers in setting up and commissioning systems.

4. **PROBLEM SOLVING**

- (a) Is able to organise and control project groups to determine causes of problems and institute remedial action.
- (b) Reports of his own accord to management and other tradesmen on downtime, inefficiencies and makes recommendations to rectify
- (c) Seeks out and undertakes maintenance and plant/productivity tasks within area of responsibility.

5. **PEOPLE SKILLS**

- (a) Builds efficiency and morale of employees under his/her control
- (b) Demonstrates a high standard of communication skills with people at all levels.
- (c) Can conduct effective training for personnel both on the job and in the Training Room
- (d) Ensures production plan is achieved within limits of his/her control.
- (e) Demonstrates sound leadership and supervisory skills.

6. **PLANNING/ORGANISATION**

- (a) Draws up and directs work plans for the area under his/her control, including prioritising tasks, allocating time and resources, requisitioning materials, checking progress and filling out labour sheets and purchase order requests.

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**ADVANCED ENGINEERING TRADESPERSON**  
**GRADE 5** Continued

- (b) Recommends to management on all aspects related to plant equipment, personnel and safety and implements where approved.
- (c) Takes responsibility for the planning and operations of work across a number of areas of the respective factories.
- (d) Controls and organises spare parts and engineering materials to meet operational needs.
- (e) Takes responsibility for maintaining engineering expenditures within budget.
- (f) Becomes involved in the budgeting process for projects and future work.
- (g) Develops and implements ongoing and preventative maintenance programs.
- (h) Is competent in the use of available computer packages, eg. spreadsheets, databases, work planners.

| YES | NO |
|-----|----|
|     |    |

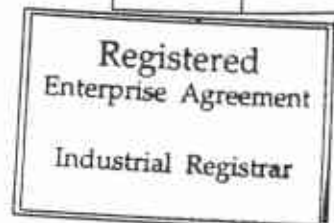
7. **COMPLETED TRAINING**

Trade Certificate or equivalent trade certificate level formal qualification plus  
 15 Approved modules or 2nd year of part-time Associate Diploma, an Advanced Certificate, or equivalent accredited training.

- 1 .....
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SIGNED

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# TECHNICAL SKILLS FOR TRADES PERSONNEL

Consistently demonstrated ability/skill should be evaluated and recorded below:

| AREA    | MACHINE - ITEM      | COMPLEXITY RATING |      | PROFICIENCY LEVEL (1-4) | SPECIALIST | COMMENT |
|---------|---------------------|-------------------|------|-------------------------|------------|---------|
|         |                     | MECH              | ELEC |                         |            |         |
| CORDIAL |                     |                   |      |                         |            |         |
| C1      | HOHN UNSCRAMBLER    |                   |      |                         |            |         |
|         | CYEMSA FILLER       |                   |      |                         |            |         |
|         | KRONES LABELLER     |                   |      |                         |            |         |
|         | KETTNER PACKER      |                   |      |                         |            |         |
|         | W&D PALLETISER      |                   |      |                         |            |         |
|         | CARTON ERECTOR      |                   |      |                         |            |         |
|         | MIX FLOOR           |                   |      |                         |            |         |
|         | (PAST PONES VALVES) |                   |      |                         |            |         |
|         |                     |                   |      |                         |            |         |
| C2      | DEPALLETISER        |                   |      |                         |            |         |
|         | ELMAR FILLER        |                   |      |                         |            |         |
|         | KRONES LABELLER     |                   |      |                         |            |         |
|         | WRAP 500 PACKER     |                   |      |                         |            |         |
|         | W&D PALLETISER      |                   |      |                         |            |         |
|         |                     |                   |      |                         |            |         |
| C3      | ENOCK FILLER        |                   |      |                         |            |         |
|         | CO PACKER           |                   |      |                         |            |         |
|         | KRONES LABELLER     |                   |      |                         |            |         |
|         | COMPACT LABELLER    |                   |      |                         |            |         |
|         |                     |                   |      |                         |            |         |
| C5      | FILLER              |                   |      |                         |            |         |
|         | CAPPER              |                   |      |                         |            |         |
|         | COMPACT LABELLER    |                   |      |                         |            |         |
|         | COP                 |                   |      |                         |            |         |
|         | CASE SEALER         |                   |      |                         |            |         |

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| AREA | MACHINE - ITEM    | COMPLEX | RATING | PROFICIENCY<br>LEVEL (1-4) | SPECIALIST | COMMENT |
|------|-------------------|---------|--------|----------------------------|------------|---------|
|      |                   | MECH    | ELEC   |                            |            |         |
| JAM  |                   |         |        |                            |            |         |
| J1   | DEPAL             |         |        |                            |            |         |
|      | ELMAR FILLER      |         |        |                            |            |         |
|      | KRONES LABELLER   |         |        |                            |            |         |
|      | BRAEDA PACKER     |         |        |                            |            |         |
|      | SUGAR SYSTEM      |         |        |                            |            |         |
|      | W&D PALLETISER    |         |        |                            |            |         |
|      | WHOUSE CONV. SYS. |         |        |                            |            |         |
| J2   | DEPAL             |         |        |                            |            |         |
|      | BOTTLE RINSER     |         |        |                            |            |         |
|      | PASTEURISER       |         |        |                            |            |         |
|      | KRONES FILLER     |         |        |                            |            |         |
|      | PRAOILER          |         |        |                            |            |         |
|      | CAN SEAMER        |         |        |                            |            |         |
|      | COOLING TUNNEL    |         |        |                            |            |         |
|      | COOLING TOWELS    |         |        |                            |            |         |
|      | KRONES LABELLER   |         |        |                            |            |         |
|      | CAN LABELLER      |         |        |                            |            |         |
|      | WHOUSE CONV. SYS  |         |        |                            |            |         |
|      | FREEZER           |         |        |                            |            |         |
|      |                   |         |        |                            |            |         |
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| AREA           | MACHINE - ITEM           | COMPLEX | RATING | PROFICIENCY<br>LEVEL (1-4) | SPECIALIST | COMMENT |
|----------------|--------------------------|---------|--------|----------------------------|------------|---------|
|                |                          | MECH    | ELEC   |                            |            |         |
| ELECTRI<br>CAL |                          |         |        |                            |            |         |
|                | PLC - JAM                |         |        |                            |            |         |
|                | PLC - CORDIAL            |         |        |                            |            |         |
|                | PLC - DRY MIX            |         |        |                            |            |         |
|                | PLC - BLOW MOULD         |         |        |                            |            |         |
|                | INKJET CODERS            |         |        |                            |            |         |
|                | IMAGE<br>- JERME 1000    |         |        |                            |            |         |
|                | - JERME BOXCODER         |         |        |                            |            |         |
|                | VIDEO JET<br>- MAXJM     |         |        |                            |            |         |
|                | - DI                     |         |        |                            |            |         |
|                | - EXEL                   |         |        |                            |            |         |
|                | - 170                    |         |        |                            |            |         |
|                | - 170 ULTRA HIGH SPEED   |         |        |                            |            |         |
|                | MAPSH<br>- CARTON CODERS |         |        |                            |            |         |
|                | DIAGRAM<br>- TELEMARK    |         |        |                            |            |         |
|                | HIGH VOLTAGE             |         |        |                            |            |         |
|                |                          |         |        |                            |            |         |
|                |                          |         |        |                            |            |         |
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| AREA         | MACHINE - ITEM     | COMPLEX | RATING | PROFICIENCY | SPECIALIST | COMMENT |
|--------------|--------------------|---------|--------|-------------|------------|---------|
|              |                    | MECH    | ELEC   |             |            |         |
| SITE SERVICE |                    |         |        |             |            |         |
|              | BOILER             |         |        |             |            |         |
|              | - START/OPERATE    |         |        |             |            |         |
|              | - CHEMICAL PROC.   |         |        |             |            |         |
|              | - WATER TESTING    |         |        |             |            |         |
|              | WATER SYSTEMS      |         |        |             |            |         |
|              | - SAND FILTERS     |         |        |             |            |         |
|              | - PUMP SERVICE     |         |        |             |            |         |
|              | - CAUSTIC DOSING   |         |        |             |            |         |
|              | - TRADE WASTE      |         |        |             |            |         |
|              | AIR COMPRESSORS    |         |        |             |            |         |
|              | - START UP/OPERATE |         |        |             |            |         |
|              |                    |         |        |             |            |         |
|              |                    |         |        |             |            |         |

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## TECHNICAL SKILLS FOR TRADES PERSONNEL EXPLANATORY NOTES

### 1. AREA

These 6 categories are the main trades skills areas. Personnel are expected to be familiar with machinery and tasks within their primary work area. For Electricians in particular knowledge of certain technologies, e.g. PLC's and Videojet printing, is expected in addition to the process machinery. The Central Services Group should also have the skills to carry out project work and general maintenance functions.

### 2. MACHINE

The listed items of machinery are considered representative of the types of equipment used on site, and therefore appropriate in gauging skills. This list is not exhaustive, however. Familiarity with all machinery in an area is expected, and this list may need to be changed or added to in the future.

### 3. PROFICIENCY LEVEL

Trades personnel should be classified by skill on a particular machine type as follows:

- |         |   |
|---------|---|
| Level 1 | Familiar with machine basics, e.g. function and operation, and able to strip and assemble machine unaided.  |
| Level 2 | Can carry out size (or programme) changes under general guidance, rectify straight forward faults, and make standard adjustments.                           |
| Level 3 | Is fully capable of carrying out size (or programme) changes independently and efficiently, and is able to diagnose and rectify faults in a logical manner. |
| Level 4 | Is able to rapidly identify fault causes, and to make fine adjustments to the machine (or programme) to optimise process performance.                       |

### 4. SPECIALIST

A Specialist should have a very considerable in-depth working knowledge of the specified equipment, and be fully familiar with its operation, changeover, maintenance and particular characteristics. This person should be an authority on the equipment, able to provide advice and assistance on any matter relating to the equipment.



**TECHNICAL SKILLS FOR TRADES PERSONNEL**  
**EXPLANATORY NOTES**

5. **APPLICATION TO GRADING**

The following guidelines should be used when applying the measured skills in a grading structure, while making allowances for new starters in an area and for those personnel most engaged in planning tasks.

|          |   |
|----------|---|
| Grade 10 | At least Level 2 across area + Level 3 in 50% |
| Grade 9  | At least Level 2 across area + Level 3 in 75% |
| Grade 8  | At least Level 3 across area + Level 4 in 25% |

Grades 7,6,5 to have at least Level 2 skills across entire site.

|         |  |
|---------|--|
| Grade 7 | At least Level 3 across area + Level 4 in 50%      |
| Grade 6 | At least Level 4 in 75% + Specialist in 4 m/c      |
| Grade 5 | At least Level 4 in 90% + Specialist in most m/c's |

6. **ALLOWANCE FOR MACHINES OF DIFFERING COMPLEXITY**

It will be necessary for the Accreditation Committee to make allowance for the fact that machines differ in complexity so that, for example, a proficiency level or specialist knowledge on a complex machine or line may be valued more than the equivalent level for a simple machine or line.



## TRADES TRAINING MODULES

When considering formal qualifications as part of the Trades accreditation process, the following points should be taken into account.

- 1) TAFE subjects are listed along with their "value" in modules.
- 2) Only appropriate modules should be considered. These should be determined by the Training Officer and the relevant supervisor.
- 3) For Grades 7 and 8, not more than 3 modules should be from the "Broad Base" category.
- 4) For Grades 5 and 6, not more than 5 modules should be from the "Broad Base" category.
- 5) Trades personnel should, in conjunction with their supervisor and the Training Officer, develop a 3 year Training Plan to map out appropriate modules for further training.
- 6) Associate Diploma modules are listed for primarily Mechanical Tradesmen. Each subject should be considered equivalent to a TAFE module.
- 7) Credit will be given to other forms of training on an 'equivalent module basis. Therefore the following courses can be considered to be modules or part modules.

|                     |             |
|---------------------|-------------|
| "Train the Trainer" | 0.5 modules |
| Boiler Ticket       | 0.5 modules |
| High Voltage Course | 0.5 modules |
| Pneumatics Course   | 1 module    |

This list may be added to as further training is developed and accredited, e.g. Hygiene for Engineers, Videojet Maintenance, etc.





# DEMARICATION REMOVAL

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DEMARCATIION REMOVAL

Production and Stores employees who are capable and who have been suitably trained will be allowed to undertake straight forward tasks (which may be of a technical nature and involve the use of tools) at the responsibility of the Plant Manager, and at the discretion of a tradesperson (employee of Schweppes Cottee's, Liverpool, and holder of an appropriate licence) and with the approval of the Plant Manager.

This agreement will cover such tasks as those following, which are expected to be added to or substituted over time:

Jam Plant

Removal sugar silo pipework (infeed & outfeed).

Removal for cleaning of sugar day bin inspection hatch & screw cover.

Remove and replace hot melt nozzles . Dismantle filter for cleaning. Including Fibre King.

Change labeller parts. Cleaning as appropriate.

Replace valve pins for cooking pan handles.

Sugar bag filters removal and replacement.

Bulk line labeller - set up & dismantle for cleaning.

unjam can seamers.

Adjust height of dud detector.

Grease equipment after washdown (eg. can seamers).

Adjust conveyer side rails.

Breda case packer adjustments.

Flush & clean Videojet ink jet coders.

Assist in changing jar twistors on jar change.

Adjust carton coder heights.

Adjust Fibre King/COP heights.

Adjust Videojet cap head height & sensor.

Adjust can labeller magazine Line 2 & 3.

Adjust labeller magazine Line 1.

Assist in fitting change parts to Line 1 labeller from 340g to 350g.

Adjust jar blower height cooling tunnels.

Adjust sugar and fruit larry stops.

Secure guards and covers.

Replace rubbers on outfeed label grippers.

Remove capper inspection cover Line 1 & 2 to remove jammed caps.

Dismantle cooler pipework for annual clean.

Reset electrical overload buttons fitted externally on cabinets **but only** in accordance with defined procedure including log entry.

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Cordial

- Change glue nozzles and maintain glue pots.
- Change bottle grippers on Kettner (Blitz) packer.
- Strip and reassemble Elmar Topping filler.
- Oil and grease all machines.
- Clearing jam ups, eg. bottles stuck in starwheels, etc.
- Assist tradesmen to set up and change over lines.
- Adjust filling heads on fillers.
- Set up ink jet coders; rectify minor faults.
- Adjust guide rails
- Dis-assemble machines for cleaning and re-assemble.
- Assist in lifting 2L filling bowl for cleaning and
  - Remove air lines
  - Remove air sensor pipes
  - Remove product feed pipes
  - Loosen filler lid hold down clamps
  - Operate hoist and fit slings to eye bolts
  - Lift bowl
  - Replace all components after cleaning
- Change filling valves, 2L filler.
- Minor adjustments to starwheel filler.
- Change date stamp on Collomat labeller.
- Remove and clean nozzles in wash tunnel.
  
- Reset electrical overload buttons fitted externally on cabinets **but only** in accordance with defined procedure including log entry.

Coffee Plant

- Change sparkler filter.
- Take covers off bucket elevator.
- Tighten nut on product nump.
- All changes to nozzles.
- Change spot lights on coffee dryer (par 38 globes only, not if glass is broken).
- Replace rubber sleeve when required.
- Replace bolts on tote bins.
- Change filters on C.M. plant.
- Take top off oil receiver and clean.
- Take covers off expeller.
- Take filter bags out of C.M. plant.
- Change bags dust collector, Brazil.
- Take hopper down, wash, Brazil.



Agg. Plant

- Take final screen apart.
- Take intermediate screen apart.
- Move vibrator on wash down.
- Change feeder plates up & down stairs.
- Change bag filter in 4 dust collectors.
- Dismantle & assemble dust collectors.
- Remove valves on bulk sugar hopper for cleaning & re-assemble.
- Dismantle & assemble Rotex (all - 5 off).
- Assist tradesmen to remove rotary valve & screen on sugar silo (for cleaning and maintenance).
- Replace hot water hoses.

Coffee Dump Floor

- Dismantle and re-assemble bucket elevator for cleaning.
- Dismantle and re-assemble Sweco screen for cleaning (RG).
- Dismantle oil lines & filter for cleaning.
- Assist tradesmen replacing motors, etc. on elevator.

Catering Line

- Dismantle & set up filler (incl. adjustment of spinner plate and removal/replacement of stirrer).
- Adjust rails.
- Adjust sealer.
- Adjust cap tightener.
- Adjust labeller (incl. brushes).
- Can seamer - un-jam cans.
- Set up videojet; replace ink.
- Set up Fibre King and assist when jammed.
- Strip and assemble dust collector.

Hessers

- Strip and assemble screen, socks & covers above filler.
- Strip and assemble glue pots, filler.

Coffee Line

- Assist in line changes.
- Adjust rails.
- Adjust sealer.



Un-jam jams in capper.

Un-jam minor jam ups in Seamer.

Set up Videojet.

Make minor adjustments to labeller, for example:

- Replace wire
- Adjust label box
- Adjust position of hot melt
- Clean and service hot melt system

Adjust Fibre King, for example:

- Setting up
- Servicing nozzles (removal for cleaning)
- Adjusting carton coder

Setting up and adjusting CM oil system.

### Bartelt

Replace rolls of laminate.

Adjust hot foil coder.

Dismantle suction cups.

Set up and adjust Fibre King. Replace nozzles.

Adjust carton coder.

Assemble and dismantle filler and socks.

### Saline Line

Assist in line changes.

Adjust rails.

Dismantle pots on filler for cleaning.

Assemble filler socks and covers.

Adjust the sealer.

Unjam Capper and cap conveyor.

Adjust labeller.

Set up the Videojet.

Set up Fibre King. Replace the nozzle system when blocked.

### Diet Jelly

Clean hot melt system.

Minor adjustments on packing machine.

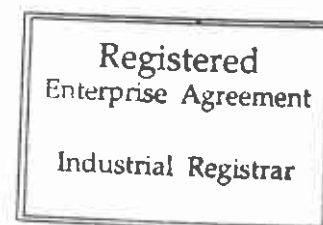
Minor adjustments in pouch machine.

Assemble and dismantle hopper and sock above pouch machine.

### Regular Grind

Adjust rails.

Adjust coder.



Hassia

Adjust coder.  
Assemble sock above filler.

Electrics

Reset electrical overload buttons fitted externally on cabinets **but only** in accordance with defined procedure including log entry.

Procedure For Re-Setting Electrical Overloads

1. This Procedure applies only to electrical overload re-sets accessible from outside electrical cabinets.
2. A log book is to be maintained in each of the Factories, to be the responsibility of the Plant Manager.
3. Each time an overload is re-set, including by an electrician, a log book entry is to be made, including the plant, item, the time, who re-set it, and a brief description of any abnormal factors. e.g. a jam up.
4. Suitably trained personnel, other than electricians, will be authorised by the Plant Manager in each factory to re-set electrical overloads, only in accordance with this Procedure. No other person shall be authorised to re-set overloads.
5. The Plant Manager shall identify the personnel in his factory who are authorised to re-set overloads and record their names in the front page of the log book.
6. If an electrical overload needs to be re-set for the second time within 1 hour, and the cause is not obvious, (e.g. jammed boxes, then the operator is to re-set the overload, fill in the log book and immediately call in an electrician to investigate the cause of the repeated overload failure.
7. Should the plant trip out again for the third time within the hour, and before the electrician has arrived, then the operator should not re-set the overload again, but rather wait for an electrician to identify and rectify the problem.
8. The factory electrician is to examine the log book at least once during each shift in order to identify and act on potential problems brewing.
9. The Plant Manager is to be responsible for seeing that this procedure is followed in his Factory.



Procedure for Cleaning and Operating Ink Jet Printers

1. This Procedure applies to Video Jet small character ink jet coders.
2. A log book is to be maintained in each of the Factories, to be the responsibility of the Plant Manager.
3. Each time a malfunction or abnormal event occurs with each Video Jet then a log book entry is to be made, including the coder designation, the time, brief details of the problem and action taken to rectify it.
4. Suitably trained personnel, other than electricians, will be authorised by the Plant Manager in each factory to work on Video Jets, only in accordance with this Procedure. No other person shall be authorised to undertake this work.
5. The Plant Manager shall identify the personnel in his factory who are authorised to work on the Video Jets and record their names in the front page of the log book.

Video Jets "Excel" series and "1701" series:

6. Operations which may be undertaken by authorised personnel other than electricians include:
  - Start up and shut down at night.
  - Changing dates.
  - Changing make up ink bottles.
  - Cleaning heads, provided the need to clean does not occur more often than twice in any one hour. If a head needs to be cleaned more than twice in an hour, then an electrician must be called to identify the cause of excessive fouling of the head. A log entry is to be made for each time a head is cleaned.

Video Jet "3" series:

7. Operations which may be undertaken by authorised personnel other than electricians include:
  - Shut down at night (an electrician is required to start up).
  - Changing dates.
  - Changing make up ink bottles.



## **APPENDIX 8**

- Cleaning heads, provided the need to clean does not occur more often than twice in any one hour and only when an "Integrity Fault" is indicated. If a head needs to be cleaned more than twice in an hour, then an electrician must be called as above. A log entry is to be made for each time a head is cleaned.
8. The Factory electrician is to examine the log book at least once during each shift in order to identify and act on potential problems brewing.
  9. The Plant Manager is to be responsible for seeing that this procedure is followed in his Factory.

**NOTE:** Those items marked are not finalised and require consultation with maintenance staff prior to being undertaken.

Registered  
Enterprise Agreement  
Industrial Registrar

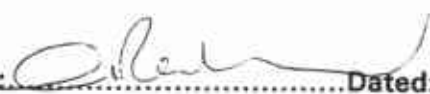


# APPENDIX 9

## SIGNATURES:

This agreement was entered into without duress on any party to the Agreement.

For and on behalf of Schweppes Cottee's:

Signature:  Dated: 3.5.99

For and on behalf of the National Union of Workers,  
New South Wales Branch:

Signature:  Dated: 4.5.99

