

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

Note: Send this page to Ministry for Primary Industries

PO Box 2526
Wellington 6140,

Email: wine.query@mpi.govt.nz

Winery name		Physical address			
WSMP operator name					
WSMP ID		Contact telephone			
Verification date (date/s on site)		Date report completed and sent to operator			
Previous verification date		Verification frequency recommendation (see s57 Notice of Direction)		<input type="checkbox"/> Level 1 (every year) (Must use Level1 if the winery makes wine for export or the wine is intended for export) <input type="checkbox"/> Level 2 (every two years) <input type="checkbox"/> Level 3 (every three years)	
Verifier name & agency					
Verifier signature					
Verification outcome <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	WSMP – does it meet requirements	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
	Export – does it meet requirements	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
		<input type="checkbox"/> N/A			
		OMARs – does it meet requirements	Yes	No	N/A
		EU			
		Brazil			
		USA			
		Ice wine			

Table 1: Background information (refer to verification entry meeting checklist items 2, 3, 4, 5 and 6)
Types of wine made
Winemaking processes
Any changes to what is listed in WSMP registration, have changes been notified to MPI using appropriate form?
Export of grape wine, list markets
Export of fruit wine, cider or mead, is the WSMP operator (if the WSMP operator is exporting) a registered exporter?

Table 2a: Non Compliances & Corrective Action Requests	Agreed close out date	Actual close out date
<p>Non compliance:</p> <p>Corrective action request:</p>		
<p>Non compliance:</p> <p>Corrective action request:</p>		
<p>Non compliance:</p> <p>Corrective action request:</p>		
<p>Non compliance:</p> <p>Corrective action request:</p>		

NOTE: CRITICAL NON COMPLIANCE -if you identify a critical non compliance please proceed with the following steps:
 Complete a *Critical non compliance Notification Form* to record further details (form available from mpi.govt.nz. The form can also be used for discussions with the WSMP operator on the reasons for issuing a critical non compliance and assigning an unacceptable outcome).
 Notify MPI of the critical non-compliance within 24 hours by:
 Sending the completed notification form to wine.query@mpi.govt.nz
 Phoning 04 894 2482 or 04 894 0681
Do not assign corrective actions and close out dates for the critical non compliance until you have notified and discussed this with MPI.

Table 2b: Follow up of any overdue corrective action requests (CARs) from previous verification visit(s)	Comments
Reasons for any overdue CARs and steps for resolving overdue CARs	

Table 3: Verification scope and outcome summary

Scope Verifiers must issue their own scope for the verification. Traceability and export/OMARs (where relevant) must always be included. Use objective evidence gathered during the verification and recorded in Table 4 to assign an outcome.	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	<i>i.e. Complies</i>
Section 2: Receipt of Grapes	<i>i.e. 2 non compliances</i>
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	

Wine Act 2003: Verification report

Section 10: Staff and Visitors	
Section 11: Recalls	
NZ Grape Wine Export Code Section 3.5	
OMAR s (please list specific OMAR where relevant)	

Table 4: Code of Practice, requirements and objective evidence

Reference to Code of Practice	Requirements	Objective Evidence - <i>include examples of objective evidence gathered i.e. give details of specific records that were checked to demonstrate requirement has been met</i>	
COP Section 1 Document & Record Keeping Requirements	Requirements/ 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 & retrievable (within 2 working days unless otherwise agreed)</p> <p>Computer records?</p>	
	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 – calculate the % loss for incoming grapes to wine bottled for a selected batch/batch's. Check that this seems reasonable. If not, ask questions as to reasons for this.	
	Truthfulness & accuracy of label statements if claims are made: <ol style="list-style-type: none"> 1. 85% rule for grape wine <ul style="list-style-type: none"> – Variety – Vintage – Area where grapes grown 2. Country of origin 		

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	Food Standards Code Labelling (where relevant)	<ul style="list-style-type: none"> - Legible, prominent, English - Name of food - Lot ID (not needed if only 1 batch – name may be sufficient to identify) - Name & address (physical address) of supplier - Alcohol declaration - Net contents - Standard drinks - Sulphite / allergen declaration - No prohibited labelling 	
COP Section 2 Receipt of Grapes	Spray Dairies Refer NZ Winegrowers Export Wine Grape Spray Schedule	<p>Check that winemaker has confirmed that grapes are suitable for winemaking. i.e. if the wine is intended for sale in New Zealand check with the winemaker how they confirm permitted sprays are used and with holding periods are met.</p> <p>If the wine is intended for export, check with the winemaker how they confirm permitted sprays are used and PHIs are met (they should be following nil residue tables if they don't know the intended export market or MRL's for specific export markets where export markets are known)</p> <p>If the winemaker confirms that sprays were applied within with holding periods or pre-harvest interval, check what steps were taken to reject grapes or ensure resulting wine complies with any maximum residue limits if sold in NZ? e.g. residue testing, blend and re-test for residues.</p>	

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	Contamination	<p>Is it practical for incoming grapes to be inspected for evidence of contamination?</p> <p>Have any incoming grapes been contaminated?</p> <p>If yes what steps were taken to reject grapes or ensure resulting wine will not be harmful to human health?</p>	
	Record Keeping	<p>For incoming grapes check records for:</p> <ul style="list-style-type: none"> - Date of receipt - Grower identification (if purchased) - Quantity (actual or estimated) - Grape variety, vintage, geographical region – if label claim is made - Spray dairy or supplier declaration - Quantity of field additions of sulphur dioxide made (if any) - If any contamination was noted, nature of contamination and steps taken 	
COP Section 3 Chemicals & Winemaking Inputs	Incoming Goods	What actions ensure that non-food chemicals are suitable for use in winery?	
		What actions ensure that food additives and processing aids are 'food grade'?	
		What actions ensure that chemicals and winemaking inputs are not contaminated when received?	

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	Identification & Storage of Goods	Check that all food additives, processing aids, non-food chemicals are clearly and correctly identified.	
		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	<p>What actions 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>What actions ensure that containers used for non-food chemicals are not used for other purposes?</p>	
	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>	

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		<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"> - identity - source - date of receipt - quantity <p>Select chemicals and check that they are recorded.</p>
COP Section 4 Winemaking	Wine Making Additions	<p>What is done to ensure that the wine making additions are in accordance with the requirements of Standard 1.3.1 and 1.3.3 of the Food Standards Code? e.g. staff training, read MPI/Winegrower's emails in relation to updates to the Food Standards Code, Appendix in the relevant Code of Practice, GMP followed, calibration of equipment, approved suppliers used, all additions recorded in notebook/computer based system, analysis of wine etc.</p>
	Water	<p>Where is water sourced from? NB: If town supply, does not require testing for E.coli and turbidity.</p> <p>If own supply (i.e. bore water, rain water,</p>

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		<p>surface or ground water), check that annual test been completed:</p> <ul style="list-style-type: none"> - E.Coli ,<1/100mL - Turbidity, not greater than 5 NTU (can test for this in house if they have the correct equipment that is calibrated and maintained) <p>Is the laboratory (only required for E.coli test) included in the list of recognised laboratories on the wine web pages?</p> <p>Corrective actions if failed criteria:</p> <ul style="list-style-type: none"> - re-test as soon as practical; - if fails then water cannot be used for winemaking - Consult MPI website for guidelines and options for water management.
		<p>Check that:</p> <ul style="list-style-type: none"> - new water sources tested and meet criteria before use; and - the water is tested within one month of any environmental change i.e. flooding, stock grazing near water source.
	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>

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		<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"> - pre-vintage checklist? 	
	Contamination	<p>What visual inspections are completed to check for potential sources of contamination?</p> <ul style="list-style-type: none"> - pre-vintage checklist? <p>What actions are taken if contamination is found?</p> <ul style="list-style-type: none"> -pre-vintage checklist? 	
	Off-site Storage	<p>Is any unfinished wine stored off-site?</p> <p>What actions ensure that off-site storage facilities comply with requirements i.e. not introducing hazards to the wine?</p>	
	Record Keeping	<p>Check that</p> <ul style="list-style-type: none"> - grapes, juice & wine are identifiable through entire winemaking process - initial volume of juice recorded at the first opportunity - Volume recorded after additions that lead to meaningful changes in volume - Reconciliation of grapes: juice: wine volume <p>All winemaking additions or use of processing aids recorded by:</p> <ul style="list-style-type: none"> - identity and source of additive; - amount or volume added; - date of addition; and 	

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		<ul style="list-style-type: none"> - container and batch. - If conducted, any chemical analysis pre/post additions.
		<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"> - type and date - container and batch - if conducted, any chemical analysis pre/post process.
		<p>All blending of wines refer to:</p> <ul style="list-style-type: none"> - originating wines – including volumes and source containers - exact blend composition - destination container(s) ; - food additives or processing aids used - date.
		<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"> - Water tests and actions - Wine contamination incidents <ul style="list-style-type: none"> o Date, nature & extent o Steps to minimise, manage or eliminate

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COP Section 5 Transfer of Bulk wine or Juice	Bulk Transfers –record keeping	If purchasing or receiving bulk wine, check for records of: <ul style="list-style-type: none"> – actual quantity received/sold – additives and processes carried out meet requirements (including OMARs) – exact percentage composition of vintage, variety and area of origin – allergens in the wine – WSMP ID/IDs the wine was made under Bulk wine/juice contamination incidents: <ul style="list-style-type: none"> – date, nature & extent; – steps to minimise, manage or eliminate 	
COP Section 6 Winery Hygiene	Winery	Check that winery is constructed of suitable materials.	
		What actions ensure that winery is constructed and maintained in condition to minimise wine contamination. -pre-vintage checklist?	
	Waste	Check refuse is in covered containers and emptied frequently. Check that winemaking wastes that may introduce hazards are removed from winery as soon as practical.	
	Pests	What actions ensure winery is free from waste / debris that might provide food source or breeding site for pests? -pre-vintage checklist?	
		What actions manage / eliminate pests that are likely to introduce hazards to wine?	

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		Check that location and use of bait stations / insecticides do not have potential to contaminate wine.
	Other Businesses Operating out of the Winery	Do other persons use the winery for any other business? If yes, what actions ensure these activities do not introduce hazards to wine?
COP Section 7 Bottling / Packaging	Bottles and Packages	What actions ensure that bottles and wine-contact packages are suitable for wine? Refer also Section 3 re Chemicals and Inputs
	Packaging Equipment and Premises	Refer Sections 4 & 6 above re: – Winery equipment – Water – Winery hygiene
		What actions ensure that fillers, cappers and corkers are set up and maintained to avoid glass chipping?
	Breakages on the Bottling Line	Check that there is a written SOP (own or model from COP) for managing breakages or glass chipping on bottling line. If own procedure, check it includes: – immediate line stoppage; – bottle removal, including surrounding bottles that may be contaminated ; – cleaning & inspection – disposal or reprocessing of contaminated bottles. Check an up-to-date copy is available to staff operating bottling plant.
	Record Keeping	Check that the following records are

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		available: <ul style="list-style-type: none"> - volume and lot ID; - time and date of packaging/bottling; - any additives, processing aids or processes used before or during packaging/bottling; - potential hazards identified and steps taken to remove or minimise hazards; - all glass breakages, including steps taken to eliminate or manage risk of contamination, time & date of breakage and the identity of the wine being packaged at the time; - any other incidence of contamination along with steps taken to eliminate, minimise or manage it. 	
COP Section 8 Labelling	Label Information	Check that if selling or transferring packaged unlabelled wine, the receiver is provided with: <ul style="list-style-type: none"> - lot/batch number for traceability purposes - information regarding the use of allergens – sulphur dioxide, milk, eggs etc; - alcohol content of the wine - the exact percentage composition of the vintage, variety or area of origin (if label claims will be made). 	
		What is done to check that labels comply with the Food Standards Code requirements and vintage, variety area claims before release for sale in NZ? Pre-vintage checklist	

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	Record Keeping	Check that for labels applied separately from packaging or bottling that the records include: <ul style="list-style-type: none"> - date & time; - volume & lot ID. 	
COP Section 9 Storage & Dispatch	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"> - wine name and lot identification; - packaging size and total volume; - identity and address of customer; - date of dispatch. 	
COP Section 10 Staff & Visitors	Training	Check that the person responsible for winery and winemaking operations are familiar with the relevant requirements of COP. What is done to ensure that winery staff are trained in all aspects of the COP that fall within their duties? - pre -vintage checklist	
	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?	

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		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?	
	Record Keeping	Select staff member(s) and confirm training records showing, date, content and persons trained.	
COP Section 11 Recalls	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"> – notifying MPI and verifier if wine released for sale is likely to be harmful to human health – criteria for deciding when a recall will be initiated; – designations of persons responsible for conduct of the recall; – requirement to contact MPI & verification agency; – actions to contact persons who have been supplied with the wine and make media and trade announcements; – quarantine and disposal or reprocessing of recalled wine. 	
	Reprocessing Recalled Wine	What actions are taken to ensure reprocessed wine is not harmful to human health?	

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	Record Keeping	<p>Are the issues that lead to decision recorded?</p> <p>Does the recall record include:</p> <ul style="list-style-type: none"> - Wine name and lot ID - Volume of wine recalled - Date of Recall - Reason for recall - Steps taken to minimise any hazard that may be present - What happens to recalled -product when it is returned to the premises/winery 	
NZ Grape Wine Export Code Section 3.5	Sample Criteria	<p>What actions are taken to ensure each batch is homogeneous?</p> <p>How does the winemaker ensure that samples submitted for export eligibility are representative of the batch? e.g. sampling from middle of bottling run rather than beginning to avoid risk of dilution.</p>	
	Sample traceability	<p>What actions are taken to ensure that samples are accurately labelled and can be linked back to the wine batch?</p>	
	Bulk samples	<p>Check reasons for making a bulk sample submission.</p> <p>Check that no further adjustments (SO₂ addition is considered an adjustment) post sample submission</p>	
Overseas Market Access	Export eligibility application	<p>Check export eligibility applications within Wine e-cert:</p> <ul style="list-style-type: none"> - is the information about the wine accurate? - are the declarations relating to OMARs accurate? 	

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	Check compliance with OMARS where relevant	<p>What markets will the wine be exported to?</p> <p>Check that wine is made in compliance with relevant OMARs (check the MPI website for specific information on OMARs as this is subject to change).</p> <ul style="list-style-type: none"> - EU; wine category, enrichment, sugar additions - Brazil; Vitis vinifera - Specified countries – ice wine; wine must be made from grapes frozen on the vine if labelled ice wine and destined for specified countries - USA; special blends of 75% variety made must be separate and clearly identified. What measures are in place to ensure this wine is not sold elsewhere?