

Winegrapes Marketing Board

Food Safety (HACCP) Management System

HACCP issue	Relevant form	What you need to do	How often?
Spraying	Spray diary	Complete all columns of Spray Diary	Each time you spray (and each time a chemical batch number changes)
Calibration	Form 08	Set up one form for each piece of equipment that needs calibrating (as per Appendix Three at the back of the "HACCP manual")	Record calibration of each piece of equipment as per Appendix Three
Grape equipment painting	Form 10	Complete each column of Form 10.	Whenever grape handling equipment is painted
Dispatch to the winery	Delivery Note (Form 01 - carbon book)	Fill out and answer questions	Every load sent to the winery
Vineyard Housekeeping	Form 03	Complete Form 03	<u>Vineyards</u> – Quarterly (except for winter).
Harvester checks	Form 06a	<u>Own harvester</u> – fill out during harvest	Weekly (minimum)
	Form 06b	<u>Contract harvester</u> – have the contractor supply you a copy of their WGMB HACCP Certificate (or other approved certificate) or <u>Contract harvester</u> – have the contractor fill out each time they come to your farm	<i>Before</i> the first harvest "run" of each vintage
		<i>Before</i> each harvest "run"	
Opportunity for Improvement	Form 05	Fill out: a) when you make improvements that will help Food Safety or b) for suggestions to the winery regarding Food Safety	As required
Internal audit	Form 04	Review the form so you know what an auditor will be looking out for	See Section 10.1 of manual
HACCP awareness for casual employees	Form 07	<u>Vineyard</u> Go through with each casual employee who will be on site for a week or more (or a representative of a group/family)	Once for each casual employee
HACCP awareness for full time employees	Form 02	Go through Form 02 with each full time employee.	Once for each full time employee

Summary of jargon used

HACCP	Hazard Analysis Critical Control Point	WHP	Withholding Period
CCP	Critical Control Point	MOG	Matter Other than Grape
GLO	Grower Liaison Officer	QMS	Quality Management System
MRL	Maximum Residual Limit	SOP	Standard Operating Procedure