

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA01/277

TITLE: Cadbury Schweppes Liverpool Site Agreement

I.R.C. NO: 2001/5796

DATE APPROVED/COMMENCEMENT: 18 September 2001/23 July 2001

TERM: 24 months

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE: 12 October 2001

DATE TERMINATED:

NUMBER OF PAGES: 60

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all employees engaged pursuant to the Storeman & Packers General (State) Award, located at 42 Orange Grove Road Liverpool, NSW 2170

PARTIES: Cadbury Schweppes Pty Ltd -&- National Union of Workers, New South Wales Branch

**CADBURY SCHWEPPE'S LIVERPOOL EMPLOYEES
SITE AGREEMENT 2001 - 2003**

BETWEEN

**CADBURY SCHWEPPE'S
(LIVERPOOL SITE)**

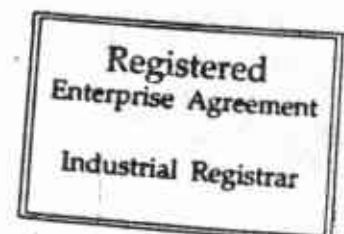
AND

EMPLOYEES OF THE COMPANY

MEMBERS OF

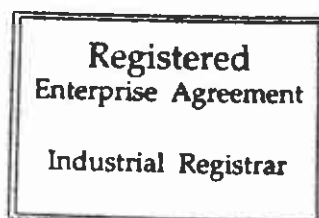
NUW, NATIONAL UNION OF WORKERS

13 AUGUST 2001



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Registered
Enterprise Agreement
Industrial Registrar

1. TITLE:

This agreement shall be known as the Cadbury Schweppes, Liverpool Site Agreement.

2. OBJECTIVES:

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

- i) To enable Cadbury Schweppes, Liverpool to better compete in Australia, and particularly against imports;
- ii) To enable Cadbury Schweppes, 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;
- 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 Cadbury Schweppes Liverpool at 42 Orange Grove Road Liverpool NSW 2170 and employees covered by the:

- Storeman & Packers General (State) Award



4. **PARTIES BOUND:**

This agreement shall be binding on:

- (A) Cadbury Schweppes, Liverpool
- (B) NUW, National Union of Workers, New South Wales Branch

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

This agreement shall operate from the 23 July 2001. The parties agree that this Agreement shall be filed for certification by the ~~Industrial Relations~~ Industrial Relations Commission of NSW pursuant to Part VII of the Act and shall have a nominal expiry date of 30 June 2003.

6. **INCONSISTENCY BETWEEN PARENT AWARDS AND THIS AGREEMENT:**

This agreement incorporates into the contract of employment of the employees covered by this agreement each of the terms of the Storeman & Packers General (State) Award. 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

CADBURY SCHWEPPEES, LIVERPOOL SITE BASE WAGE RATES

AS AT 23 JULY 2001.

RATES FOR 36 HOUR WEEK INCLUSIVE OF 5% INCREASE

| | |
|--|----------|
| GRADE 1 (NEW STARTER- PRODUCTION) | \$556.80 |
| GRADE 2 (NEW STARTER – STORES WAREHOUSE) | \$598.90 |
| GRADE 3 | \$641.50 |
| TEAM LEADER | \$707.30 |
| OPERATIONS/WAREHOUSE TECHNICIAN | \$826.80 |

8. ALLOWANCES:

The following is a list of allowances, which will apply, where applicable, under the terms of the Site Agreement at Cadbury Schweppes, Liverpool. These allowances (except EFT) are inclusive of the 2001 5% increase effective 23 July 2001.

8.1 Allowances:

| | | |
|-------------------|---|---|
| Tea Money | - | \$ 8.10 per time |
| Laundry Allowance | - | \$ 7.70 per week |
| First Aid | - | \$10.40 per week |
| Freezer Allowance | - | \$21.80 per week (paid only when worked) |
| Boiler Attendant | - | \$30.10 per week (paid for all purposes) |

8.2 Freezer Allowance:

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.

8.3 Mileage Allowance:

Mileage Allowance will be paid to employees who are called in, called back or directed to another place of employment by the company. Conditions defined in the appropriate award and will be increased in accordance with any award adjustments.

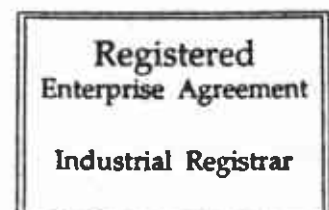
8.4. Tea Money:

- 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.

9. TEAM LEADER/OPERATIONS TECHNICIAN:

Applicable to Production/Stores Personnel only

- (a) Applicable to relieving Team Leaders, Operations/Warehouse Technician positions.



- (b) Not available to Grade 2 or below.
- (c) Paid for time worked as relief only on a day to day basis (i.e. one day at a time)
- (d) Those accredited as Team Leaders or Operations Technicians, but for whom there is no permanent position will be paid the full rate for the position relieved.
- (e) Those not accredited will be paid \$15.00 per week for relieving.

10. PAYMENT OF WAGES INTO BANK ACCOUNT:

All employees will, as a condition of employment, have wages transferred by EFT directly into their bank account by Thursday of weeks 1 & 3 of the Cadbury Schweppes period calendar, commencing 25 October 2001.

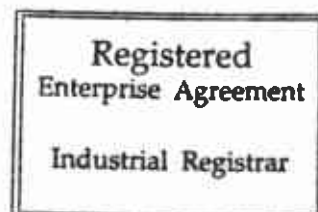
11. "SUNSET" CONDITIONS:

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

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



Sunset Grade 4:

Employees covered by the sunset conditions will be paid the following rate as at 23 July 2001 inclusive of 5% increase.

| | |
|--------------------|----------|
| Production Grade 4 | \$683.70 |
|--------------------|----------|

"Sunset" means that these conditions disappear when current employees leave.

Sunset Blowmould:

Employees covered by the sunset conditions will be paid the following rates as at 23 July 2001 inclusive of 5% increase.

| | | |
|-----|---------------------------|----------|
| C14 | General Hand Blowmould | \$575.30 |
| C13 | General Hand QC Blowmould | \$604.80 |
| C11 | Moulder | \$721.60 |
| C10 | Moulder Operator | \$737.50 |
| C10 | SLH Moulder | \$862.20 |

"Sunset" means that these conditions disappear when current employees leave.

12. PRODUCTIVITY:

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

13. WAGE RATES AND ALLOWANCES:

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.

The wage rates and allowances applying prior to the commencement of the term of this 2 year agreement will be increased as follows for all employees bound by this agreement

Registered
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- Effective the 23 July 2001 a 5% wage increase on base rate will apply. Allowances (except EFT) will be increased by 5%.
- Effective the 23 July 2002 a 5% wage increase on base rate will apply. Allowances (except EFT) will be increased by 5%.

14. RENEWAL OF AGREEMENT:

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

15. TEMPORARY, 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 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 Cadbury Schweppes, Liverpool, who will be used as and when circumstances demand.

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16. SPAN OF HOURS: 9 HOUR DAY ARRANGEMENTS

Shift classifications will be determined within the following span of hours.

DAY SHIFT: 6.00am - 4.30pm

includes 30 minutes unpaid meal break.

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

AFTERNOON SHIFT: 3.00pm - 12.40pm

includes 30 minutes meal break

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

20% shift penalty.

NIGHT SHIFT: 9.00pm - 09.10am

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.

17. 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.

18. 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.
- The N.S.W. gazetted Bank Holiday will be observed by Award related employees as a Public Holiday.

19. ANNUAL LEAVE:

- will be taken and calculated as 4 weeks per year, i.e. 4 x 36 hours plus 17½% leave loading plus shift allowance where applicable.

20. SICK LEAVE: - 9-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.

21. PAY DAY:

- Thursdays of weeks 1 & 3 of the Cadbury Schweppes period calendar.

22. MORNING/AFTERNOON TEA BREAKS:

- 15 minutes each, provided lines run continuously.

23. CRIB BREAK:

- A 20-minute crib break will be paid after 1½ hours work after end of normal shift. For those who take this break, production lines will continue to run.

24. 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.

25. TRAINING:

A planned and organised program which is entirely focused on improving or passing on to individuals or groups specific knowledge or skills.

26. 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 program.

27. 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.

28. 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.

29. 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 Human Resources 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 providing official receipts of 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.

30. FLEXIBILITY AND DEMARCATION:

(a) AUSTRALIAN MANUFACTURING WORKERS UNION (PRODUCTION) 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) STOREMAN & PACKERS

Storeman & 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 Cadbury Schweppes 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.

31. 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.

32. SITE CONSULTATIVE COMMITTEE:

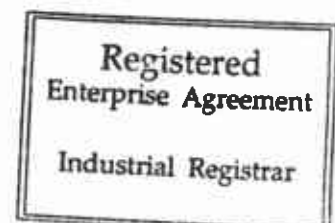
The use of Consultative Committees will continue to be a feature of working life under this Agreement.

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.

33. ACCREDITATION COMMITTEE:

(Refer Appendix 1 for Code of Conduct)



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.

34. 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 willful 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 21 "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.

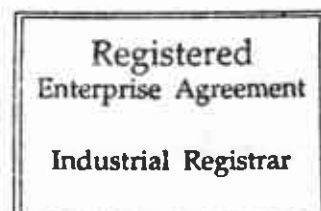
Note 4: Circumstances, which will trigger this procedure, will include failure to perform to acceptable standards, after counselling.

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.

35. 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 Australian Industrial Relations Commission 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 State wide 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).

36. 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 the relevant Union. 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.

37. CONTRACT EMPLOYMENT:

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

38. TRANSFERS:

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

39. HOSPITAL LEAVE:

- 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.

40. UNIFORMS:

The uniform policy as at July 2001.

Production:

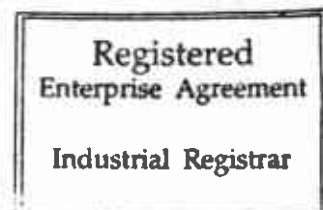
4 x jac or polo shirts - long sleeve or short sleeve or 2 of each

4 x trousers or shorts or 2 of each

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

Hairnets supplied

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

4 x trousers or 4 x shorts or 2 of each

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

Hairnets supplied

Maintenance:

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

4 x trousers

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

Hairnets supplied

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

41. MAINTENANCE OVERTIME:

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

42. BLOOD DONORS LEAVE:

Paid blood donors leave of up to 2 hours per visit to a registered clinic to a maximum of 4 times per year for employees wishing to donate blood. Proof of visitations will be supplied by the employee.

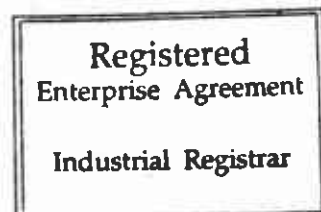
43. EFT ALLOWANCE:

An electronic funds transfer allowance of \$52.00 per year will be paid. This allowance will be paid on the 23 July 2001 and the 23 July 2002.

44. RIGHT OF RESERVE:

Both parties agree to review within the first 12 months of this agreement the following:

- (1) Bereavement leave provisions to include in-laws and grandchildren (Union Request).



- (2) Current grading and training system (Union Request).
- (3) Shift loading on sick leave (Union Request).
- (4) Flexibility & Demarcation clause '30' Part (a) and Part (b) (Union Request).
- (5) Wording of Wage clause '13' of this agreement (Company Request).
- (6) Review Span of Hours for Night Shift clause '16' of this agreement (Company Request).

45. **DEMARCATIION REMOVAL:**

Refer to Appendix 2 as attached.

46. **RETRENCHMENT AGREEMENT:**

Refer to Appendix 3 as attached.

47. **CLASSIFICATIONS:**

Refer to Appendix 4 as attached.

48. **TRAINING MATRIX (PRODUCTION & WAREHOUSE PERSONNEL):**

Refer to Appendix 5 as attached.

49. **ACCREDITATION MATRICES:**

(PRODUCTION, WAREHOUSING, DISTRIBUTION & TRADES PERSONNEL)

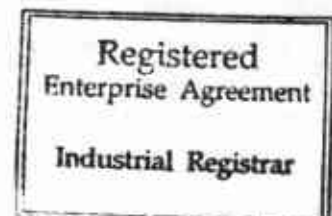
Refer to Appendix 6 as attached.

50. **AUSTRALIAN WORKPLACE AGREEMENTS:**

No Australian Workplace Agreements will be offered to employees during the life of this agreement.

*Amended 18 Sept 2001
W. S. J.*

Haylen J.



SIGNATORIES TO THIS AGREEMENT



16/8/01

SIGNED AND DATED ON BEHALF OF THE NUW
(FRANK BELAN – SECRETARY)



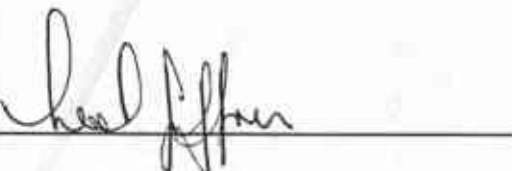
13-8-01

SIGNED AND DATED ON BEHALF OF EMPLOYEE UNION DELEGATE
(COLIN MARSH – NUW DELEGATE)



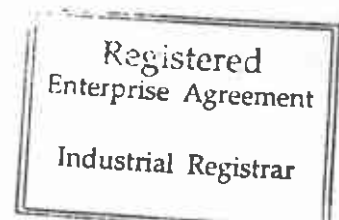
13.8.2001

SIGNED AND DATED ON BEHALF OF CADBURY SCHWEPPEES
(GREG LYNCH – HUMAN RESOURCES MANAGER)



13.08.2001

SIGNED AND DATED ON BEHALF OF CADBURY SCHWEPPEES
(KEVIN JEFFRESS – OPERATIONS MANAGER)



CADBURY SCHWEPPE'S LIVERPOOL ACCREDITATION COMMITTEES
CODE OF CONDUCT

1. NAME

The committee's shall be known as the **Dry Mix / Jam / Cordial / Warehouse / Maintenance / Receiving (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 less than four members with equal numbers of employee representatives and employer representatives.

3.2 Employee representatives shall be democratically elected by members of Dry Mix / Jam / Cordial / Warehouse / Maintenance / Receiving (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 Coordinator or proxy 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 Coordinator.

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 Coordinator 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 Coordinator prior to next meeting.

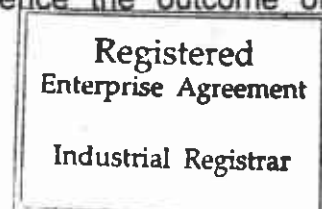
11. CONFIDENTIALITY

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 Coordinator 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 lines 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

| | |
|---------------------|--|
| Fruit Snacks | Any 2 minor lines as above PLUS one complete Major line e.g. Coffee Line, Catering Line, Saline, Hesser. |
| Agg. Plant | Operate all plant Downstairs or Accos system with mix floor upstairs. |
| | 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.

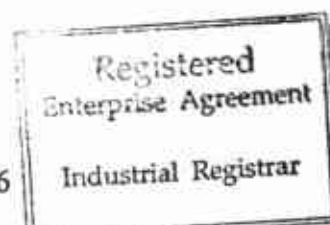
Grade 3: As per Appendix '8' Site Agreement.

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

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

16. CHANGES

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



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 Cadbury Schweppes, 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 pipe work (in feed & out feed).
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.
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 wash down (eg. can seamers).
Adjust conveyor side rails.
Breda case packer adjustments.
Flush & clean Videojet ink jet coders.
Assist in changing jar twisters 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.
Secure guards and covers.
Replace rubbers on out feed label grippers.
Remove capper inspection cover Line 1 & 2 to remove jammed caps.
Dismantle cooler pipe work for annual clean.

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

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 star wheels, 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
Disassemble machines for cleaning and re-assemble.
Assist in lifting 2L filling bowl for cleaning and

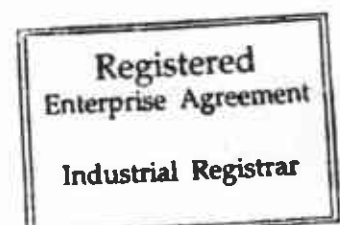
- Remove air lines
- Remove air sensor pipes
- Remove product feed pipes
- Loosen filler lid hold down clamps
- Operate hoist and fit slings to eye bolts
- Lift bowl
- Replace all components after cleaning

Change filling valves, 2L filler.
Minor adjustments to star wheel 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 pump.
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.



Agglomeration 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

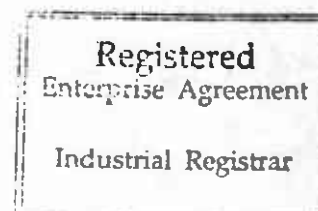
Dismantle & set up filler (incl. adjustment of spinner plate and removal/replacement of stirrer).
Adjust rails.
Adjust sealer.
Adjust cap tightener.
Adjust labeller (incl. brushes).
Can seamer - unjam cans.
Set up video jet; replace ink.
Set up Fibre King and assist when jammed.
Strip and assemble dust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

Hessers

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

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.



Coffee Line

Assist in line changes.
Adjust rails.
Adjust sealer.
Unjam jams in capper.
Unjam minor jam ups in Seamer.
Set up Video jet.
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.

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 Video jet.
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.

Electric's

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.
 - 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.

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.

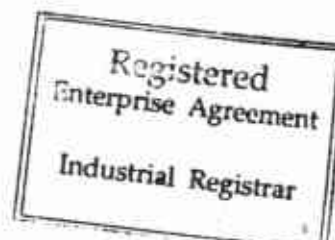
- B) Conditions applying to retrenchment will be as follows:

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.

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.



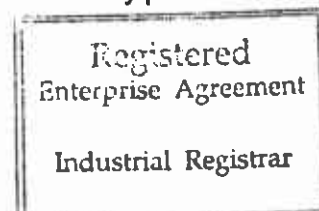
RETRENCHMENT AGREEMENT Cont.

- (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 Centrelink 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.
- 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.
- 6a. 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.



RETRENCHMENT AGREEMENT Cont.

Employees will have the option to accept such alternate employment or the retrenchment benefits.

- 6b. 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 Cadbury Schweppes, 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.

CLASSIFICATIONS

PRODUCTION 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.

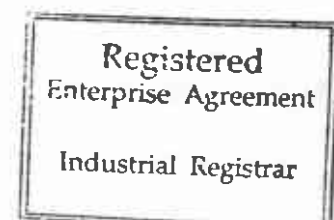
D. Employees can automatically move from Grade 1 to Grade 2 but will be reviewed within a maximum of six (6) months from starting date by the relevant plant management and accreditation committee.

PRODUCTION GRADE 2

- A. Required to maintain a safe working environment, use all equipment as per safety instructions and wear protective clothing and uniforms as supplied.
- B. Will be able to do all functions of Grade 1.
- C. Typical of the duties of Grade 2 are:-
- Responsible for the quality of his/her work.
 - General VDU skills, (e.g. operate enquiry screens on systems as they become available, operate label printers, jet coders etc.).
 - Will have a working knowledge of equipment operated and assigned to.
 - Will rotate on his/her designated production line and/or production process areas. (e.g. mix floor, pulp areas, dump and blend areas etc.)
 - Will follow issued formulations and procedures in mixing, blending, weighing, data sheets and relevant line paperwork and plant sanitation.
 - Perform on line/in-process quality inspection of mix, blend, finished product and packaging. (e.g. product solids and nett weight control etc.)
 - Will (subject to further agreement) carry out identified maintenance items/tasks after appropriate training and authorisation by Plant Manager.
 - Will co-ordinate a specific line and/or process supply area. This will include training and co-ordination of Grade 1 and Grade 2 employees.
 - As and when authorised operate forklift truck.

Note: Trainer will continue to stay with and monitor the trainee until he/she is a competent operator of that function.

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.



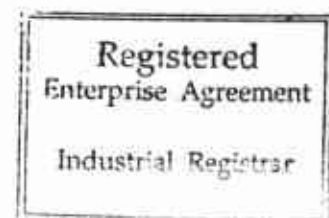
PRODUCTION GRADE 3

- A. Required to maintain a safe working environment, use all equipment as per safety instructions and wear protective clothing and uniforms as supplied.
- B. Employees at Grade 3 will be able to carry out all functions
- C. Typical of the duties of Grade 3 are:
- Overall responsibility of his/her designated production line, process area and allotted operations in relation to safety, quality, housekeeping, yield, machine and product output performance.
 - Will train and be responsible for Grade 1 and Grade 2 employees.
 - Will demonstrate the ability to control, operate, fault find, trouble shoot and organise necessary action needed to allow the product line and process to continue without interruption.
 - Will be responsible for ensuring that operators under his/her control use and/or wear issued safety equipment and/or apparel.
 - Responsible for ensuring that operators under his/her control are at their work place at the start of shift and return from all breaks in the allotted time span so as not to disrupt output.
 - Will (subject to further agreement) carry out identified maintenance items/tasks for which he/she has been trained and authorised by the Plant Manager.
 - Organise and requisition all consumables and raw and packaging items required, in advance of shift, to avoid down time.
 - As and when authorised, operate forklift truck.

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, 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.

- * Temporary Team Leaders will be expected to pursue the training requirements of a Team Leader



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.

Coordinates work in a team environment or works individually under general supervision.

Rotation within all positions at Stores Grade 2 level.

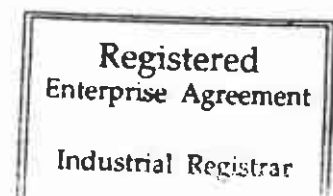
Responsible for the quality of their own work.

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 ie: operate inquiry 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.



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 despatch.
- Picking raw material and packaging orders as they become available.
- Will train and coordinate 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.



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 improvements, eg. High reach fork truck use.
- Provides all documentation accurately completed relative to warehouse performance standards as established eg. 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 IFS, Pulse and Raids.
- 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.



WAREHOUSE OPERATIONS TECHNICIAN**Position Description:**

The role of Warehouse Technician at the Cadbury Schweppes 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 fork truck.
- 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 coordinate 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.
- 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.



Job Specification continue:

- 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.
- 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.

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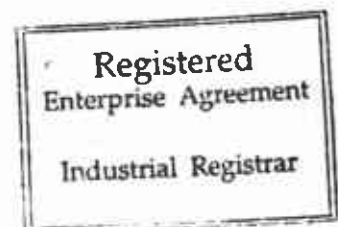
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CADBURY SCHWEPPE'S LIVERPOOL TRAINING MATRIX - PRODUCTION GRADES

| = REQUIRED FOR GRADING | | O= | OPTIONAL "refer to plant manager" | * | AVAILABLE BASED ON DEMAND | | |
|--|--------|---------|-----------------------------------|---------|---------------------------|----------|--|
| TRAINING PROGRAM | AVAIL. | GRADE 1 | 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 | | | | | | 4 HOURS plus off the job projects - detailed and extensive |
| Get your Quality Right - No Foreign Objects - Operator | YES | * | * | * | * | | 2 HOURS |
| Get your Quality Right - No Foreign Objects - Supervisor | YES | | | | * | | REQ OFF THE JOB PROJECTS |
| O.H. & S. Awareness Program | YES | | | | | | 3 HOURS |
| O.H. & S. Hazard Identification | YES | | | | | | 2 HOURS - General |
| O.H. & S. Chemical Awareness Program | YES | | | | | | Program |
| O.H. & S. Chemical Hazard Awareness - Plant Specific | YES | | * | * | * | | Specific to needs of the plant |
| O.H. & S. Manual Handling Program | YES | | * | * | * | | Under Development |
| Train the Trainer 1 (Job Instruction Skills) | YES | | 0 | | | | 2 DAYS |
| Train the Trainers 2 (Program development & class delivery) | YES | | | 0 | 0 | | 2 DAYS - Plant Trainer, or Team Leader |
| Workplace Assessor Program | YES | | | | 0 | 0 | As required by Team Leader |
| Team Building Skills - Effectiveness, Problem Solving, Decision Making | YES | | 0 | 0 | | | Suitable for complete crews or leaders - 8/12 HOURS |
| Communication and People Skills | YES | | 0 | 0 | | | 8 HOURS, Working with People Program |
| Supervisor Development Program | YES | | | 0 | 0 | | 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 |

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| TRAINING PROGRAM | AVAIL. | GRADE 1 | GRADE 2 | GRADE 3 | TEAM LEADER | OP. TECH | COMMENTS |
|---|--------|---------|---------|---------|-------------|----------|---|
| Accreditation Committee Member | YES | | | 0 | 0 | | Committee Member only 1997 |
| Forklift Truck Licence Course | YES | | | | 0 | | As required conducted by outside consultants |
| Forklift Safety Course C.B.T. | YES | | | 0 | 0 | | Computer based training - self paced |
| IFS Program for Team Leader | YES | | | | 0 | | Team Leader Only |
| Safety Committee Member | YES | | | 0 | 0 | | External - committee members only |
| Food Science - FITC | YES | | | | 0 | | 16 HOURS |
| Q.C. Testing Procedures (Lab and Plant) | YES | | | 0 | 0 | | As required - Needs Basis - Multi Skilling |
| Cross Training within Plant - All EOP & Procedures | YES | | | 0 | 0 | | As required - Use Plant Trainer or Instructions |
| First Aid Certificate - E.Q.P. | YES | | | | | | Refer to Site Agreement - Nominated 1st AIDERS |
| First Aid Course Refresher Modules - Internal | YES | | | | | | First Aiders only - On Site |
| As identified on needs basis eg. New EQP'T, New Process etc | YES | | | | | | As needed |
| Videojet Coder | | | | 0 | 0 | | Set up an maintenance 4 HOURS |
| Maintenance tasks - As nominated e.g. Krones Labeller for Operator Video Jet "Excel" "1701" and "3" Series Items as per plant "requirements" see agreement | | | | | | | As required |



CADBURY SCHWEPPE'S LIVERPOOL TRAINING MATRIX - WAREHOUSE GRADES

| | = REQUIRED FOR GRADING | O= | OPTIONAL "Refer to 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 | | |

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| TRAINING PROGRAM | AVAIL | GRADE 2 | GRADE 3 | TEAM LEADER | OP. TECH | COMMENTS |
|--|-------|---------|---------|-------------|----------|--|
| Forklift Truck Licence Course | YES | | | * | * | As required - Conducted by outside consultants |
| Food Science - FITC | YES | | 0 | 0 | | 16 HOURS |
| 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 eg. New EQPT, 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 |



ACCREDITATION MATRICES
(PRODUCTION, WAREHOUSING, DISTRIBUTION AND TRADES PERSONNEL)

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

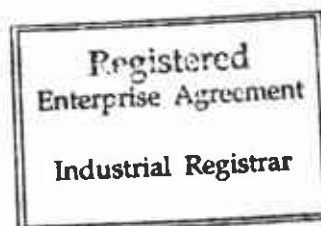
Is Operations specific and evaluates the "operational" aspects of work in the various grades. For Grade 2 employees this will evaluate the "operational" aspects of a machine or process.

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.



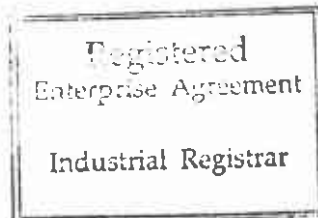
NAME: _____

DATE: _____

PRODUCTION GRADE 2

PART 1

| | | YES | NO |
|---------------------------------|---|-----|----|
| 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 good housekeeping. | | |
| ii. | Workplace kept clean and free from hazards at all times. | | |
| iii. | Maintains a high standard of personal hygiene. | | |
| 3. MATERIALS AND QUALITY | | | |
| i. | Able to follow formulations and data sheets | | |
| ii. | Able to follow requisitions and information sheets | | |
| iii. | Carries out line / in process quality inspections of mix, blend and finished product. | | |
| iv. | Carries out quality inspections of all packaging / finished product being transported to and from the lines. | | |
| v. | Alerts team leader to imminent materials shortages/issues in sufficient time to rectify. | | |
| vi. | Alerts team leader of all finished goods problems as soon as possible to prevent the production of inferior quality product | | |
| 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. | | |
| iv. | Can accurately record pre and post product material losses and rectify if due to materials handling. | | |
| v. | Alerts the Warehouse Supervisor and the Team Leader of forklift maintenance due to materials handling. | | |



PRODUCTION GRADE 2 Continued

5. PEOPLE SKILLS

- i. Contribute to the teams 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.

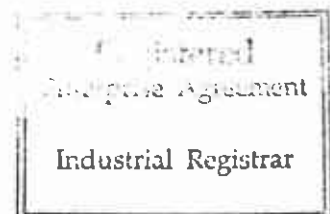
6. PLANNING AND PAPERWORK

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

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

Signed:

Chairman, Accreditation Committee



PRODUCTION SKILLS MATRIX - PART 2

Name: _____ Department: _____ Date: _____

| OPERATION | SET UP | START/S TOP | 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 | | | | | | | | | | | | | | |
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| Packing | | | | | | | | | | | | | | |
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| Materials | | | | | | | | | | | | | | |
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| | |
|---------------------------------------|----------|
| Total No. Satisfactory (Yes's) | |
| Total No. Of Items | |
| Percentage Correct | % |

**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

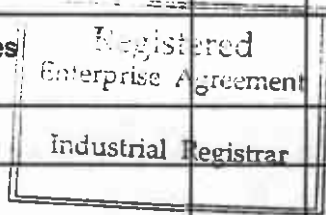
Operator has the appropriate skills and training to safely and efficiently use all available materials handling equipment.



PRODUCTION GRADE 3 / TEAM LEADER

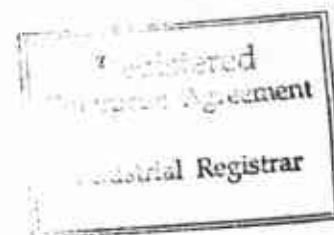
PART 1

| | | 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 forklift, loading dock etc. | | |
| | ii). Understands the importance of high standards of hygiene; - what is meant by hygiene - why is it important to the company - what factors contribute to poor hygiene | | |
| | iii). 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; - why is it important - can carry out basic quality procedures/tests - can take corrective action | | |
| | (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) Ensures 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 | | |
| | (iii) Can carry out safely, approved maintenance tasks. | | |



| 5. | PEOPLE SKILLS | YES | NO |
|------------------------------|--|-----|----|
| (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; - down time - yields/net weights - output - wastage - 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 | % |



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 |
|-----------|---|-----|----|
| 1. | SAFETY | | |
| | (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 . | | |
| | | | |
| 2. | HOUSEKEEPING | | |
| | (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. - what is meant by hygiene - why is it important to this company - what factors contribute to poor hygiene | | |
| | (iv) Ensures and maintains high standards of personal hygiene throughout areas under his/her control. | | |
| | | | |
| 3. | MATERIALS & QUALITY | | |
| | (i) Understands load checks - outgoing/incoming. - Why is it important - Can carry out basic quality/quantity procedure/tests - outward and receiving. - Can take corrective action. | | |
| | (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 short comings. | | |
| | (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 | | |

| 4. | PROBLEM SOLVING | YES | NO |
|----|--|-----|----|
| | 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. | | |
| | | | |
| 5. | PEOPLE SKILLS | | |
| | (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 | | |
| | | | |
| 6. | PLANNING/PAPERWORK | | |
| | (i) Accurately records all required measurements and incidents relative to the day to day operations. | | |
| | (ii) - Materials/Cartons) Goods Inwards & - Pallets) Goods Outwards | | |
| | (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 all paperwork in relation to goods inward and despatch. | | |

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

