



Winery Record Keeping Instruction Tutorial

Current February 2011



The Label Integrity Program (LIP)

Wine Australia Corporation Act 1980 Part VIA Section 39A-39ZL.

Requires wine manufacturers make and keep records of specific matters throughout the winemaking process.

Program created by industry to ensure the integrity of Australian wine.

#1 Objective:

Advancement of the truthfulness & reputation for truthfulness of statements made on Australian Wine labels.

The Label Integrity Program

FUNDAMENTAL CONCEPTS:

- Label claims are not mandatory – however; if a label claim is made, then an audit trail from finished product back to grape purchase 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: Receipt of ALL grapes and grape products at a wine manufacturer must be recorded even if no label claim is to be made.

What records must I keep?

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

- Fruit receipt 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 39W – Characteristic to be recorded.

1) Records are required to show:

- (a) the Vintage of the wine or extract
- (b) the Variety of the wine or extract
- (c) the Geographical Indication of the wine or extract.

2) The records must also show details of every step the wine manufacturer took in manufacturing the wine or extract including anything that changed or affected;

- (a) the Vintage of the wine or extract
- (b) the Variety of the wine or extract
- (c) the Geographical Indication of the wine or extract
- (d) the tank or other place or thing in which the wine or extract is stored
- (e) the volume of the wine or extract stored in any such tank, place or thing.

3) The details required under subsection (2) in relation to a wine or extract must be in a form that allows an **audit trail** containing its history of the wine's manufacture to be readily traced from the record.

Setting up your winery

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

1. Scales for measuring weight of fruit upon receipt;
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?

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

Q: Are wine manufacturers required to number barrels?

A: Yes. Section 39F of the Wine Australia Corporation Act 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.

Q: Are wine manufacturers required to maintain records on a computer?

A: 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.

Q: How long are wine manufacturers required to retain records?

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

Wine Australia Record Keeping Template

Wine Australia provides the following template 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 Corporation Act 1980.

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

The system is made up of separate pages:

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

Wine Goods Receipt Register

Vintage 2009

Date	Variety	Region / Geographical Indication	Vineyard / Grower Name	Amount	Seq / Docket #	Analysis				
						Be	pH	TA	SO2	Other
18/2/2009	Chenin Blanc	Swan Valley	William Vinicombe	5.73t	1	11.9	3.55	6.7		
21/2/2009	Shiraz	Margaret River	Angelo D'Angelo	15.51t	2	13.5	3.6	6.1		
22/2/2009	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 Corporation Act.

The mandatory records are highlighted in yellow.

Individual Receival Docket

INDIVIDUAL RECEIVAL DOCKET	
SEQUENCE / DOCKET #:	1
DATE:	18/2/2009
VINTAGE:	2009
VARIETY:	Chenin Blanc
REGION:	Swan Valley
AMOUNT:	5.73t
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 [Wine Goods Receival Register](#) for the intake of grapes.

Where wine goods other than grapes are received (eg, 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

- Sequence / Docket Number
- Date
- Variety
- Geographical Indication
- Amount / Quantity / Volume
- Identity of supplier.

Optional Information

- Chemical analysis including pH, TA, SO₂, MOG & Baume etc.

LIP Manual System

Details are taken from the:

- Wine Goods Receival Register; and/or
- Individual Receival Docket

And transferred to the Wine Processing Record.

A unique WINE CODE is assigned to every individual Wine Processing Record.

It is suggested that codes be kept simple and functional:

Eg, 11 (Year = 2011) SHZ (Variety = Shiraz) 001 (order of intake)

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

Wine Processing Record

Date	Variety	Region / Geographical Indication		Amount	Vineyard / Grower Details										Seq / Docket #		
18/2 /2010	Chenin Blanc	Swan Valley		5.73t	William Vinicombe										1		
															WINE CODE	10CHB-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	
18/2				Crush & Press	T18	5.73t	3150									Free Run	
					T2		860									Pressings	
21/2	T18	3150	0	Rack Juice	T31	0	2900	-250								250L Lees to drain	
	T2	860	0	Rack Juice	T31	2900	3640	-120								Combined FR & PSG. 120L Lees discarded to drain.	
22/2				Inoculate 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 CODE**. This code forms the basis of traceability whenever blending of this batch occurs.

Blending

Where two batches (with different **WINE CODES**) 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 CODE** must be recorded in the Notes section of the “to” **Wine Processing Record** and the “to” **WINE CODE** must be recorded in the Notes of the “from” **Wine Processing Record**.

LIP Manual System – Blending Example

In this case a new record and a new **WINE CODE** 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 CODE** of the new blend is clearly indicated.

Date	Variety	Region / Geographical Indication	Amount	Vineyard / Grower Details											Seq / Docket #	
18/2	Chenin Blanc	Swan Valley	5.73t	William Vinicombe											1	
														WINE CODE	10CHB-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									
18/2				Crush & Press	T18	5.73t	3150									Free Run
					T2		860									Pressings
21/2	T18	3150	0	Rack Juice	T31	0	2900	-250								250L Lees to drain
	T2	860	0	Rack Juice	T31	2900	3640	-120								Combined FR & PSG. 120L Lees discarded to drain.
22/2				Inoculate Yeast	T31	3640	3640									Added QA23 yeast
15/3	T31	3640	0	Rack & Sulphur	T30	0	3500	-140								Racked & Sulphured post ferment 140L of yeast lees discarded.
15/3				Blending	T30	0	3500									Blending with Chardonnay New Code 10WBlend-001

LIP Manual System – Blending Example

Component wines have the new WINE CODE 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 CODES of all component wines.

The Blending Rules

Any claim must be listed in descending order of its proportion in the wine

	Vintage	Variety	Region
Single	85%	85%	85%
Multiple	100%	85%*	95% - min 5%**

*Each variety named in the description and presentation must be present in greater proportion in the composition of the wine than any variety that is not named.

**A maximum of three GI's can be claimed

LIP Record Keeping Tutorial

Blank templates of:

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

are free to view and download at www.wineaustralia.com/australia/

Contact the Compliance audit team at Wine Australia for further information.

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