

FORM

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Date (1):		Date (2):		Vineyard:	
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#	QUESTION	ANSWER	ACTION REQUIRED		
			WHAT	WHO	BY WHEN
1. Manual (see folder)					
1.1	Check the process flow diagram. Does it still reflect what really happens?		NC		
1.2	Are there any new Food Safety hazards associated with grape production that should be in the HACCP Table?		NC		
1.3	Is the current version of the HACCP Table more than a year old? (If so, note a review is necessary.)		NC		
1.4	Has the grower got a complete set (as per Appendices One and Two of the manual) of current version forms and SOP's?		OFI		
1.5	Confirm with the grower that the Approved Supplier list (SOP 06) is up to date.		NC		
1.6	Locate the manual. Check the reference in the bottom left corner. What is the date and what version number is shown? Is this the same as on the WGMB reference PC?	Date: Version: Same as WGMB: Yes/ No	OFI		
2. Spray Diary					
2.1	Verify the spray diary is being completely and correctly filled out		NC		
2.2	Determine from the spray diary who sprays. Check they have current certificates showing completion of a "Safe Chemical Use" course.	Name/s: Current certificate:	NC		
3. Delivery Books (Form 01)					
3.1	From the 2 Winery Delivery Dockets you have, locate the matching Delivery Notes (Form 01). Is there any discrepancy in dates?	Variety: Date picked as per Winery Delivery Docket: 1. 2. Date picked as per Delivery Book (Form 01): 1. 2. Any discrepancy?	NC		

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			WHAT	WHO	BY WHEN
3.2	Using the 2 Delivery Notes above, locate spray records relevant to that block for that vintage, then: <ol style="list-style-type: none"> a) Note the earliest possible harvest date for each from the Spray Diary. b) Note the actual harvest dates from the Delivery Note. c) Confirm there is no overlap. d) Have a look at the Farm Plan and identify the block on the Farm Plan e) Go to the block (same time as doing 5.3). Confirm requirements of the HACCP Table are being met. 	a) Earliest possible harvest dates from Spray Diary: <ol style="list-style-type: none"> 1. 2. b) Date picked as per Delivery Book (Form 01) <ol style="list-style-type: none"> 1. 2. c) Overlap? <ol style="list-style-type: none"> 1. 2. d) Block can be identified on Farm Plan? <ol style="list-style-type: none"> 1. 2. e) Corner posts match Farm Plan? Legible block ID tags?	NC		
4. Completed Records					
4.1	Identify the CCP's on the HACCP Table (grey shaded areas). Follow each through to ensure there is evidence (forms maintained) of the control measure being in place.	Form 01: Form 6a/6b <u>or</u> Harvest Contractors HACCP Certificate: Form 10:	NC		
4.2	(After vintage, if own Harvester) check the Harvester Preventative Maintenance form (Form 06a or 06b) for completion.	Date of last pick: Date of last Maint:	NC		
4.3	Select 2 current permanent employees. Check the Awareness Log (Form 02) - does each have a form completed?	Name: Name:	NC NC		
4.4	Select 2 casual employees. Check the Contract and casual employees awareness Log (Form 07) - does each have a form completed?	Name: Name:	NC NC		
4.5	View the Quarterly Vineyard Housekeeping Check (Form 03) file. What date is the most recent form?	Date:	OFI		
4.6	Are the checks being carried out as required?	Carried out as required:	OFI		

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4.7	In particular, check the answers to Question 3 (chemicals storage) in the Quarterly Vineyard Housekeeping checks. Verify compliance.		NC		
4.8	Check the Opportunity for Improvements file. How many have been processed since last audit? (If none listed, suggest discussing with the grower a HACCP related improvement issue they are currently working on and log it on Form 05.)	Number completed since last audit:	OFI		
4.9	Select 1 of these. Go through the form and confirm that it has been completed to the end.		OFI		
4.10	List 3 pieces of equipment that should be calibrated according to the HACCP manual Appendix Three. Check the files – a) when was each last calibrated? (Calibrate scales using the WGMB standard weights.)	Name:	NC		
		Date of last calibration:			
		Name:	NC		
		Date of last calibration:			
5. Other					
5.1	Identify 3 recent purchases (from Tax Invoices) of chemical for use on vines, paint (for grape bins etc.), fertiliser or water made by the Vineyard. Confirm the supplier is on the Approved Supplier list (SOP 06).	Chemical:	NC		
		Fertiliser:	NC		
		Other:	NC		
5.2	Confirm the grower has a copy of Grape Specifications from their winery for the upcoming vintage.		OFI		
5.3	Go to the chemical storage area (at each property location being audited) and randomly identify 3 chemicals used in the vineyard. Check they are approved for use in Viticulture. (i.e. They are listed in the spray diary.)	Property 1	NC		
		Property 2	NC		
		Property 3	NC		
5.4	Provide the grower with any documents that have been updated since last visit.	Files listed below provided	OFI		
<i>Please complete Form 04b before signing below.</i>					
Each Auditor please print names and sign:					
Grower (if not an auditor) please print names and sign:					