








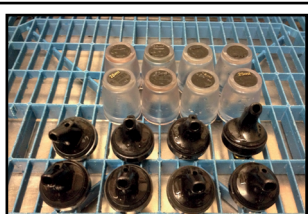
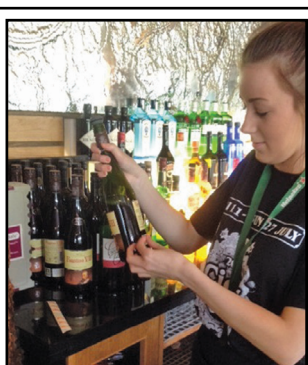



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| Reference | <ul style="list-style-type: none"> • DMLB • SOP - B0013 - Cleaning optics and free pour measures • SOP - B0018 - Use of Vac-u-vins • SOP - B0022 - How to complete free pour training • SOP - OF0086 - Completing a liquor Manager's Own Stock (MOS) • SOP - OF0087 - Logging and reviewing APOS wastage • SOP - OF0088 - Dealing with delisted, slow moving and short shelf life stock |
| Equipment | <ul style="list-style-type: none"> • Spirit date label • Spirit pourer and lid • Optic • Day dots • Vac-u-Vin pump and stopper  |
| Step 1 |  <ul style="list-style-type: none"> • A spirit is defined within this SOP as any spirit, liqueur or fortified wine. • When opening a spirit bottle where an optic will not be used and the product will not sell within 14 days, the original cap must be retained. • Where optics are not in use, for products that will sell within 14 days, a lidded spirit pourer or a metal pourer with dust cap fitted can be applied. • For wines, refer to Step 10. |
| Step 2 |  <ul style="list-style-type: none"> • Only turn back bar lights on immediately prior to the pub opening to the customer. |
| Step 3 |  <ul style="list-style-type: none"> • At the end of each Saturday's trade, any newly opened and not previously labelled products must have a spirit date label applied. This includes products on optic. • Record the best before date on the label, applying a 3 month calendar date e.g. a bottle opened on the 26/08 would be labelled 26/11. • Apply the date label to a part of the bottle that is not visible to the customer e.g. the back. |
| Step 4 |  <ul style="list-style-type: none"> • At the end of the night, verify all the opened spirits (not on optic) contain a spirit pourer and lid or are sealed with the original cap. • If the original cap is not available, a clean like-for-like replacement cap or spirit pourer and lid must be used. |
| Step 5 |  <ul style="list-style-type: none"> • Back bar lights must be turned off when the pub is not trading. |

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| Step 6 |  | <ul style="list-style-type: none"> • During the Manager's Own Stock (MOS) count, check the dates on any open spirits to ensure they are within the three calendar month best before. Refer to SOP - OF0086 - Completing a liquor Manager's Own Stock (MOS). • For any opened spirits that are within two weeks of the date applied to the bottle, take the appropriate action to reduce in price and sell off. Refer to SOP - OF0088 - Dealing with delisted, slow moving and short shelf life stock. |
| Step 7 |  | <ul style="list-style-type: none"> • Any opened spirits that have exceeded the applied date must be disposed of and recorded as wastage in the DMLB and on APOS. Refer to SOP - OF0087 - Logging and reviewing APOS wastage. |
| Step 8 |  | <ul style="list-style-type: none"> • All spirit pourers and optics must be cleaned weekly. Refer to SOP - B0013 - Cleaning optics and free pour measures. |
| Step 9 |  | <ul style="list-style-type: none"> • Before inserting any spirit pourer or optic into any bottle it must be dry. Refer to SOP - B0013 - Cleaning optics and free pour measures. |
| Step 10 |  | <ul style="list-style-type: none"> • As part of the end of night bar closedown procedures, all opened bottles of wine must be Vac-u-vined. Refer to SOP - B0018 - Use of Vac-u-vins. • Apply a day dot (3 days), to the rear label of any opened bottle of wine. • On a daily basis, check all opened bottles of wine. If any are going out of date today, take the appropriate action to reduce in price and sell off. • Any opened bottles of wine that have exceeded the applied date must be disposed of. Record as wastage in the DMLB and on APOS. Refer to SOP - OF0087 - Logging and reviewing APOS wastage. |
| Step 11 |  | <ul style="list-style-type: none"> • Review order levels for any products that have been disposed off or sold off at a reduced price. • Never pour any drinks that are dispensed in error back into the spirit bottle. Notify the Duty Manager, log as wastage in the DMLB and on APOS, and dispose of the product. Refer to SOP - OF0087 - Logging and reviewing APOS wastage. • For multi bar operations, consider rotating the spirits from the lower to the higher volume bar to ensure all stock is sold through within three months. • Never use spirits from one bottle to top-up another bottle. |