# https://piritahi.cohesion.net.nz/Sites/CC/TemplatesLibrary/New%20Zealand%20Food%20Safety%20-%20Crest%20Logo%20-%20white%20with%20orange%20%26%20black%20text.jpg

# WSMP Verification – Agency Quarterly Report

1. All recognised agencies are required to submit a completed quarterly report of verification activity;
2. The recognised agency/verifier is to email this quarterly report to Ministry for Primary Industries (MPI) - Email: [wine.query@mpi.govt.nz](mailto:wine.query@mpi.govt.nz);
3. Complete in Microsoft Word and type response directly into expandable fields;
4. Due dates for quarterly reports are Q1: last Friday in April, Q2: last Friday in July, Q3: last Friday in October, Q4: last Friday in January.

|  |  |
| --- | --- |
| **Recognised agency** | Enter name of Recognised agency. |
| **Quarter** | Q1 Jan-Mar  Q2 Apr-Jun  Q3 Jul-Sep  Q4 Oct-Dec |
| **Date report completed** | Click here to enter a date. |
| **Completed by** | Name of the person completed by |

# Reporting Period Summary

## Verification Summary

No verifications were completed in this quarter

## WSMPs not verified

If there are any WSMP operators that you provide verification services for, that for some reason did not schedule their WSMP verification on or before the anniversary date (including late verifications), please complete the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **WSMP ID** | **Winery Name** | **Anniversary Date** | **Reason** |
| WSMP ID. | Winery Name | Click here to enter a date. | Enter reason |

## Operators who have changed recognised agencies

If there are any WSMP operators that you have provided verification services for that have changed from your recognised agency to another or have terminated their arrangement with your recognised agency, please complete the table below:

|  |  |  |
| --- | --- | --- |
| **WSMP ID** | **Winery Name** | **MPI Use** |
| WSMP ID. | Winery Name | Registered with existing agency  Registered with new agency  WSMP Suspended / Surrendered  Approvals – WA 9 / 12 received  Approvals – WA 9 / 12 not received  Winery – Request WA9 completion |

# Management of Non-Compliances

## Were there any corrective action requests (CARs) issued?

**NO**, Go to **2.2** **YES**, Complete Tables **2.1.1** and **2.1.2**

**Table 2.1.1 Total Number of CARs**

|  |  |  |
| --- | --- | --- |
| **Corrective action requests issued** | **Corrective action requests closed out** | **Corrective action requests overdue** i.e. not completed by agreed close out date |
| Enter total number of corrective action requests issued | Enter total number of corrective action requests closed out | Enter total number of corrective action requests overdue |

Complete Table 2.1.2 for each overdue corrective action request (if there are any)

**Table 2.1.2 Details of CARs overdue**

|  |  |
| --- | --- |
| **WSMP IDs** | WSMP ID. |
| **Operator Name** | Operator Name |
| **Details of non-compliance** | Enter details of non-compliance |
| **Corrective action request and agreed close-out date** | Enter corrective action requests  Click here to enter a date. |
| **Reason for overdue CAR** | Enter reason for overdue CAR |
| **Steps taken to close-out overdue CAR** | Enter steps taken to close out overdue CAR |

## Are there any CARs overdue from previous quarterly reports?

**NO**, Go to **3** **YES**, Complete Table **2.2.1**

**Table 2.2.1 Overdue CARs from previous quarterly reports**

|  |  |
| --- | --- |
| **WSMP IDs** | WSMP ID. |
| **Operator Name** | Operator Name |
| **Details of non-compliance** | Enter details of non-compliance |
| **Corrective action request and agreed close-out date** | Enter corrective action requests  Click here to enter a date. |
| **Reason for overdue CAR** | Enter reason for overdue CAR |
| **Steps taken to close-out overdue CAR** | Enter steps taken to close out overdue CAR |

# CARs raised during reporting period

Complete the tables below by placing the number of CARs raised in the appropriate box. Note: the tables match the sections in the approved wine standards management plan Codes of Practice as well as export/OMAR requirements.

## CARs

**Registration / Scope of Operations**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 1: Document control & record keeping requirements**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 2: Receipt of grapes / commodities**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 3: Chemicals and winemaking inputs**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 4: Winemaking**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 5: Transfers of bulk wine/juice**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 6: Winery hygiene**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 7: Bottling and packaging**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 8: Labelling**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 9: Storage and dispatch**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 10: Staff and visitors**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Section 11: Recalls**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

## CARs for Exports (where relevant)

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Brazil OMAR**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**EU OMAR**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**GB OMAR**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**USA OMAR**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

**Ice Wine labelling (Wine Regulations 2021 clause 44)**

|  |  |
| --- | --- |
| Choose an item. | Insert number of CARs raised |

# Agency performance for quarter

## Agency accreditation status

|  |  |
| --- | --- |
| **Anniversary date** | Click here to enter a date. |
| **Next verification due** | Click here to enter a date. |
| **CAR’s issued** | Enter CARs issued |
| **CAR’s closed** | Enter CARs closed |
| **CAR’s overdue** | Enter CARs overdue |
| **Reason** | Enter reason |

## Client appeals

|  |  |
| --- | --- |
| **Recognised person appeal made against** | Enter recognised person’s name |
| **Date** | Click here to enter a date. |
| **WSMP ID** | WSMP ID. |
| **Operator** | Enter Operator name |
| **Nature/description of client appeal** | Enter nature/description of client appeal |
| **Resolution** | Enter resolution |