

# INSTRUCTION OF THE EMPLOYEES - PROTOCOL

Name of the business: \_\_\_\_\_

Owner/operator: \_\_\_\_\_

All employees must be enrolled before the beginning of the season.  
The instruction of the employees must be recorded and kept completely.

We confirm hereby, that we have been instructed on the \_\_\_\_\_ (date) about the following topics.

## GENERAL TASKS OF RESPONSIBILITY

- General operating procedures
- Hygienic of the employees
- HACCP concept
- Risk of carbon dioxide
- Behaviour in case of alarm by the gas detection system
- Reference to relevant manuals
  
- Use of the cleaning utensils
- Use of the cleaning medium
- Cleaning of the bar/bar area
  
- Check the glasses
- Cleaning of the spouts
- Cleaning of the syrup distributors
- Cleaning of the drip tray and drip tub
- Check every day before work the beverages out of the lines about cloudiness, taste, smell, carbonation and temperature
- Cleaning of the external dispensing system devices
- Cleaning of the pourers
  
- Lock the dispensing system during the main cleaning process

## FURTHER TASKS OF RESPONSIBILITY



**SPECIAL TASKS OF RESPONSIBILITY**

- Check the cool chamber: visually, displays, temperature, smell, floor drain and the pressure reducers
- Cleaning of the whole cool chamber
- Check carbonator: visually, on function and status of the water bath/ice bank
- Change the water filter
  
- Check/change empty gas bottles
- Change kegs/containers
- Clean keg- and container-couplings
  
- Change the water in the circulating chiller
- Change the ice bank/water bath of the carbonator
  
- Function of the ventilation
- Function of the gas detector device
- Take countermeasures in case of failure or alarm by the gas detection system
  
- Handling of hazardous materials

The employees were enrolled about the tasks of responsibility and must be responsible therefore on their own. The employees are obligated to fulfil their tasks responsible and always on time.

Name \_\_\_\_\_ Sign \_\_\_\_\_

The employees have been instructed by \_\_\_\_\_  
(Name and sign)

The employees have been enrolled by \_\_\_\_\_  
(Name and sign)