Wine Australia for Australian Wine

Winery Record Keeping Instruction Tutorial

Current October 2017

The Label Integrity Program (LIP)

Wine Australia Act 2013 - Part VIA.

Requires any entity that deals with wine goods to make and keep records of specific matters relating to the processing, manufacture, packaging, sale and storage throughout life of the wine goods.
Entities required to keep records includes but are not limited to:

- wine grape growers
- wineries
- packagers
- exporters

- processing facilities
- storage facilities
- wine brokers
- wholesalers and retailers

The program was created by industry to ensure the integrity of Australian wine.

#1 Objective:
Advancement of the truthfulness, and reputation for truthfulness of statements made on Australian Wine labels.

The Label Integrity Program (LIP)

Fundamental Concepts:

- *Label claims are not mandatory* – however; if a label claim is made, then an audit trail from finished product back to grape receival must exist to substantiate any claim.

- The Label Integrity Program does *not* prescribe how records are to be kept, only the information that must be recorded. This gives wine manufacturers complete flexibility in choosing a system that best suits their needs.

- *Note:* Regardless of whether a label claim is being made, compliant records must be kept in accordance with the *Wine Australia Act 2013.*

What records must I keep?

Wine manufacturers must make and keep records of the receival of any wine goods. This includes:

- Fruit receival at weighbridge / intake after harvest.
- Juice or wine received from any outside source.

Section 39F – receipt of wine goods.

A wine manufacturer who receives wine goods for processing at their manufacturer's winery must make and keep a record in writing of their receipt showing:

1. The *date* of the receipt;
2. The *quantity*;
3. The *vintage*, *variety* and *geographical indication*;
4. The *identity* of the supplier

What records must I keep?

Throughout the wine manufacturing process the following records

must be made and kept:

Section 39F – Obligation to keep records

1) A person to whom this part applies must keep written records that show the following details in relation to the wine goods:

    (g) details of steps taken by the record keeper that changed or affected any of the following:

        i. The *vintage*, *variety* or prescribed *geographical indication* of the wine goods;

        ii. The *tank* or other *place* or *thing* in which the wine goods were stored;

        iii. The *volume* of the wine goods stored in any such tank, place or thing;

Section 39H – Details required under section 39F

    Manufacturing wine

    (3) Details required under paragraph 39F (1) (g) in relation to wine goods must be in a form that allows:

        (a) An *audit trail* containing a history of the changes to the wine goods to be readily traced from the record; and

        (b) Details of the steps taken and the results of the steps to be readily checked for discrepancies by following the sequence of the steps recorded.

Setting up your winery

Making and keeping records in compliance with the *Wine Australia Act 2013* requires the following steps to be implemented in the winery:

1. Scales for measuring weight of fruit upon receival;

2. All vessels (including barrels) numbered / individually identifiable;

3. All vessels calibrated such that partial volumes can be measured with accuracy.

Frequently Asked Questions

Q

If no label claim is to be made, do wine manufacturers still have to keep records?

Are wine manufacturers required to number barrels?

Are wine manufacturers required to maintain records on a computer?

How long are wine manufacturers required to retain records?

A

Yes. To satisfy the requirements of Section 39F of the *Wine Australia Act 2013* the receipt of all wine goods must be recorded.

Yes. Section 39F of the *Wine Australia Act 2013* requires wine manufacturers make and keep a record of the tank or other place or thing in which a wine or extract was stored and the volume in such tank, place or thing. In order to achieve this all vessels must be individually identifiable.

No. The law only defines what matters must be recorded and retained. Wine manufacturers are allowed the flexibility to do this in any manner, provided all matters required are recorded and retained.

Section 39F of the *Wine Australia Act 2013* requires records be retained for 7 years after the record is made.

Wine Australia Record Keeping Template

Wine Australia provides the following templates for wine manufacturers to make and keep records.

This system only provides the mechanism. Relevant detail must be recorded and retained to ensure wine manufacturing records are kept in a manner that is compliant with the *Wine Australia Act 2013*.

The Wine Australia template uses a *wine per page* system.

The system is made up of separate pages:

- Vintage Intake / Fruit Receival Register

- Individual Receival Dockets

- Wine Processing Record

Vintage Intake / Fruit Receival Register

Vintage	2017

Date	Variety	Region / Geographical Indication	Vineyard / Grower Name	Amount	Intake Docket #	Analysis				
						Be	pH	TA	SO2	Other
18/02/2017	Chenin Blanc	Swan Valley	William Vinicombe	5.73t	1	11.9	3.55	6.7		
21/02/2017	Shiraz	Margaret River	Angelo D'Angelo	15.51t	2	13.5	3.6	6.1		
22/02/2017	Chardonnay	Pemberton	Western Vineyard Group	8.126t	3	11.5	3.56	5.9		

This sheet records the intake of all wine goods.

Completion in full of this form will meet the requirements of Section 39F of the *Wine Australia Act 2013*.

The *mandatory* records are highlighted in *yellow*.

Individual Receival Docket

Individual Receival Docket

MANDATORY RECORDS	
INTAKE DOCKET #:	1
DATE:	18/02/2017
VINTAGE:	2017
VARIETY:	Chenin Blanc
REGION / GI:	Swan Valley
AMOUNT:	5.732t
SUPPLIER DETAILS:	William Vinicombe
ANALYSIS	
BAUME / ALC:	11.9
PH:	3.55
TA:	6.7
SO2:	
OTHER:	

The individual receival docket can be used in conjunction with the Vintage Intake / Fruit Receival Register for the intake of grapes.

Where wine goods other than grapes are received (e.g. bulk juice or wine) an individual receival docket is used to record all mandatory information.

Mandatory features of an individual receival docket:

In order to comply with Section 39F

- Intake Docket Number *(cross reference from Vintage Intake / Fruit Receival Register)*

- Date

- Variety

- Geographical Indication

- Amount / Quantity / Volume

- Identity of supplier

Optional Information

- Chemical analysis including pH, TA, SO_2, MOG & Baume etc.

LIP Manual System

Details are taken from the:

- *Vintage Intake / Fruit Receival Register*; and/or

- *Individual Receival Docket*

And transferred to the *Wine Processing Record*.

A unique *Wine Batch ID* is assigned to every individual Wine Processing Record.

It is suggested that codes be kept simple and functional:

E.g. 16 (*Year = 2016*) SHZ (*Variety = Shiraz*) 001 (*order of intake*)

Traceability within the system runs on the principle of Double Entry.

Wine Australia

Wine Processing Record

Date	Variety	Region / Geographical Indication	Amount	Vineyard / Grower Details	Intake Docket #
18-Feb-17	Chenin Blanc	Swan Valley	5.73t	William Vinicombe	1

WINE BATCH ID: 17CHB-001

DATE	FROM VESSEL			OPERATION	TO VESSEL			GAIN / LOSS	FSO2	TSO2	Ph	TA	TEMP	Be	Other	ADDITIONS / COMMENTS / NOTES
	VESSEL	START VOL	END VOL		VESSEL	START VOL	END VOL									
18/02/17				Crush & Press	T18	5.73t	3150									Free Run
					T2		860									Pressings
21/02/17	T18	3150	0	Rack Juice	T31	0	2900	-250								250L lees to drain
	T2	860	0	Rack Juice	T31	2900	3640	-120								Combined F&PR 120L lees discarded to drain
22/02/17				Innoculate Yeast	T31	3640	3640									Added QA23 yeast

Mandatory details are highlighted in the yellow columns.

Example data is provided as a guide to the minimum amount of information that is required.

Note the *Wine Batch ID*. This code forms the basis of traceability whenever blending of this batch occurs.

Blending

Where two batches (with different *Wine Batch ID*) are blended together, a new code can be created (discontinuing both previous codes) or one can be continued while the second is discontinued.

Traceability

At this point the 'from' *Wine Batch ID* must be recorded in the Notes section of the 'to' *Wine Processing Record* and the 'to' *Wine Batch ID* must be recorded in the Notes of the 'from' *Wine Processing Record*.

Wine Australia

LIP Manual System – Blending Example

In this case a new record and a new *Wine Batch ID* is created for the blend.

Details of the operation are recorded in the *Wine Processing Record* of the component wine.

In the notes section the new *Wine Batch ID* of the new blend is clearly indicated.

Date	Variety	Region / Geographical Indication	Amount	Vineyard / Grower Details	Intake Docket #
18-Feb-17	Chenin Blanc	Swan Valley	5.73t	William Vinicombe	1

WINE BATCH ID: 17CHB-001

	FROM VESSEL				TO VESSEL											
DATE	VESSEL	START VOL	END VOL	OPERATION	VESSEL	START VOL	END VOL	GAIN / LOSS	FSO2	TSO2	Ph	TA	TEMP	Be	Other	ADDITIONS / COMMENTS / NOTES
18/02/17				Crush & Press	T18	5.73t	3150									Free Run
					T2		860									Pressings
21/02/17	T18	3150	0	Rack Juice	T31	0	2900	-250								250L lees to drain
	T2	860	0	Rack Juice	T31	2900	3640	-120								Combined F&PR 120L lees discarded to drain
22/02/17				Inoculate Yeast	T31	3640	3640									Added QA23 yeast
15/03/17	T31	3640	0	Rack & Sulphur	T30	0	3500	-140								Racked & Sulphured post ferment 140L of yeast lees discarded
15/03/17				Blending	T30	0	3500									Blending with Chardonnay **NEW BATCH ID 17WBlend-001**

LIP Manual System – Blending Example

- New record created.
- New *Wine Batch ID* assigned.
- Records exactly the same information.
- Notes section contain the *Wine Batch ID* of the component.
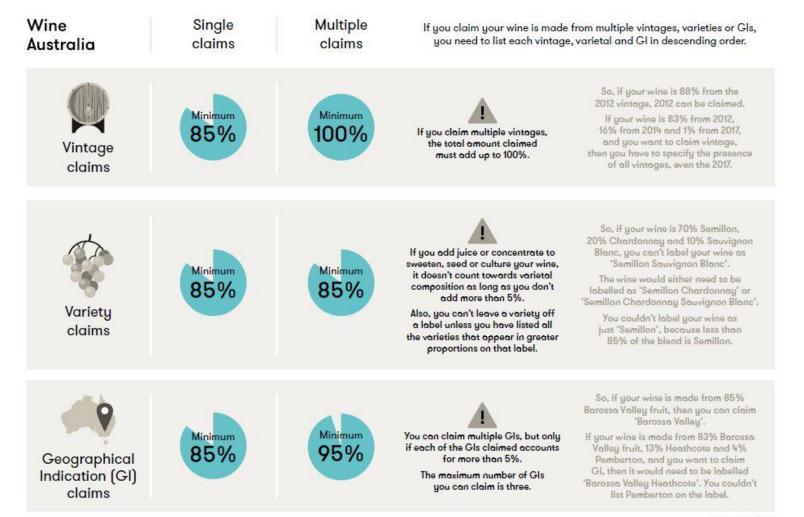- This is the double entry principle of traceability.

New *Wine Batch ID*

Component *Wine Batch ID's*

Date	Variety	Region / Geographical Indication	Amount	Vineyard / Grower Details	Intake Docket #

WINE BATCH ID: **17WBlend-001**

DATE	FROM VESSEL			OPERATION	TO VESSEL			GAIN / LOSS	FSO2	TSO2	Ph	TA	TEMP	Be	Other	ADDITIONS / COMMENTS / NOTES
	VESSEL	START VOL	END VOL		VESSEL	START VOL	END VOL									
15/03/17				Blending	T30	0	3500									Blending with Chardonnay From Wine Batch ID *17CHB-001*
15/03/17	T41	5100	0	Rack / SO2 / Blend Post Ferm	T30	3500	8429	-171								Blending Post Ferment From Wine Batch ID *17CHA-005* 171L yeast lees discarded

Wine Australia

LIP Manual System – Blending Example

- Component wines have the NEW *Wine Batch ID* in their notes section.

- The new record created for the blend will contain ALL wine movements that resulted in creating that blend and;

- The *Wine Batch ID's* of all component wines.

The Blending Rules

LIP Record Keeping Tutorial

Blank templates of the following are free to view and download at:

https://www.wineaustralia.com/au/labelling/label-integrity-program

- Wine Goods Receival Register
- Individual Receival Dockets
- Wine Processing Record
- Wine Goods Supply Statement

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