



Wholesaler's self-monitoring plan

A company conducts self-monitoring to supervise its activities, ensuring compliance with requirements set in legislation (Alcohol and Food Act). The operator must draw up a written self-monitoring plan, follow it and keep records of its implementation. The plan must be kept up to date.

The self-monitoring plan and the licence holder's licence referred to in the Alcohol Act must be kept available to the personnel implementing the plan and the supervisory authorities.

Customer company's details

Customer name _____

Business ID _____

Responsible person's name _____

Responsible person's email address _____

Wholesale licence number _____

Date of self-monitoring plan ____ / ____ 20____

Latest update of self-monitoring plan ____ / ____ 20____

Self-monitoring plan was approved by licence holder on ____ / ____ 20____



Description of wholesale activities

Briefly describe the company's operation and its nature and scope (*e.g. does the company import alcoholic beverages and/or resell beverages produced in Finland, from which countries are alcoholic beverages imported, to which parties are alcoholic beverages sold, if alcoholic beverages are exported from Finland and to which countries*). Please provide additional information in an attachment if necessary.

Warehouse

Fill in the name and address details of the warehouse below and ensure that the self-monitoring plan covers all warehouses. If the company has several warehouses, information on others may be provided in a separate attachment and kept on file as an attachment to this self-monitoring plan.

Name of warehouse _____

Street address of warehouse _____ Zip code _____

Tax status of the warehouse

- Taxable warehouse
- Tax warehouse

Warehouse ownership

- Owned by the company
- Rented
- Outsourced (*e.g. storage hotel*)

Warehouse name _____

Describe where and how the alcoholic beverages are stored, how the security of the warehouse(s) has been arranged, and by what means unauthorised access has been prevented (*e.g. is the area fenced in, is the warehouse kept locked, is there an alarm system, CCTV or access control system on the premises, who is responsible for security, who has access to the warehouse*). Please provide additional information in an attachment if necessary.



Products and labelling

List the product groups the company handles/stocks. Indicate if your range also includes alcoholic beverages marketed as organically produced and if these organic products are imported from the EU/EEA and/or third countries. If reference is made to an organic production method in marketing or product labelling, the licence holder must be registered with Valvira's control system for organic production. Please provide additional information in an attachment if necessary.

Describe the packaging types of the products and, if the company labels the products or provides supplementary labelling, describe them in more detail in this section (*e.g. beers and wines must have the mandatory allergen labelling both in Finnish and Swedish regardless of the packaging type or whether they are sold on licensed premises or retailed*). Please provide additional information in an attachment if necessary.

Provide information on how the company ensures that the labelling is compliant with requirements. If storage service has been outsourced to another operator (*e.g. a storage hotel*), how does the wholesaler responsible for the labelling of alcoholic beverages ensure that the labelling is correct and compliant with legislation? Please provide additional information in an attachment if necessary.



If samples are taken from products, indicate when and how often samples are taken, who is responsible for taking and analysing the samples, what the samples are tested for, and what action is taken if the analysis results are deviant. Please provide additional information in an attachment if necessary.

Storage, reception and transport of alcoholic beverages

Describe how the products are transported to the warehouse. Identify any carrier(s). Also state how the transport of beverages from the warehouse to the customer has been arranged. Please provide additional information in an attachment if necessary.

Describe what the alcoholic beverages arriving in the warehouse are inspected for and who is responsible for carrying out the acceptance inspection. Issues to be checked may include accompanying documents, package labelling and dates (*e.g. minimum shelf life*), batch number, temperature, and documentary evidence of organic products. Please provide additional information in an attachment if necessary.

Describe actions that are taken in case of an incomplete or incorrect batch of beverages (*e.g. incomplete labelling*). Please provide additional information in an attachment if necessary.



Describe how stock and sales records and stock rotation (FiFo) are handled. Please provide additional information in an attachment if necessary.

Temperature checks

Indicate how and how often temperatures are checked in the warehouse and, if necessary, separate refrigerated facilities. Please provide additional information in an attachment if necessary.

Hygiene and waste management

Indicate the party responsible for cleaning the warehouse, cleaning frequency and the cleaning agents used. Describe the storage location of cleaning equipment. Please provide additional information in an attachment if necessary.

Describe how waste management in the warehouse has been organised (*e.g. who is responsible for it, where waste containers are placed and how often they are emptied*) and where containers to be returned are stored. Please provide additional information in an attachment if necessary.



Describe how pest control has been arranged in the warehouse. Please provide additional information in an attachment if necessary.

Sales and reporting

How are obligations associated with sales and reporting met (*e.g. reporting of product declarations and delivery information to Valvira*)? Please provide additional information in an attachment if necessary.

How does the company ensure that products are only sold to a licence holder whose licence referred to in the Alcohol Act is valid and who has a licence to purchase the alcoholic beverages in question, and how the company ensures that the customers' licence numbers are up to date and correct (*licence system*)? Please provide additional information in an attachment if necessary.

Problems and recall

Describe the measures taken to record customer complaints, problems or shortcomings in the activities detected by the operator or by the authorities, and the corrective measures taken on the basis of them. Please provide additional information in an attachment if necessary.



Describe the action taken in case a product recall is necessary. Please provide additional information in an attachment if necessary.

Personnel induction to the self-monitoring plan and follow-up of plan updates

How does the operator ensure that the personnel are familiar with and comply with the obligations laid down in the Alcohol Act and the Food Act as well as in the self-monitoring plan? How is the induction of new employees organised? How does the operator ensure that the self-monitoring plan is up to date? Please provide additional information in an attachment if necessary.

Additional information

You can also provide the additional information in an attachment.

Submission

A copy of the prepared self-monitoring plan should be attached to the wholesale licence application submitted to Valvira.

Please submit the application form with its attachments electronically to alkoholi@valvira.fi (type in the title field: "Tukkumyyntilupahakemus") or mail it to Valvira / Allu-rekisteri, P.O. Box 43, 00521 Helsinki.