Integrated Wine Standards Management Plan (WSMP) Model

You can use this WSMP if you make and sell:

- grape wine,
- fruit and vegetable wine (e.g. cider, perry, mead, sake, alcoholic kombucha and piquette) or wine products,
- fortified wine,
- wine-based liqueurs,
- partial process products (e.g. juice and verjuice), and
- extension products (e.g. vinegar, or wine-based spirits).

This is a pre-evaluated document.

If you add any procedures to this WSMP, or make any changes to the procedures provided, they must be evaluated.
This is a legal document.

Version 2
November 2024

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

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Note: When a card is mentioned throughout the WSMP, it will look like this: ***Recalling wine*** [red] card.

Instructions

About this WSMP

A WSMP is a plan to identify, control and eliminate or minimise hazards and risks during winemaking to ensure that wine is fit for its intended purpose. Following this WSMP will ensure you comply with the applicable requirements of the Wine Act 2003 (the Act), Wine Regulations 2021 and supplementary Notices. It tells you what you need to do, what records you need to keep and what your verifier will look for when they visit your business.

About 'Know, Do, Show'

Each card has three sections: **Know**, **Do** and **Show**.

K **Know** has general information about why this topic is important to wine fitness for intended purpose.

D **Do** outlines what you must do to comply with the Act, Regulations and supplementary notices.

S **Show** outlines what your verifier will ask you to demonstrate or the **records** they will expect to see.

To help you follow the rules we have placed icons throughout this document:



(pink pencil icon)

Records you must keep (they can be in a form that suits you e.g. paper-based or electronic)



(purple light bulb icon)

Something important to think about



(burgundy grape icon)

Additional rules you must follow if you make New Zealand grape wine



(light blue icon)

Additional rules you must follow if you export

What if something goes wrong?

Sometimes things go wrong, and your wine might become unfit for its intended purpose. You need to be able to identify when something has gone wrong, and be able to fix it.

Follow the ***Taking action when something goes wrong*** [red] card if this happens.

Definitions

Some terms are used repeatedly throughout this WSMP. When we say:

- **commodity** this means any plant material (e.g. grains, grapes or apples) or honey used to make wine,
- **contamination** this means something has got into wine and could create a hazard,
- **critical non-compliance (CNC)** this means regulatory requirements haven't been met resulting in wine that may contain hazards, have false or misleading labelling, could jeopardise overseas market access,
- **export non-compliance (ENC)** this means exported wine is unfit, or is no longer fit, for intended purpose, is refused entry by a foreign government, does not meet or no longer meets the relevant overseas market access requirements (OMARs) or does not have, or no longer has, the required official assurances, cannot be adequately traced or there has been a random sampling failure,
- **fit for intended purpose** this means wine meets the requirements of the Act, any applicable wine or food standards and overseas access requirements,
- **hazard** this means something that can affect your wine and make it harmful to humans. There are three categories of hazard: biological, chemical and physical (foreign matter),
- **the Code** this means the Australia New Zealand Food Standards Code,
- **wine** that includes New Zealand and non-New Zealand grape wine, fruit and vegetable wine (e.g. cider, perry, mead, sake, alcoholic kombucha or ginger beer and piquette), wine products, fortified wine, wine-based liqueurs, some types of partial process products (e.g. juice and verjuice) and extension products (e.g. vinegar, or wine-based spirits),
- **winemaking input** this means anything other than commodities used to make wine (including food additives and processing aids).

Recording business details

Please complete the form below.

Business Details	
Legal name	
Trading name	
WSMP identifier	

Tick as appropriate:

Products made	Winemaking processes used	Intended market
☐ NZ grape wine (still) ☐ NZ grape wine (sparkling) ☐ Cider/Perry ☐ Fruit wine ☐ Vegetable wine ☐ Mead ☐ Sake ☐ Wine products ☐ Fortified wine ☐ Partial process products ☐ Extension products ☐ Distilled wine based liqueur	☐ Receiving commodities ☐ Receiving juice/wine/ concentrate – own or purchased ☐ Importing juice/wine/ concentrate ☐ Winemaking ☐ Bottling/packing onsite/ offsite (at contract bottlers) ☐ Contract bottling for clients ☐ Labelling ☐ Storing onsite/offsite (bulk or packaged)	☐ Domestic ☐ Export

Telephone	
Email	
Location(s)	
Address site *(1)* *(premises where wine business operates)*	
Water supply source	

Additional sites List below any other premises that are used in connection with your business (e.g. premises used for storage). These activities and sites will also be covered by this WSMP. You need to identify the source of the water supply for each site *(continue on a separate sheet if needed and attach).*	
Address site *(2)*	
Winemaking activity	
Water supply source	
Address site *(3)*	
Winemaking activity	
Water supply source	
If the site is mobile, you must provide:	
The location where the mobile unit is	
The registration number (if it is a vehicle)	
Operator: The operator is the owner or other person in control of the business. If this WSMP applies to more than one wine business, the operator is the person responsible for the WSMP.	
Name	
Physical address	
Telephone	
Email	

Name of each business if your WSMP applies to more than one wine business add additional rows as necessary.	
Name	
Physical address	
Telephone	
Email	
Day-to-day manager *(write 'as above' if the day-to-day manager is the operator)* The day-to-day manager is the person who is responsible for ensuring that this WSMP is being followed and the appropriate checks and records are completed.	
Name and/or position	
Telephone	
Email	
Registration authority	
Registration authority	MPI
Address	PO Box 2526, Wellington 6140, New Zealand
Telephone	0800 00 83 33
Email	info@mpi.govt.nz
Verification	
Verification agency	
Address	
Telephone	
Email	

Recording business layout

The design and physical location of your business must allow you to make wine that is free from hazards and fit for its intended purpose.

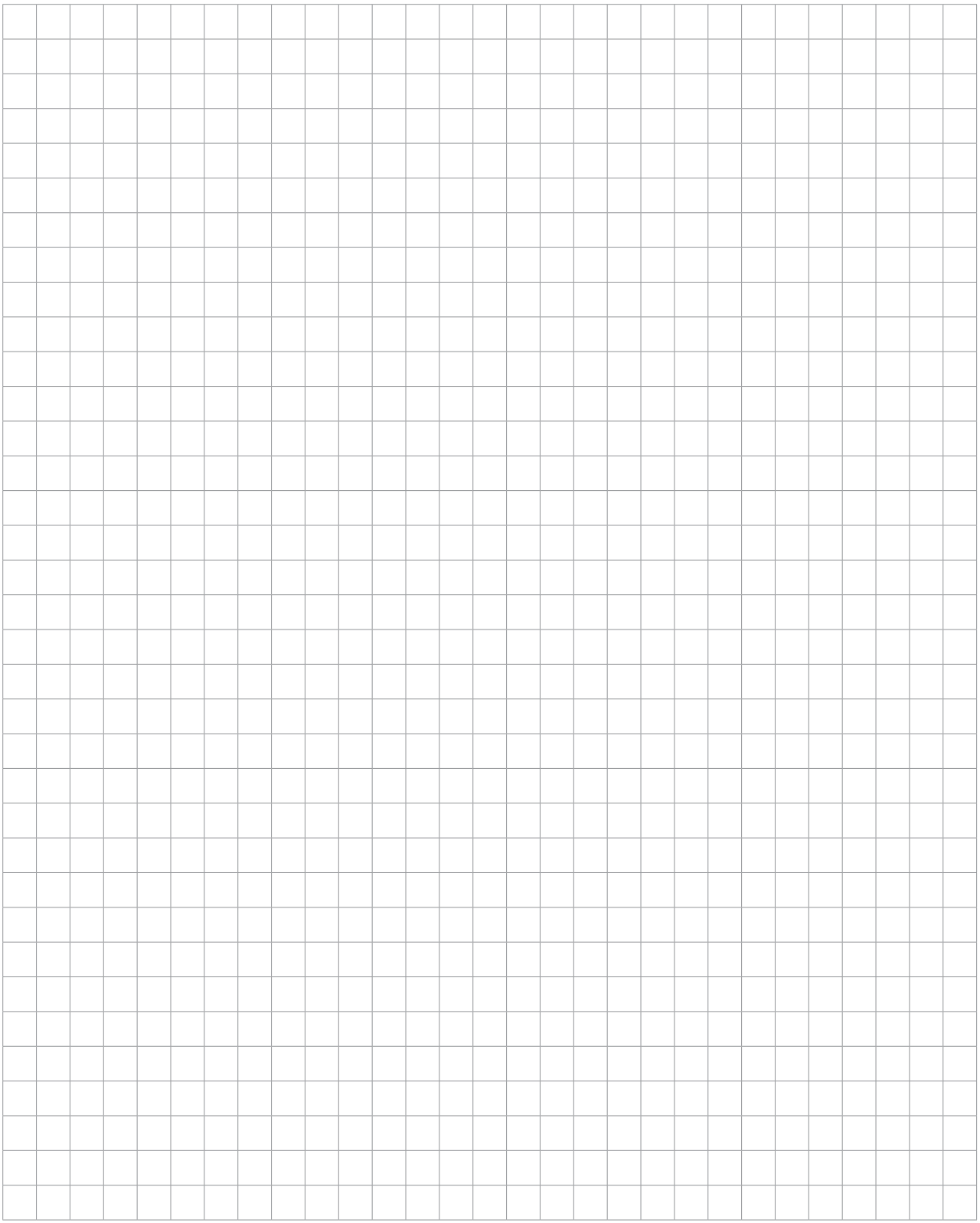
Draw or provide a map and floor plan* that includes (as applicable):

- your building,
- the buildings surrounding your building,
- the boundaries of your winery,
- where you receive grapes/fruit, winemaking inputs and other commodities,
- your tank area or barrel room,
- your bottling line,
- what happens in the different areas on your map,
- what happens in the different areas of the building (including non-wine activities),
- any activities being conducted in the same property that might affect the fitness for intended purpose of your wine,
- any activities that occur on site but that are not covered under this WSMP (e.g. are covered by another WSMP), and who is responsible for those activities,
- the location of any wine or food on site that is not covered by this WSMP.

*Existing WSMP holders can attach a copy of the business layout they provided with their current registration.

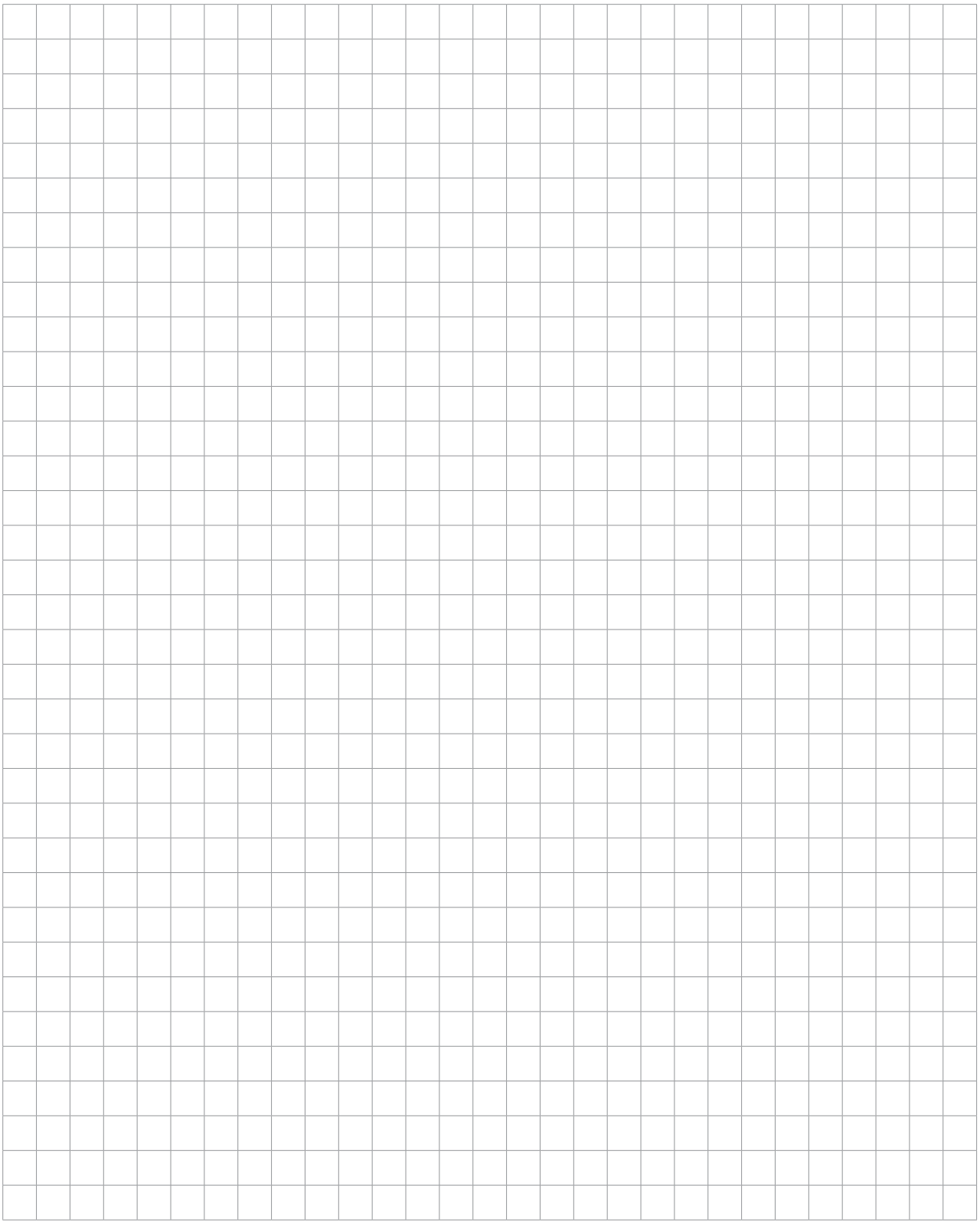
Layout - Inside of your premises

This can be in any form as long as it shows the information required.



Layout - Outside of your premises

This can be in any form as long as it shows the information required.



Taking responsibility

K

Know

What do you need to know?

- The purpose of your WSMP is to identify, control, manage and minimise or reduce hazards and other risk factors during winemaking to ensure your wine is fit for its intended purpose.
- You have legal responsibilities as the operator of a WSMP.
- Your WSMP needs to be up to date and you need to notify MPI if you make any changes to it. How and when you notify MPI will depend on how the change is classified (some types of change are minor amendments, and other significant amendments). See www.mpi.govt.nz/food-business/winemaking-standards-requirements-and-testing/wine-standards-management-plans/.
- Following the rules outlined in this WSMP will help you to make sure the wine your business produces, handles and/or sells is fit for intended purpose.
- If you 'lead by example' and demonstrate good operating practices, your staff are more likely to follow the rules.
- If you contract out part of the processing of your wine, you need to make sure that everyone involved knows who is responsible for your product at each stage, and that your product can be traced. *For example, if you send your wine offsite for bottling, the bottler needs to operate under a registered WSMP. It is then the bottler's responsibility to keep records about any adjustments or additions and provide these to you to maintain traceability.*
- If your premises are used to make anything that is not covered by this WSMP (e.g. a brewer shares your winemaking facility), or any activities occur on your your premises that are not covered by this WSMP, you need to make sure that what they do doesn't affect the fitness for intended purpose of your wine.

Hazards and fitness for intended purpose

- Hazards can affect the condition of your wine and make it harmful to humans. There are three categories of hazard:
  1. **Biological** e.g. harmful or potentially harmful microbes.
  2. **Chemical** e.g. cleaning chemicals.
  3. **Physical (foreign matter)** e.g. foreign matter like broken glass.
- You need to understand the possible hazards that could make your wine unsafe and take steps to:
  - keep harmful chemicals and foreign matter out,
  - monitor microbe levels where appropriate, and,
  - manage, minimise or remove microbes where appropriate.
- 'Fit for intended purpose' means wine meets the requirements of the Wine Act, any applicable wine or food standards and any applicable overseas market access requirements.

K

Know

You need to ensure you are:

- controlling any hazards that might affect wine,
- only using permitted commodities or winemaking inputs,
- labelling wine correctly,
- making sure any claims about your wine are true, and permitted (e.g. about grape varieties).

- If you ever become aware that your wine is not fit for purpose you need to follow the ***Taking action when something goes wrong*** [red] card.

Keeping records

- Keeping good records will help you prove that your wine is fit for its intended purpose and you are able to demonstrate traceability.

Advice and guidance

- There is more helpful guidance and tools available on the MPI website here: www.mpi.govt.nz/food-business/winemaking-standards-requirements-and-testing/.
- You can get advice and guidance from others, such as, consultants, verifiers, New Zealand Winegrowers or the Fruit Wine and Cider Makers Association of New Zealand.
  - **Consultants** can design systems, processes and procedures for you – but can't take away your responsibilities. It is part of their job to help you understand how to make good decisions about controlling hazards and ensuring wine is fit for intended purpose – especially when things go wrong.
  - **Verifiers** can provide advice and coaching about how you can make sure your business is making wine fit for intended purpose but they cannot make your decisions for you.

D

Do

What do you need to do?

- You must contract a verifier before you register your WSMP.
- You must be verified within 6 months of registration or before exporting any wine made under that WSMP number.
- You must give your verifier access to your premises, items and records and provide any reasonable assistance they ask for to perform their duties.
- Always follow your WSMP.
- Keep your WSMP up to date and notify MPI and your verifier of any changes.
- Any document that is part of this WSMP must be dated or marked to allow version control.
- You must have enough suitably skilled staff to ensure your wine remains fit for intended purpose.
- Any wine that contractors handle must remain fit for its intended purpose and contractors must be registered, if required.
- You must keep records where they are indicated in this WSMP by the [pink] records icon.



D

Do

- You must provide your **records** if you are asked for them by a Wine Officer, the Director General (DG) of MPI (or person authorised by the DG).
- Keep a copy of all documents or **records** required for at least 7 years.
- All **records** must:
  - be accurate,
  - be easy to read,
  - identify what was done,
  - identify when it was done,
  - identify who did it.
- **Records** must be easily accessible and provided within 2 working days when requested (or 24 hours if relating to traceability).

You must notify MPI:

- within 24 hours of becoming aware of a CNC or ENC (see ***Taking action when something goes wrong*** [red] card),
- within 30 days of changing the day-to-day manager of your WSMP,
- within 30 days if you think your WSMP is no longer managing risks or ensuring your wine is fit for its intended purpose,
- within 30 days of changing verification agency,
- within 30 days of changing what you make, do or your WSMP no longer covers everything you do,
- within 20 days if you stop using your WSMP,
- or your verifier if you believe information provided to you by a supplier that affects your wine is false or misleading.

S

Show

What do you need to show?

- Your verifier might ask:
  - how you know your WSMP is up to date e.g. have there been any changes to what you do, make or sell since the last time they were there,
  - if you use contractors or processors and how you know they have the appropriate registered plan,
  - how you manage any activities not covered by your WSMP that occur on your premises that could introduce hazards to wine,
  - to see your **records**.

Understanding and managing risks from nearby activities

Note down any activities happening in your winery building, or at neighbouring buildings/ properties that might make your wine unfit for its intended purpose, and anything you do to manage these risks, if applicable.

Potential risk	How we manage the risk
Example: A brewer shares your premises to make beer.	*Example: Brewing inputs are clearly labelled, stored and used so that they cannot cause wine to become unfit for purpose.*

Checking places and equipment

K

Know

What do you need to know?

- You need to manage the risks that might be related to your winery and equipment.
- You need to consider:
  - what materials are used for buildings and equipment,
  - the types of surfaces and equipment in areas used for processing wine so they can be cleaned as appropriate,
  - if there is adequate lighting, ventilation and services and that these are suitably maintained (e.g. water and electricity),
  - if the equipment is designed for wine use and for the process you are intending to use it for,
  - if you have provided adequate facilities for personal hygiene.

D

Do

What do you need to do?

- You must manage risks associated with places and equipment.
- Ensure buildings, fittings, fixtures or equipment are made of materials that will not be a source of hazards in the wine.
- Ensure all surfaces and equipment used for processing wine can be easily cleaned and where appropriate sanitised.
- You must install, operate and maintain service supply systems following the manufacturer's instructions (e.g. replace filters in water treatment systems, where applicable).
- You must provide places for storage of cleaning chemicals and maintenance compounds away from wine.
- Ensure there are places to wash hands close to winemaking areas.
- Ensure there readily accessible toilets with handwashing and drying facilities where this is necessary to prevent the introduction of hazards.

S

Show

What do you need to show?

- Your verifier might ask how you ensure the building, fixtures, fittings and equipment do not contribute hazards or affect the intended purpose of your wine.
- Your verifier may check that you are providing accessible toilets, and handwashing and drying facilities for staff and visitors working on site.



Training and competency

K

Know

What do you need to know?

- All staff need to be suitably skilled to keep your wine fit for its intended purpose.
- You need to know what training your staff and service providers (e.g. contractors, maintenance workers) who could affect your wine need.
- All staff and service providers need to understand the training they are given.

D

Do

What do you need to do?

- You must ensure anyone working with wine is suitably skilled for the tasks they perform (this can include ‘on the job’ training).

S

Show

What do you need to show?

- Explain to your verifier how you know your staff are suitably skilled.

Checking your WSMP is working well (internal auditing)

K

Know

What do you need to know?

- It is the WSMP operator's responsibility to regularly check that your WSMP is working well and ensures that your wine is fit for intended purpose (internal auditing). You need to think about any hazards that are associated with your wine and winemaking processes, and manage these.
- If your business is audited by a company you supply, or to check compliance with a private standard, or conduct your own internal audits to comply with a private standard, this could also contribute towards your internal audit, but you still need to check any parts of your WSMP not covered by that audit.
- The WSMP operator should check:
  - that staff are following the rules in this WSMP,
  - the procedures you have in place are being followed and are effective,
  - that your staff understand their role in keeping your wine fit for its intended purpose,
  - that your facilities and equipment are adequate and remain suitable for the winemaking activities at your business.

Why is internal auditing important?

- The WSMP operator is responsible for making sure that the wine you produce is fit for intended purpose. If you wait for someone else to tell you that something has gone wrong, it may become costly and your wine may have compliance or quality issues.
- Check your WSMP is working well by:
  - checking whether staff are following your WSMP,
  - checking records are being completed and kept,
  - looking through records to check that tasks are completed and things are working as expected,
  - reviewing ***Taking action when something goes wrong*** [red] card information and checking that steps have been taken to prevent problems from happening again,
  - using the **Show** sections in this WSMP to ask the same questions or check the same things that your verifier would ask or look at.

D

Do

What do you need to do?

- You must have procedures for regularly checking that:
  - you and your staff are meeting all requirements and responsibilities under this WSMP, and
  - you are making wine that is fit for intended purpose.

D

Do

- You must follow the procedure on ***Taking action when something goes wrong*** [red] card if your internal audit identifies mistakes or actions that could have resulted in wine that is not fit for intended purpose.

S

Show

What do you need to show?

- Show your verifier how you check that your procedures are working well.

Using suitable water

K

Know

What do you need to know?

- You need to ensure any water used for winemaking, hand washing and cleaning does not introduce hazards.
- You need to ensure that any water you use does not become contaminated onsite (e.g. pipes, and filters etc. are in good condition and maintained according to manufacturer's instructions).

D

Do

What do you need to do?

- Water for winemaking, hand washing and cleaning, must be either:
  - from a registered water supplier (e.g. council supplied water), or,
  - self-supplied that meets the requirement below.
- Self-supplied water must be tested at least once every year and within 1 week of any adverse event that may affect water quality.
  - Test results must show self-supplied water meets the following limits:

Measurement	Criteria
Escherichia coli (E. coli)	Less than 1 in any 100 ml sample*
Turbidity	Must not exceed 5 Nephelometric Turbidity Units (NTU)

**Escherichia coli* testing must be performed by a laboratory accredited to ISO/IEC 17025 Testing and Calibration Laboratories with the required tests listed or specified within the laboratory's scope of accreditation.

- You must test any new source of self-supplied water before use.
- You must ensure any water is not contaminated between the source and the point of use.
- Follow the procedure on what to do ***Taking action when something goes wrong*** [red] card if you find that your water source may have introduced hazards to wine.

S

Show

What do you need to show?

- Your verifier will ask:
  - how you know your water is suitable,
  - how you check and maintain water equipment and facilities,
  - to see your **records** of water sources and test results (if applicable) for each of your locations,
  - how you manage contamination or cross contamination of water supply.

Maintaining equipment and facilities

K

Know

What do you need to know?

- If your winery, equipment and services are not in good condition and/or properly maintained, it may result in wine that is not fit for intended purpose.
- Checking and maintaining equipment and facilities regularly may prevent faults or problems that cause wine to become unfit for intended purpose.

D

Do

What do you need to do?

- You must maintain your premises and equipment to prevent them becoming sources of hazards in wine.
- Maintenance compounds and chemicals must:
  - be fully labelled and stored according to the manufacturer's instructions to prevent them introducing hazards to wine,
  - be used by suitably skilled staff according to manufacturer's instructions.
- You must keep **records** of maintenance and servicing. These **records** must include what was done, who did it and when.

S

Show

What do you need to show?

- Show your verifier:
  - how you check your winery, equipment and services are in good working order so they do not become a source of hazards,
  - a **record** of your maintenance and servicing if this was to prevent the introduction of hazards to wine,
  - how maintenance compounds and chemicals are stored, labelled and used.



Checking for pests

K

Know

What do you need to know?

- Pests such as mice, birds and insects can cause wine to become unfit for intended purpose.

D

Do

What do you need to do?

- Inspect for signs of pest activity on a regular basis.
- Take appropriate steps to manage pests when they may contribute hazards to wine.
- Ensure bait stations cannot contaminate your wine.
- Follow the procedure on what to do ***Taking action when something goes wrong*** [red] card if you find that pests contribute hazards to wine.

S

Show

What do you need to show?

- Show your verifier how you manage pests.



Cleaning and sanitising

K

Know

What do you need to know?

- Cleaning and sanitising are two different things:
  - cleaning removes dirt, grease and some microbes from surfaces,
  - sanitising kills microbes left on clean surfaces.
- Surfaces and equipment that come in contact with wine should be cleaned before and after use, as appropriate.
- If winemaking areas are not used from season to season, they should be cleaned before they are used again.
- Your cleaning equipment (e.g. brooms, mops, cleaning cloths), can become a source of contamination if they are not cleaned or replaced regularly.
- Rubbish and waste can harbour pests or introduce hazards to wine.

D

Do

What do you need to do?

- You must clean, and where necessary, sanitise wine contact surfaces and equipment before use and when needed.
- All non-wine related chemicals (e.g. cleaning and maintenance chemicals) that will be used in or on winemaking equipment must be suitable for use in food production facilities.
- You must ensure there is adequate rinsing and draining to remove any chemicals or water when cleaning and sanitising.
- Store cleaning equipment and chemicals away from commodities, winemaking inputs and wine.
- Store rubbish or waste away from wine processing areas. Remove it from the premises as required.

S

Show

What do you need to show?

- Your verifier will:
  - look around your winemaking areas and check that hazards are not being introduced,
  - ask you and/or your staff when and how you clean and sanitise, as appropriate.
- Show your verifier:
  - how you and/or your staff clean and sanitise your winemaking areas and equipment,
  - how you and/or your staff use and store cleaning and maintenance chemicals safely,
  - how waste and rubbish are managed.



Managing personal hygiene and health

K

Know

What do you need to know?

- You need to ensure people are not a source of hazards to wine. Ways to protect wine from being contaminated by people include:
  - washing hands,
  - not working if they have an illness that could be transmissible through wine,
  - following any other applicable health orders,
  - wearing clean clothes (e.g. aprons, overalls, boots, hats and hairnets) where appropriate,
  - covering cuts, sores and boils.

D

Do

What do you need to do?

- Staff and service providers must follow good personal hygiene practices to minimise hazards in wine.
- Staff and service providers must know when they need to wash and dry their hands so they do not contribute hazards to wine.
- You must prevent any cuts or sores contributing a hazard to wine by:
  - covering any cuts, sores, or boils,
  - not handling or processing wine if cuts, sores, or boils are weeping or infected and can't be completely covered.
- Staff or service providers who have a contagious or infectious illness that may be transmissible through wine or any acute respiratory illness must stay away from the winemaking area until they are well.
- Any staff or service providers, including contractors, who become sick when on your premises, must immediately tell the day-to-day manager.
- Clothing must not introduce hazards to wine.

S

Show

What do you need to show?

- Your verifier will ask:
  - what personal hygiene measures are used to prevent hazards to wine,
  - how you know your staff and service providers are washing their hands when appropriate,
  - to see your handwashing facilities to check that it is stocked and cleaned,
  - how you manage cuts, sores and boils,
  - how you manage staff or service providers sick with a contagious illness who may contribute hazard to wine,
  - how clothing is prevented from contributing hazards to wine.

Sourcing, receiving and tracing commodities and winemaking inputs

K

Know

What do you need to know?

- You need to know that all of the commodities and winemaking inputs, including food additives and processing aids that are used in your wine are suitable for use in wine.
- New Zealand has specified Maximum Residue Limits (MRLs) for certain agricultural chemicals: www.mpi.govt.nz/agriculture/plant-products-requirements-and-pesticide-levels/pesticide-maximum-residue-levels-mrls-for-plant-based-food-for-nz-and-other-countries/pesticide-maximum-residue-level-legislation-around-the-world/.
- If you are exporting, the importing country may impose additional requirements for withholding periods/pre-harvest intervals and MRLs.
- If you buy in or import fruit, juice or bulk wine you need to know where it has come from and what has been added to it from your supplier.
- If exporting wine, you need to know where all of your wine has come from (including top ups) so that you can meet any applicable Overseas Market Access Requirements (OMARs).
- You need to check that any wine you buy and want to export has been made under a WSMP that has been verified on an annual basis.
- You need a system to keep track of the commodities and winemaking inputs you receive.
- You need to be able to trace your wine in the event of a recall. You need to test your tracing procedures as part of your simulated recall.

D

Do

What do you need to do?

Source

- All commodities and winemaking inputs are:
  - suitable for use in wine,
  - clearly labelled or identified,
  - stored and handled in a way that minimises the introduction of hazards.
- You must ensure all packaging (if applicable) is not damaged or dirty if this could introduce hazards to wine.
- When you receive commodities you must **record:**
  - the supplier,
  - the date of receipt,
  - the quantity,
  - any sprays or agricultural compounds (e.g. pesticides, herbicides, insecticides or foliar sprays) applied (if applicable),
  - whether any contamination has or may have occurred,

D

Do

- if contamination has occurred, what was done to ensure that the commodity is fit for the intended purpose.

- You must **record** all winemaking inputs used in your wine, the quantity used, and who supplied them.



Trace



- You must **record** all information needed to:
  - trace all commodities, winemaking inputs and wine from the supplier to your business, and then on to the next recipient (unless this is the final consumer),
  - show how you meet any OMARs, if applicable,



  - show any claims on labels are accurate,
  - enable effective recall of your wine.
- If exporting your traceability **records** must show your consignees, and how your wine meets any applicable OMARs for the destination market.



S

Show

What do you need to show?

- Your verifier will:
  - ask how you know your commodities and winemaking inputs are suitable for use in wine,
  - check your **records** relating to receiving commodities or winemaking inputs,



  - ask how your tracing system works and ask to see your **records**. They might also conduct a tracing test using either commodities or winemaking inputs you have received or a batch of wine you have produced.



Note: This card applies to **NZ grape wine only**.

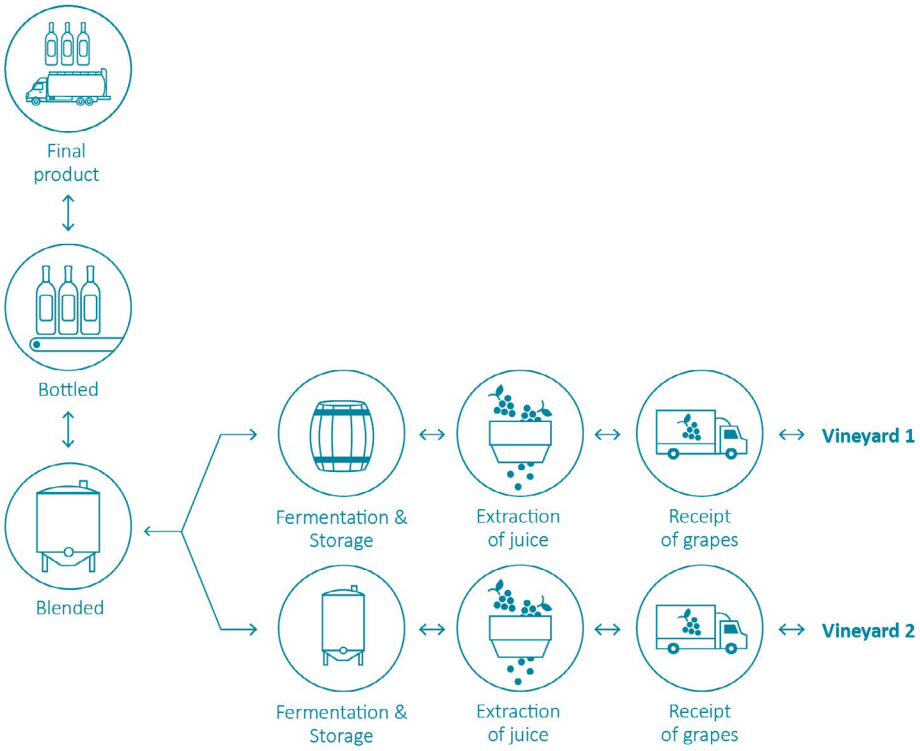
Making

Sourcing and tracing New Zealand grape wine

K Know

What do you need to know?

- You need to follow the rules in the ***Sourcing, receiving and tracing commodities and winemaking inputs*** [yellow] card and the rules in this card if you are making grape wine.
- You need to be able to trace your packaged or bulk grape wine from final product to the vineyard/s. For example:



- You should **record** the volume of any additional juice (e.g. not free run or first press) that is recovered via filtration (e.g. by rotary drum vacuum filter) or subsequent pressings and added back into the main juice/wine to demonstrate traceability.
- You need to make sure statements you make about variety, vintage, area where grapes were grown and country of origin are true, and that you can prove them.

D Do

What do you need to do?

- You must follow the ***Sourcing, receiving and tracing commodities and winemaking inputs*** [yellow] card, and follow this procedure for tracing winemaking inputs.
- You must be able to trace packaged grape wine back to the source vineyard/s.
- You must **record** the WSMP identification number of the source of any juice or wine you buy in.

Note: This card applies to **NZ grape wine only**.

D

Do

- When receiving grapes (in addition to the information listed in the ***Sourcing, receiving and tracing commodities and winemaking inputs*** [yellow] card you must **record:**
  - withholding period for each spray used, and
  - the last date each spray was used, and
  - any other winemaking inputs applied in the field (e.g. sulphur dioxide additions).
- If you will make claims about the vintage, region of origin or grape variety of your wine, you must **record** sufficient information about the grapes to prove your claims.

S

Show

What do you need to show?

- Your verifier might ask to see **records** allowing them to trace your packaged wine back to the vineyard it came from.
- Show your verifier **records** of:
  - where the grapes came from,
  - volume of grapes and winemaking inputs received,
  - all winemaking inputs and commodities used and when they were added,
  - all wine used for blends, transfers and top-ups,
  - evidence of label claims relating to vintage, region of origin or grape variety or varieties (if applicable).

Knowing what is in your wine

K

Know

What do you need to know?

- You need to know which commodities and winemaking inputs you can use in your wine and make sure you meet any limits in the table below that apply. This is determined by the rules in the Australia New Zealand Food Standards Code (the Code). You can find the Code here: www.foodstandards.govt.nz/code/Pages/default.aspx.
- There are specific food additives and processing aids you can use when making wine. There are also limits for the levels of these that you need to follow. The information about food additives and processing aids are in Schedules 15, 16 and 18 of the Code.
- Not all food additives or processing aids listed in the Code are accepted by all overseas markets. If you are exporting, check that you are using approved wine inputs and at the right time, for that market. Follow the ***Exporting wine*** [light blue] card.
- Food allergies can result in life-threatening reactions that can occur within minutes of drinking the allergen. You need to know if your wine contains any of the allergens listed in the table below:

added sulphites (level 10 mg/kg or more)	soy	Brazil nut
egg	sesame	macadamia
fish (other than isinglass)	gluten (other than alcohol distilled from wheat),	pistachio
mollusc	wheat (other than alcohol distilled from wheat),	cashew
crustacea	almond	pecan
milk (other than from in spirits distilled from whey)	hazelnut	walnut
peanut	pine nut	lupin

- Some fining agents contain allergens (e.g. casein and egg white).
- You do not need to declare barley, rye, oats or wheat in spirits.
- You do not need to declare fish if you use isinglass to clarify your wine.
- If you offer wine tastings you need to be able to tell your customers what allergens are present (if requested).

D

Do

What do you need to do?

- You must only use permitted commodities or winemaking inputs, food additives and processing aids, and meet any applicable limits for these which are outlined in the in Code.
- If you are exporting, you must only use permitted winemaking inputs and/or use them at the right stage of production allowed in any applicable overseas market access requirement (OMAR) for the intended market. Follow the ***Exporting wine*** [light blue] card.



- You must review the composition of your wine so you know what (if any) allergens it contains.
- You must be able to tell your customers, which wine you make and/or sell that could cause an allergic reaction so they can make an informed decision. You will need to be able to include this information on your product label if required. Follow the ***Packaging and labelling*** [yellow] card.
- You must declare any allergens in your wine found in the **Know** section (e.g. if you used casein for fining you must use the word “milk” on the label). Follow the ***Packaging and labelling*** [yellow] card.

S

Show

What do you need to show?

- Show to your verifier how you know:
  - what commodities, winemaking inputs, food additives or processing aids are permitted in your wine,
  - which food additives and processing aids are safe to use in your wine, and how much you can use,
  - any wine you export meets any applicable OMARs for the intended market,



  - if there are any allergens in the commodities, winemaking inputs, food additives or processing aids you use.



Preventing contamination and accidental mixing of wine

K

Know

What do you need to know?

- You need to store wine safely and to be able to identify and locate different batches of wine during production.
- You need to know which wines need to be kept separate depending on country of origin, winemaking inputs and how you plan to label them and where you plan to sell them.
- You need to know which commodities, winemaking inputs and wine should not be mixed to prevent contamination resulting in wine becoming unfit for its intended purpose.
- You can prevent contamination by using different spaces and equipment or process at different times (cleaning and sanitising, if required, in between), and/or thoroughly cleaning and sanitising surfaces and equipment between use.
- If wine made outside a registered WSMP (e.g. under a small winemakers exemption) is blended with or added to wine made under a WSMP it will no longer be eligible for export.

D

Do

What do you need to do?

- You must prevent the introduction of hazards to wine during winemaking and storage.
- You must keep commodities, winemaking inputs and wine separate to prevent accidental mixing of:
    - allergen (see the ***Knowing what is in your wine*** [yellow] card) containing and allergen free products,
    - wines that meet specific labelling claims,
    - New Zealand and non-New Zealand grape wine,
    - topping wine,
    - contaminated with non-contaminated product.
- Keep all products not intended for human consumption (e.g. cleaning chemicals or sprays) away from wine and winemaking areas.
- All wine, commodities and winemaking inputs must be protected when using poisons and dangerous chemicals.
- You must keep different batches separate and ensure they can be easily identified at all stages of production to prevent accidental mixing.
- If contamination of wine or winemaking inputs is discovered you must follow the ***Taking action when something goes wrong*** [red] card.

S

Show

What do you need to show?

- Show your verifier how you:
  - prevent the contamination or accidental mixing of wine,
  - identify and separate different wines,
  - prevent non-food chemicals contaminating wine.

Documenting your winemaking process

K

Know

What do you need to know?

- You need to write down all the steps you complete to make each type of your wine. This will enable you to identify and manage any hazards that could be introduced in your process, and maintain traceability of wine within your winery. Your process needs to cover:

1 ***Receiving commodities or winemaking inputs***

Record: Country of origin*, region*, variety*, vintage*, supplier, spray diary, weight, additions (e.g. SO_2), WSMP identification number (if applicable)

2 ***Extracting & collecting juice***

Record: Volume of juice*, additions (e.g. SO_2, enzymes, acid)

3 ***Fermenting***

Record: Volume*, additions (e.g. sugar, nutrients, yeast)

4 ***Storing & racking***

Record: Volume* and batch additions (e.g. SO_2 and additional wine for topping up)

5 ***Blending & filtering***

Record: Volume* and batch additions (e.g. SO_2 and finings)

6 ***Pre-dispatch preparation for packaging or bulk dispatch***

Record: Volume* and additions (e.g. SO_2 and gas)

* **Records** required for NZ grape wine only, where any claims about variety, vintage and region will be made.

- If non-New Zealand grape wine is used for blending, finishing or bottling the resulting wine can no longer be labelled soley wine of New Zealand and any other countries of origin must be included on the label.
- All adjustments, additions and other changes that are made to your wine, including while at offsite storage (or being bottled) need to be covered by a registered plan. All adjustments made to your wine need to be **recorded**.
- If you make wine for anyone else (e.g. a brand owner), it is your job to give them all of the relevant information they need so they can get the label right and know which markets the wine can be exported to (if applicable).

D

Do

What do you need to do?

- You must **record** the type and amount of all commodities and winemaking inputs you use in each batch of wine.
- You must clearly label or keep production records to identify each wine at each step of production.
- You must **record** all movement between sites at any stages of production.
- If you make wine for anyone other than yourself/your business (e.g. a brand owner), you must provide them with all of the information they need so they can bottle, accurately label (if applicable), export and trace the wine. Follow the ***Packaging and labelling*** [yellow] and ***Exporting wine*** [light blue] cards.
- Wine must be stored and transported so it remains fit for its intended purpose.
- You must keep a **record** of all adjustments, additions and other changes made to your wine.
- Any adjustments, additions and other changes made to your wine during offsite storage or bottling must be made under a WSMP that covers the process being performed (and verified on an annual basis if the wine will be exported). You must keep a **record** of the WSMP they are made under.

S

Show

What do you need to show?

- Show your verifier **records** of:
  - all the steps in your process for each type of wine you make,
  - the type and amount of all commodities and winemaking inputs you use in each batch of wine,
  - any adjustments, additions or changes to your wine that were made while it was offsite and the WSMP these were made under.
- Show or explain to your verifier:
  - how you ensure wine remains fit for its intended purpose during transport and storage,
  - if you make wine for anyone else, how you know what information to give them so they can bottle, label and (if applicable) export it.



Keeping foreign matter out of wine

K

Know

What do you need to know?

- Foreign matter can make wine unsafe or unfit for intended purpose. See the ***Taking action when something goes wrong*** [red] card for more information.
- It is especially important to manage the risk of broken glass when bottling wine.
- Some crystals may occur naturally in wine, these may need to be investigated but action will only need to be taken if they are a physical hazard.

D

Do

What do you need to do?

- You must implement procedures to prevent foreign matter getting into finished wine.

S

Show

What do you need to show?

- Show or explain to your verifier how you keep foreign matter out of wine.

Packaging and labelling

K

Know

What do you need to know?

Packaging

- All packaging that comes into contact with wine or commodities (where applicable) needs to be designed, made, stored, and used so that your wine remains fit for its intended purpose.

Where a brand owner provides packaging materials to a bottling company the responsibilities for the materials at each stage of storage/use should be clearly determined by commercial arrangement.

Labelling

- All wine you label needs to meet the rules in the Australia New Zealand Food Standards Code (the Code) unless the wine is for export and the labelling requirements for that particular market are different and you are following these. Grape wine variety, vintage or area of origin labelling requirements may differ from domestic requirements if set in an OMAR. See ***Exporting wine*** [light blue] card. Verifiers should only check compliance with the Code and OMAR.
- If you are responsible for labelling design and planning of labels, you need to have 'labelling' in your WSMP scope.
- If a brand owner supplies labels to a bottler it is the brand owners responsibility to ensure the label is correct.
- If you are supplying bulk wine, this will need to be accompanied with a packing or specification sheet. You need to supply the same information that would go on the wine label.
- There are requirements you need to meet if you are making claims about the variety, vintage or area of origin see www.mpi.govt.nz/food-business/labelling-composition-food-drinks/specific-product-labelling/labelling-requirements-alcoholic-drinks-including-wine/#extra-labelling
- Wine containing more than 1.15% alcohol needs a pregnancy warning label. See www.foodstandards.govt.nz/industry/labelling/Documents/q-and-a-pwl-requirements-sep-2020.pdf.

Why is labelling important?

- Some of your customers may be pregnant or have medical conditions (e.g. allergies) which require them to include or avoid certain foods in their diet.
- MPI has developed a guide to help you create your wine label. Refer to ***A guide to Alcoholic Drinks*** www.mpi.govt.nz/dmsdocument/31404-A-guide-to-Alcoholic-Drinks-whats-in-them-and-how-to-label when creating your label.
- There is a separate guide that covers the rules for declaring food allergens. Refer to ***Allergen labelling - knowing what's in your food and how to label it*** www.mpi.govt.nz/dmsdocument/50725-Allergen-labelling-Knowing-whats-in-your-food-and-how-to-label-it.

Some wine may require a date mark

- If your wine has a shelf-life of less than two years, you may need to work out the shelf-life so that you can apply a Best Before date.
- There is a guide to help you work out shelf-life. Follow ***How to determine the shelf-life of food*** www.mpi.govt.nz/document-vault/12540.

D

Do

What do you need to do?

Packaging (including dispatch of bulk wine)

- If you are packaging wine you must:
  - implement procedures for ensuring packaging that will be in contact with wine will not introduce hazards to your wine,
  - only use packaging materials that are suitable for use.
- If your wine is packaged but not labelled, you must provide your customer with all of the following:
  - the name or type of wine,
  - the WSMP number it was made under,
  - lot or batch numbers,
  - the alcohol content of the wine,
  - any applicable advisory statements, warning statements and declarations (e.g. allergens),
  - if the wine is made from or contains genetically modified or irradiated commodities or winemaking inputs,
  - **records** of the variety (e.g. percentage composition), vintage, area of origin or country for all NZ grape wine (NZ or export) if claims will be made on the final product,
  - information required for date marking (e.g. a Best Before date) if the shelf-life is less than 2 years.



Labelling



- You must meet the rules about labelling in the Code and any additional labelling requirements for NZ grape wine for any wine you label.



- If exporting grape wine, you must meet the Code, or follow any labelling rules for that particular export market if they are different. Grape wine variety, vintage or area of origin labelling requirements may differ from domestic requirements if set the OMAR for that particular market.
- Labels must include:
  - name of the wine,
  - lot/batch identification (if there is only one bottling run for a particular wine then there is no need to include a lot number. The name or description of the wine is sufficient for lot identification),
  - name and address of your New Zealand or Australian business,
  - any applicable advisory statements, warning statements and declarations (e.g. allergens),

D

Do

- alcohol content (by volume),
- number of standard drinks,
- a pregnancy warning label if the alcohol content is above 1.15%,
- any conditions for storage and use,
- ingredients list (not required for standardised alcoholic drinks e.g. wine, cider, mead),
- date marking (e.g. a Best Before date) if the shelf-life is less than 2 years,
- net contents.

- Labels for some products may need to include:
  - a nutrition information panel if a nutrition content claim is made,
  - information about nutrition, health and related claims if you make a nutrition content claim about carbohydrate, energy or gluten,
  - information about characterising ingredients and components,
  - if the product is, or has been made with genetically modified commodities or winemaking inputs.
- If you are making any claims about grape variety, vintage or area of origin there are additional requirements you must meet, see www.mpi.govt.nz/food-business/labelling-composition-food-drinks/specific-product-labelling/labelling-requirements-alcoholic-drinks-including-wine/#extra-labelling



- Any claims about the variety, vintages, area of origin must be made in descending order.



- If you are exporting wine, any compositional claims on the label may need to meet the OMAR for that particular market. See ***Exporting wine*** [light blue] card.



- If any grapes, juice, wine or spirits used from another country is added to your wine you must include this other country on your label.



S

Show

What do you need to show?

- Show your verifier:
  - how you know that any packaging in contact with wine is suitable for use,
  - your wine labels and/or specification sheets and how you know what to put on them,
  - how you know your grape wine label statements about grape variety, vintage or area of origin are correct and true,



  - how you know your label complies with any requirements for labelling specified in any applicable OMAR,



  - how you calculated the shelf-life of your wine (if applicable).



Transporting

K

Know

What do you need to know?

- Commodities, winemaking inputs and wine need to be free from hazards while being transported.

D

Do

What do you need to do?

- All equipment used to transport commodities, winemaking inputs or wine must be suitable and not be a source of hazards.
- You must keep all commodities, winemaking inputs and wine free from hazards while they are being transported under your control.
- Any commodities, winemaking inputs or wine that have become contaminated during transport must be disposed of, treated or reprocessed to reduce hazards to an acceptable level.

S

Show

What do you need to show?

- Show your verifier:
  - how wine, commodities or winemaking inputs are transported,
  - how you ensure wine, commodities or winemaking inputs are kept free from hazards when being transported.

Exporting wine

K

Know

What do you need to know?

All exporters:

- Any wine made in and exported from New Zealand needs to meet New Zealand domestic and exporting requirements before it can be exported.
- You need to be aware of your duties as an exporter under the Wine Act 2003. You can find this here: www.legislation.govt.nz/act/public/2003/0114/latest/DLM222447.html#DLM222980.
- There are exemptions from certain domestic requirements in certain specific export situations. There is more information about these on MPI's website www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/steps-to-exporting/ under 'Meet New Zealand Requirements for wine.
- Some importing countries have additional rules you need to meet before you can export your wine there. These rules are outlined in overseas market access requirements (OMARs), refer to www.mpi.govt.nz/export/export-requirements/omars/search-country-animal-products-wine-organics/.
- The importing market's labelling rules are not included within the scope of this WSMP, unless they are specified in OMARs.
- For certain markets there are Wine Act OMARs for exporting NZ grape wine, and Organic Export Requirements OMARs for exporting organic wine.
- Labelling need not comply with the Australia New Zealand Food Standards Code if this conflicts with the labelling requirements in the market that imports the wine. Grape wine variety, vintage or area of origin labelling requirements may differ from domestic requirements if set in an OMAR.
- You need to keep up-to-date with changes to the requirements. You can do this by subscribing to updates on the MPI website here: www.mpi.govt.nz/news/subscribe-to-mpi/.
- Export eligibility requirements under the Wine Act do not include compliance with importing country label requirements. This is the exporter's additional and separate responsibility.
- There are 2 different pathways to export wine.
    - To export New Zealand grape wine you need to follow Pathway A.
    - To export other wine (e.g. fruit wine, cider, mead, wine products or wine made from grapes not exclusively grown in NZ) you need to follow Pathway B.

If you need any additional help finding or understanding the export rules that apply to you, contact MPI at exporterhelp@mpi.govt.nz.

K

Know

Extra rules for organic wine

- If you are exporting organic wine follow the additional steps on the MPI website at www.mpi.govt.nz/export/food/organics/steps-to-exporting/.
- If you need any additional help finding or understanding the export rules for New Zealand grape wine, refer to MPI's website www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/steps-to-exporting/.
- For Pathway A, you or your staff will need to register to use a MPI Trade Certification so you can:
  - apply for export eligibility of your batches of wine,
  - apply for export documentation for your export consignments,
  - monitor the status of your applications,
  - keep MPI Trade Certification records up to date.
- To register for a MPI Trade Certification you will need to:
  - apply to use a MPI Trade Certification. Follow the Trade Certification link at www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/steps-to-exporting/,
  - create a RealMe account if you don't already have one.
- All MPI Trade Certification users need to have their own login and be current staff.
- MPI can issue export documentation where required depending on your destination market. There is more information about this on the MPI website www.mpi.govt.nz/export/export-requirements/export-certification/.
- You may only export wine that has been made (and packaged, including filling bulk containers) under a registered WSMP that has been verified on an annual basis (a new WSMP must be verified before wine made under it can be exported).
- If you become aware of a critical or export non-compliance, you must report it to MPI. Please complete the CNC/ENC form www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/critical-and-export-non-compliance-of-wine/ or provide the information requested in the form with your notification.

D

Do

What do you need to do?

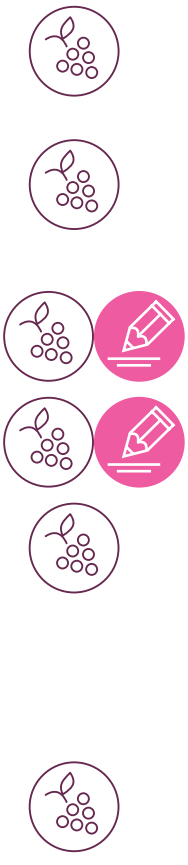
If you are following Pathway A - for New Zealand grape wine you must:

- meet export eligibility requirements,
- ensure that the wine you export meets the current OMAR for the destination market, where relevant,
- comply with the most up-to-date OMAR,
- collect samples for:
  - sensory evaluation,
  - testing for particular markets as specified by OMAR, and
  - retention for up to 2 months (in case retesting is required).

D

Do

- samples must be taken from a homogeneous batch of wine that is packaged for retail sale or ready to be exported without further winemaking adjustments (other than the permitted sulphur adjustments),
- ensure any adjustments before packaging or bulk wine dispatch of the same batch of wine only relate to sulphur dioxide; and that the total sulphur dioxide level in that packaging run or bulk wine dispatch does not vary by more than 10 mg/kg from the sample that was provided for sensory evaluation,
- keep reports or **records** for wine you buy and export if made by someone else to confirm traceability,
- keep reports or **records** for wine you made for someone else and provide copies of these to them,
- register to use a MPI Trade Certification so that you can:
  - apply for export eligibility for each separate batch of wine, prior to export,
  - document the outcome of the sensory evaluation to determine that the wine is free from obvious fault,
  - apply for export documentation for your export consignments,
  - monitor the status of your applications,
  - keep MPI Trade Certification records up to date,
- apply via MPI Trade Certification for export documentation for each consignment prior to export.



If you are following Pathway B - for all other wine and similar products you must:

- register with MPI as an exporter (www.mpi.govt.nz/export/food/fruit-wine-cider-and-mead),
- keep a note of the customs WIF number issued to you in your Wine Exporter Registration letter - you will need this for each export consignment,
- obtain a Free Sales Certificate or Free Sales Advice Statement, if required.

For either pathway:

- Register as an organic exporter if exporting organic NZ grape wine, wine and similar products.
- Obtain an official organic assurance (organic export certificate) for each consignment of organic NZ grape wine, wine and similar products prior to export.
- Follow the procedure on what to do ***Taking action when something goes wrong*** [red] card and notify MPI within 24 hours if the wine:
  - is not fit or is no longer fit for its intended purpose, or
  - is declined entry into a market by a foreign government or regulatory authority, or
  - does not meet, or no longer meets, export requirements, or the OMAR for the importing market, or

D

Do

- does not have, or no longer has, the correct export documentation (e.g. you loaded the wrong wine into the container).

- You must advise MPI if you find:
  - an error in an approved New Zealand grape wine batch, see ***Sourcing, receiving and tracing commodities and winemaking inputs*** [yellow] card,
  - an error on an approved export consignment application.



S

Show

What do you need to show?

- For either pathway, show or explain to your verifier:
  - a **record** of markets you export to, or may export to, and how you know if any OMAR applies, also include the countries for any clients you make wine for,
  - how you know you are using the most up-to-date OMARs, if required,
  - how you are meeting the requirement in any relevant OMARs if they are different from the New Zealand requirements,
  - **records** relating to any CNC or ENC,
  - how you follow the ***Taking action when something goes wrong*** [red] card and notify MPI of any problems with export consignments.



- For **Pathway A**, show or explain to your verifier:
  - how you ensure samples are representative of a homogeneous batch of wine,
  - samples of wine batches for export are clearly labelled and stored for the required period,
  - a **record** that each batch of wine for export is free from obvious fault,
  - that the wine batch information, declarations and available volume to export entered into MPI Trade Certification is accurate,
  - that no further adjustments have been made, except for the permitted sulphur dioxide adjustment.



Taking action when something goes wrong

K

Know

What do you need to know?

- Things don't always go as expected. You need to have a procedure for dealing with things that go wrong when they affect the fitness for intended purpose of your wine.

D

Do

What do you need to do?

- Take immediate action when a problem affects the fitness for intended purpose of wine. **Record** the action that you took.
- If something has gone wrong:
  - tell the day-to-day manager about the problem,
  - identify and **record**:
    - what went wrong and the date the problem started,
    - who was involved,
    - how much wine was affected and its batch and/or lot ID and location,
    - what has been done to prevent the problem from happening again.
- If the wine you have processed is not fit for its intended purpose you must:
  - isolate any affected wine until a risk assessment has been completed, and identify if a recall is required, (refer to ***Recalling wine*** [red] card or www.mpi.govt.nz/food-business/food-recalls/food-recall-guidance-for-businesses/)
  - identify if affected wine could be reprocessed or relabelled to make it fit for intended purpose,
  - identify if affected wine needs to be disposed of and how.
- Notify your verifier and/or MPI Compliance as soon as possible (and within 24 hours of becoming aware) if any of your wine has become unsafe or you become aware of a CNC or ENC. Complete the Wine CNC/ENC Notification form from this webpage www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/critical-and-export-non-compliance-of-wine/.
- You must **record**:
  - how any affected wine was relabeled (if applicable),
  - what steps (if any) were taken to reprocess the affected wine to remove or minimise any hazard,
  - what happened to any affected wine after recall , if required (e.g. was it disposed of, reprocessed or sold in another market).
- If any of the affected wine has been exported you must follow the rules in ***Exporting wine*** [light blue] card and notify MPI within 24 hours. Refer to: www.mpi.govt.nz/export/food/exporting-new-zealand-grape-wine/critical-and-export-non-compliance-of-wine/.
- Keep clear, accurate and complete **records** for at least 7 years.

S

Show

What do you need to show?

- If anything has gone wrong since your last verification, show your verifier all the **records** outlined in the '**Do**' section.
- Explain to your verifier:
  - what has been done to prevent any problems happening again,
  - any export related problems and what you did to fix the problem.





Recalling wine

Know

What do you need to know?

- Wine that is not fit for intended purpose may contain hazards or jeopardise access to overseas markets.
- There are two main situations where a recall may be required:
  - a supplier has recalled a winemaking input, commodity, product or piece of equipment or packaging you use use and this may result in hazards being introduced to wine or means your wine is no longer fit for its intended purpose, or
  - you need to recall the wine you have made because something went wrong in your process and your wine is unsafe (e.g. contains undeclared allergens) or does not meet the OMAR for the market it has been exported to.
- There are two types of recall, trade level recall or consumer level recall. The type depends on whether or not the affected product has reached the consumer.
- You need to have a recall procedure for wine that includes criteria for deciding when a recall is needed and how retrieval and reprocessing or disposal will be managed if you have a critical non-compliance.
- Keeping complete and accurate traceability **records** means a recall can be conducted faster and more efficiently, minimising cost and impact on your reputation.
- There is helpful information about recalling wine on the MPI website: www.mpi.govt.nz/food-safety/food-recalls/.
- You will need to notify MPI if you need to recall any of your products.
- If you contract out part of the processing or storage of your wine, you may need to establish where responsibilities for recall lie as part of the commercial arrangement.

Simulated recall

- You need to conduct a simulated recall to demonstrate the effectiveness of your procedures at least every 12 months after the date of your last simulated recall or a genuine recall, this will assist you and save time if a genuine recall is ever required. Effectiveness of a simulated recall (or recall) can be measured by:
  - the percentage of wine that was traced and could have been returned, and
  - how long it took to trace and recall affected wine.

D

Do

What do you need to do?

- If you think a recall is required, follow the steps in the ***Taking action when something goes wrong*** [red] card.
- You must be able to:
  - identify if your wine has been affected,
  - locate all affected product,
  - trace any affected wine to the next recipient and notify them,
  - identify where the recalled wine is e.g. in retail stores, storage or if it has been exported.
- If you have made and sold wine which needs to be recalled you must do all of the following:
  - report your decision to recall as soon as possible and within 24 hours to MPI,
  - inform both your verifier and MPI about the problem. Contact MPI any time on 0800 00 83 33 and ask for the Food Compliance team (if during work hours) or ask for the on-call Food Compliance officer who may allocate a Wine Officer if required (if calling after hours),
  - othe Food Compliance team/officer will ensure a MPI Wine Officer will contact you,
  - complete the Food Recall Risk Assessment Form (RA Form) and send it to your designated Wine Officer www.mpi.govt.nz/dmsdocument/50356-Food-recall-risk-assessment-form,
  - if a consumer level recall is required, draft a newspaper advertisement using an appropriate template. For example:
    - food recall notice template – General products www.mpi.govt.nz/dmsdocument/42790/sitemap,
    - food recall notice template – Allergen warning www.mpi.govt.nz/dmsdocument/42793/sitemap,
    - an alternative provided by an industry body.
- Submit the advertisement to your Wine Officer. Only publish this once it has been approved. The Wine Officer will adivse if there is anything else you need to do (e.g if any changes need to be made),
  - all advertisements must be approved by a Wine Officer before publishing.
  - ask a Wine Officer if there is anything else you have to do (e.g. Food recall notice template - Point of sale: www.mpi.govt.nz/dmsdocument/22357-Food-recall-notice-template-General-products), press release, radio advertisement, website notice and complete as required.
- You must **record** and provide MPI or a Wine Officer with the following details:
  - what wine is affected by the recall (name and lot identification),
  - the reason for the recall,
  - the volume recalled,
  - how it is packaged (e.g. bottled or in bulk packaging),

D

Do

- the location of the affected wine,
- the date of recall,
- what steps (if any) were taken to reprocess the affected wine to remove or minimise any hazard,
- what happened to any affected wine after recall (e.g. was it disposed of, reprocessed or sold in another market).

Simulated recall

- Test your recall procedures by holding a simulated recall at least every 12 months after the date of a simulated recall or after the date of a genuine recall. Refer to: www.mpi.govt.nz/dmsdocument/50630-Simulated-Recall-Guidance-For-Food-Businesses.
- Keep **records** of the actions and outcomes of your simulated recall.



S

Show

What do you need to show?

- Show your verifier:
  - the procedure or plan you have in place to recall wine if you need to,
  - all **records** outlined in the **Do** section relating to a simulated or actual recall conducted since your last verification,
  - the completed Food Recall Risk Assessment form (if applicable),
  - a copy of the recall notice (if applicable).

