

VINIMOB assessment grid

UAA1 Wine production

U1.A1. Reception and delivery of grapes

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U1.A1.C1. Clean the reception area according to the required sanitary norms and regulations 	<p>Identification of the characteristics of clean and tidy space.</p> <p>Use claning tools, equipment and disinfectants.</p>	<p>Check that floors are clean, garbage cans are empty, machines in the area are clean.</p> <p>Choose the right tools and equipment and products for cleaning.</p>		
<ul style="list-style-type: none"> U1.A1.C2. Check the used equipment is sanitised and in good operating condition, and sanitise it if necessary. 	<p>Identification of the characteristics of clean and ready to use equipment.</p> <p>Testing of the equipment to check for any malfunctions and refer.</p>	<p>Check visually for leftovers from previous use and for bad odours. Systematically rinse the equipment.</p> <p>Make the correct connections to the equipment.</p>		
<ul style="list-style-type: none"> U1.A1.C3. Depending on the delivery process, check grape conformity and quality and refer in case of anomaly. Select and dispatch grapes according to insctructions received 	<p>Identification of the characteristics of quality bunches.</p> <p>Knowing to whom and when to report anomalies.</p>	<p>Do the visual - olfactory - gustatory control.</p> <p>Check the heath of the bunches and leftovers from the leaves, brunches, soil, stones...</p> <p>Report in the event of a problem.</p>		

<ul style="list-style-type: none"> U1.A1.C4. Technically implement the grape delivery system to the press, tanks or barrels, according to given instructions. 	<p>Checking of the connections between different parts of the equipment.</p> <p>Knowing position and appropriate usage of the emergency button for each machine.</p>	<p>Check the connections between press and tanks.</p> <p>Memorise the location of the emergency stop button.</p> <p>Use the emergency button if needed.</p>		
<ul style="list-style-type: none"> U1. A1. C5. Ensure that the press and/or the tank is properly filled under supervision 	<p>Knowing the correct level of the grapes in the press in order to start pressing.</p> <p>Knowing the correct level of must or pomace in the tanks.</p>	<p>Control the level of grapes in the press.</p> <p>Control the level of must or pomace in the tanks.</p>		

U1.A2. Vinifications

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U1. A2. C1. Ensure the collection of samples according to the company's traceability standards. 	<p>Identification of sampling tools.</p> <p>Identification of correct way to collect the sample from the vessel.</p>	<p>Go to the indicated vessel.</p> <p>Use the correct, clean bottle.</p> <p>Check the label on the sampling bottle.</p> <p>Evacuate the dead volume before taking the sample.</p> <p>Collect the sample.</p>		
<ul style="list-style-type: none"> U1.A2.C2. In order to achieve optimal fermentations, prepare and incorporate the required oenological products (yeasts, enzymes, clarification agents, adjuvants...) according to instructions 	<p>Knowing to prepare and introduce different oenological products according to instructions.</p>	<p>Take appropriate tools and oenological product.</p> <p>Measure appropriate amount of the oenological product under supervision.</p> <p>Prepare and introduce the oenological product under supervision.</p>		
<ul style="list-style-type: none"> U1.A2.C3. Monitor fermentations by carrying out the necessary controls, measurements and adjustments (temperatures and density). 	<p>Identification and usage of different tools for temperature and density measurement.</p> <p>Knowing how to report results.</p>	<p>Use correctly different tools for temperature and density measurement.</p> <p>Report the results.</p>		
<ul style="list-style-type: none"> U1. A2. C4. For red grape maceration, carry out 	<p>Knowing the basic operations during the maceration period.</p>	<p>Do the basic operations during the maceration</p>		

manual or mechanical operations: punching down, "delestage", pumping over... according to the instructions.		period (punch down the cap manually or correctly use machines for punching down, delestage, remontage, etc.).		
<ul style="list-style-type: none"> U1. A2. C5. Carry out operations at the end of the alcoholic or malolactic fermentation processes, where appropriate, by racking and transferring the pomace from the red wine to the press, under optimum conditions to protect the wine. 	<p>Knowing about racking of the white wine :</p> <ul style="list-style-type: none"> - Installation of a pumping line. - Cleaning of the tank. <p>Decanting of the red wine :</p> <ul style="list-style-type: none"> - Draining and setting up a pumping line. - Evacuation of the marc cake to the press. - Cleaning of the tank. 	<p>Rack the white wine:</p> <ul style="list-style-type: none"> - Install the pumping line. - Clean of the tank. <p>Decant the red wine:</p> <ul style="list-style-type: none"> - Drain and set up a pumping line. - Evacuate the marc cake to the press. - Clean the tank. 		

U1. A3. Wine ageing

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U1. A3. C1. Ensure that the container is properly filled, topped up and sealed. 	<p>Knowing how to install the pumping line.</p> <p>Identifying appropriate level of the wine inside of different vessels.</p> <p>Identifying the proper sealing operations.</p>	<p>Install the pumping line.</p> <p>Fill the vessels with the appropriate amount of wine.</p> <p>Seal the vessels correctly.</p>		

U1.A4. Sanitary activities

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U1.A4.C1. Apply required personal sanitary and disinfection procedures. 	<p>Appreciation of the proper personal appearance according to hygiene standards.</p> <p>Identification of personal disinfection procedures</p>	<p>Make sure that hands, face, hair and clothes are according to hygiene standards.</p>		

<ul style="list-style-type: none"> • U1.A4.C2. Sanitize the work area. 	<p>Identification of the characteristics of clean and tidy work surfaces.</p>	<p>Check that floors are clean, garbage cans are empty, and the area is clean.</p> <p>Choose the right tools, products and equipment for cleaning.</p> <p>Make the right water connections.</p>		
<ul style="list-style-type: none"> • U1.A4.C3. Sanitize (machinery plant) wine making supplies and cellar equipment. 	<p>Identification of the characteristics of clean and ready to use equipment</p>	<p>Check visually for residues from previous use and for bad odours.</p> <p>Make the correct connections to the equipment.</p> <p>Systematically rinse the equipment.</p>		

U1.A5. Safety and security rules

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> • U1.A5.C1. Apply safety procedures related to work in confined space. 	<p>Identification of characteristics for safe working in confined space.</p>	<p>Check with superior that the working space is properly ventilated.</p> <p>Use proper lights.</p>		
<ul style="list-style-type: none"> • U1.A5.C2. Wear appropriate personal protective equipment (PPE) required by applicable regional regulations 	<p>Identification of proper PPE.</p>	<p>Wear the equipment appropriate to the work required.</p> <p>Check for worn out and torn PPE and renew it if necessary.</p>		
<ul style="list-style-type: none"> • U1.A5.C3. Check the correct functioning of the cellar equipments and report any anomalies. 	<p>Identification of correct working characteristics for cellar equipment.</p> <p>Knowing how to report in case of anomalies.</p>	<p>Identify abnormal noises and odours.</p> <p>Identify the source of the breakdown : electrical, mechanical, pneumatic, etc.</p> <p>Report in case of anomalies.</p>		
<ul style="list-style-type: none"> • U1.A5.C4. Apply safety rules cellar especially when handling electric or rotary equipments and chemical products. 	<p>Identification of the risks from the electrical, rotating equipment and chemicals.</p>	<p>Wear appropriate PPE.</p> <p>Handle with care with the electrical, rotating equipment and chemicals.</p>		

	Knowing position and appropriate usage of the emergency button for each machine.	Use machines with permission and/or supervision. Use the emergency button if needed.		
--	--	---	--	--

UAA2 Wine packaging

U2.A1. Bottling process

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U2. A1. C1. Take part in the implementation of the wine, bottles (or bags of « Bag in Box ») and stoppers ("bidules", caps, corks...) supply line. 	<p>Correct functioning of the chain.</p> <p>Rate monitoring</p>	<p>Make sure there is enough space for the operator's movements.</p> <p>Put in enough bottle to prevent the chain from breaking as well as the boxes and the bags (for the BIBs) and the plugs.</p>		
<ul style="list-style-type: none"> U2.A1.C2. Know how to identify anomalies and refer them to supervisors. 	<p>The machine must operate without breakage.</p> <p>Quality control.</p>	<p>Know how machines work in general</p> <p>Know how to identify anomalies.</p> <p>Memorise the location of the emergency button.</p> <p>Check the protection of the electrical supply cables.</p> <p>Check the filling height according to the legislation and capping (a weighing for the BIBs).</p>		
<ul style="list-style-type: none"> U2.A1.C3. Collect containers and putting them into storage 	<p>Good positioning of the bottles in the crate (or on the pallet, for the BIBs) and good maintenance of the whole.</p>	<p>Position the recovery box correctly and presence of a forklift to move it once full : avoid chain breakage.</p> <p>Position the BIBs correctly on the pallet.</p> <p>Use the good gestures.</p>		

U2.A2. Bottle labelling

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U2.A2.C1. Take part in the setting required by the different features of the containers (bottles, "Bag-in-Box"...), and in the preliminary control, under supervision. 	Quality control	<p>Ensure that the machines are set to the container size according to the instructions given or according to the model for manual labelling or the use of templates.</p> <p>Check the protection of the power supply cables and switch off the machine if necessary (emergency stop or stop button).</p> <p>Check the filling height of the containers (or of the BIBs) and the integrity of the bottle (broken caps, chipped bottle,...)</p>		
<ul style="list-style-type: none"> U2.A2.C2. Supply filled bottles (or BIBs) on the line while checking their conformity (filling level, format, integrity, cleanness...). 	<p>Transfer of bottles from the pallet (or BIBs) to the container bottling line (or to the BIB filler).</p> <p>Quality control.</p>	<p>Know how to handle the gripper for taking bottles from the pallet to the bottling line.</p> <p>Know how to pick up empty bottles from the pallet in complete safety for the operator and to avoid any bottle breakage.</p> <p>Know how to spot non-conformities in containers</p> <p>Memorise the location of the emergency button.</p>		
<ul style="list-style-type: none"> U2.A2.C3. Check suitable positioning of the label/back label, collar, tax stamp or cap. 	Identification of the various components of a container's packaging and their positioning.	<p>Know the different elements to put on the container (labels, medals, capsules, etc.) according to a model.</p> <p>Know how to position these different elements in the right place on the container.</p>		

	Quality control.	Know how to do a self-check of the labelling done		
--	------------------	---	--	--

U2.A3. Packing and storage

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U2.A3.C1. Format the appropriate packing and its cushioning system and other specificities. 	<p>Identification of the packaging and the assembly tools..</p> <p>Rhythm and pace.</p>	<p>Know the different packaging formats.</p> <p>Know the specific assembly techniques for each packaging.</p> <p>Know the specific techniques of folding.</p> <p>Maintain the rhythm of the chain and its pace.</p>		
<ul style="list-style-type: none"> U2.A3.C2. Encase the bottles after the labeling process and seal the box. 	<p>Handling of the different tools for assembling the boxes.</p> <p>Quality control.</p> <p>Rythm and pace.</p>	<p>Know the different type of packaging and their standards.</p> <p>Identify and report the packaging defects.</p> <p>Work at a good pace to avoid line interruption.</p>		
<ul style="list-style-type: none"> U2.A3.C3. Distribute the boxes in the appropriate storage areas according to the product. 	<p>Identification of the locations dedicated to each packaging format</p> <p>Rythm and pace.</p>	<p>Locate and know the places for each format of packaging to be able to move easily in the storage area.</p> <p>Work at a good pace to avoid line interruption.</p>		
<ul style="list-style-type: none"> U2.A3.C4. Palletising boxes according to the pallet format and the customer's or company's requirements 	<p>Locate the storage room and identify the different categories and standards of palletisation.</p> <p>Monitoring of customer requirements.</p> <p>Identification of defects on the pallet (quality, dimensions standards) and errors in the palletization.</p>	<p>Know the different types of pallets.</p> <p>Follow the palletisation standard for the different types of packages or pallets.</p> <p>Prepare the pallets according to the orders and customer's or company's requirements.</p> <p>Report any errors and defects</p>		

<ul style="list-style-type: none"> • U2.A3.C5. Properly film and label the pallet to ensure safe and correct transport 	<p>Identification of tools and filming methods.</p> <p>Labelling of pallets</p> <p>Quality control</p>	<p>Apply the different manual and mechanic filming techniques.</p> <p>Correctly label pallets</p> <p>Report any errors and defects</p>		
---	--	--	--	--

U2.A4. Safety and security rules

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> • U2.A4.C1. Wear appropriate personal protective equipment (PPE) required by applicable regional regulations 	<p>Identification of proper PPE.</p>	<p>Wear the equipment appropriate to the work required.</p> <p>Check for worn out and torn PPE and renew it if necessary.</p>		
<ul style="list-style-type: none"> • U2.A4.C2. Check the correct functioning of the equipments and report any anomalies. 	<p>Identification of correct working characteristics for cellar equipment.</p> <p>Knowing how to report in case of anomalies.</p>	<p>Identify abnormal noises and odours.</p> <p>Identify the source of the breakdown : electrical, mechanical, pneumatic, etc.</p> <p>Report in case of anomalies.</p>		
<ul style="list-style-type: none"> • U2.A4.C3. Apply safety rules in conditioning and storage areas especially when handling electric or rotary equipments and heavy objects. 	<p>Identification of hazards related to electricity, rotating equipment and handling of heavy objects.</p> <p>Knowing position and appropriate usage of the emergency button for each machine.</p>	<p>Wear appropriate PPE.</p> <p>Handle electricity, rotating equipment and heavy objects with care.</p> <p>Use machines with permission and/or supervision.</p> <p>Use the emergency button if needed.</p>		

ULO3. Wine marketing

U3.A1. Reception of customers

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U3.A1.C1. Ensure Cellar Door Sales premises are kept clean, tidy and ready for service at all times. 	<p>Identification of the characteristics of clean and tidy space.</p> <p>Appropriate choice of glasses according to the wine tasted.</p>	<p>Check that floors are clean, garbage cans are empty, counter is whipped.</p> <p>Check that tasting glasses are clean and polished, prepare the spittoons.</p>		
<ul style="list-style-type: none"> U3.A1.C2. Meet and greet customers in a friendly/ professional manner. 	<p>Dressing in accordance with the company's values.</p> <p>Correct and friendly reception of customers</p>	<p>Ensure a good self-image according to the company's values.</p> <p>Greet in a polite and friendly way.</p>		
<ul style="list-style-type: none"> U3.A1.C3. Communicate with customers in a professional, effective, and courteous manner according to the company policy. 	<p>Correct posture when greeting the customer.</p>	<p>Respect social distancing and have a conversation adapted to the customer.</p>		

U3.A2. Presentation of the wine farm and its production

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U3.A2.C1. Describe the major features of the vineyard, the specificities of the company and the main lines of their respective history. 	<p>Knowledge of the history of the company, the age and appellation of the vineyard, the soil and the grape varieties.</p>	<p>Explain clearly and correctly (history of the company, appellation, soil, climate, exposure...)</p>		
<ul style="list-style-type: none"> U3.A2.C2. Briefly present the range of wines produced and their specificities. 	<p>Knowledge of the range of wines produced in the winery.</p>	<p>Explain clearly and correctly the basic information.</p> <p>Provide additional information with the support of the supervisor.</p>		
<ul style="list-style-type: none"> U3.A2.C3. Describe in a generic way the methods and techniques of wine production (from the grape to the bottle). 	<p>Knowledge of the main stages of production of the wines offered in the winery.</p>	<p>Describe clearly and provide additional information with the support of the supervisor.</p>		

U3.A3. Service (preparation of wine tasting + serving wine)

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U3.A3.C1. Prepare the area and equipment required for the wine tasting. 	Organisation of the setting up of the tasting material.	Set up the right number of glasses according to the wines tasted and prepare the appropriate equipment (spittoons, napkins, corkscrew, etc.).		
<ul style="list-style-type: none"> U3.A3.C2. Ensure the bottles are correctly opened and the wine is checked. 	Correct opening of the bottle and checking if the wine is appropriate for serving.	<p>Correctly open different kind of bottles (sparkling wine and still wine), putting the wine pourer on the bottle,</p> <p>Smell and taste a small quantity of the wine to identify any significant defects.</p>		
<ul style="list-style-type: none"> U3.A3.C3. Pour tasting samples cleanly and in appropriate quantities 	Appropriate quantity of wine for tasting.	Hold the bottle correctly, Pour appropriate quantity of wine without dripping.		

U3.A4. Wine description

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U3.A4.C1. Describe main characteristics of wine styles and varieties. 	Main wine characteristics: alcohol, body, acidity, sweetness, tannins, type and depth of colour.	Describe clearly and provide additional elements with the support of the supervisor. (alcohol, body, acidity, colour, etc.).		
<ul style="list-style-type: none"> U3.A4.C2. Identify the key taste sensations of wine using sight, smell and taste. 	Knowledge of the order of sensory tasting.	Use correct colour descriptor, use proper descriptors of taste and aroma for example: flower, fruit, minerals, wood....		
<ul style="list-style-type: none"> U3.A4.C3. Suggest food and wine pairing. 	Basic food and wine pairing principles. (sugar, acid/alcohol balance).	Recommend a type of food that can be paired with a particular wine.		

U3.A5. Cellar door sales or distance wine sales

Skills	Evaluation criterias	Performance indicators	Achieved	Non achieved
<ul style="list-style-type: none"> U3.A5.C1. Inform guests about the products, their prices and promotional offers on different supports. 	<p>Knowledge of the different products on sale and their prices.</p>	<p>Explicit and correct description of the products offered for sale (vintage, production method, grape varieties, etc.)</p> <p>Apply current promotional offers.</p>		
<ul style="list-style-type: none"> U3.A5.C2. Collect payments manually or automatically under supervision if necessary. 	<p>Knowledge of the different methods of payment and stages.</p>	<p>Correctly use the receipt software, or write the receipt manually.</p> <p>Ask the customer about payment method</p> <p>Collect the cash money from the customer, calculate the change to return, prepare it and give it to the customer.</p> <p>Correctly use the equipment for automatic payment.</p> <p>And all in due time</p>		
<ul style="list-style-type: none"> U3. A5. C3. Prepare the customer order according to the delivery note and make it available. 	<p>Knowledge of the differents steps of the preparation order.</p>	<p>Take the appropriate packaging, select and pack the right products.</p> <p>Hand over the order to the customer.</p>		