



NEW ZEALAND WINE

PURE DISCOVERY

NEW ZEALAND WINEGROWERS
WINE STANDARDS MANAGEMENT PLAN
CODE OF PRACTICE
GRAPE WINE

Version 2: October 2011

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APPLICATION

This Code of Practice forms part of the Wine Standards Management Plan (WSMP) and is designed to help you to meet your obligations under the Wine Act 2003.

The Code outlines procedures and practice to aid compliance with the legal requirements for all wine produced, blended, finished or bottled in New Zealand. Good winemaking practice indicates that more detailed procedures should be followed in many instances.

The Code is relevant to all businesses involved in winemaking, including those making or bottling wine under contract. Winemakers that utilise contract winemaking, packaging and/or labelling services should ensure that the records described in this Code are maintained by those contractors.

Additional guidance notes can be found in italicised text boxes - *italics*. These guidance notes contain suggestions for ways that the Code requirements may be met. Compliance with the guidance notes is not mandatory and the use of alternatives that meet the requirements of the Code and of the Wine Act is permitted.

GLOSSARY

Contamination means the introduction of a hazard that results in, or has the potential to result in, the production of wine that is, or could be, injurious to human health and includes:

- chemicals such as oil, machine grease, hydraulic fluid, cleaning fluid and refrigerant;
- foreign objects such as MOG (matter other than grapes) or glass fragments.

Food Standards Code means the Australia New Zealand Food Standards Code. This can be accessed at <http://www.foodstandards.gov.au/thecode/>.

Labelling refers to the legal standards, contents and requirements for wine labels rather than the affixing of a wine label.

Verifier means a person recognised by MAF and chosen by a WSMP operator by way of an agreement to verify compliance with Wine Act requirements.

Winemaking equipment means any equipment that comes into contact with wine during winemaking. This includes pump lines, hoses, hoppers, crushers, tanks, barrels, fermentation vessels, pumps, valves, filters.

Winery means the premises or place where wine is made and includes outdoor areas used for activities such as storage or fermentation.

1 DOCUMENT AND RECORD KEEPING REQUIREMENTS

1.1 Requirements

- Winemakers must document and maintain records for wine and winemaking inputs that enable:
 - ◇ grapes used to make that wine to be tracked from vineyard of origin through to sale of wine; and
 - ◇ wine in a particular package to be traced back to the source vineyards of the grapes from which that wine was made; and
 - ◇ all other winemaking inputs to be identified; and
 - ◇ the truthfulness and accuracy of any label statements regarding wine variety, vintage, area of origin, and country of origin to be determined; and
 - ◇ where relevant, compliance with applicable labelling and composition requirements under the New Zealand (Australia New Zealand Food Standards Code) Food Standards 2002 to be demonstrated.
- Winemakers must maintain records to provide auditable trails for wine and grapes and other winemaking inputs that are based on product coding that enables individual wines to be separately and clearly identified.
- All documents and records that form part of the Wine Standards Management Plan must be legible, accurate and date or version marked.

1.2 Accessibility

- Documents and records must be:
 - ◇ accessible to your verifier or a person authorised by MAF; and
 - ◇ retained for a period of at least 7 years; and
 - ◇ retrievable within 2 working days or other period as determined by your verifier or MAF.

2 RECEIPT OF GRAPES

2.1 Spray diaries

- Obtain and check spray diaries to ensure that only legally permitted sprays have been used on grapes and that applicable withholding period or pre-harvest intervals (PHIs) are complied with.
- If the spray diary indicates use of agricultural compounds outside the withholding period or PHI, then either reject the grapes or take steps to ensure that the resulting wine does comply with New Zealand maximum residue limits if sold in New Zealand.

Guidance Note: Information on legally permitted sprays, withholding periods and PHIs for New Zealand is available in the current version of the New Zealand Winegrower's Export Wine Grape Spray Schedule.

This is updated annually. Ensure you are aware of any interim updates by reading NZ Winegrowers' newsletters and accessing the members' area of NZ Winegrowers website.

If you are exporting there may be additional requirements for pre-harvest intervals and MRLs.

2.2 Supplier declarations

- Best practice is to obtain and check a spray diary to ensure that only legally permitted sprays have been used on grapes and that applicable withholding period or PHIs are complied with.
- There may be a small number of cases where this is not possible. As an alternative in those situations a supplier declaration can be used to indicate that grapes are suitable for making in to wine. The grape supplier should make a declaration for: each block of grapes and include:
 - ◇ confirmation that withholding periods and PHIs have been met, and
 - ◇ confirmation that agricultural compounds have been applied in accordance with the [insert year] export spray schedule, and
 - ◇ noting any departures from legally permitted agricultural compounds, withholding periods or PHIs or other important information.

2.3 Contamination

- Where practical, visually inspect incoming grapes for evidence of contamination from oil, grease, hydraulic fluid or other contaminants.
- If contamination is found, then either reject the grapes or take steps to ensure that the resulting wine will not be harmful to human health.

Guidance Note: Winemakers should be aware that transporters are required to ensure that contaminants are not introduced to grapes, wine or juice during transport.

2.4 Record keeping

- Keep records of the following:
 - ◇ date of receipt;
 - ◇ grower identification (if grapes purchased);
 - ◇ quantity (actual or estimated);
 - ◇ grape variety, vintage and geographical origin (if a label claim is to be made in respect of these matters);
 - ◇ the spray diary;
 - ◇ quantity of field additions of sulphur dioxide made (if any);
 - ◇ if any contamination was noted, the nature of the contamination and the steps taken in respect of that contamination.

Guidance Note: These requirements apply to both grapes purchased from contract grape growers and grapes sourced from own vineyards.

3 CHEMICALS AND WINEMAKING INPUTS

3.1 Incoming goods

- Check that non-food chemicals (e.g. cleaning and maintenance chemicals) that will be used in or on winemaking equipment are suitable for use in food production facilities.
- Check that food additives and processing aids are permitted for use in wine making and are food grade. Refer to Appendix 1 Permitted Winemaking Additions.
- Check food additives and processing aids upon receipt to ensure:
 - ◇ that they are correctly identified; and
 - ◇ that there is no contamination or damage to the packaging or the product.
- Check dry goods (corks, filters, oak products etc.), bottles and other wine-contact packaging upon receipt for signs of contamination.

Guidance notes: The checks in the first two bullet points may be carried out by checking with the supplier; or by referring to product information data sheets, certificates of analysis, or material safety data sheets. These may be available online.

Best practice is to record the batch numbers of individual inputs, particularly where large quantities of inputs are purchased.

3.2 Identification and storage of goods

- Clearly and correctly identify all food additives, processing aids, non-food chemicals (e.g. cleaning and maintenance compounds).
- Store all non-food chemicals in a designated area segregated from dry goods, food additives, processing aids, bottles and other wine-contact packaging.
- Maintain a list of all chemicals (food and non-food) used and held in the premises.
- Remove, cover or otherwise protect exposed dry goods, food additives, processing aids, bottles and other wine-contact packaging prior to the use of chemicals (e.g. cleaning) that may result in their contamination.

3.3 Use of non-food chemicals

- Follow manufacturers instructions for use of non-food chemicals
- Ensure directions for use for all non-food chemicals are readily available to the user, for example: stated on the label, posted on the wall of storage / preparation areas or in readily available product information data sheets.

- Do not use containers used for non-food chemicals for any other purpose.

Guidance notes: Glass bottles and other non-perishable packaging or dry goods may be stored outside provided that they are adequately protected or covered to prevent contamination.

Refer to Appendix 4b List of Chemicals stored in the Winery - Non-Food Chemicals.

Food and non-food chemicals may be stored in separate parts of a single storage area provided that they are properly labelled and clearly and physically distinguished from one another.

3.4 Contamination

- If contamination is detected in any bottles or other wine-contact packaging, clean and sanitise affected packaging materials, as necessary, before use. If the affected packaging cannot be effectively cleaned and sanitised, it must not be used for packaging of any wine.
- If broken bottles are detected, as soon as practical:
 - ◇ set aside any affected pallets;
 - ◇ remove and discard broken bottles;
 - ◇ visually inspect other bottles on the pallet for signs of glass particles, and discard or thoroughly rinse and drain as necessary to remove any glass particles.
- If contamination is detected or suspected in any food additive, processing aid or dry good, either reject or remove it from use until the contamination has been eliminated or managed.
- If wine has been released for retail sale you may need to consider a recall. Refer to Section 11 Recalls, Appendix 6a Model Standard Operating Procedure: Recall and Appendix 6b Recall Decision Making Form.

3.5 Record keeping

- Record the identity, source, date of receipt and quantity of dry goods, food additives and processing aids received, for example by retaining invoices or through inventory management records.
- If any contamination is detected in any dry goods, food additives, processing aids, bottles and other wine-contact packaging, record:
 - ◇ date, nature and extent of the contamination;
 - ◇ steps taken to minimise, manage or eliminate that contamination.

4 WINEMAKING

(Includes crushing/destemming, pressing, fermentation, additions, racking, barrel ageing, filtration, fining)

4.1 Winemaking additions

- Ensure all winemaking additions for wine to be sold in New Zealand are in accordance with the requirements of the *Food Standards Code*. See Appendix 1.

Guidance Note: Wines destined for export may be subject to more restrictive rules about winemaking practices applying in those markets. However, those rules are not included within the scope of the Wine Standards Management Plan. If you have any questions regarding winemaking rules in export destinations, please contact New Zealand Winegrowers.

4.2 Water

- Ensure all water used for winemaking additions or for cleaning and sanitation of winemaking equipment is “clean water”.
- Town supply and water supplied by a third party that is shown to meet the requirements of the Health Act 1956 are considered to be “clean water”.
- Water supplied by the winemaker, solely for their own use, i.e. bore water, rain water, surface or ground water, must be tested every year. The test for E.coli must be done by an approved laboratory (see Guidance note). The test for turbidity can be done in-house if the correct equipment is available, and maintained and calibrated. It will be considered “clean water” if it meets the following criteria:
 - ◇ *Escherichia coli* – less than 1 in any 100 ml sample;
 - ◇ turbidity – must not exceed 5NTU.
- Every new source of bore water, rain water, surface or ground water must be tested before use to ensure it meets the criteria for ‘clean water’.
- When there is any environmental change around the water source that may affect its quality (e.g. flooding), the water should be re-tested within one month.
- If the water does not meet the criteria for clean water, re-test the water as soon as practical. If the re-tested water still fails to meet the clean water criteria, that water can not be used for winemaking. Check the MAF website for water management guidelines and options
<http://www.foodsafety.govt.nz/industry/general/gop/documents.htm>.

*Guidance note: A list of approved water testing laboratories is available on the MAF website:
http://www.foodsafety.govt.nz/industry/sectors/wine/making-wine.htm#P19_413.*

4.3 Winemaking equipment

- Ensure winemaking equipment is constructed from materials that are suitable for making wine and is maintained in adequate condition to avoid contamination of juice or wine.
- Where repairs or maintenance have been carried out on plant or equipment, take steps to ensure it does not result in contamination, e.g. cleaning; visual checking; and/or making an inventory of movable items removed and replaced.

- Winemaking equipment must be cleaned and sanitised, at a minimum, as close as practical to before the start of vintage each year and then as necessary.
- Cleaning and sanitation must include adequate rinsing and drainage to remove all traces of cleaning and sanitising chemicals.

Guidance notes: Best practice is to set out cleaning and sanitation procedures in a Standard Operating Procedure.

Wood is a suitable material for winemaking equipment.

Refer also to the Appendix 3 Pre-Vintage Checklist.

4.4 Contamination

- Where practical, visually inspect winemaking equipment at appropriate intervals (at a minimum prior to the start of vintage) for potential sources of contamination in wine.
- Remove any potential source of contamination detected in any winemaking equipment and, if necessary, clean and sanitise the equipment before use.
- If contamination occurs in wine:
 - ◊ quarantine the wine until it can be re-processed to remove the contamination;
 - ◊ if the contamination cannot be removed, the wine must be considered unfit for human consumption and must be appropriately disposed of;
 - ◊ clean and, if necessary, sanitise affected plant and equipment prior to reuse.

4.5 Storage offsite

- If unfinished wine is stored offsite but remains in the possession of the wine producer, then the wine maker must ensure that storage conditions comply with the relevant requirements of this Code.

Guidance note: Contract storage facilities that do not operate as wineries are not required to hold a WSMP.

4.6 Record keeping

- The grapes, juice and wine must be identifiable at every stage of the wine making process.
- Record the initial volume of juice at the first opportunity, generally immediately post-crushing or pressing.
- Re-measure and record volume at subsequent points during winemaking, including after the addition of additives or winemaking procedures that lead to meaningful change in the juice/wine volume.
- Record all food additives or processing aids added to grapes, juice, wine must by reference to:
 - ◊ identity and source of the additive;
 - ◊ amount or volume added;
 - ◊ date of addition;

- ◇ container and batch into which the addition was made;
- ◇ if conducted, any chemical analysis pre/post the addition.
- Record all processes carried out on the grapes, juice, wine by reference to:
 - ◇ nature of the process;
 - ◇ date of the process;
 - ◇ container and batch in respect of which the process was carried out;
 - ◇ if conducted, any chemical analysis pre/post the process.
- Record blending of wines by reference to:
 - ◇ the originating wines (including the volumes and containers from which they were sourced);
 - ◇ composition of the blend;
 - ◇ destination container(s) of the blend;
 - ◇ any food additives or processing aids used during blending;
 - ◇ date of blending.
- Record all movements of juice or wine in the winery - i.e. tank to tank, tank to barrel. (Movements of juice or wine within a group of barrels or tanks holding the same batch do not need to be recorded.)
- If using bore water, rain water, surface or ground water, retain records of the results of the annual water test and, if relevant, any other tests performed or actions undertaken.
- If any contamination was detected in any wine, record:
 - ◇ date, nature and extent of the contamination;
 - ◇ type of wine, batch/lot, quantity of wine, location of wine, i.e. on site in tank, barrels, bottles, off site storage, retail stores.
 - ◇ steps taken to minimise, manage or eliminate that contamination.

5 TRANSFERS OF BULK WINE OR JUICE

5.1 Transfers

- If selling or transferring bulk wine, juice or concentrate, you must provide the receiver with:
 - ◇ lot identification
 - ◇ details of any contamination or hazards that may be present in the wine/juice;
 - ◇ records of all additions made (including allergens) or processes carried out on the bulk wine or juice up to the time of dispatch;

- ◇ if bulk wine or juice is sold by reference to vintage, variety or area of origin, records of the exact percentage composition of the vintage, variety, or area of origin.
- If purchasing or receiving bulk wine, juice or concentrate:
 - ◇ check the records of all additives made or processes carried out on bulk wine, juice or concentrate up to the time of receipt to ensure that the total winemaking additions for the finished wine to be sold in New Zealand will be in accordance with the requirements of the *Food Standards Code*;
 - ◇ check records of the exact percentage composition vintage, variety, or area of origin composition of the bulk wine, juice or concentrate to ensure that any claims made regarding vintage, variety or area of origin will be in accordance with the requirements of the *Wine Regulations 2006* and the current version of the *Wine (Specifications)* (i.e. the 85% rule).
- If purchasing or receiving bulk wine, juice or concentrate that is contaminated:
 - ◇ quarantine the wine until it can be re-processed to remove the contamination;
 - ◇ if the contamination cannot be removed, the wine must be considered unfit for human consumption and must be appropriately disposed of;
 - ◇ clean and, if necessary, sanitise affected plant and equipment prior to reuse.

5.2 Record keeping

- Maintain records of:
 - ◇ any batch/lot numbers, type of wine, the actual quantity purchased;
 - ◇ the additions (including allergens) and processes carried out on the bulk wine, juice or concentrate up to the time of receipt by the winery;
 - ◇ the actual composition in terms of variety, vintage or area of origin.
- If any contamination was detected in any bulk wine or juice, record:
 - ◇ date, nature and extent of the contamination;
 - ◇ type of wine, batch/lot, quantity of wine, location of wine i.e. on site in tank, barrels, bottles, off site storage, retail stores.
 - ◇ steps taken to minimise, manage or eliminate that contamination.

6 WINERY HYGIENE

6.1 Winery

- Ensure the winery is constructed of suitable materials and maintained in adequate condition to minimise contamination in wine.

- As far as practical, visually inspect the winery for potential sources of contamination in wine at intervals appropriate to the operations carried out there (at a minimum as close as practical to before the start of vintage each year and then as necessary) and take steps to eliminate or manage or minimise the risk of contamination.

6.2 Waste

- Keep general refuse held within, or in the vicinity of, the winery in covered containers and ensure they are emptied frequently.
- Remove winemaking waste that may introduce hazards to wine from the winery as soon as practical.
- Situate waste depots outside winery buildings, and remove waste stored in depots from the site on a regular basis.

6.3 Pests

- Keep winery free from waste or debris that may provide potential food sources or breeding sites for pests.
- Visually inspect winery on a regular basis regularly for pests or signs of pest activity (at a minimum prior to the start of vintage) and take steps to manage or eliminate pests where they are likely to introduce hazards into wine.
- Do not locate or use bait stations and insecticides in such a way as to cause potential contamination of wine.

Guidance note: Best practice is to set out winery hygiene procedures in a Standard Operating Procedure.

Refer also to the Appendix 3 Pre-Vintage Checklist.

6.4 Other businesses operating out of the winery

- If a person other than the operator/winemaker uses any area inside the winery for any other business activity, the WSMP must include a procedure that ensures that this activity does not introduce hazards to wine.

7 BOTTLING / PACKAGING

7.1 Bottles and packages

- Ensure that all bottles and wine-contact packages are suitable for wine.
- Ensure bottles and other wine-contact packages are treated in accordance with the relevant parts of Section 3 of this Code.

Guidance note: The check for the first bullet point may be carried out by checking with the supplier; or by referring to product information data sheets, certificates of analysis, or material safety data sheets. These may be available online.

7.2 Packaging equipment and premises

- Ensure bottling and wine-contact packaging equipment is treated in accordance with the relevant provisions of Sections 4 and 6 of this Code.
- Ensure fillers, cappers and corkers are set up and maintained properly to avoid chipping of glass.
- Ensure bottling and packaging premises are treated in accordance with Section 6 of this Code.
- Ensure water used in bottling and packaging processes is “clean water” in accordance with sub-section 4.2 of this Code.

Guidance Note: Bottling or packaging premises include mobile bottling units. Compliance with standards relating to the bottling unit and equipment supplied by the bottler is the responsibility of the bottler. Compliance with standards relating to the winery premises at which the bottling takes place, and any equipment supplied from that winery, remains the responsibility of the winemaker.

7.3 Breakages on the bottling line

- Prepare a written Standard Operating Procedure (SOP) for managing breakages or glass chipping on the bottling line. The SOP must include:
 - ◇ immediate stoppage of the bottling line when glass breakage or chipping occurs;
 - ◇ removal of broken or chipped bottles, as well as all surrounding bottles that may have been contaminated with glass fragments;
 - ◇ cleaning and inspection of bottling line to remove any remaining glass fragments;
 - ◇ disposal or re-processing of contaminated bottles.
- Ensure that your SOP is updated to reflect changes in bottling equipment, plant or procedure. Place a copy of the SOP where staff operating the bottling plant can quickly and easily implement it when necessary.

Guidance Note: Refer to Appendix 5: Model Standard Operating Procedure: Bottling Line Breakages

7.4 Record keeping

- Keep records of the following:
 - ◇ volume and identification of the lot being packaged or bottled;
 - ◇ time and date of packaging or bottling;
 - ◇ any additives, processing aids or processes used before or during packaging or bottling;
 - ◇ the identity and source of all dry goods used in packaging or bottling;
 - ◇ any potential hazards detected during the packaging or bottling process as well as the steps taken to remove or minimise those hazards.
- Retain an up to date version of the Standard Operating Procedure.

- Record all glass breakages, including steps taken to eliminate or manage risk of contamination, time and date of the breakage and the identity of the wine being packaged at the time.
- Record any other incidence of contamination, along with the steps taken to eliminate, minimise or manage that contamination.

8 LABELLING

8.1 Label information

- If selling or transferring packaged unlabelled wine, provide the receiver with:
 - ◇ the WSMP ID number/s the wine was made under;
 - ◇ information regarding the presence of any allergens in the wine (sulphites ,fish, milk- or egg-based fining agents);
 - ◇ information regarding the actual alcohol content of the wine;
 - ◇ records of the exact percentage of the composition of the vintage, variety, or area of origin, if the wine is to be sold by reference to vintage, variety or area of origin.
- For wine intended to be sold in New Zealand, check labels before approval or release to ensure that they comply with applicable requirements in the *Food Standards Code*, the *Wine Regulations 2006* and the current version of the *Wine (Specifications) Notice*. Refer to Appendix 2 Labelling Requirements.

Guidance Note: Wines destined for export may be subject to additional/different labelling rules. However, those rules are not included within the scope of the Wine Standards Management Plan. Please consult the current version of New Zealand Winegrowers' International Labelling Guide for information regarding labelling rules in export destinations. This guide is available for members from NZ Winegrowers.

8.2 Record keeping

- Where labels are applied separately from packaging or bottling, the following should be recorded:
 - ◇ time and date; and
 - ◇ volume and identification of the batch/lot being labelled;

9 STORAGE AND DISPATCH

9.1 Identification

- Store wine post packaging/pre-dispatch by reference to wine name and lot identification in such a way that the identity of the wine cannot be accidentally erased or altered.

9.2 Storage offsite

- If packaged wine is stored offsite but remains in the possession of the wine producer, then the wine producer must ensure that storage conditions comply with the relevant requirements of this Code.

Guidance note: Contract storage facilities that do not operate as wineries are not required to hold a WSMP. It is still the wine producer's responsibility to ensure the storage facility does not introduce hazards to the wine.

9.3 Record keeping

- At dispatch of a particular wine, including bulk and packaged but unlabelled wine (clean skins), record the following:
 - ◊ wine name and lot identification of the wine being dispatched;
 - ◊ package size and total volume of wine being dispatched;
 - ◊ identity and address of the customer;
 - ◊ date of dispatch.

10 STAFF AND VISITORS

10.1 Training

- Ensure the person responsible for the WSMP is familiar with all requirements of this Code of Practice.
- Ensure winery staff are adequately trained in all aspects of this Code of Practice that fall within their duties.

10.2 Health and Hygiene

- Winery staff should exercise good personal hygiene, and hand washing facilities should be provided for this purpose.
- Visitors to the winery must be accompanied by a staff member at all times, unless they have a recorded approval from an authorised staff member.
- Winery staff or visitors who are suffering from boils, sores, or infected wounds that are not securely and adequately covered or bandaged may not enter the winery.
- Winery staff or visitors who are suffering from a confirmed infectious disease or acute respiratory disorder, must not be permitted to enter the winery.

Guidance note: Best practice is to set out staff hygiene and visitor procedures in a Standard Operating Procedure.

10.3 Record keeping

- Staff training records must be kept showing the date, content and persons trained. This may be done using the pre-vintage checklist.

11 RECALLS

11.1 Recall procedure

- If wine is released for sale that is, or is likely to be, harmful to human health:
 - ◊ the wine producer must immediately contact MAF and the agency that verifies the WSMP; and
 - ◊ the wine in question may be subject to a recall.

Guidance Note: There may be other circumstances where MAF directs wine to be recalled, for example if a wine label was found to be non compliant with wine standards.

- Wine producers must develop and maintain a written recall procedure that covers:
 - ◊ criteria for deciding when a recall will be initiated;
 - ◊ designation of persons responsible for conduct of the recall;
 - ◊ specification of information and resources necessary to conduct the recall;
 - ◊ requirement to contact MAF and the agency that verifies the WSMP;
 - ◊ actions to contact persons who have been supplied with the wine in question and make media and trade announcements;
 - ◊ quarantine and disposal or re-processing of recalled product.

Guidance Note: Refer to Appendix 6a: Model Standard Operating Procedure: Recall and Appendix 6b Recall Decision Making Form

11.2 Reprocessing recalled wine

- Recalled wine may be reprocessed, provided that the resulting product will not be injurious to human health.
- In the case of wine recalled due to the presence of physical contaminants, appropriate processes including racking and passing through a filter of no more than 0.65 microns should be used.

Guidance note: Best practice is to set out reprocessing procedures in a written Standard Operating Procedure.

11.3 Record keeping

- In the event that a potential food safety or non-compliance issue arises, record the issues and processes that led to the decision whether or not to recall or take other actions in relation to that issue.
- Recalled product, should be recorded by reference to:
 - ◊ wine name and batch/lot identification;
 - ◊ volume of wine recalled;
 - ◊ Location of the product when recalled e.g. in the winery in tank, barrel, bottles, off site storage, in retail outlets.

- ◇ date of recall;
- ◇ reason for recall;
- ◇ steps taken to remove or minimise any hazard that may be present in the wine;
- ◇ fate of returned product.

Guidance Note: Appendix 6a: Model Standard Operating Procedure: Recall and Appendix 6b Recall Decision Making Form may be used to aid recall decision-making. Use this to retain records about the problem(s) with the affected wine and decisions made about recall for that wine.

Appendix 1 Permitted Winemaking Additions

The following winemaking additions are permitted for use in New Zealand under Standards 1.3.1, 1.3.3 and 2.7.4 of the Australia New Zealand Food Standards Code. Wines destined for export may also be subject to more restrictive rules about winemaking practices applying in those markets. However, those rules are excluded from the scope of the Wine Standards Management Plan. If you have any questions regarding rules for winemaking practices in export destinations, please contact New Zealand Winegrowers.

INGREDIENTS (Standard 2.7.4)	
The following foods can be added to wine during production	
Grape juice and grape juice products	
Sugars	Permitted sugars are specified in Standard 2.8.1.
Brandy or other spirit	Spirits are defined in Standard 2.7.4.
Water	Only to incorporate a permitted food additive or processing aid. Must be "clean".
FOOD ADDITIVES (Standard 1.3.1)	
A food additive is any substance not normally consumed as a food in itself and not normally used as an ingredient of food, but which is intentionally added to a food to achieve a technological function (e.g. preservative, anti-oxidant, acidity regulator). Food additives or their by-products may remain in the food.	
Ammonium phosphates	Good Manufacturing Practice (GMP)
Ascorbic acid	GMP
Calcium ascorbate	GMP
Calcium carbonates	GMP
Calcium phosphates	GMP
Caramel I – plain	GMP
Caramel II – caustic sulphite process	GMP
Caramel III – ammonia process	GMP
Caramel IV – ammonia sulphite process	GMP
Carbon dioxide	GMP
Citric acid	GMP
Erythorbic acid	GMP
Ethyl maltol	100 mg/kg Wine made with other than <i>Vitis vinifera</i> grapes only
Fumaric acid	GMP
Grape skin extract	GMP
Gum arabic	GMP
Lactic acid	GMP
Malic acid	GMP
Maltol	250 mg/kg Wine made with other than <i>Vitis vinifera</i> grapes only
Metatartaric acid	GMP

Polyoxyethylene (40) stearate	GMP
Potassium carbonates	GMP
Potassium sodium tartrate	GMP
Potassium tartrate	GMP
Sodium ascorbate	GMP
Sodium carbonates	GMP
Sodium erythorbate	GMP
Sorbic acid and sodium, potassium and calcium sorbates	200 mg/kg
Sorbitan monostearate	GMP
Sulphur dioxide and sodium and potassium sulphites	Wine containing less than 35 g/L residual sugar: 250 mg/kg Wine containing more than 35g/L residual sugar: 400 mg/kg
Tannins	GMP
Tartaric acid	GMP
Yeast mannoproteins	400 mg/kg
PROCESSING AIDS (Standard 1.3.3)	
<p>Processing aids are substances that are used in the processing of raw materials, foods or ingredients to fulfil a technological purpose relating to treatment or processing, but do not perform a technological function in the final food.</p> <p>Processing aids must be used in the course of manufacture of wine at the lowest level necessary to achieve the relevant technical function, irrespective of any maximum permitted level specified. A wide range of processing aids are permitted for winemaking.</p> <p>Standard 1.3.3, Clause 2 lists general prohibition on the use of processing aids. Unless expressly permitted in this standard, processing aids must not be added to food.</p> <p>Standard 1.3.3, Clause 3 lists generally permitted processing aids:</p> <p>(a)Foods including water (b)Food additives listed in Schedule 2 of Standard 1.3.1 (c)Processing aids specified in the table to Clause 3</p> <p>The most commonly used processing aids for winemaking are listed below. However, Schedule 2 of 1.3.1 and Standard 1.3.3 and any updates should be consulted for a complete listing.</p>	
Acacia (gum arabic)	GMP
Activated carbon	GMP
Agar	GMP
Alginates (alginic acid, sodium, potassium & calcium alginates)	GMP
Argon	GMP
Bentonite	GMP
Calcium sulphate (gypsum)	GMP
Casein	GMP
Cellulose (microcrystalline & powdered)	GMP
Cupric (copper) sulphate	GMP
Cupric citrate	GMP, for removal of sulphide compounds in wine

Diatomaceous earth	GMP
Dimethyl dicarbonate	200mg/Kg
Polydimethylsiloxane (dimethyl polysiloxane)	GMP
Egg whites	GMP
Enzymes	Refer to Std 1.3.3 Clauses 15-17 for permissions for specific enzymes
Ethyl alcohol	GMP
Hydrogen peroxide	5mg/kg
Ion exchange resins	GMP, Refer to Std 1.3.3 Clause 8 for permissions for specific ion exchange resins
Isinglass (and other fish collagens)	GMP
Kaolin (aluminium silicate)	GMP
Lysozyme	GMP
Malolactic bacteria	GMP
Milk and milk solids	GMP
Nitrogen	GMP
Oak	GMP
Oxygen	GMP
Phytates (includes phytic acid, magnesium phytate and calcium phytate)	GMP
Polyvinyl poly pyrrolidone	100 mg/kg
Potassium ferrocyanide	0.1 mg/kg
Potassium tartrates	GMP
Proteases (proteinases and peptidases)	GMP
Silica or silicates	GMP
Tannic acid	GMP
Yeasts	GMP
Yeast nutrients	GMP, Refer to Std 1.3.3 Clause 18 for permission on specific yeast nutrients

Appendix 2 Labelling Requirements

MANDATORY REQUIREMENTS (Standards 1.2.1, 1.2.2, 1.2.3, 1.2.5, 1.2.9, 2.7.1)	
The following requirements apply to all wine for sale in New Zealand. Different requirements may apply in export markets.	
Legibility (Standard 1.2.9)	Any mandatory items must be set out legibly and prominently such as to afford a distinct contrast to the background, and in the English language.
Name of Food (Standard 1.2.2)	All wine must bear a name or description sufficient to indicate the true nature of the food (e.g. “sparkling wine”, “white wine” etc, a grape variety name, or a generic name such as Port).
Lot identification (Standard 1.2.2)	All wine must bear a lot identification on the package. If there is just one bottling of a particular wine then there is no need for a separate lot number, as the lot is self-defined.
Name and address of supplier (Standard 1.2.2)	All wine must bear the name and business address in New Zealand or Australia of the supplier. The “supplier” may be the producing winery, packer, vendor or importer. The address should be a physical address.
Alcohol declaration (Standard 2.7.1)	All wine must bear an alcohol declaration. The acceptable form for the declaration is ‘ml/100g’ or ‘ml/100 ml’ or ‘x% alcohol by volume’ or words or expressions of the same or similar meaning – i.e. “% vol” will suffice. Tolerances of the declared alcohol content from that actual alcohol content are also listed in the standard.
Net contents (Weights and Measures Regulations 1999 and amendments)	All wine must bear a statement of net contents (e.g. 750ml).
Standard drinks (Standard 2.7.1)	All wine must bear a standard drink declaration. The form of the standard drink statement is: “contains approx. x.x standard drinks”. The formula for calculating the number of standard drinks is: $0.789 \times \text{the actual alcohol content} \times \text{the volume of the container (in litres)}$.
Country of Origin (Wine Regulations 2006)	All wine must bear a country of origin declaration (e.g. “New Zealand wine”, “Product of New Zealand”). This is essentially a 100% standard – if any of the grapes, grape juice, concentrated grape juice or spirit used in a wine originates in another country, then that must also be included on the label
Date of Labelling (Standard 1.2.5)	Date labelling is not required for bottled wine, but may be for wines with a shorter shelf life, such as bag-in-box.
Allergens (Standard 1.2.3)	All wine must bear a sulphite declaration if it contains more than 10 mg/kg of sulphur dioxide. The form of the statement is: “contains preservative 220”, “contains sulphites”, or “contains sulphur dioxide”. A wine label must include an allergen declaration if egg, fish or milk products are present. Isinglass is now exempt from allergen labelling, although other fish collagen products still need to be declared.
Prohibited Labelling on	Wines are prohibited from bearing health claims, or making representations as to being low

Wine (Standard 2.7.1 and 1.1.A.2)	in alcohol or non-intoxicating etc
GRAPE VARIETY, VINTAGE AND AREA OF ORIGIN (Wine (Specifications) Notice 2006)	
<p>Statements about grape variety, vintage or area of origin are not mandatory on a wine label. When they are used on wines made from 2007 onwards all wines must comply with these rules whether they are destined for export or not. The only exception is when an overseas market has a less strict requirement and MAF has given specific permission for exporters to use the less strict requirement applying in that market (through a Notice of Overseas Market Access Requirements).</p>	
<p>A label that states the wine is made from a single grape variety, vintage or area must be at least 85% from the stated variety, vintage or area. For example a '2007' wine must contain at least 85% of vintage 2007 wine.</p>	
<p>A label that states the wine is a blend of grape varieties, vintages or areas, at least 85% of the blend must be from the stated varieties, vintages or areas. For example 'Chardonnay Chenin Blanc' must contain at least 85% from Chardonnay and Chenin Blanc grapes.</p>	
<p>A label that states the wine is a combination of grape variety, vintage, and area of origin, the combination must be at least 85% of that wine. For example '2008 Marlborough Pinot Noir' must contain a minimum of 85% Pinot Noir from Marlborough that was harvested in 2008.</p>	
<p>A label that states more than one grape variety, vintage, or area, must present that information in descending order from the greatest to the least proportion in the blend. For example 'Chardonnay Chenin Blanc' must contain more Chardonnay than Chenin Blanc in the blend.</p>	
<p>A label must not include a claim about grape variety, vintage or area if that wine contains a greater percentage of wine from another grape variety, vintage or area that is not referred to by that label. For example a wine that contains 75% Cabernet Sauvignon, 15% Pinotage and 10% Merlot could be referred to as a 'Cabernet Pinotage' or a 'Cabernet Pinotage Merlot' but not a 'Cabernet Merlot'.</p>	
<p>Cultures of micro-organisms used to make wine may be excluded from the minimum content calculations (up to a maximum of 50ml/L) as can brandy or other spirit used for fortifying wine.</p>	
<p>Wines made from the 2006 and earlier vintages are exempt from the 85% rules, but remain subject to the rules applicable at the time those wines were made and the Fair Trading Act. If a blended wine contains more than 50% wine from the 2006 vintage or earlier, and that wine is blended before 1 July 2008, then the old rules continue to apply.</p>	

Appendix 3 Pre-Vintage Checklist

Use this checklist to assist in compliance with Wine Act 2003 requirements. The checklist should be completed as close as practical to before the start of vintage each year and then as necessary.

<p>1. List all chemicals held in the winery. <i>(List templates attached to this document)</i></p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p>
<p>2. Check that non-food chemicals such as cleaning products are safe for use in food production facilities.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline steps taken:</p> <p><input type="checkbox"/> confirmation from supplier;</p> <p><input type="checkbox"/> product information data sheets;</p> <p><input type="checkbox"/> certificates of analysis;</p> <p><input type="checkbox"/> material safety data sheets;</p> <p><input type="checkbox"/> other (give details):</p>
<p>3. Check that winemaking additives and processing aids are food grade.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline steps taken:</p> <p><input type="checkbox"/> confirmation from supplier;</p> <p><input type="checkbox"/> product information data sheets;</p> <p><input type="checkbox"/> certificates of analysis;</p> <p><input type="checkbox"/> material safety data sheets;</p> <p><input type="checkbox"/> other (give details):</p>

<p>4. If used, check that:</p> <p><input type="checkbox"/> bore water;</p> <p><input type="checkbox"/> rain water;</p> <p><input type="checkbox"/> surface water; or</p> <p><input type="checkbox"/> ground water;</p> <p>used in winemaking or cleaning has been analysed as “clean”.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Attach copy of laboratory analysis obtained in the last 12 months.</p>
<p>5. Check that winemaking equipment and premises cleaned and, if needed, sanitised in preparation for vintage.</p> <p>Cleaning and sanitation processes must include adequate rinsing and drainage to ensure that contamination with cleaning and sanitising chemicals is prevented.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline steps taken:</p>
<p>6. Inspect winery for pests of signs of pest activity.</p> <p>The winery should be kept free from waste or debris that may provide potential food sources or breeding sites for pests.</p> <p>Do not locate or use bait stations and insecticides in such a way as to cause potential contamination of wine.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline result and steps taken:</p>

<p>7. Inspect winery and equipment for potential sources of contamination.</p> <p>The winery and winemaking equipment should be constructed of materials that are suitable for making wine and maintained in adequate condition to avoid contamination of juice or wine.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline result and steps taken:</p>
<p>8. Nominate someone in your business to check that labels of all wines released for sale in New Zealand over the next 12 months comply with the relevant regulations.</p>	<p>Name of nominated person:</p>
<p>9. Check that winery staff are adequately trained on all aspects of Wine Standards Management Plan that fall within their duties.</p>	<p><input type="checkbox"/> Task completed</p> <p>Checked by:</p> <p>Date: / /</p> <p>Outline steps taken:</p> <p><input type="checkbox"/> provided with copies of relevant documentation;</p> <p><input type="checkbox"/> induction procedure;</p> <p><input type="checkbox"/> on the job training;</p> <p><input type="checkbox"/> additional training sessions;</p> <p><input type="checkbox"/> other (give details)</p>

Appendix 5 Model Standard Operating Procedure: Bottling Line Breakage

1. Application

This procedure must be followed whenever a bottle is broken during de-palletisation or on the bottling line.

2. Breakage Procedure

Stop the line

Stop the bottling line as soon as a breakage is detected.

Determine the source of the breakage.

Cleaning

General

Remove glass on and around affected parts of the bottling line: use a brush, paper towels or a vacuum cleaner first. Don't blast with air or use other methods that might spread fragments.

Follow with a liquid clean down if necessary.

Use a torch after cleaning to detect reflections from any remaining fragments. If fragments detected, following cleaning procedure until no more fragments detected.

De-palletisation

Remove and inspect all bottles on the track between pallet and filler head and rinse or discard as necessary to remove risk of glass fragments remaining in the bottle.

Rinser

Remove and inspect all bottles in rinser and rinse or discard as necessary to remove risk of glass fragments remaining in the bottle.

Filler head

Bottles either side of the breakage or chipping must be removed and wine discarded or re-processed. Bottles should not be re-used. The number of bottles removed will depend on the design of the filler unit [*specify number of bottles*].

The next bottle filled from the same filler head must be checked for glass fragments by passing liquid from the bottle through filter paper. Continue checking bottles from that filler head until no glass fragments are detected.

If the filler head cannot be identified, all bottles in the filler must be removed and discarded or re-processed. Bottles should not be re-used.

Corker/stopper machine/screwcappper

Bottles either side of the breakage or chipping must be removed and wine discarded or re-processed. Bottles should not be re-used. The number of bottles removed will depend on the design of the closure unit [*specify number of bottles*].

The next bottle closed by the same corker/stopper/screwcappper head must be checked for glass fragments by passing liquid through filter paper. Continue checking bottles from that head until no glass fragments are detected.

The hopper containing corks/stoppers/screwcaps must be checked for glass fragments.

Correction action

Determine why breakage occurred and rectify to avoid repeating breakage once bottling resumes, e.g. check the calibration and set-up of the plant and equipment where breakage occurred.

Sign-off

Breakages must be recorded as part of the WSMP (in Breakage Book or similar), including number of bottles broken and removed for inspection, the bottle code(s) involved, the disposition of bottles removed for inspection, cleaning procedures and corrective action undertaken.

Records must be signed off by the Bottling Line Supervisor before bottling resumes.

3. Re-processing Procedure

Disgorge bottles for re-processing into a receiving tank that is not used for direct supply of the bottling line. Wine must not be returned straight to the filler tank.

Filter wine through sterile grade cartridges according to standard procedures. Filter off racking valve, leaving behind any glass that may be present. This may then be filtered using a standard racking wand with careful observation to ensure that any glass is not picked up.

Any pads used for this operation are not to be back flushed and should only be used for such filtration.

At the completion record the number of bottles disgorged, the bottle code(s) involved, the volume of wine recovered and its disposition. Also record any relevant details as to type of glass recovered and any bottle damage noted.

[Note that the WSMP operator should include health and safety procedures in Standard Operating Procedure as appropriate.]

Appendix 6a Model Standard Operating Procedure: Recall

Recall policy

In the event a wine needs to be recalled, the winemaker must facilitate the efficient identification and removal of that wine from the distribution chain including, where necessary, by informing consumers.

What is recall?

Recall is the isolation and removal of wine from the entire distribution chain, including from storage, retail, and consumers.

Wine that is removed from the distribution chain but not from consumers is known as withdrawal, or trade recall.

Reasons why a wine may be recalled

Recalls may be initiated by the winemaker/winery or directed by MAF under the Wine Act 2003 and/or the Food Act 1981 or its successor.

There are three situations that may require wine to be recalled:

1. where it is unsafe, or it is suspected to be unsafe, for human consumption;
2. where a wine does not comply with wine standards, including the Australia New Zealand Food Standards Code;
3. where fraud is suspected.

Recall procedure

Even if the wine meets one of the above criteria, other factors may influence whether or not the wine needs to be recalled. Refer to Appendix 6b Recall Decision Making Form at this end of this procedure to help with recall decision making.

When a decision has been made to recall a wine, follow the process outlined below. Accurate records of all decisions and steps taken to resolve the issue must be kept as part of your wine standards management plan.

1. Inform MAF

When the decision to recall a wine has been made, inform MAF immediately: on operational.response@maf.govt.nz and/or 04 894 2500 or 0800 00 83 33.

MAF may provide technical advice and assistance to operators. The operator will also issue consumer advice and/or statements regarding the recall. These must be approved by MAF before publication. MAF may issue additional advice or statements at any time.

The winemaker should also inform their wine standards management plan verifier.

2. Notify the distribution chain

Notify all distributors, storage facilities and customers (telephone, email or fax). Ensure that all contact details are easily and quickly accessible. Follow up with a 'Notification of Recall' notice.

3. Notify the consumer

This is likely to include advertisements in the leading daily newspaper in regions where the wine is sold (paid for by the wine company) and could also include:

- Media releases;
- Notices at locations where the wine has been sold.

Paid advertisement sample

The food recall advertisement must meet the following requirements.

- Minimum size 2 columns by 10 centimetres
- The advert must have a cross-hatched border
- Heading should be "Wine Recall Notice"
- No promotional information. Any use of company logo must not detract attention from the recall message.
- The advertisement should appear in the main body of the newspaper, not in the classified section.
- Draft advertisements should be submitted to MAF to ensure wording is satisfactory and avoid MAF having to issue their own statement.

WINE RECALL NOTICE

Lisa's Wines

Brooklyn Gewürztraminer 2011

750ml bottles

Lot number L1074

Lisa's Wines are recalling their Brooklyn Gewürztraminer 2011 after discovering that the sulphur used in the winemaking process was contaminated with lead. No Brooklyn Gewürztraminer 2011 with Lot Number 1074 should be consumed.

There have been no reports of illness, however any person concerned about their health should seek medical advice.

The product is sold in supermarkets and liquor stores throughout New Zealand. Customers should return this wine to their retailer for a full refund or phone 0800 1109821 with any queries.

This recall does not affect any other wine made by Lisa's Wines.

Lisa's Wines
32 Starry Night Way
Brooklyn
0800 1109821
(May insert company logo here)

Company name

Wine identity

Problem with the wine

The 'do not consume' m

Health warning and actio

Where wine was sold

What action should be t

Contact details – 0800 n
distribution

4. Returned wine

Accurate records of identities and quantities of returned wine must be kept.

Recalled wine stock returned to the winemaker must be segregated from other wine. Determine whether wine can be reprocessed or relabelled and released for sale or must be disposed of. Keep a record of the decision.

5. Corrective Action

Corrective action to prevent the issue reoccurring must be undertaken and documented.

Further information

More detailed guidance is on the MAF website:

<http://www.foodsafety.govt.nz/recalls-warnings/manufacturers/>

Appendix 6b Recall Decision Making Form

This form is to aid recall decision making and for record keeping purposes.

1. Brand/wine name	
2. Date	
3. Company contact details	
4. Contact person/position	
5. Wine identity information Wine name(s) Lot numbers (f relevant) Quantity Location of wine (tank, barrels, bottles, off site storage in tank, barrels, bottles) Package sizes Are lots/batches before and after also affected?	
Is ALL the wine still in company/distribution control (not yet with consumers)? <input type="checkbox"/> Yes – Product hold or withdrawal. Determine whether wine can be reprocessed or relabelled and released for sale or must be disposed of. <input type="checkbox"/> No – Recall possible, proceed with form.	
6. Hazard/non compliance <input type="checkbox"/> Microbiological contamination <input type="checkbox"/> Chemical contamination	Details

<input type="checkbox"/> Physical contamination <input type="checkbox"/> Undeclared allergen (including sulphite) <input type="checkbox"/> Labelling incorrect <input type="checkbox"/> Other <p>Has any testing been done? If yes, details.</p> <p>Does the product contravene a regulatory limit in the Food Standards Code or a wine standard?</p>	
<p style="text-align: center;">Does the hazard/non-compliance have the potential to cause risk to human health?</p> <input type="checkbox"/> Yes – recall possible, proceed with form <input type="checkbox"/> No – recall not required, unless other factors indicate otherwise (see section 10). Company's own commercial risk to recall or not. <p>Corrective action to prevent reoccurrence to be undertaken and documented.</p>	
<p>7. Distribution</p> <p>Where has product been distributed/sold?</p> <p>How much has been distributed?</p> <p>Has product been exported? If yes, where?</p>	
<p>8. Cellaring advice</p> <p>Was there any cellaring advice? If yes, how long?</p>	
<p>9. Consumer/Medical Reporting</p> <p>Have there been consumer complaints relating to this product?</p> <p>Any reports of illness?</p>	
<p>10. Expert Opinion</p>	<p>Details</p>

Any experts consulted? Advice given?	
11. Any other relevant factors	List any other factors that may influence decision
Recall decision <input type="checkbox"/> Yes – follow recall procedure <input type="checkbox"/> No	Detail reasons.