

**Annex 2 – Conditions consistent with the Operating Schedule**

- 1. Full training is provided to staff on commencement of their employment on the law relating to the sale of alcohol and any system or procedures they are expected to follow in the course of dealing with alcohol sales. Refresher training should be provided at regular intervals (at least 6-monthly).**

**Records detailing the training provided will be kept on the premises for production, on request, to an officer of a Responsible Authority. Records shall be retained on the premises for a minimum of 2 years.**

- 2. The age verification policy applying to the premises is 'Challenge 25'; that means anyone attempting to purchase alcohol (or other min.18 restricted product) that appears under the age of 25 years will be asked to prove their age. Acceptable forms of identification will be a PASS-accredited proof of age card, photo driving licence or passport. Failure to produce satisfactory proof of age will result in a refused sale.**

**Clear, prominent and unobstructed signage informing customers of the age verification policy in operation and the age restrictions on products, will be clearly displayed at:**

- all entry points to the premises,**
- adjacent to the products, where displayed, and**
- all points of sale.**

- 3. A system of recording sales refused under the age verification policy will be operated at all times.**

**At least weekly, the Designated Premises Supervisor (or deputy, authorised in writing) will:**

- examine the record and compare it against the normal operating pattern for the premises**
- indicate any action required following that examination**
- sign off/endorse the record to indicate the above points have been carried out**

**The refusal record will be kept on the premises for production, on request, to an officer of a Responsible Authority. Records shall be retained on the premises for a minimum of 2 years.**

- 4. A CCTV system will be installed and the recording system must be maintained in good working order and any faults repaired as soon as possible. (It is recommended that all maintenance paperwork be kept to show that the retailer has shown all due diligence in maintaining the system).**