

# Quarterly report: Wine Act verification activity

**[Insert name of recognised agency]**

<p><b>Period covered (select appropriate quarter):</b> [Q1 Jan-Mar] [Q2 Apr-Jun] [Q3 Jul-Sep] [Q4 Oct-Dec]</p> <p>Note: Due dates for quarterly reports are: Q1 Apr 23, Q2 Jul 23, Q3 Oct 23, Q4 Jan 23</p> <p>Send your quarterly report to Programme Manager (Wine and Plant Products), NZFSA, PO Box 2835, Wellington or WineQuery@nzfsa.govt.nz</p>
<p><b>Name of person responsible for report:</b></p>
<p><b>Report date:</b></p>

## 1 Reporting period summary

### 1.1 Critical non-compliances

No. of critical non compliances		
Hazards in wine	Wine with false or misleading labelling	Jeopardises overseas market access

### 1.2 Verification outcomes

Verification outcome (list no.)		
Acceptable-no CAR	Acceptable -CAR	Unacceptable

### 1.3 Corrective action requests (CAR)

CAR (list no.)	
CAR closed out	Overdue CAR

## 1.4 CAR raised during reporting period

Please complete the tables below. 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

[Insert name of recognised agency]

**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

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**Section 12: Exports**

<b>Sample criteria</b>	<b>Sample traceability</b>	<b>Tank samples</b>	<b>Export approval application</b>

**Section 13: Overseas market access requirements**

<b>USA: Traceability 75%</b>	<b>USA: Segregation and identification</b>	<b>Record keeping</b>

## 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>	