

**WINE ACT 2003  
VERIFICATION REPORT – GRAPE WINE**

<b>Winery name</b>			<b>Physical address</b>	
<b>WSMP operator name</b>				
<b>WSMP identifier</b>			<b>Contact telephone</b>	
<b>Verification date</b>			<b>WSMP documentation followed</b>	<b>Approved Code of Practice Winery's own programme</b>
<b>Previous verification date</b>			<b>Date report completed and sent to operator</b>	
<b>Verifier name</b>			<b>Recognised Agency</b>	
<b>Verification outcome</b>	<b>WSMP</b>	<b>Acceptable Unacceptable</b>	<b>Verification frequency recommendation</b> (see s57 Notice of Direction)	<b>Level 1 (every year)</b> (Must tick if the winery makes wine for export)  <b>Level 2 (every two years)</b>  <b>Level 3 (every three years)</b>
	<b>Export requirements (Section 3.5 Grape Wine Export Code)</b>	<b>Acceptable Unacceptable N/A</b>		
	<b>OMAR – USA</b>	<b>Acceptable Unacceptable N/A</b>		

**Note: This page of the report must go to WECS:**

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**Comments:**

  
  
  

**Recommendations:**

<b>Corrective Action Requests issued</b>	<b>Comment</b>	<b>Close out by:</b>	<b>Actual close out date</b>

**Follow up of CARs / recommendations from previous verification visit(s)**

Description	Comments
<i>&lt;verifier to enter details of previous issues&gt;</i>	

Scope	Outcome (Complies, Non-compliance, Critical Non Compliance or N/A)
Pre-vintage Checklist (if used) – completed close to vintage	
Winery operation matches approved HACCP process flow	
Winery does not undertake winemaking processes outside the scope of its wine standards management plan	
Section 1: Document and Record Keeping Requirements	
Receipt of Grapes	
Chemicals and Winemaking Inputs	
Winemaking	
Transfer of Bulk Wine or Juice	
Winery Hygiene	
Bottling / Packaging	
Labelling	
Storage and Dispatch	
Staff and Visitors	
Recalls	
Export Sample Management	
USA Requirements	

**Summary of changes / issue since previous verification visit**

<b>Description of Issue</b>	<b>Compliance/Comments</b>
<i>&lt;E.g. change of day-to-day manager, amendments, new hazards, recalls, non compliances &gt;</i>	

References	Requirements	Objective Evidence Comments	
<b>COP Section 1 Document &amp; Record Keeping Requirements</b>	Requirements/ Accessibility	All WSMP documents legible, accurate and date/version marked  Product coding must enable individual wines to be separately and clearly identified  Records to be accessible & retrievable (within two working days unless otherwise agreed)  Computer records?	
	Auditable Trail / Traceability exercise	Grapes traceable from vineyard of origin through to sale of wine.	
		Wine in a particular package traced back to source vineyards of the grapes (grape wine only)	
		All other winemaking inputs identified	
		Grape tonnage to wine volume reconciliation (post-bottling)	
		Truthfulness & accuracy of label statements: 1. 85% rule for grape wine <ul style="list-style-type: none"> <li>- Variety</li> <li>- Vintage</li> <li>- Area of where grapes grown</li> </ul> 2. Country of origin	
Food Standards Code Labelling (where relevant)	<ul style="list-style-type: none"> <li>- Legible, prominent, English</li> <li>- Name of food</li> <li>- Lot ID</li> <li>- Name &amp; address of supplier</li> <li>- Alcohol declaration</li> <li>- Net contents</li> <li>- Standard drinks</li> </ul>		

References	Requirements	Objective Evidence Comments	
		<ul style="list-style-type: none"> <li>- Sulphite declaration</li> <li>- Allergen declaration</li> <li>- No prohibited labelling</li> </ul>	
<b>COP Section 2 Receipt of Grapes</b>	Spray Dairies  Refer NZ Winegrowers Export Wine Grape Spray Schedule	Has the spray diary or a supplier declaration been supplied?  Have any agrichemicals been applied within the pre-harvest interval?  If yes what steps were taken to reject grapes or ensure resulting wine complies with any NZ maximum residue limits if sold in NZ.	
		Select grapes/wine and confirm that legally permitted sprays and pre-harvest interval complied with.	
	Contamination	Is it practical for incoming grapes to be inspected for evidence of contamination?  If yes, does it happen?  What records are kept?	
		Have any incoming grapes been contaminated?  If yes what steps were taken to reject grapes or ensure resulting wine will not be harmful to human health?	

References	Requirements	Objective Evidence Comments	
	Record Keeping	For incoming grapes check records for: <ul style="list-style-type: none"> <li>- Date of receipt</li> <li>- Grower identification (if purchased)</li> <li>- Quantity (actual or estimated)</li> <li>- Grape variety, vintage, geographical region – if label claim is made</li> <li>- Spray dairy or declaration</li> <li>- Quantity of field additions of sulphur dioxide made (if any)</li> <li>- If any contamination was noted, nature and steps taken</li> </ul>	
<b>COP Section 3 Chemicals &amp; Winemaking Inputs</b>	Incoming Goods	What is done to ensure that <b>non-food chemicals</b> used in or on winemaking equipment are suitable for use in wineries?	
		What is done to ensure that <b>food additives and processing aids</b> for use in wine production are: <ul style="list-style-type: none"> <li>- food grade?</li> <li>- correctly identified on receipt?</li> <li>- there is no contamination or damage to the packaging or product on receipt?</li> </ul>	
		What is done to ensure <b>dry goods (corks, filters, oak products etc), bottles and other wine contact packaging</b> are not contaminated when received?	
	Identification & Storage of Goods	Check that all food additives, processing aids, non-food chemicals are clearly and correctly identified.  Check the non-food chemicals are stored in a designated area segregated from dry goods, food additives, processing aids, bottles and other wine-contact packaging.	

References	Requirements	Objective Evidence Comments	
		<p>Check there is an up-to-date list of all chemicals (food and non-food) used and held in the premises.</p> <p>Select chemicals and check that they are on the list.</p>	
		<p>What is done to ensure that exposed dry goods, food additives, processing aids, bottles and other packaging are removed, covered or otherwise protected prior to the use of chemicals (cleaning) that may result in contamination?</p>	
	<p>Use of non-food chemicals</p>	<p>What is done to ensure that the manufacturer's (or other valid) instructions are followed for the use of non-food chemicals?</p> <p>Confirm that directions for use are readily available to the user e.g. label, wall, data sheets etc</p> <p>How do you ensure that containers used for non-food chemicals are not used for any other purpose?</p>	
	<p>Contamination</p>	<p>Check that when wine bottles are broken that:</p> <ul style="list-style-type: none"> <li>- affected pallets are set aside;</li> <li>- broken bottles removed and disposed of; and</li> <li>- other bottles on pallet are visually inspected for signs of glass particles and disposed of or thoroughly rinsed and drained to remove any particles.</li> </ul>	
		<p>Check that, in the case where other wine-contact packaging is contaminated, that either:</p> <ul style="list-style-type: none"> <li>- packaging materials are cleaned and</li> </ul>	

References	Requirements	Objective Evidence Comments	
		<p>sanitised before use; or</p> <ul style="list-style-type: none"> <li>- not used for packaging wine.</li> </ul> <p>Check that for detected or suspected contamination of food additives, processing aids or dry goods they are:</p> <ul style="list-style-type: none"> <li>- rejected; or</li> <li>- removed from use until contamination is eliminated or managed</li> </ul>	
	Record Keeping	<p>Check that there are records for all dry goods, food additives, processing aids, bottles and other wine-contact packaging:</p> <ul style="list-style-type: none"> <li>- identity;</li> <li>- source;</li> <li>- date of receipt;</li> <li>- quantity.</li> </ul>	
		<p>Check that the following records are kept if contamination is detected in dry goods, food additives, processing aids and other wine contact packaging:</p> <ul style="list-style-type: none"> <li>- date, nature and extent of the contamination.</li> <li>- steps taken to minimise, manage or eliminate that contamination.</li> </ul>	
<b>COP Section 4 Winemaking</b>	Wine Making Additions	<p>What is done to ensure that the wine making additions are in accordance with the requirements of the Food Standards Code?</p>	
	Water	<p>What is the source of the water supply?</p> <p>If <b>own supply</b> (i.e. bore water, rain water, surface or ground water), check that annual test been completed:</p> <ul style="list-style-type: none"> <li>- E.Coli ,&lt;1/100mL</li> <li>- Turbidity, not greater than 5 NTU</li> </ul> <p>Does the laboratory meet requirements in Schedule 1 of the Wine (Specifications)</p>	

References	Requirements	Objective Evidence Comments
		<p>Notice 2006?</p> <p>Corrective actions if failed criteria:</p> <ul style="list-style-type: none"> <li>- re-test as soon as practical;</li> <li>- if fails then water cannot be used for winemaking - Consult NZFSA website for guidelines and options for water management.</li> </ul>
		<p>Check that:</p> <ul style="list-style-type: none"> <li>- new water sources tested and meet criteria before use; and</li> <li>- the water is tested within one month of any environmental change around the water source.</li> </ul>
	Winemaking equipment	<p>Check that the equipment is constructed from materials that are suitable for making wine.</p> <p>Check that the equipment is maintained in an adequate condition to avoid contamination of juice or wine.</p>
		<p>What is done to ensure that repairs &amp; maintenance of plant &amp; equipment do not result in contamination?</p> <ul style="list-style-type: none"> <li>- Cleaning?</li> <li>- Visual checking?</li> <li>- Inventory of movable items removed/replaced?</li> <li>- Other?</li> </ul>
		<p>Check that cleaning and sanitising requirements are met.</p> <ul style="list-style-type: none"> <li>- Is there a pre-vintage record?</li> <li>- Rinsing &amp; drainage to remove traces of chemicals.</li> </ul>
	Contamination	<p>What visual inspections are completed to check for potential sources of contamination?</p>

References	Requirements	Objective Evidence Comments
		<p>Minimum frequency – prior to vintage</p> <p>What corrective actions are undertaken?</p> <ul style="list-style-type: none"> <li>– Remove sources and if necessary clean &amp; sanitise before use</li> <li>– For contaminated wine - Quarantine until reprocessed or if cannot be removed is unfit for human consumption and appropriately disposed of.</li> <li>– Clean &amp; sanitise effected plant &amp; equipment before re-use</li> </ul>
	Off-site Storage	<p>Is any unfinished wine stored off-site?</p> <p>What is done to ensure that storage conditions comply with the relevant requirements?</p>
	Record Keeping	<p>Check that</p> <ul style="list-style-type: none"> <li>– grapes, juice &amp; wine are identifiable at every stage of the winemaking process</li> <li>– initial volume of juice is recorded at the first opportunity</li> <li>– Volume is re-measured and recorded at subsequent points after additions that lead to meaningful changes in volume</li> <li>– Reconciliation of grapes, juice volume and wine volumes</li> </ul>
		<p>All additives or processing aids added to grapes, juice, wine are recorded by:</p> <ul style="list-style-type: none"> <li>– identity and source of additive;</li> <li>– amount or volume added;</li> <li>– date of addition; and</li> <li>– container and batch into which addition was made.</li> </ul> <p>If conducted, any chemical analysis</p>

References	Requirements	Objective Evidence Comments
		pre/post addition.
		<p>All processes (e.g. fermentation, fining, filtering, bottling, etc) carried out on the grapes, juice, wine refer to:</p> <ul style="list-style-type: none"> <li>- nature of the process;</li> <li>- date of the process;</li> <li>- container and batch on which the process was carried out; and</li> <li>- if conducted, any chemical analysis pre/post addition.</li> </ul>
		<p>All blending of wines refer to:</p> <ul style="list-style-type: none"> <li>- originating wines – including volumes and containers from which they are sourced;</li> <li>- exact composition of the blend;</li> <li>- destination container(s) of the blend;</li> <li>- any food additives or processing aids used during blending; and</li> <li>- date of blending.</li> </ul>
		<p>All movements of juice or wine in the winery – e.g. tank to tank, tank to barrel (except within a group holding the same batch)</p>
		<p>Other records:</p> <ul style="list-style-type: none"> <li>- Water tests and actions</li> <li>- Wine contamination incidents                             <ul style="list-style-type: none"> <li>o Date, nature &amp; extent of contamination</li> <li>o Steps to minimise, manage or eliminate</li> </ul> </li> </ul>

References	Requirements	Objective Evidence Comments
<p><b>COP Section 5 Transfer of Bulk wine or Juice</b></p>	<p>Bulk Transfers</p>	<p>Check that when selling or transferring bulk wine, juice or concentrate the receiver is provided with:</p> <ul style="list-style-type: none"> <li>- details of any contamination or hazards that may be present in the wine/juice;</li> <li>- records of additions made or processes carried out (those that impact on legal compliance) up to the time of dispatch</li> <li>- records of the exact percentage composition of the vintage, variety or area of origin if sold by reference to vintage variety or area of origin</li> </ul>
		<p>Check that if purchasing or receiving bulk wine, juice or concentrate check the records of:</p> <ul style="list-style-type: none"> <li>- additives made or processes carried out up to the time of receipt (those that impact on legal compliance) to ensure that the total winemaking additions for the finished wine to be sold in NZ will be in accordance with the Food Standards Code;</li> <li>- exact percentage composition of the vintage, variety or area of origin to ensure any claims regarding vintage, variety or area will be in accordance with the requirements of the Wine Regulations 2006 and Wine Specifications (85% Rule).</li> </ul>
	<p>Record Keeping</p>	<p>Check there are records of:</p> <ul style="list-style-type: none"> <li>- actual quantity purchased;</li> <li>- additives and process carried out; and</li> <li>- exact percentage composition of the vintage, variety and area of origin.</li> </ul>

References	Requirements	Objective Evidence Comments	
		Bulk wine/juice contamination incidents: <ul style="list-style-type: none"> <li>- date, nature &amp; extent of contamination;</li> <li>- steps to minimise, manage or eliminate contamination.</li> </ul>	
<b>COP Section 6 Winery Hygiene</b>	Winery	Check that the winery is constructed of suitable materials.	
		Check that the winery is maintained in an adequate condition to minimise contamination in wine.	
		What is done to ensure that the winery is constructed and maintained in an adequate condition to minimise contamination in wine.  Are visual inspections for potential sources of contamination carried out prior to vintage?  What steps are taken to eliminate or minimise any risks?	
	Waste	Check refuse is in covered containers and emptied frequently.  Check that winemaking wastes that may introduce hazards to the wine are removed from the winery as soon as practical.	
	Pests	What is done to ensure that the winery is kept free from waste or debris that might provide a potential food source or breeding site for pests?  Check that the winery is visually inspected at least prior to vintage for pests or signs of pest activity.	

References	Requirements	Objective Evidence Comments
		<p>What steps are taken to manage or eliminate pests where they are likely to introduce hazards to the wine?</p> <p>Check that the location and uses of bait stations and insecticides do not have the potential to contaminate wine.</p>
	<p>Other Businesses Operating out of the Winery</p>	<p>Are there any other persons using any area inside the winery site plan for any other business activity?</p> <p>If yes, what is done to ensure that these activities do not introduce hazards to the wine?</p>
<p><b>COP Section 7 Bottling / Packaging</b></p>	<p>Bottles and Packages</p>	<p>What is done to ensure that all bottles and wine-contact packages are suitable for wine?</p> <p>Refer also Section 3 re Chemicals and Inputs</p>
	<p>Packaging Equipment and Premises</p>	<p>Refer Sections 4 &amp; 6 above re:</p> <ul style="list-style-type: none"> <li>- Winery equipment;</li> <li>- Water;</li> <li>- Winery hygiene.</li> </ul>
		<p>What is done to ensure that fillers, cappers and corkers are set up and maintained properly to avoid glass chipping?</p>
	<p>Breakages on the Bottling Line</p>	<p>Check that there is a written SOP (own or model from COP) for managing breakages or glass chipping on the bottling line.</p> <p>If own, check that procedure includes:</p> <ul style="list-style-type: none"> <li>- immediate line stoppage when breakage or chipping occurs;</li> <li>- removal of broken or chipped bottles as well as all surrounding bottles that</li> </ul>

References	Requirements	Objective Evidence Comments	
		<p>may have been contaminated with glass fragments;</p> <ul style="list-style-type: none"> <li>- cleaning &amp; inspection of line to remove any remaining glass fragments'</li> <li>- disposal or reprocessing of contaminated bottles.</li> </ul> <p>Check that an up-to-date copy is available to staff operating the bottling plant.</p>	
	Record Keeping	<p>Check that the following records are available:</p> <ul style="list-style-type: none"> <li>- volume and lot ID;</li> <li>- time and date of packaging/bottling;</li> <li>- any additives, processing aids or processes used before or during packaging/bottling;</li> <li>- potential hazards identified and steps taken to remove or minimise hazards;</li> <li>- all glass breakages, including steps taken to eliminate or manage risk of contamination, time &amp; date of breakage and the identity of the wine being packaged at the time;</li> <li>- any other incidence of contamination along with steps taken to eliminate, minimise or manage it.</li> </ul>	
<b>COP Section 8 Labelling</b>	Label Information	<p>Check that if selling or transferring packaged unlabelled wine, the receiver is provided with:</p> <ul style="list-style-type: none"> <li>- information regarding the use of allergens – sulphur dioxide, fish, milk, eggs etc;</li> <li>- alcohol content of the wine</li> <li>- the exact percentage composition of the vintage, variety or area of origin (if label claims will be made).</li> </ul>	

References	Requirements	Objective Evidence Comments	
		What is done to check that labels comply with the Food Standards Code before release for sale in NZ?	
<b>COP Section 9 Storage &amp; Dispatch</b>	Record Keeping	Check that for labels applied separately from packaging or bottling that the records include: <ul style="list-style-type: none"> <li>- date &amp; time;</li> <li>- volume &amp; lot ID.</li> </ul>	
	Identification	Check that prior to dispatch that packaged wine is stored by reference to wine name and lot identification in such a way that the identity of the wine cannot be accidentally erased or altered.	
	Off-site Storage	What is done to ensure that wine stored off-site complies with the CoP?	
	Record Keeping	Check that the following dispatch records are kept for all dispatched wine including bulk and clean skins: <ul style="list-style-type: none"> <li>- wine name and lot identification;</li> <li>- packaging size and total volume;</li> <li>- identity and address of customer;</li> <li>- date of dispatch.</li> </ul>	
<b>COP Section 10 Staff &amp; Visitors</b>	Training	Check that the person responsible for winery operations is familiar with requirements of CoP.  What is done to ensure that winery staff are trained in all aspects of the CoP that fall within their duties?	
	Contamination	Are personal hygiene requirements met and hand-washing facilities available?  Are visitors accompanied by staff member at all times or have a recorded approval from a staff member?	

References	Requirements	Objective Evidence Comments	
		<p>What is done to ensure staff or visitors who are suffering from boils, sores or infected wounds that are not securely and adequately covered or bandaged do not enter the winery?</p>	
		<p>What is done to ensure that staff or visitors who are suffering from a confirmed infectious disease or acute respiratory disorder are not permitted to enter the winery?</p>	
	Record Keeping	<p>Select staff member(s) and confirm training records showing, date, content and persons trained.</p>	
<p><b>COP Section 11 Recalls</b></p>	Procedure	<p>Check that there is a written recall procedure (own or model from COP).</p>	
	Procedure coverage	<p>Confirm that the documented recall procedure covers:</p> <ul style="list-style-type: none"> <li>- notifying NZFSA and verifier if wine released for sale is likely to be harmful to human health</li> <li>- criteria for deciding when a recall will be initiated;</li> <li>- designations of persons responsible for conduct of the recall;</li> <li>- requirement to contact NZFSA &amp; verification agency;</li> <li>- actions to contact persons who have been supplied with the wine and make media and trade announcements;</li> <li>- quarantine and disposal or reprocessing of recalled wine.</li> </ul>	
	Reprocessing Recalled Wine	<p>Is there are reprocessing procedure to ensure resulting product is not injurious to human health?</p> <p>If wine recalled due to physical contaminants, appropriate processes</p>	

References	Requirements	Objective Evidence Comments	
		including racking and passing through a filter of no more than 0.65 microns.	
	Record Keeping	In the event of a potential food safety Are the issues and processes that lead to the decision of whether or not recall or take other action recorded  Does the recall record include: <ul style="list-style-type: none"> <li>- Wine name and lot ID</li> <li>- Volume of wine recalled</li> <li>- Date of Recall</li> <li>- Reason for recall</li> <li>- Steps taken to minimise any hazard that may be present</li> <li>- Fate of returned product</li> </ul>	
<b>NZ Grape Wine Export Code Section 3.5</b>	Sample Criteria	<ul style="list-style-type: none"> <li>- Are samples taken from a homogeneous batch of finished wine?</li> <li>- What is done to ensure each batch is homogeneous?</li> </ul>	
	Sample traceability	<ul style="list-style-type: none"> <li>- What is done to ensure that samples are accurately labelled and can be linked back to the wine batch?</li> </ul>	
	Tank samples	<ul style="list-style-type: none"> <li>- Are all tank samples clearly indicated as such both on samples and wine request entry?</li> <li>- Is there a tank sample form link to the wine?</li> <li>- Are Tank Sample Verification Forms dispatched for all tank samples?</li> <li>- Have any further adjustments or additions been made after tank samples have been submitted?</li> </ul>	
	Export approval application	<ul style="list-style-type: none"> <li>- Is the information entered for wine and consignment export approval and</li> </ul>	

References	Requirements	Objective Evidence Comments	
<b>Overseas Market Access</b>	USA	documentation accurate? – Does this winemaker make wine for export to the USA? – If yes, does the winemaker utilise the variation from the 85% rule as permitted by the OMAR for the USA? (i.e. is grape variety 75%?) – If making to the 75% variety composition, is the wine adequately segregated from other wine and identified to avoid any possible contamination or confusion with wine made to the 85% rule?	