

# Wine Act 2003: Verification quarterly report

## [Insert name of recognised agency]

Note: The text highlighted in yellow indicates additions to the quarterly report.

<p><b>Period covered (select appropriate quarter):</b> [Q1 Jan-Mar] [Q2 Apr-Jun] [Q3 Jul-Sep] [Q4 Oct-Dec]</p> <p>Send your quarterly report to <a href="mailto:wine.query@nzfsa.govt.nz">wine.query@nzfsa.govt.nz</a></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>Due dates for quarterly reports are: Q1 Friday Apr 23, Q2 Friday Jul 23, Q3 Thursday Oct 21, Q4 Friday Jan 21</li> <li>All agencies must submit a quarterly report, if no verification activity has occurred in that quarter please send an email to <a href="mailto:wine.query@nzfsa.govt.nz">wine.query@nzfsa.govt.nz</a> to let us know you have not completed any verifications for that quarter..</li> </ol>
<p><b>Report completed by:</b></p>
<p><b>Report date:</b></p>

## 1 Reporting period summary

### 1.1 Critical non-compliances

No. of critical non compliances & reason for critical non-compliance		
Hazards in wine	Wine with false or misleading labelling	Jeopardises overseas market access

### 1.2 Verification outcomes

Verification outcome (list no.)		
Total no. of acceptable - no CARs	Total no. of acceptable – with CARs	Total no of unacceptable



## 1.4 Corrective action requests

CARs (list no.)		
Total no. CARs issued	Total no CARs closed out	Total no. overdue CARs

## 1.5 CAR's raised during reporting period

Please complete the tables below by placing a tick in the appropriate box for the nature of the CAR raised. Note: the tables match the sections in the approved wine standards management plan Codes of Practice.

### Section 1: Documentation and record keeping

Requirements	Accessibility	Traceability	Food Standards Code

### Section 2: Receipt of grapes/commodities

Spray diaries –grape wine only	Contamination	Record keeping

### Section 3: Chemicals and winemaking inputs

Incoming goods	Identification and storage of goods	Use of non food chemicals	Contamination	Record keeping

**Section 4: Winemaking**

Winemaking additions	Water	Winemaking equipment	Contamination	Off site storage	Record keeping

**Section 5: Transfers of bulk wine/juice**

Bulk transfers	Record keeping

**Section 6: Winery hygiene**

Winery	Winery waste	Pests	Other businesses operating in winery

**Section 7: Bottling and packaging**

Bottles and packages	Packaging equipment and premises	Breakages on bottling line	Record keeping

**Section 8: Labelling**

Label information for vintage, variety, area (85% rule)	Record keeping

**Section 9: Storage and dispatch**

Identification	Off site storage	Record keeping

**Section 10: Staff and visitors**

Training	Contamination	Record keeping

**Section 11: Recalls**

Procedure	Procedure coverage	Reprocessing recalled wine	Record keeping

**Section 12: Exports (where relevant)**

Sample criteria	Sample traceability	Tank samples	Export approval application

**Section 13: Overseas market access requirements (where relevant)**

Meets OMARs		Record keeping

## 2 Agency performance for quarter

### 2.1 Client appeals

Note: Use a new table for each client appeal

<b>Recognised person appeal made against</b>	
<b>Date</b>	
<b>WSMP ID</b>	
<b>Operator</b>	
<b>Nature/description of client appeal</b>	
<b>Resolution</b>	