

**WINE ACT 2003  
VERIFICATION RETURN – GRAPE WINE**

**Note: Send this page to WECS**

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|   |   |  |   |  |
|---|---|--|---|--|
| <b>Winery name</b>  |   |  | <b>Physical address</b>   |  |
| <b>WSMP operator name</b>                                 |   |  |   |  |
| <b>WSMP ID</b>  |   |  | <b>Contact telephone</b>  |  |
| <b>Verification date</b>                                  |   |  | <b>WSMP documentation followed</b>  | <b>Approved Code of Practice<br/>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>Verifier signature</b>                                 |   |  |   |  |
| <b>Verification outcome</b><br>Acceptable<br>Unacceptable | <b>WSMP</b>   | <b>Meets requirements</b><br><b>Does not meet requirements</b>               | <b>Verification frequency recommendation</b><br>(see s57 Notice of Direction) | <b>Level 1 (every year)</b><br>(Must tick if the winery makes wine for export)<br><br><b>Level 2 (every two years)</b><br><br><b>Level 3 (every three years)</b> |
|   | <b>Export requirements (Grape Wine Export Code)</b> | <b>Meets requirements</b><br><b>Does not meet requirements</b><br><b>N/A</b> |   |  |
|   | <b>OMAR</b>   | <b>Meets requirements</b><br><b>Does not meet requirements</b><br><b>N/A</b> |   |  |

Verifier name:  
Date:

**WINE ACT 2003  
VERIFICATION REPORT**

**Comments:**

**(Note: If you are assigning an unacceptable outcome, identify which of the four criteria you used to determine an 'unacceptable outcome' (see clause 4 of the Wine (Recognised Agencies and Persons) Notice 2007). Include evidence to support your decision):**

**Recommendations:**

| <b>Corrective Action Requests</b> | <b>Corrective Action Request</b> | <b>Agreed close out date:</b> | <b>Actual close out date</b> |
|-----------------------------------|----------------------------------|-------------------------------|------------------------------|
|                                   |                                  |                               |                              |
|                                   |                                  |                               |                              |
|                                   |                                  |                               |                              |
|                                   |                                  |                               |                              |

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

| Description                                    | Comments |
|--|----------|
| <verifier to enter details of previous issues> |          |

**Table 1: Verification scope and outcome summary**

Refer to the verification scope issued by NZFSA for each calendar year. Use the objective evidence collected and recorded in Table 2 to assign an outcome.

| 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  |  |
| Section 2: Receipt of Grapes   |  |
| Section 3: Chemicals and Winemaking Inputs   |  |
| Section 4: Winemaking  |  |
| Section 5: Transfer of Bulk Wine or Juice  |  |
| Section 6: Winery Hygiene  |  |
| Section 7: Bottling / Packaging  |  |
| Section 8: Labelling   |  |
| Section 9: Storage and Dispatch  |  |
| Section 10: Staff and Visitors   |  |
| Section 11: Recalls  |  |
| Export Sample Management   |  |
| OMAR - USA Requirements  |  |

**Changes since previous verification visit**

| <b>Description of Change</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>Table 2 Code of Practice and gathering objective evidence</b>                    |  |  |  |
|---|--|--|--|
| <b>COP<br/>Section 1<br/>Document &amp;<br/>Record<br/>Keeping<br/>Requirements</b> | Requirements/<br>Accessibility                 | <p>If following own programme (i.e. not CoP) documents legible, accurate and date/version marked</p> <p>All WSMP records legible, accurate and dated</p> <p>Product coding enables individual wines to be separately and clearly identified</p> <p>Records accessible &amp; retrievable (within 2 working days unless otherwise agreed)</p> <p>Computer records?</p> |  |
|   | Auditable Trail /<br>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:<br>1. 85% rule for grape wine<br>– Variety<br>– Vintage<br>– Area of where grapes grown<br>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> </ul>   |  |

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

| References   | Requirements                      | Objective Evidence Comments  |  |
|--|-----------------------------------|--|--|
| <b>COP<br/>Section 3<br/>Chemicals &amp;<br/>Winemaking<br/>Inputs</b> | Incoming Goods                    | What actions ensure that <b>non-food chemicals</b> are suitable for use in winery?   |  |
|  |                                   | What actions ensure that <b>food additives and processing aids</b> are 'food grade'?   |  |
|  |                                   | What actions ensure <b>that chemicals and winemaking inputs</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.<br><br>Check that non-food chemicals are stored segregated from dry goods, food additives, processing aids, bottles and other wine-contact packaging. |  |
|  |                                   | What actions ensure that exposed dry goods, food additives, processing aids, bottles and other packaging are not contaminated during cleaning?   |  |
|  |                                   | Use of non-food chemicals  | What actions ensure that the manufacturer's (or other valid) instructions are followed for the use of non-food chemicals?<br><br>Confirm that directions for use are readily available to the user e.g. label, wall, data sheets etc<br><br>What actions ensure that containers used for non-food chemicals are not used for other purposes? |

| References                              | Requirements          | Objective Evidence Comments  |  |
|---|-----------------------|--|--|
|   | Contamination         | <p>What actions occur when wine bottles are broken?</p> <p>Do these actions manage the potential for wine to become contaminated?</p> <p>What records are kept?</p>  |  |
|   |                       | <p>What actions are taken when winemaking inputs (including packaging) are suspected to be contaminated?</p> <p>Do these actions manage the potential for wine to become contaminated?</p> <p>What records are kept?</p>   |  |
|   | Record Keeping        | <p>Check there are records for 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>Select chemicals and check that they are recorded.</p>                     |  |
| <b>COP<br/>Section 4<br/>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>Where is water sourced from?<br/>NB: If town supply, don't need test results.</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> |  |

| References | Requirements         | Objective Evidence Comments   |
|------------|----------------------|---|
|            |                      | <p>Is the laboratory on the website list?</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 equipment is constructed from materials suitable for making wine.</p> <p>Check that equipment is maintained in condition to avoid contamination of juice or wine.</p>   |
|            |                      | <p>Are there repairs and maintenance records for winemaking equipment?</p> <p>What actions are taken to ensure repairs and maintenance do not contaminate wine?</p>   |
|            |                      | <p>Check that cleaning and sanitising requirements are met.</p> <ul style="list-style-type: none"> <li>- pre-vintage checklist?</li> </ul>  |
|            | Contamination        | <p>What visual inspections are completed to check for potential sources of contamination?</p> <ul style="list-style-type: none"> <li>- pre-vintage checklist?</li> </ul> <p>What actions are taken if contamination is found?</p> <ul style="list-style-type: none"> <li>-pre-vintage checklist?</li> </ul>         |

| References | Requirements     | Objective Evidence Comments   |  |
|------------|------------------|---|--|
|            | Off-site Storage | <p>Is any unfinished wine stored off-site?</p> <p>What actions ensure that storage facilities comply requirements?</p>  |  |
|            | Record Keeping   | <p>Check that</p> <ul style="list-style-type: none"> <li>- grapes, juice &amp; wine are identifiable through entire winemaking process</li> <li>- initial volume of juice recorded at the first opportunity</li> <li>- Volume recorded after additions that lead to meaningful changes in volume</li> <li>- Reconciliation of grapes: juice: wine volume</li> </ul> |  |
|            |                  | <p>All additions or use of processing aids 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.</li> <li>- If conducted, any chemical analysis pre/post additions.</li> </ul>   |  |
|            |                  | <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>- type and date</li> <li>- container and batch</li> <li>- if conducted, any chemical analysis pre/post process.</li> </ul>   |  |
|            |                  | <p>All blending of wines refer to:</p> <ul style="list-style-type: none"> <li>- originating wines – including volumes and source containers</li> <li>- exact blend composition</li> <li>- destination container(s) ;</li> <li>- food additives or processing aids used</li> <li>- date.</li> </ul>  |  |

| References  | Requirements                            | Objective Evidence Comments   |  |
|---|---|---|--|
|   |   | <p>All juice / wine movements in winery – e.g. tank to tank, tank to barrel (except within group holding the same batch)</p> <p>Other records (if relevant):</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</li> <li>o Steps to minimise, manage or eliminate</li> </ul> </li> </ul>   |  |
| <p><b>COP Section 5</b><br/><b>Transfer of Bulk wine or Juice</b></p> | <p>Bulk Transfers –record keeping</p>   | <p>If purchasing or receiving bulk wine, check for records of:</p> <ul style="list-style-type: none"> <li>– actual quantity received/sold</li> <li>– additives and processes carried out (those that impact upon compliance)</li> <li>– exact percentage composition of vintage, variety and area of origin</li> </ul> <p>Bulk wine/juice contamination incidents:</p> <ul style="list-style-type: none"> <li>– date, nature &amp; extent;</li> <li>– steps to minimise, manage or eliminate</li> </ul>                                     |  |
| <p><b>COP Section 6</b><br/><b>Winery Hygiene</b></p>                 | <p>Winery</p> <p>Waste</p> <p>Pests</p> | <p>Check that winery is constructed of suitable materials.</p> <p>What actions ensure that winery is constructed and maintained in condition to minimise wine contamination. -pre-vintage checklist?</p> <p>Check refuse is in covered containers and emptied frequently.</p> <p>Check that winemaking wastes that may introduce hazards are removed from winery as soon as practical.</p> <p>What actions ensure winery is free from waste / debris that might provide food source or breeding site for pests? -pre-vintage checklist?</p> |  |

| References   | Requirements  | Objective Evidence Comments  |  |
|--|---|--|--|
|  |   | <p>What actions manage / eliminate pests that are likely to introduce hazards to wine?</p> <p>Check that location and use of bait stations / insecticides do not have potential to contaminate wine.</p>   |  |
|  | <p>Other Businesses Operating out of the Winery</p> | <p>Do other persons use the winery for any other business?</p> <p>If yes, what actions ensure these activities do not introduce hazards to wine?</p>   |  |
| <p><b>COP<br/>Section 7<br/>Bottling /<br/>Packaging</b></p> | <p>Bottles and Packages</p>                         | <p>What actions ensure that 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 actions ensure that fillers, cappers and corkers are set up and maintained 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 bottling line.</p> <p>If own procedure, check it includes:</p> <ul style="list-style-type: none"> <li>- immediate line stoppage;</li> <li>- bottle removal, including surrounding bottles that may be contaminated ;</li> <li>- cleaning &amp; inspection</li> <li>- disposal or reprocessing of contaminated bottles.</li> </ul> <p>Check an up-to-date copy is available to staff operating bottling plant.</p> |  |

| References                             | Requirements      | Objective Evidence Comments  |  |
|--|-------------------|--|--|
|  | 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<br/>Section 8<br/>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>   |  |
|  |                   | <p>What is done to check that labels comply with the Food Standards Code before release for sale in NZ?<br/>Pre-vintage checklist</p>  |  |
|  | Record Keeping    | <p>Check that for labels applied separately from packaging or bottling that the records include:</p> <ul style="list-style-type: none"> <li>- date &amp; time;</li> <li>- volume &amp; lot ID.</li> </ul>  |  |

| References  | Requirements     | Objective Evidence Comments  |  |
|---|------------------|--|--|
| <b>COP<br/>Section 9<br/>Storage &amp;<br/>Dispatch</b> | Identification   | Check that packaged wine in storage identified in a way that 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<br/>Section 10<br/>Staff &amp; Visitors</b>      | Training         | Check that the person responsible for winery operations is familiar with requirements of CoP.<br><br>What is done to ensure that winery staff are trained in all aspects of the CoP that fall within their duties?<br>- pre -vintage checklist   |  |
|   | Contamination    | Are personal hygiene requirements met and hand-washing facilities available?<br><br>Are visitors accompanied by staff member at all times or have a recorded approval from a staff member?   |  |
|   |                  | 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?  |  |
|   |                  | 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?   |  |

| References                            | Requirements               | Objective Evidence Comments   |  |
|---------------------------------------|----------------------------|---|--|
|                                       | Record Keeping             | Select staff member(s) and confirm training records showing, date, content and persons trained.   |  |
| <b>COP<br/>Section 11<br/>Recalls</b> | Procedure                  | Check that there is a written recall procedure (own or model from COP).   |  |
|                                       | Procedure coverage         | If following own recall procedure, confirm that the documented recall procedure covers: <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 | What actions are taken to ensure reprocessed wine is not harmful to human health?   |  |
|                                       | Record Keeping             | Are the issues that lead to decision recorded?<br>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>- What happens to recalled product when it is returned to the premises/winery</li> </ul>   |  |

| References                                   | Requirements                               | Objective Evidence Comments  |  |
|--|--|--|--|
| <b>NZ Grape Wine Export Code Section 3.5</b> | Sample Criteria                            | Are samples taken from a homogeneous batch of finished wine?<br><br>What actions are taken to ensure each batch is homogeneous?  |  |
|  | Sample traceability                        | What actions are taken to ensure that samples are accurately labelled and can be linked back to the wine batch?  |  |
|  | Tank samples                               | Are Tank Sample Verification Forms dispatched for all tank samples?<br><br>Have any further adjustments or additions been made after tank samples have been submitted?                               |  |
|  | Export approval application                | Is the information entered for wine and consignment export approval and documentation accurate?  |  |
| <b>Overseas Market Access</b>                | Check compliance with OMARS where relevant | What markets will the wine be exported to?<br>Check the NZFSA website for specific information on OMARs, as this is subject to change.<br>Check that wine is made in compliance with relevant OMARs. |  |