Sustainable Winegrowing New Zealand

Certification Scheme Handbook

NEW ZEALAND SUSTAINABLE WINEGROWING

New Zealand Wine
Altogether Unique.

Sustainable Winegrowing New Zealand

Certification Scheme Handbook

Resources

About Sustainable Winegrowing New Zealand

Sustainability is an integral part of the New Zealand wine industry. New Zealand's winemakers and grape growers are committed to crafting exceptional wine while enabling the natural environment to thrive.

Sustainable Winegrowing NZ™ (SWNZ) is a programme run by New Zealand Winegrowers, the industry body for New Zealand's grape growers and winemakers (see additional information about New Zealand Winegrowers on the next page). SWNZ is widely recognised as a world-leading sustainability programme and was one of the first in the international wine industry when it was established in 1995. The programme is based on continuous improvement and alignment with standards and benchmarks, which ensures members meet best practice guidelines for sustainability in the vineyard and winery. The programme was first adopted by grape growers across the country, followed by wineries, with the establishment of sustainable winery certification standards in 2002. SWNZ now certifies all parts of the production chain including vineyards, wineries, New Zealand-based bottling facilities, and brands.

Today, 96 percent of New Zealand's producing vineyard area is certified by SWNZ, and more than 90 percent of the wine produced in New Zealand is processed in SWNZ-certified facilities. This level of industry-wide participation in a sustainability scheme offers a significant point of difference for New Zealand wine.

The SWNZ programme provides:

- standards and guidance for members to ensure stewardship across key focus areas of sustainability
- a consistent set of benchmarks enabling members to make informed business decisions across key focus areas with the aim of continuous improvement
- protection and enhancement of the reputation of the New Zealand wine industry nationally and internationally by maintaining the industry's social licence to operate.

SWNZ strives to showcase the sustainability of the New Zealand wine industry and to be globally recognised as a leader in this area. To achieve this, the programme must be robust and operate with integrity, ensuring that the certification standards and associated branding are trusted.

SWNZ members pay an annual fee based on membership type. The current fee structure can be found online for vineyards and wineries.

About New Zealand Winegrowers

New Zealand Winegrowers (NZW) is the industry body representing New Zealand's grape growers and winemakers, with offices in Auckland, Wellington and Blenheim, New Zealand. The organisation is governed by a Board of Directors of 12 members – ten elected directly by NZW members, and two appointed by the Board. Current Board membership can be viewed here

NZW is funded through:

- a levy on the sale of grapes, collected under the Commodity Levies Act 1991
- a levy on the sale of wine under the Wine Act 2003, and
- user pays activities and sponsorships.

There are a range of committees that sit under the Board of Directors, which provide advice and recommendations to the Board on a range of organisational functions. Committees are made up of Board members, and on some committees, members from the industry have been appointed for their specialist expertise.

The Environment Committee oversees the environmental and sustainability functions of NZW, including the SWNZ programme. This means that any substantive changes to the SWNZ programme must first be endorsed by the Environment Committee before going to the Board for final approval. The structure of the programme and requirements for SWNZ certification are reviewed by the Committee and Board periodically to ensure the SWNZ programme remains relevant and fit-for-purpose.

Why is sustainability certification important?

Sustainability is no longer a 'nice-to-have' for many consumers – it has become a critical element of the wine industry's social licence to operate. This is driven by the expectations of consumers both domestically in Aotearoa New Zealand and in key overseas markets. Many consumers want to know the wine they enjoy has been grown in a way that sustains and protects the natural environment. Internationally, proof of sustainability is also becoming a prerequisite to access an increasing number of markets. Furthermore, regulations governing the sustainable use of land and water are strengthening – SWNZ certification can create a pathway for members to meet relevant regulatory requirements through continual improvements to viticultural, winemaking and other operational practices.

What are the benefits of being a SWNZ member?

Through the programme, SWNZ provides members with:

- the confidence of operating within a robust sustainability framework, allowing wine companies to make strong sustainability claims in their markets
- the integrity of the SWNZ branding to connect with a growing number of sustainability-conscious customers all over the world
- market access for growers to sell their grapes to wine companies that are SWNZ-certified and use the SWNZ logo
- empirical evidence to demonstrate sustainability credentials of grape growing and winemaking practices to local councils and central government (potentially minimising the costs of environmental regulation)
- benchmarking reports that highlight areas for improvement, enabling members to make decisions to maximise resource efficiency and enhance economic sustainability
- feedback and guidance enabling members to continuously improve and fine-tune their operational systems and processes
- access to information resources and events to enable members to stay up-to-date with the latest best practice methods.

Sustainability Focus Areas

NZW has six sustainability focus areas, which form the framework for the SWNZ programme: climate change, water, waste, soil, plant protection (pest and disease management) and people.

NZW has developed these focus areas and associated industry goals by drawing on the United Nations Sustainable Development Goals as a foundation. The Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all, as they seek to mobilise global efforts around a common set of targets. Within each of these goals, NZW has identified the areas that are most relevant and in which the industry has the greatest ability to make a positive impact.

Focus Area	Focus Area Goal
	**NZ wine industry achieves net zero emissions by 2050** Climate change is a significant risk to the New Zealand wine industry. New Zealand Winegrowers will support the industry to adopt activities that will enable us to minimise our industry's greenhouse gas emissions and meet or exceed the government's expectations regarding industry responsibility for greenhouse gas emissions. Please refer to the industry's Roadmap to Net Zero for more information.
	**Be a world leader in efficient water use and the protection of water quality** Water is of critical importance to New Zealand's wine industry for vine irrigation, frost protection and winemaking activities. It is vital that our wine businesses minimise water use and protect the purity of waterways to ensure our supply remains clean and sustainable in the future.
	**NZ wine industry achieves zero waste to landfill by 2050** Wine production, like all agricultural production, generates waste. Circularity is the focus for those working in New Zealand's vineyards and wineries, where by-products are routinely diverted from the waste stream and turned to beneficial use.
	**Protect and enhance soil health** Soil has a strong influence on both the quality and character of a wine. Protecting soil structure and enhancing soil health is fundamental to grape quality, and ensuring that New Zealand vineyards can continue to produce our famous wines in the future.
	**Understand, reduce, and mitigate impacts of existing and potential pests and diseases. Be a world leader in sustainable alternatives.** The world expects high quality, unique wines from New Zealand. To maintain the quality of our wine, we work to ensure our vines, grapes and wines are healthy and protected from the impacts of disease and pests.
	**Be an industry of choice for workers** The success of New Zealand's wine industry depends strongly on the commitment and passion of the employees behind it, through each step of the growing, production and sales and distribution chain.

Certification requirements

SWNZ members are required to demonstrate commitment to and compliance with standards in each of the six focus areas. This is achieved through the development of site management plans, as well as the annual submission of questionnaires and other documentation, and the completion of regular audits.

More details on the various steps of certification can be found on page 5.

SWNZ requirements in each focus area – summary table

Focus Area	Industry goal	Programme requirements
Climate change	To achieve net zero emissions by 2050	• Supply details of verified certification programme for managing emissions (if applicable) • Submit energy use figures • Supply transportation figures of grapes and juice/wine (ending when finished wine is sitting in tank prior to bottling) • Provide information about the types of packaging used (e.g., regular vs lightweight bottles, cans, etc.) • Supply details of any initiatives implemented to reduce carbon footprint
Water	To be a world leader in efficient water use and the protection of water quality	• Submit total water use figures and wastewater volumes • Supply details of relevant resource consents for water takes and wastewater discharge • Use techniques to optimise water applications • Provide details of water efficiency practices/initiatives implemented
Waste	To achieve zero waste to landfill by 2050	• Provide details about how major waste streams are being managed • Submit the total amount of waste sent to landfill • Supply details of any initiatives implemented to reduce waste
Soil	To protect and enhance soil health	• Retain a soil property map on file • Enter all nutritional/biological inputs (e.g., fertilisers) into online spray diary • Supply details of any initiatives to protect and enhance soil health and biodiversity
Plant protection	To understand, reduce and mitigate the impacts of existing and potential pests and diseases while being a world leader in sustainable alternatives	• Adhere to all requirements outlined in the latest industry rule book (the annual 'Spray Schedule') • Submit full spray diary with details of all applications made to the vineyard • Have procedures in place to monitor, assess and control pests and diseases (chemical and non-chemical) • Provide record of regular calibration of all equipment used to apply sprays • Ensure all spray applicators (including contractors if used) have the appropriate training and up-to-date qualifications
People	To be an industry of choice for workers	• Retain current health and safety plan and key documents that are up to date and compliant with regulatory requirements • Implement employment agreements containing (at least) minimum employment entitlements for all directly employed staff, as well as comprehensive contractor agreements (as applicable) • Store fuel and agrichemicals safely in compliance with regulatory requirements

The certification process

To gain or maintain SWNZ certification, all members must agree to and comply with the terms and conditions of the programme (see more information below about confidentiality and privacy). This includes completing annual submissions and undergoing regular on-site audits conducted by an independent verification company. These requirements include:

- submission of an annual questionnaire (with no outstanding corrective actions)
- submission of an annual spray diary that meets all Spray Schedule requirements
- completion of the annual Biosecurity Vineyard Register
- successful completion of an on-site audit at least once every three years.

The table below outlines the specific programme requirements for each SWNZ membership type.

Membership type	Compliance with SWNZ terms and conditions	Questionnaire	Spray diary	Biosecurity Vineyard Register	SWNZ Audit	Proof of current organic certification
Winery (including bottling facilities)	✓	✓			✓	
Vineyard	✓	✓	✓	✓	✓	
No-site winery (brand only)*	✓	✓				
Vineyard organic equivalence**	✓	✓		✓		✓
Winery organic equivalence**	✓	✓				✓

**Note. A 'no-site winery' is an operation (wine brand) that does not own its own vineyards and/or winemaking facilities, instead buying grapes from contract grower(s) and/or contracting out the production of wine to a winery.*

***Note. Organic equivalency is a reduced membership stream open to organically certified vineyards and wineries that also wish to be SWNZ-certified. This membership stream avoids duplicating requirements already met by the operation through their organic certification. Organic members are audited annually by their organic verifier.*

NZW values confidentiality and privacy

Through the SWNZ certification process, NZW collects data and information about members' operations and sustainability practices. This information is used to help monitor and audit compliance with the programme's requirements and, for that purpose, may be shared with auditors or contractors compiling or analysing data on behalf of NZW. Data collected under the SWNZ programme may also be used in an aggregated form for benchmarking purposes, so that SWNZ members can see how their data compares at a national and regional scale.

For a full statement on privacy and confidentiality, please see the terms and conditions for membership in the SWNZ programme, which can be accessed here

Once the foregoing requirements are met, SWNZ certification is granted and a status letter issued. Winemakers producing wine made from grapes grown in fully SWNZ-certified vineyards and produced in SWNZ-certified facilities can apply for permission to display the SWNZ logo on the bottle. This is the industry's guarantee of sustainable production from grape to glass.

Each of the certification steps is outlined in the following sections.

Questionnaires

Every year, members must complete self-assessment questionnaires (previously known as 'scorecards') covering all aspects of the business. There are four types of questionnaire, depending on the type of operation. These are: vineyard, winery, no-site winery and vineyard organic equivalence.

Once submitted, every questionnaire is processed for compliance. If responses indicate that any SWNZ requirements have not been met, the corrective action is identified along with a timeframe for its completion. SWNZ certification for the subsequent year is not granted until the corrective action is verified as being complete and the relevant programme requirement(s) met.

See the Resources section starting on page 9 for copies of the questionnaires.

Site management plans

A key requirement highlighted in the questionnaires is the development of a site management plan. A comprehensive site management plan ensures that each member has a dedicated plan in place for key focus areas of sustainability. This assists with implementing best practice, meeting audit requirements and continuous improvement. To guide members in the development of their site management plan, SWNZ provides a template plan for vineyards and wineries.

The Vineyard Site Management Plan is made up each of the following:

- a Water Management Plan
- a Soil and Nutrient Management Plan
- a Plant Protection Plan
- a Waste Management Plan
- an Emissions Management Plan (recommended but not mandatory).

The Winery Site Management Plan is made up each of the following:

- a Water Management Plan
- a Waste Management Plan
- an Emissions Management Plan (recommended but not mandatory).

See the Resources section for the Site Management Plan templates (starting on page 47).

Spray diaries

Vineyard members must also submit a full spray diary annually, which documents all agrichemical applications made to the vineyard that season, including any herbicide and fertiliser applications (if used). Spray diaries are processed for compliance to ensure that only approved products have been used and specific rules of use have been adhered to as outlined in the latest NZW Vineyard Spray Schedule (see more information about the Spray Schedule on page 7). If any practice does not comply with a particular requirement, the vineyard is typically required to submit a compliant spray plan for the upcoming season and undergo a pre-harvest spray diary audit. SWNZ certification for the following year is not granted until the audit is conducted and the spray diary is confirmed as meeting all Spray Schedule requirements.

Every spray application entered must include the following information:

- date of spray application
- vineyard block(s) to which spray was applied
- the spray head target (whether the spray was applied to the full canopy, bunch line or leaf zone)
- the type of canopy training/trellising system

- the canopy density (dormant, light/open, medium, or dense)
- the spray volume applied (per hectare or per 100 metres)
- the name(s) of the product(s) applied and the application rate(s) at which applied
- the primary pest or disease target for each product applied
- the name of the operator who applied the spray round.

SWNZ members have free access to GrapeLink, an online tool provided to record and submit spray diaries online. Members are encouraged to use GrapeLink as a planning tool by entering sprays prior to application. The GrapeLink programme notifies users of any planned operations which may not align with SWNZ requirements, enabling members to take pre-emptive action. Planning spray applications in GrapeLink also gives members access to the Rates Calculator tool, which provides guidance to calculate the correct amount of chemical to apply per hectare or per 100 metres of row.

In addition to compliance processing, spray diary data is used by SWNZ to produce individualised reports for members and to undertake industry benchmarking.

Spray Schedule: the agrichemical rule book

The NZW Vineyard Spray Schedule is compiled and published annually. The Spray Schedule is the agrichemical rule book for SWNZ-certified vineyards and provides guidance on market access requirements. It is an important risk management tool for members and the entire New Zealand wine industry. All agrichemical products are vetted by a group of experts prior to inclusion in the Spray Schedule. SWNZ members must only use agrichemicals on their vineyards that are listed as approved in the latest Spray Schedule.

Within the Spray Schedule the terms 'must' and 'should' carry specific meaning for SWNZ members. 'Must' is a mandatory command or action. Failure to follow the command or action will jeopardise SWNZ certification. 'Should' suggests good practice. Failure to follow suggested good practice will not risk SWNZ certification but will be noted for recommended improvements.

Biosecurity vineyard register

The biosecurity vineyard register is a further requirement for SWNZ certification, and completing the register annually is a simple action growers take to help manage biosecurity risks in vineyards. Maintaining an accurate record of vineyard location, variety and future plantings helps NZW to communicate effectively with members in case of an incursion from a new biosecurity threat.

The register requires the vineyard operator to complete (or confirm) the following information annually:

- vineyard name, contact details and location
- planted area and types of varieties planted (including planned for future plantings)
- confirm whether there is an up-to-date Biosecurity Plan
- confirm whether the vineyard is certified organic (and if so, with what certifying body) or in the process of conversion to an organic regime.

Audits

Conducting regular audits helps to maintain the integrity of the SWNZ programme. Vineyards and wineries participating in the programme are audited when they first join the programme, following the submission of the required documentation.

After the first year, vineyards and wineries are audited once every three years. If there is a change of ownership or management, the audit cycle is reinitiated: an initial audit is undertaken under the new management/ownership and the three-yearly audit cycle begins from that initial audit. A successful audit allows members to obtain or retain SWNZ certification.

SWNZ members are audited every three years to ensure that they are:

- accurately monitoring and recording required information
- adhering to standards, procedures, guidelines and regulations
- ensuring staff have the correct training and knowledge
- managing risks and issues in accordance with SWNZ standards and complying with regulatory requirements.

The audit involves the assigned auditor reviewing key records against the most recent questionnaire responses and spray diary entries, and a brief walk around the property. In the case of a remote audit (when it is not possible for the auditor to undertake a site visit, as was the case under recent COVID-19 conditions), photos may be requested. Members should allow for 2–3 hours for an audit involving a site visit.

Information gathered for the audit helps members and NZW to monitor progress, make informed decisions, identify and manage risks, demonstrate safe and effective practices and address issues.

If the auditor identifies any SWNZ requirements that have not been met, the corrective action is identified along with a timeframe for its completion. SWNZ certification for the following year is not granted until the corrective action is verified as complete and the relevant programme requirement(s) met.

SWNZ contracts the services of Water and Atmosphere Information Ltd to conduct vineyard and winery audits. This organisation specialises in environmental auditing in the viticultural, aquaculture and mining sectors, as well as other services in the horticultural sector (for more information see wai.co.nz/). All auditors contracted to conduct SWNZ audits have relevant industry and/or auditing experience. New auditors shadow experienced auditors during their first year before they are permitted to conduct audits independently. New auditors also undergo auditor skills training by completing an AsureQuality training course. All auditors are required to attend annual auditor training sessions to ensure they are up-to-date regarding SWNZ programme and verification requirements.

See the Resources section for the vineyard and winery audit document checklists (starting on page 62).

Further information

Need to know more?
Check out the NZ Winegrowers website I nzwine.com/en/sustainability/swnz/
Email I membership@swnz.org.nz I Phone I +64 3 577 2378

2023/24 Sustainable Winegrowing NZ (SWNZ) Vineyard Questionnaire

This questionnaire is completed online through the NZW Members portal.

ALL QUESTIONS ARE COMPULSORY UNLESS INDICATED AS [NON-COMPULSORY]

(CORRECTIVE ACTION) = There will be a corrective action if this option is selected

Section 1 – Production and Certification Information

1.1. Production information = ___ t

1.2. SWNZ Status Letters
Do you have copies of your SWNZ Status Letters for the seasons you are certified?
NOTE: These can be soft or hard copies and may be requested by your wine company.
[Copies of your SWNZ Status Letters can be downloaded at any time by visiting your Member Profile: https://portal.nzwine.com/swnz/certificationhistory
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – new vineyard(s) with no previous Status Letters under our management

1.3. Site Management Plan
SWNZ vineyards are required to have a current written Site Management Plan that includes each of the following components:
- Water management plan
- Soil and nutrient management plan (should be based on vine and soil requirements, including biological, physical and mineral needs)
- Plant Protection (pest & disease) management plan
- Waste management plan
Note: An emissions management plan is NOT mandatory, but recommended as best practice

Do you have a current Site Management Plan that includes all the above components?
☐ Yes
☐ No (CORRECTIVE ACTION)

1.4. Certification to other programmes
Select any certifications held by the vineyard(s):
☐ NZGAP
☐ GlobalGAP
☐ HACCP
☐ ISO 9001 (quality management)
☐ ISO 14001 (environmental)
☐ ISO 22000 (food safety)
☐ ISO 45001 (health and safety)
☐ Organic – BioGro

☐ Organic – AsureQuality
☐ Biodynamic – Demeter
☐ Not certified to any other standards
☐ Other (please include details in comments)

Section 2 – Water

The NZ Winegrowers industry goal for water is to be a world leader in efficient water use and the protection of water quality.

It is a mandatory SWNZ requirement that all vineyards include a Water Management Plan as part of their overall Site Management Plan.

Information about and resources for the water focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/water/

2.1. Water use – irrigation and frost protection
Is there a water delivery system for irrigation/frost protection installed on the vineyard(s)?
☐ Yes
☐ No

If YES to 2.1:

2.2. Types of irrigation
Select the type of irrigation/water delivery system(s) installed on the vineyard(s):
☐ Under-vine drip line
☐ Buried/sub-surface drip line
☐ Overhead sprinkler
☐ Overhead flippers
☐ Other (please include details in comments)

2.3. Water use - measuring and recording
Is the total amount of water used on the vineyard(s) for irrigation and/or frost protection measured and recorded?
☐ Yes - total water for the vineyard(s) is measured and separate records held
☐ Yes - total water for the businesses using the water source is measured and recorded
☐ No (CORRECTIVE ACTION)
☐ N/A - no water was applied this season

2.3a. Total area irrigated
Enter value: ___ ha / m^2

2.3b. Total water used for irrigation this season:
Enter value: ___ L / m^3

2.3c. Total water used for frost protection this season:
Enter value: ___ L / m^3

2.4. Water application optimisation
Were water applications for irrigation optimised this season (e.g., by using various measurements like soil moisture)?
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – no irrigation was used in the past season

If YES to 2.4:

2.4a. Methods used for water application optimisation
Select the methods used to optimise water applications this season:
☐ Rainfall measured
☐ Soil moisture measured
☐ Vine moisture measured
☐ Weather predictions monitored
☐ Consultant reports reviewed
☐ Irrigation system maintenance
☐ Irrigation zone maps reviewed and on file
☐ Other (please include details in comments)

2.5. Water storage
Is there a water storage dam on the vineyard property?
☐ Yes
☐ No

If YES to 2.5:

2.5a. Total capacity of water storage dam(s)
Enter value: ____ L / m^3

2.6. Water source for vineyard
Select the water source(s) for the vineyard(s):
☐ Town supply
☐ Bore (aquifer) direct to vineyard
☐ Communal irrigation scheme (including shared community dams)
☐ River
☐ Recycled (e.g., winery wastewater)
☐ Purchased water from supplier
☐ Rain water
☐ Other (please include details in comments)

2.7. Regulatory requirements
Do you have a current recourse consent or permitted activity for the vineyard water source(s)?
☐ Yes, I have a current resource consent
☐ Yes, I have a current permitted activity
☐ No, I do not have a current resource consent or permitted activity (CORRECTIVE ACTION)
☐ N/A - resource consents for my water use are not required

If YES, I have a current resource consent:

2.7a. Resource consent details
Please list the resource consent number(s) and corresponding expiry date(s) for all water usage:
Water resource consent no(s): _____ Expiry Date(s): _____

If YES, I have a current permitted activity:

2.7b. Permitted activity details
Please enter details about the permitted activity for your water use:
_____

2.8. Water efficiency practices or initiatives
Select the practices or initiatives currently used on the vineyard(s) to conserve and/or reduce water use:
☐ New initiatives have been implemented (please include detail in comments)
☐ New equipment has resulted in water efficiencies (please include detail in comments)
☐ Leak detection and repair programme
☐ Benchmarking reports of water use over time are reviewed
☐ Other (please include details in comments)
☐ No initiatives implemented

Section 3 – Soil

The NZ Winegrowers industry goal for soil is to protect and enhance soil health.

It is mandatory that all SWNZ vineyards include a Soil and Nutrient Management Plan as part of their overall Site Management Plan.

Information about and resources for the soil focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/soil/

3.1. Soil property map
Do you have a soil property map showing all classifications of soil types in your vineyard(s)?
[A property soil map for most regions can be downloaded from S-Map Online: https://smap.landcareresearch.co.nz/]
☐ Yes
☐ No (CORRECTIVE ACTION)

3.2. Soil type
Based on your soil property map, please select the soil type(s) that best describe your vineyard(s). Please indicate the dominant soil type in the comments.
☐ Very light – Stony
☐ Light - Loamy sand
☐ Medium – Loam
☐ Heavy - Silty clay
☐ Clay base soil
☐ Other (please include details in comments)

3.3. Activities to promote soil health
During the past season, did you undertake specific activities with the intention of promoting soil health?
☐ Yes
☐ No

If YES to 3.3:

3.3a. Activities to promote soil health
Select the activities that were undertaken to promote soil health:
☐ Attended educational/training workshop(s) focused on soil health
☐ New interrow plantings to increase diversity of sward
☐ Reduced use of herbicides
☐ Reduction of cultivation
☐ Application of soil conditioners/nutrients/biologicals in response to soil tests
☐ Other

3.4 Inter-row sward
Select the type of inter-row sward present in the vineyard(s):
☐ Perennial volunteer sward
☐ Perennial sward with diverse species
☐ Annual cover crop
☐ Other (please specify in comments)
☐ None of the above

3.5. Cover crop rationale
Select reason(s) for choosing the species in the inter-row sward:
☐ Encourage beneficial insects or predators
☐ Improve moisture retention
☐ For nitrogen fixation
☐ For carbon sequestration
☐ Building organic matter / improving soil structure
☐ For grazing livestock
☐ Other (please include details in comments)
☐ None of the above

3.6. Nutritional and biological inputs
During the season were any ground-spread nutritional or biological products applied in the vineyard(s) (e.g., fertilisers, soil conditioners, compost)?
[Note: Nutritional and biological inputs should be applied in conjunction with soil testing results]
☐ Yes
☐ No

If YES to 3.6:

3.6a. Contractors
Were contractors used to apply ground-spread nutritional or biological inputs (e.g., fertilisers)?
☐ Yes
☐ No

If YES to 3.6a:

3.6b. Contractor certifications
Are contractor certification documents held on file, including those who provide helicopter applications (i.e., Spreadmark)?
☐ Yes
☐ No (CORRECTIVE ACTION)

If YES to 3.6:

3.6c. Fertiliser applications
Have you recorded fertiliser applications in Grapelink?

Please note that compost teas and specially made fertilisers (anything that is NOT off-the-shelf) can not currently be recorded in Grapelink. Please keep these records internally.
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – I only used specially made products (can not be recorded in Grapelink)

If YES to 3.6c

3.6d. Fertiliser applications in Grapelink
Did you use any fertiliser products that were NOT available to select in Grapelink?
☐ Yes – please add product details (brand name) in comments or contact the SWNZ team so that we can add these to Grapelink
☐ No

3.7. Management and storage of fertilisers and nutrients
Are ground-spread fertilisers and nutrients managed and stored in accordance with the 'Fertiliser Association: Code of Practice for Nutrient Management' and appropriate Health and Safety requirements?
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – Not stored on vineyard / Contractor(s) are used for ground-spread fertilisers

3.8. Under-vine & Inter-row Management – non-chemical
Select the types of non-chemical under-vine and inter-row management practices used in the vineyard(s) this season:
☐ Under-vine cultivation (under-vine weeder)
☐ Inter-row cultivation
☐ Under-vine mowing
☐ Inter-row mowing
☐ Rolling/crimping
☐ Mulch applied to the vineyard(s) (i.e., prunings)
☐ Grazing
☐ Other (please include details in comments)
☐ None of the above

3.9. Herbicide control programme
Were herbicides used in the vineyard(s) this season?

☐ Yes
☐ No

If YES to 3.9:

3.9a. Herbicide use
What were herbicides used for this season?
☐ Under-vine weed management
☐ Inter-row weed management
☐ Vineyard frost management
☐ Management of resistant weeds
☐ Other (please include details in comments)

If 'vineyard frost management' is selected in 3.9a:

3.9b. Herbicide use for frost management
Are herbicides used on 100% of the vineyard floor (resulting in bare soil) for frost management?

Note: 'Yes' means that herbicides are used on the ENTIRE vineyard floor for frost protection leaving completely bare soil (damage to the root structure of grasses/weeds).
☐ Yes (CORRECTIVE ACTION)
☐ Yes, but I received permission from NZW to implement this practice
☐ No

3.10. Sheep in vineyards
Were sheep used in the vineyard(s) this season?
☐ Yes
☐ No

If YES to 3.10:

3.10a. Use of sheep in vineyards
Please select what time of the year / task(s) the sheep were used for in the vineyard(s):
☐ Summer (primarily leaf plucking)
☐ Winter grazing
☐ Other (please include details in comments)

If 'winter grazing' selected:

3.10b. Sheep grazing
If you grazed sheep in the winter that will be slaughtered for human consumption, did you give a copy of your spray diary to the animal owner? *[NOTE: If you do not know whether the sheep winter grazing on your vineyard will be slaughtered for human consumption, it is recommended that you share a copy of your spray diary with the animal owner anyway]*
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – I own the sheep
☐ N/A – sheep will not be slaughtered for human consumption

3.11. Biodiversity enhancement
Select the types of biodiversity enhancement activities that are in place:

☐ Vineyard areas and surrounds with non-indigenous plantings
☐ Vineyard areas and surrounds with indigenous plantings
☐ Habitats for indigenous wildlife (e.g., wetlands, woodland, pollinator strips, riparian margin)
☐ Management steps (e.g., reduced mowing & herbicide/pesticide applications)
☐ Instalment of bird and/or bat boxes
☐ Setting vermin traps
☐ Bug hotels
☐ Plantings for bees
☐ Participate in off-site company/regional or national biodiversity initiative(s)
☐ Other (please include details in comments)
☐ No biodiversity enhancement activities in place

3.12. Vineyard area contributed for biodiversity protection, restoration or enhancement *[If there is no area contributed for biodiversity protection, restoration or enhancement, please enter zero]*
Enter value: ___ ha

Section 4 – Plant Protection

The NZ Winegrowers industry goal for plant protection is to understand, reduce and mitigate impacts of existing and potential pests and diseases, and to be a world leader in sustainable alternatives.

It is mandatory that SWNZ vineyards have a Plant Protection (pest & disease) Management plan as a part of their overall Site Management Plan.

Information about and resources for the plant protection focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/plant-protection/

4.1. Management of pests and diseases
Are procedures in place to identify, monitor, assess and control the incidence of pests and diseases relevant to the region and property?
☐ Yes
☐ No (CORRECTIVE ACTION)

4.2. Integrated control strategies – non-chemical
Which non-chemical controls were used for pest and disease control on the vineyard(s)?
☐ No cultural controls used
☐ Managed winter pruning for open canopies
☐ Open canopies using leaf plucking and shoot thinning
☐ Crop load management cane/bunch removal
☐ Mechanical fruit thinning
☐ Mechanical leaf plucking / trimming / trash removal
☐ Manual leaf & trash removal
☐ Remove prunings
☐ Mulch prunings
☐ Remove disease-infected vines or parts thereof

☐ Mowing alternate rows or alternate mowing patterns
☐ Mowing longer swards
☐ Collars or protective sleeves
☐ Heavy rolling (e.g., for Grass Grub)
☐ GGS vines planted
☐ Other (please include details in comments)

4.3. Integrated control strategies – biological controls
Which biological controls were used for pest and disease control on the vineyard(s)?
☐ No biological controls used
☐ Use of cover crops or alternate hosts to encourage beneficial organisms
☐ Selected plantings to encourage predators or parasitic species
☐ Pheromone traps
☐ Specific biological controls including bioactive fungicides released or applied
☐ Other (please include details in comments)

4.4. Spray contractors
Were contractors engaged for agrichemical spraying this season?
☐ Yes
☐ No

If YES to 4.4:

4.4a. Spray contractor certification
Is the spray contractor certified with any programmes?
☐ Yes – NZ GAP
☐ Yes – Global GAP
☐ Yes – Other (please include details in comments)
☐ No certifications held

4.4b. Types of contracted spray applications
Select which agrichemical spraying operations contractors were used for this season:
☐ All agrichemical sprays including fungicides / pesticides / herbicides and nutrients
☐ All canopy sprays including fungicides / pesticides and nutrients
☐ Some canopy and/or herbicide sprays
☐ Herbicide sprays only
☐ Other (please include details in comments)

4.4c. Spray contractor compliance
Do you have confirmation from spray contractors (including aerial operators) of their compliance with Resource Management Act, regional/district council requirements, Growsafe/Certified Handler certifications, equipment calibration records and Health & Safety regulations?
☐ Yes
☐ No (CORRECTIVE ACTION)

4.5. Spray applicator training and qualifications
Do all vineyard employees who handle and apply sprays have appropriate training and qualifications?

This includes a current Basic / Standard Growsafe Certificate or Certified Handler for the safe handling and application of agrichemicals.
☐ Yes
☐ No (CORRECTIVE ACTION)

If YES to 4.5:

4.5a. Spray operator qualifications in Grapelink
Do you record spray operator qualifications in Grapelink? *[It is not a mandatory requirement to record operator qualifications in Grapelink, but is a great tool to use to ensure qualification details are held on file and current.]*
☐ Yes
☐ No

4.6. Equipment calibration
Is all vineyard equipment used to apply agrichemicals calibrated regularly and records kept (including equipment used by contractors)?
☐ Yes
☐ No (CORRECTIVE ACTION)

4.7. Biosecurity
Have you completed the NZW Biosecurity Plan for this vineyard? A copy of the template can be downloaded by clicking the paperclip icon at the top of the page.

NOTE: It is NOT currently mandatory to complete a Biosecurity Plan, but recommended as best practice. Biosecurity plans will become mandatory for SWNZ certification during the 2025/2026 season.
☐ Yes
☐ No

4.8. Grafted Grapevine Standard
Did you undertake any new/replacement plantings this season?
☐ Yes
☐ No

If yes to 4.8:

V3.8a. Grafted Grapevine Standard – certified vines
NZW recommends members purchase GGS certified vines. Purchasing certified vines gives a grower confidence that vines they are planting are certified as being:
• True to type
• Able to be traced to source material
• Of known virus status
• Conforming to minimum physical specifications

Were any of the new vines GGS certified?
☐ Yes
☐ No

4.8b. Reason for new/replacement plantings
Please select your reason for these new/replacement plantings:
☐ To replace diseased vines

☐ To introduce a new grape variety
☐ To replace old vines
☐ New vineyard development
☐ Other (please include details in comments)

Section 5 – Waste

The NZ Winegrowers industry goal for waste is zero waste to landfill by 2050.

It is mandatory that all SWNZ vineyards include a Waste Management Plan as part of their overall Site Management Plan. The Vineyard by-product checklist can be used as a waste management plan and assist with the tracking & management of waste streams.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/waste/

5.1. Recycling and waste recovery
Has a waste reduction and recovery / recycling programme been implemented and undertaken this season?
☐ Yes
☐ No (CORRECTIVE ACTION)

5.2. Waste management
Please select the methods used to manage waste this season *[Please note that you will NOT be penalised for sending waste to landfill. This question is designed to collect data about how members manage their waste streams and identify areas that require more sustainable solutions]:*
☐ Landfill
☐ Storage/stockpiling
☐ Recycling
☐ Reuse
☐ Other (please include details in comments)

For each method selected in 5.2, the member then selects the types of waste that were managed/disposed of using that method:

5.2a-e. Waste management – landfill / storage/stockpiling / recycling / reuse / other
Please select the types of waste sent to landfill / stored / stockpiled / recycled / reused this season:
☐ Empty agrichemical containers
☐ Irrigation pipe
☐ Bird netting
☐ Broken posts
☐ Wire
☐ Used oil/diesel
☐ Vine guards
☐ Other (please include details in comments)

5.3. Total waste sent to landfill this season
Enter value: ___m^3

5.4. Waste challenges [NON-COMPULSORY]
Were there materials from the vineyard(s) that were difficult to reuse or recycle this season?
☐ Yes (please include details in comments)
☐ No

5.5. Vineyard posts
What types of posts are used on the vineyard(s)?
☐ CCA-treated wood posts
☐ Non "CCA" treated wood posts
☐ Steel posts
☐ Plastic posts
☐ Other (please include details in comments)

5.6. Replacement posts
What types of replacement posts are used on the vineyard(s)?
☐ CCA-treated wood posts
☐ Non "CCA" treated wood posts
☐ Steel posts
☐ Plastic posts
☐ Other (please include details in comments)

5.7. Grape marc distribution
During the season was grape marc spread on the vineyard(s)?
[NOTE: If grape marc is spread to the vineyard, it is best practice to calculate the amount of nitrogen being applied]
☐ Yes
☐ No

If YES to 5.7:

5.7a. Amount of grape marc spread on the vineyard(s) this season
Enter value: ___ m^3

5.7b. Total vineyard area over which grape marc was spread
Enter value: ___ ha

5.8. Waste reduction initiatives
Select the initiatives that have been implemented to reduce waste:
☐ On-site composting of food and fibre (e.g., worm farm)
☐ Recyclable/reusable/biodegradable materials are used
☐ Vineyard posts reused by other industries (i.e., sold or donated to farmers for fencing)
☐ Vineyard operations (including contractor operations) refined to reduce number of post breakages
☐ Agrichemicals are purchased in bulk to reduce packaging waste
☐ Other (please include details in comments)

☐ No initiatives have been implemented

Section 6 – Climate Change

The NZ Winegrowers industry goal for climate change is to have the NZ wine industry carbon neutral by 2050.

It is a mandatory SWNZ requirement that vineyards measure and record the amount of diesel, petrol and electricity used annually.

Measuring energy inputs allows the member to manage this aspect of their business - limiting energy inputs is an important part of reducing overall carbon footprint.

Information about and resources for the climate change focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/climate-change/

6.1. Carbon emissions
Are you measuring and managing your greenhouse gas (GHG) emissions for the vineyard(s) through a verified certification programme?

☐ Yes
☐ No

If yes to 6.1:

6.1a. Verified certification programme
Select the verification certification programme you are measuring and managing your GHG emissions with:

☐ Carbonreduce certification through Toitū Envirocare
☐ CarboNZero certification through Toitū Envirocare
☐ Relevant ISO standard for GHG emissions verified through an independent audit (please add a comment to specify auditing body)

6.1b. GHG emissions reports
SWNZ members receive personalised GHG emissions reports based on data submitted. As a carbon verified company, you are not obligated to input your energy use figures. However, if you would like to receive these personalised reports, you will need to input your energy use figures.

Would you like to receive personalised GHG emissions reports for the vineyard(s)?

☐ Yes (we will submit our energy use figures)
☐ No

If NO to 6.1 or YES to 6.1b:

6.2. Energy sources
Please select the energy sources that were used on the vineyard(s) this season:

☐ Diesel
☐ Petrol
☐ Electricity (i.e., to run irrigation pumps)
☐ Other energy sources (i.e., aviation fuel for frost fighting; please include details in comments)

☐ None of the above

For each energy source selected in 6.2, the following questions appear:

6.2a-d. Diesel / Petrol / Electricity use:
Do you measure diesel / petrol / electricity usage in the vineyard?
☐ Yes – total diesel / petrol /electricity for the vineyard(s) is measured and separate records held
☐ Yes – total diesel / petrol /electricity for the business is measured and recorded
☐ No, we do not measure diesel / petrol / electricity (CORRECTIVE ACTION)

6.2a-d.i/ii. Total amount of diesel / petrol / electricity used on the vineyard(s) OR by the business this season:
*[Note for electricity use – if a shared irrigation pump is used, it is recommended that electricity use is allocated on a pro rate basis according to litres pumped. 1. Determine total amount electricity used (i.e., from power statement); 2. Calculate energy use per m^3 or L of water pumped (total kWh divided by total water pumped = kWh per m^3 or L of water); 3. Multiply kWh per m^3 or L of water by total amount of water the vineyard has used (kWh per m^3 of water * total m^3 or L of water used on the vineyard = estimated total electricity used on the vineyard)]*

Enter value: ____ L / kWh

6.3. Carbon footprint
What initiatives have you implemented to minimise your carbon footprint (e.g., reduce energy use)?
☐ No specific initiatives have been implemented
☐ Upgrade of equipment (please include details in comments)
☐ Renewable energy sources – Solar
☐ Renewable energy sources – Wind
☐ Renewable energy sources – Biofuel
☐ Renewable energy sources – Other (please include details in comments)
☐ Energy efficiency initiatives (e.g. sensors, timers, staff awareness campaigns, transport fuel reduction actions)
☐ Energy management/monitoring plans or audits
☐ Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.)
☐ Property plantings for the purpose of carbon sink/credits
☐ Other (please include details in comments)

Section 7 – People

The NZ Winegrowers industry goal for people is to be an industry of choice for workers.

Information about and resources for the people focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/people/

7.1. Health and Safety
Do you have a current Health and Safety plan that is up to date and compliant with the Health and Safety at Work Act 2015? This must include current copies of the following documents, where relevant:

- An incident and near-miss register
- Documented procedures, including emergency procedures
- Agreement with contractors
- Maintenance record
- Site rules

☐ Yes
☐ No (CORRECTIVE ACTION)

7.2. Key documents
The following key documents MUST be held on file where appropriate:
- Current site map(s) identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements
- Property spray management plan
- Staff training records (signed and dated)

Do you hold current versions of ALL of the above key documents, where relevant?
☐ Yes
☐ No (CORRECTIVE ACTION)

7.3. Employees/Contractors
Select the type of employees/contractors that you have:
☐ Direct employees
☐ Contractors
☐ No employees or contractors

If 'direct employees' selected for 7.3:

73a. Written Employment Agreements
Do all direct employees have written Employment Agreements containing the minimum employment entitlements?
☐ Yes
☐ No (CORRECTIVE ACTION)

If 'contractors' selected for 7.3:

7.3b. Contractor certifications
What certifications does the labour contractor hold (if any)?
☐ NZ GAP
☐ Global GAP
☐ Master Contractor
☐ NZ Ethical Employers
☐ RSE Registration
☐ Other (please include details in comments)
☐ No certifications held

7.3c. Contractor compliance
Have all labour contractors supplied the relevant details of their compliance with relevant legal requirements, including employment, health and safety, tax/payroll and any applicable immigration requirements? *[Note: A great resource for engaging labour contractors can be found here, which includes key questions to ask and an associated checklist]*
☐ Yes
☐ No (CORRECTIVE ACTION)

7.4. Regulatory requirements for fuel storage
Are all fuels stored and managed on the vineyard(s) to meet the key regulations?

This includes the 'Hazardous Substances and New Organisms – HSNO Act', and regional/district authority requirements for storing fuel.

If fuels are stored on the vineyard(s), you must use the WorkSafe fuel checklist for assessing compliance with key regulations.
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – Fuel is not stored on the vineyard(s)

7.5. Regulatory requirements for agrichemical storage
Are all agrichemicals stored and managed on this vineyard to meet the minimum requirements outlined in the SWNZ checklist?

[NOTE: There are a range of legal requirements that apply to winegrowers' management of agrichemicals, including The Health and Safety at Work (Hazardous Substances) Regulations 2017 and requirements in regional/district plans. These requirements may differ based on the quantity and classification of the chemicals stored. While SWNZ does not issue corrective actions for all components of agrichemical storage, it is your responsibility to ensure you meet all legal requirements.]
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – Agrichemicals are not stored on the vineyard(s)

7.6. NZW Code of Conduct for Our People
NZ Winegrowers recently released a new Code of Conduct for Our People. It is recommended that vineyards observe this Code, but it is NOT a mandatory SWNZ requirement to do so.

Does your organisation observe the NZW Code of Conduct for Our People?

NOTE: If you select 'yes' below, you are confirming that your organisation adheres to all eleven principles and implements all 'musts' and 'shoulds' in the Code. If you have any questions about the Code, email advocacy@nzwine.com.
☐ Yes, our organisation observes the NZW Code of Conduct for Our People
☐ No, we do not observe the NZW Code of Conduct for Our People

Questionnaire Declaration and Submission (vineyards)

Vineyard declaration
I have checked that all information entered in this questionnaire is complete, true and correct to the best of my knowledge.
☐ Yes

SWNZ terms and conditions
I confirm that:

- I have read the SWNZ Terms and Conditions; and
- I agree that this vineyard will comply with the SWNZ Terms and Conditions; and
- I am authorised to make this declaration on behalf of the organisation(s) included in this Questionnaire.

☐ Yes

2023/24 Sustainable Winegrowing NZ (SWNZ) Winery Questionnaire

This questionnaire is completed online through the NZW Members portal

ALL QUESTIONS ARE COMPULSORY UNLESS INDICATED AS [NON-COMPULSORY]

(CORRECTIVE ACTION) = There will be a corrective action if this option is selected

Section 1 – Production and Certification Information

1.1. Type of operations at this winery/facility
Please select the operations undertaken at this facility:
☐ Crushing
☐ Winemaking
☐ Bottling
☐ Packaged wine warehousing on site
☐ Contract facility
☐ Other (please include details in comments)

1.2a. Current site capacity as tonnes
Enter value: ___ t

1.2b. Current site capacity as litres
Enter value: ___ L

1.3.Total tonnes processed this vintage
Enter value: ___ t

1.4. Total litres produced this vintage
Enter value: ___ L

1.5. SWNZ Status Letters
Do you have copies of SWNZ Status Letters for the winery/bottling facility and all production sectors from the vineyard through to final bottling?

NOTE: These can be hard or soft copies *[Copies of your SWNZ Status Letters can be downloaded at any time by visiting your Member Profile at https://portal.nzwine.com/swnz/certificationhistory]*
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – this is a new winery/bottling facility with no previous Status Letters under our management

1.6. Site Management Plan
SWNZ wineries/bottling facilities are required to have a current written Site Management Plan that includes each of the following components:
- Water management plan (note: A completed NZW Environmental Waste Water Checklist can serve as your water management plan)

- Waste management plan
[NOTE: An emissions management plan is NOT mandatory, but recommended as best practice]

Do you have a current Site Management Plan that includes all the above components?
☐ Yes
☐ No (CORRECTIVE ACTION)

1.7. Certification to other programmes
Is the winery/bottling facility currently certified to any other programmes?
☐ Not certified to any other standards
☐ HACCP
☐ BRC Global Standards
☐ Tesco's Natures Choice
☐ WSMP
☐ ISO 9001 (quality management)
☐ ISO 14064 (greenhouse gas)
☐ ISO 14001 (environmental)
☐ ISO 17001 (business management)
☐ ISO 22000 (food safety)
☐ ISO 45001 (health & safety)
☐ Organic - BioGro
☐ Organic - AsureQuality
☐ GlobalGAP
☐ NZGAP
☐ Other (please include details in comments)

1.8. SWNZ logo use
Do you use the SWNZ logo (e.g., on wine labels, website, promotional/marketing materials, etc.)?
☐ Yes
☐ No

If YES to 1.8:

1.8a. SWNZ logo use
Have you received approval from the SWNZ team to use the SWNZ logo?

Please note that you **must** request and receive permission to use the SWNZ logo before it can be used.
☐ Yes
☐ No (CORRECTIVE ACTION)

1.8b. Offshore bottling
Is any wine that is produced in this winery and sold under this company's brand (with the SWNZ logo) bottled overseas at an offshore facility?
☐ Yes
☐ No
☐ N/A – we are a contract winery/bottling facility only

If YES to 1.8b:

1.8c. Standards of offshore bottling facilities

Do you have processes in place to confirm that any offshore bottling facility used adheres to standards that ensure the wine remains fit for intended purpose when packaged? For instance:

- by requesting current copies of sustainability/food safety certifications that the facility holds (e.g., BRC, 1S022000, HACCP, ISO900, IFS, etc.); or
- by comparing the packaging processes used offshore against those required under a WSMP.

NOTE: This question replaces the previous requirement to register offshore bottling facilities with SWNZ in order to use the SWNZ logo. Registering offshore facilities with SWNZ and paying a separate membership fee to do so is **no longer required**. Instead, wine companies bottling wine offshore (which will be sold under their own brand with the SWNZ logo) are required to confirm that packagers adhere to standards that ensure the wine remains fit for intended purpose when packaged.

☐ Yes

☐ No (CORRECTIVE ACTION)

Section 2 – Water

The NZ Winegrowers industry goal for water is to be a world leader in efficient water use and the protection of water quality.

It is a mandatory SWNZ requirement that all facilities include a Water Management Plan as part of their overall Site Management Plan.

Information about and resources for the water focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/water/

2.1. Water use - measuring and recording

Is the total amount of water used in the winery/bottling facility measured and recorded?

☐ Yes - total water for the winery/bottling facility is measured and separate records held

☐ Yes - total water for the businesses using the water source is measured and recorded

☐ No (CORRECTIVE ACTION)

If YES to 2.1:

2.1a. Total water use

Enter value: ___ L / m^3

2.1b. Water used in winemaking operations only [NON-COMPULSORY]

Enter value: ___ L / m^3

2.1c. Water used in bottling operations only [NON-COMPULSORY]

Enter value: ___ L / m^3

2.2. Water source for winery/bottling facility

Select the water source(s) for the winery/bottling facility:

☐ Town supply

☐ Bore (aquifer) direct to facility

☐ Communal scheme
☐ River
☐ Recycled (winery wastewater)
☐ Purchased water from supplier
☐ Storage dam
☐ Rainwater recovery
☐ Other (please include details in comments)

2.3. Regulatory requirements
Do you have a current resource consent or permitted activity to take water for the winery/bottling facility?
☐ Yes, I have a current resource consent for water use
☐ Yes, I have a current permitted activity for water use
☐ No, I do not have a current resource consent or permitted activity for water use (CORRECTIVE ACTION)
☐ N/A - resource consents/permitted activities for water use are not required in my region

If YES, I have a current resource consent:
2.3a. Resource consent details
Please list the water resource consent number(s) and corresponding expiry date(s):
Water resource consent no(s): _____ Expiry Date(s): _____

If YES, I have a current permitted activity:
2.3b. Permitted activity details
Please enter details about the permitted activity for your water use:
_____

2.4. Water efficiency practices or initiatives
Select practices or initiatives currently used by the winery/bottling facility to conserve and/or reduce water use:
☐ Specific techniques to reduce water usage (e.g., shut-off nozzles on hoses or in-line pipeline inspection gauges, etc.)
☐ Leak detection and repair programme
☐ Recover and recycle cleaning water (i.e., wash recipes)
☐ Recovery and use of rainwater
☐ Benchmarking reports of water use over time are reviewed
☐ New initiatives have been implemented (please include detail in comments)
☐ New equipment has resulted in water efficiencies (please include detail in comments)
☐ Other (please include details in comments)
☐ None of the above

2.5. Waste Water Management Checklist
Waste water = Winery/bottling facility wastewater is generated from cleaning and washing operations during crushing and pressing of grapes, rinsing of tanks/equipment, barrel washing, bottling, etc.

Have you completed the NZW Environmental Waste Water Management Checklist for Sustainable Practices?

Please note that this is NOT mandatory to complete, but is a great resource and can act as your Water Management Plan.
☐ Yes
☐ No

2.6. Waste water disposal
Select the type(s) of waste water system(s) used:
☐ Municipal system (i.e., trade waste managed by the Council)
☐ Onsite wastewater treatment system
☐ To land after treatment
☐ Contract removal
☐ Other (please include detail in comments)

2.7. Total amount of wastewater generated this season *[Note: Compare water in versus water out]*
Enter value: ___m^3

2.8. Regulatory requirements
Do you have a current resource consent or permitted activity for waste water discharge?
☐ Yes, I have a current resource consent for water discharge
☐ Yes, I have a current permitted activity for water discharge
☐ No, I do not have a current resource consent or permitted activity for water discharge (CORRECTIVE ACTION)
☐ N/A - resource consents/permitted activities for water discharge are not required in my region

If YES, I have a current resource consent:
2.8a. Resource consent details
Please list the water discharge resource consent number(s) and corresponding expiry date(s):
Water resource consent no(s): _____ Expiry Date(s): _____

If YES, I have a current permitted activity:
2.8b. Permitted activity details
Please enter details about the permitted activity for your water discharge:
_____

2.9. Waste water management systems
Do you comply with ALL of the requirements in your consent or permitted activity?

Please refer to requirements stipulated in your waste water permit/consent or permitted activity for your region. It is typically required by local government that you:
- Pre-treat your waste water
- Monitor waste water quality
- Verify the operational capacity of disposal systems
- Separate waste water from storm water [if they are combined, total amount disposed must still meet council limits]
- Have systems to limit wash additives getting into the waste water system
- Have systems to minimise the effect of solids on the functionality of the waste water disposal system

☐ Yes
☐ No (CORRECTIVE ACTION)

Section 3 – Waste
The NZ Winegrowers industry goal for waste is zero waste to landfill by 2050.

It is mandatory that all SWNZ wineries/bottling facilities include a Waste Management Plan as part of their overall Site Management Plan. The winery by-product checklist can be used as a Waste Management Plan and assist with the tracking & management of waste streams.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/waste/

3.1. Recycling and waste recovery
Has a waste reduction and recovery / recycling programme been implemented and undertaken in the winery/bottling facility this season?
☐ Yes
☐ No (CORRECTIVE ACTION)

3.2. Waste management
Please select the methods used to manage waste from the winery/bottling facility this season *[Please note that you will NOT be penalised for sending waste to landfill. This question is designed to collect data about how members manage their waste streams and identify areas that require more sustainable solutions]:*
☐ Landfill
☐ Storage/stockpiling
☐ Recycling
☐ Reuse
☐ Other (please include details in comments)

For each method selected in 3.2, the member then selects the types of waste that were managed/disposed of using that method:

3.2a-e. Waste management – landfill / storage/stockpiling / recycling / reuse / other
Please select the types of waste sent to landfill / stored/stockpiled / recycled / reused this season:
☐ Grape marc
☐ Filter medium (i.e., Rotary drum vacuum)
☐ Lees
☐ Glass
☐ Caps
☐ Label backing paper
☐ Cardboard
☐ Soft plastics (i.e., pallet wrap, plastic bladders)
☐ Paper
☐ Hoses
☐ Empty chemical containers
☐ Wooden pallets
☐ Other (please include details in comments)

3.3. Total waste sent to landfill this season
Enter value: ___m^3

3.4. Waste challenges [NON-COMPULSORY]
Were there materials from the facility that were difficult to reuse or recycle this season?
☐ Yes (please include details in comments)
☐ No

3.5. Hazardous substances
Do you have the correct processes/practices in place to store and safely dispose of hazardous substances (including laboratory products)? *[Hazardous substances calculator from WorkSafe website can be used for inventory: https://www.hazardoussubstances.govt.nz/calculator]*
☐ Yes
☐ No (CORRECTIVE ACTION)

3.6. Grape marc
Does this winery/bottling facility produce grape marc?

[NOTE: If grape marc is spread to vineyard/pasture land, it is best practice to calculate the amount of nitrogen being applied (a fact sheet to do these calculations can be downloaded online here: https://www.nzwine.com/members/sustainability/guides/soil/)]
☐ Yes
☐ No

If YES to 3.6:

3.6a. Total amount of grape marc produced this season
Enter value: ___ m^3

3.6b. Grape marc management
Please indicate how grape marc is managed (note: you must hold confirmation of compliance with Regional Council requirements):
☐ Off-site compost
☐ On-site compost
☐ Direct to land: spread to vineyard / pasture or woodlot
☐ Supplied for stock food
☐ Offsite reprocessing (e.g., drying)
☐ Other (please include details in comments)

3.7. Waste reduction initiatives
Select the initiatives that have been implemented to reduce waste:
☐ Refillable bottles
☐ Refillable kegs
☐ Improved packaging efficiency (e.g., redesigned for smaller size or space with no dividers, etc.)
☐ Use Forest Stewardship Council (FSC) approved packaging
☐ Bio-degradable labels
☐ Conversion of waste into other raw materials (i.e., glass to sand)
☐ On-site composting of food and fibre (i.e., worm farm)
☐ Recyclable/reusable/biodegradable materials are used

☐ Other (please include details in comments)
☐ No initiatives have been implemented

Section 4 – Climate Change

The NZ Winegrowers industry goal for climate change is to have the NZ wine industry carbon neutral by 2050.

It is a mandatory SWNZ requirement that wineries/bottling facilities measure and record the amount of energy used each season. Wine companies/brands that have purchased grapes and/or bulk liquid must also measure and record the amount of goods transported and the average distance travelled annually. Quantities of packaging methods used are now also collected because packaging accounts for a significant portion of GHG emissions.

Measuring your energy inputs, transportation figures, and choosing the emissions-friendly packaging methods are important to reduce your overall carbon footprint.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/climate-change/

4.1. Carbon emissions
Are you measuring and managing your greenhouse gas (GHG) emissions for the winery/bottling facility through a verified certification programme?
☐ Yes
☐ No

If YES to 4.1:

4.1a. Verified certification programme
Select the verified certification programme you are measuring and managing your GHG emissions with:
☐ Carbonreduce certification through Toitū Envirocare
☐ CarboNZero certification through Toitū Envirocare
☐ Relevant ISO standard for GHG emissions verified through an independent audit (please add a comment to specify auditing body)

4.1b. GHG emissions reports
SWNZ members receive personalised GHG emissions reports based on data submitted in their questionnaires. As a carbon verified company, you are not obligated to input your energy use and transportation figures. However, if you would like to receive these personalised reports, you will need to input these figures.

Would you like to receive personalised GHG emissions reports for the winery/bottling facility?
☐ Yes (we will submit our figures)
☐ No

If NO to 4.1 or YES to 4.1b:

4.2. Energy sources

Please select the energy sources that were used in the winery/bottling facility this season *[Reducing energy inputs is an important part of reducing your overall carbon footprint]:*

☐ Diesel
☐ LPG
☐ Biofuel
☐ Natural gas
☐ Petrol
☐ Electricity
☐ Other (please include details in comments)
☐ None of the above

For each energy source selected in 4.2, the following questions appear:

4.2a-g. Diesel / LPG / Biofuel / Natural gas / Petrol / Electricity / Other:
Do you measure diesel / LPG / biofuel / natural gas / petrol / electricity usage in the winery/bottling facility?

☐ Yes – total diesel / LPG / biofuel / natural gas / petrol / electricity for this winery/bottling facility is measured and separate records held
☐ Yes – total diesel / LPG / biofuel / natural gas / petrol / electricity for the business is measured and recorded (e.g., some non-winery diesel / LPG / biofuel / natural gas / petrol / electricity use will be included in the figures entered below)
☐ No, we do not measure diesel / LPG / biofuel / natural gas / petrol / electricity (CORRECTIVE ACTION)

4.2a-g.i/ii. Total amount of diesel / LPG / biofuel / natural gas / petrol / electricity / other used in the winery/bottling facility OR by the business this season:
Enter value: ____ L / kWh

4.3. CO_2 use
Was CO_2 used in the winery/bottling facility this season?
☐ Yes
☐ No

If YES to 4.3:

4.3a. Total amount of CO_2 used this season:
Enter value: ____ kg / t

If NO to 4.1 or YES to 4.1b:

4.4. Transportation of grapes from vineyard to winery
During the season, did the winery receive grapes?

NOTE: Emissions from transportation of grapes are accounted for by the wine company/brand owner that has purchased the grapes.

☐ Yes
☐ No
☐ N/A – bottling facility only
☐ N/A – contract winemaking facility only

If YES to 4.4:

4.5. Transportation of grapes – method

Select your method(s) for transporting grapes this season:

☐ Road
☐ Rail
☐ Inter-island ferry shipping
☐ N/A – vineyard and winery on same site

If 'road' is selected in 4.5:

4.5a. Average distance travelled by truck transporting grapes (in a single one-way trip from vineyard gate to winery)

Enter value: ____ kilometres

If 'rail' is selected in 4.5:

4.5b.i. TOTAL amount of grapes transported by rail

Enter value: ____ tonnes

4.5bii. Average distance travelled by rail (in a single train in a single one-way trip)

Enter value: ____ kilometres

If 'inter-island ferry' is selected in 4.5:

4.5c. TOTAL amount of grapes transported by ferry

Enter value: ____ tonnes

If NO to 4.1 or YES to 4.1b:

4.6. Transportation of bulk liquid (juice/wine)

During the season, did you transport bulk liquid (juice or wine) from another facility for blending/finishing/storage prior to packaging?

NOTE: Emissions from transportation of bulk liquid are accounted for by the wine company/brand owner that has purchased the juice/wine.

☐ Yes
☐ No (i.e., wine finished at the first winemaking facility)
☐ N/A – bottling facility only
☐ N/A – contract winemaking facility only

If YES to 4.6:

4.7. Transportation of bulk liquid

Select your method(s) for transporting bulk liquid this season.

NOTE: Only account for the transportation of wine/juice up until the point when the final wine is finished and sitting in tank (prior to bottling). Account for transportation from other facilities to this receiving winery.

☐ Road
☐ Rail
☐ Inter-island ferry shipping

If 'road' is selected in 4.7:

4.7a.i. TOTAL amount of bulk liquid transported by road
Enter value: ____ L / m^3

4.7a.ii. Average distance travelled by road (in a single truck in a single one-way trip)
Enter value: ____ kilometres

If 'rail' is selected in 4.7:

4.7b.i. TOTAL amount of bulk liquid transported by rail
Enter value: ____ L / m^3

4.7b.ii. Average distance travelled by rail (in a single train in a single one-way trip)
Enter value: ____ kilometres

If 'inter-island ferry' is selected in 4.7:

4.7c. TOTAL amount of bulk liquid transported by ferry
Enter value: ____ L / m^3

If NO to 4.1 or YES to 4.1b:

4.8. Wine packaging
Please select your method(s) for packaging finished wine:

- ☐ Glass bottles (regular weight)
- ☐ Lightweight glass bottles
- ☐ Refillable bottles
- ☐ Cans
- ☐ Pouches
- ☐ Bag-in-box
- ☐ Kegs
- ☐ Flexitanks
- ☐ Other (please include details in comments)
- ☐ N/A – bottling facility or contract winemaking facility only

For every packaging method selected in 4.8:

4.8a-i. Wine packaging – regular glass / lightweight bottles / refillable bottles/ cans etc.
Please enter the total units of [regular glass bottles etc.] used to package wine this season: ____

[NOTE: If you only know the total amount of packaging units for your parent company, it is acceptable to make assumptions around the relative numbers of packaging types used by each winery (if you have multiple wineries under the same parent company). This is okay as long as there is high accuracy for the parent figure.]

4.9. Glass source
For your wine bottled in New Zealand, what percentage of bottles are made from New Zealand glass?
____ % bottles made from New Zealand glass

4.10. Carbon footprint
What initiatives have you implemented to minimise your carbon footprint (e.g., reduce energy use)?

☐ No specific initiatives have been implemented
☐ Upgrade of equipment (please include details in comments)
☐ Renewable energy sources – Solar
☐ Renewable energy sources – Wind
☐ Renewable energy sources – Biofuel
☐ Renewable energy sources – Other (please include details in comments)
☐ Energy efficiency initiatives (e.g. sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions)
☐ Energy management/monitoring plans or audits
☐ Green building investment (e.g. passive lighting / heating / cooling, insulation upgrades)
☐ Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.)
☐ Property plantings for the purpose of carbon sink/credits
☐ Other (please include details in comments)

Section 5 – Plant Protection

The NZ Winegrowers industry goal for plant protection is to understand, reduce and mitigate impacts of existing and potential pests and diseases, and to be a world leader in sustainable alternatives.

5.1. Biosecurity
Are you a certified transitional facility?

NOTE: Transitional facilities are approved by MPI to receive containers and goods that may pose a biosecurity risk. Goods or containers may need to be inspected or treated at the facility before they can be 'cleared' for entry into New Zealand.
☐ Yes
☐ No

If YES to 5.1:

5.2. Overseas containers
Do you have trained and certified people to open containers from overseas?

NOTE: Facilities receiving containers must have one or more trained, accredited person available to check containers. Accredited persons are responsible for inspecting containers, supervising their unpacking and containing any biosecurity risks.
☐ Yes
☐ No (CORRECTIVE ACTION)

5.3. Biodiversity enhancement
Select the types of biodiversity enhancement activities that are in place:
☐ Wetland and waterway enhancement/protection
☐ Creating habitats for indigenous wildlife
☐ Participate in off-site company biodiversity initiative(s)
☐ Participate in off-site regional or national biodiversity initiative(s)
☐ Other (please include details in comments)
☐ No biodiversity enhancement activities in place

5.4. Biodiversity protection, restoration or enhancement *(If there is no area contributed for biodiversity protection, restoration or enhancement, please enter zero)*
Enter value: ____ Ha

Section 6 – People
The NZ Winegrowers industry goal for people is to be an industry of choice for workers.

Information about and resources for the people focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/people/

6.1. Health and Safety
Do you have a current Health and Safety plan that is up to date and compliant with the Health and Safety at Work Act 2015? This must include current copies of the following documents, where relevant:

- An incident and near-miss register
- Documented procedures, including emergency procedures
- Agreement with contractors
- Maintenance record
- Site rules

☐ Yes
☐ No (CORRECTIVE ACTION)

6.2. Key documents
The following key documents MUST be held on file where appropriate:
- Current site map(s) identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements
- Documented procedures, including environmental response procedures (i.e., bulk spills)
- Staff training records (signed and dated)
- Spills protocol and response plan

Do you hold current versions of ALL of the above key documents, where relevant?
☐ Yes
☐ No (CORRECTIVE ACTION)

6.3. Employees/ Trade contractors
Select the type of personnel that you have:
☐ Direct employees
☐ Trade contractors
☐ No employees or contractors

If 'direct employees' selected for 6.3:
6.3a. Written Employment Agreements
Do all direct employees have written Employment Agreements containing the minimum employment entitlements?
☐ Yes
☐ No (CORRECTIVE ACTION)

If 'trade contractors' selected for 6.3:

6.3b. Types of contractors

Select the type(s) of contractors used by the winery/bottling facility:

☐ Refrigeration engineers
☐ Waste water/sludge removal contractor
☐ Waste material contractor
☐ Recycling company
☐ Contract winemaker
☐ Contract bottling facility (including mobile bottling facilities)
☐ Other (please include details in comments)

6.3c. Contractor compliance

Have all contractors supplied the relevant details of their compliance with relevant regional/distract plans, Resource Management Act, relevant codes of practice and health and safety requirements, and certification to relevant external programmes?

☐ Yes
☐ No (CORRECTIVE ACTION)

6.4. NZW Code of Conduct for Our People

NZ Winegrowers recently released a new Code of Conduct for Our People NOTE: It is recommended that wineries observe this Code, but it is NOT a mandatory SWNZ requirement to do so.

Does your organisation observe the NZW Code of Conduct for Our People?

NOTE: If you select 'yes' below, you are confirming that your organisation adheres to all eleven principles and implements all 'musts' and 'shoulds' in the Code. If you have any questions about the Code, email advocacy@nzwine.com.

☐ Yes, our organisation observes the NZW Code of Conduct for Our People
☐ No, we do not observe the NZW Code of Conduct for Our People

Questionnaire Declaration and Submission (wineries)

Winery declaration

I have checked that all information entered in this questionnaire is complete, true and correct to the best of my knowledge.

☐ Yes

SWNZ terms and conditions

I confirm that:

- I have read the SWNZ Terms and Conditions; and
- I agree that the organisation(s) included in this Questionnaire will comply with the SWNZ Terms and Conditions; and
- I am authorised to make this declaration on behalf of the organisation(s) included in this Questionnaire.

☐ Yes

2023/24 Sustainable Winegrowing NZ (SWNZ) Winery No-Site Winery / Brand Questionnaire

This questionnaire is completed online through the NZW Members portal

ALL QUESTIONS ARE COMPULSORY UNLESS INDICATED AS [NON-COMPULSORY]

(CORRECTIVE ACTION) = There will be a corrective action if this option is selected

Section 1 – Production and Certification Information

1.4. Total litres produced under this brand this vintage
Enter value: ___ L

1.5. SWNZ Status Letters
Do you have copies of SWNZ Status Letters for all production sectors from the vineyard through to final bottling?

NOTE: These can be hard or soft copies *[Copies of your SWNZ Status Letters can be downloaded at any time by visiting your Member Profile at https://portal.nzwine.com/swnz/certificationhistory]*
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – this is a new winery/bottling facility with no previous Status Letters under our management

1.7. Certification to other programmes
Is this brand currently certified to any other programmes?
☐ Not certified to any other standards
☐ HACCP
☐ BRC Global Standards
☐ Tesco's Natures Choice
☐ WSMP
☐ ISO 9001 (quality management)
☐ ISO 14064 (greenhouse gas)
☐ ISO 14001 (environmental)
☐ ISO 17001 (business management)
☐ ISO 22000 (food safety)
☐ ISO 45001 (health & safety)
☐ Organic - BioGro
☐ Organic - AsureQuality
☐ GlobalGAP
☐ NZGAP
☐ Other (please include details in comments)

1.8. SWNZ logo use
Do you use the SWNZ logo (e.g., on wine labels, website, promotional/marketing materials, etc.)?

☐ Yes
☐ No

If YES to 1.8:

1.8a. SWNZ logo use
Have you received approval from the SWNZ team to use the SWNZ logo?

Please note that you **must** request and receive permission to use the SWNZ logo before it can be used.
☐ Yes
☐ No (CORRECTIVE ACTION)

1.8b. Offshore bottling
Is any wine that is produced under this brand (with the SWNZ logo) bottled overseas at an offshore facility?
☐ Yes
☐ No

If YES to 1.8b:
1.8c. Standards of offshore bottling facilities
Do you have processes in place to confirm that any offshore bottling facility used adheres to standards that ensure the wine remains fit for intended purpose when packaged? For instance:

- by requesting current copies of sustainability/food safety certifications that the facility holds (e.g., BRC, 1S022000, HACCP, ISO900, IFS, etc.); or
- by comparing the packaging processes used offshore against those required under a WSMP.

NOTE: This question replaces the previous requirement to register offshore bottling facilities with SWNZ in order to use the SWNZ logo. Registering offshore facilities with SWNZ and paying a separate membership fee to do so is **no longer required**. Instead, wine companies bottling wine offshore (which will be sold under their own brand with the SWNZ logo) are required to confirm that packagers adhere to standards that ensure the wine remains fit for intended purpose when packaged.
☐ Yes
☐ No (CORRECTIVE ACTION)

Section 3 – Waste
The NZ Winegrowers industry goal for waste is zero waste to landfill by 2050.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/waste/

3.1. Recycling and waste recovery
Has a waste reduction and recovery / recycling programme been implemented and undertaken this season?
☐ Yes
☐ No (CORRECTIVE ACTION)

3.7. Waste reduction initiatives
Select the initiatives that have been implemented to reduce waste:
☐ Refillable bottles
☐ Refillable kegs
☐ Improved packaging efficiency (e.g., redesigned for smaller size or space with no dividers, etc.)
☐ Use Forest Stewardship Council (FSC) approved packaging
☐ Bio-degradable labels
☐ Conversion of waste into other raw materials (i.e., glass to sand)
☐ On-site composting of food and fibre (i.e., worm farm)
☐ Recyclable/reusable/biodegradable materials are used
☐ Other (please include details in comments)
☐ No initiatives have been implemented

Section 4 – Climate Change

The NZ Winegrowers industry goal for climate change is to have the NZ wine industry carbon neutral by 2050.

Wine companies/brands that have purchased grapes and/or bulk liquid must also measure and record the amount of goods transported and the average distance travelled annually. Quantities of packaging methods used are now also collected because packaging accounts for a significant portion of GHG emissions.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/climate-change/

4.1. Carbon emissions
Are you measuring and managing your greenhouse gas (GHG) emissions through a verified certification programme?
☐ Yes
☐ No

If YES to 4.1:

4.1a. Verified certification programme
Select the verified certification programme you are measuring and managing your GHG emissions with:
☐ Carbonreduce certification through Toitū Envirocare
☐ CarboNZero certification through Toitū Envirocare
☐ Relevant ISO standard for GHG emissions verified through an independent audit (please add a comment to specify auditing body)

4.1b. GHG emissions reports
SWNZ members receive personalised GHG emissions reports based on data submitted in their questionnaires. As a carbon verified company, you are not obligated to input your transportation figures. However, if you would like to receive these personalised reports, you will need to input these figures.

Would you like to receive personalised GHG emissions reports?
☐ Yes (we will submit our figures)
☐ No

If NO to 4.1 or YES to 4.1b:

4.4. Transportation of grapes from vineyard to winery
During the season, did this brand purchase grapes?
☐ Yes
☐ No

If YES to 4.4:

4.5. Transportation of grapes – method
Select your method(s) for transporting grapes this season:
☐ Road
☐ Rail
☐ Inter-island ferry shipping
☐ N/A – vineyard and winery on same site

If 'road' is selected in 4.5:

4.5a. Average distance travelled by truck transporting grapes (in a single one-way trip from vineyard gate to winery)
Enter value: ____ kilometres

If 'rail' is selected in 4.5:

4.5b.i. TOTAL amount of grapes transported by rail
Enter value: ____ tonnes

4.5bii. Average distance travelled by rail (in a single train in a single one-way trip)
Enter value: ____ kilometres

If 'inter-island ferry' is selected in 4.5:

4.5c. TOTAL amount of grapes transported by ferry
Enter value: ____ tonnes

If NO to 4.1 or YES to 4.1b:

4.6. Transportation of bulk liquid (juice/wine)
During the season, did this brand purchase bulk liquid (juice or wine) that was transported to another facility for blending/finishing/storage prior to packaging?
☐ Yes
☐ No (i.e., wine finished at the first winemaking facility)

If YES to 4.6:

4.7. Transportation of bulk liquid
Select your method(s) for transporting bulk liquid this season.

NOTE: Only account for the transportation of wine/juice up until the point when the final wine is finished and sitting in tank (prior to bottling). Account for transportation from other facilities to the receiving winery.

☐ Road
☐ Rail
☐ Inter-island ferry shipping

If 'road' is selected in 4.7:

4.7a.i. TOTAL amount of bulk liquid transported by road
Enter value: ____ L / m^3

4.7a.ii. Average distance travelled by road (in a single truck in a single one-way trip)
Enter value: ____ kilometres

If 'rail' is selected in 4.7:

4.7b.i. TOTAL amount of bulk liquid transported by rail
Enter value: ____ L / m^3

4.7b.ii. Average distance travelled by rail (in a single train in a single one-way trip)
Enter value: ____ kilometres

If 'inter-island ferry' is selected in 4.7:

4.7c. TOTAL amount of bulk liquid transported by ferry
Enter value: ____ L / m^3

If NO to 4.1 or YES to 4.1b:

4.8. Wine packaging
Please select your method(s) for packaging finished wine:

☐ Glass bottles (regular weight)
☐ Lightweight glass bottles
☐ Refillable bottles
☐ Cans
☐ Pouches
☐ Bag-in-box
☐ Kegs
☐ Flexitanks
☐ Other (please include details in comments)
☐ N/A – bottling facility or contract winemaking facility only

For every packaging method selected in 4.8:

4.8a-i. Wine packaging – regular glass / lightweight bottles / refillable bottles/ cans etc.
Please enter the total units of [regular glass bottles etc.] used to package wine this season: ____

[NOTE: If you only know the total amount of packaging units for your parent company, it is acceptable to make assumptions around the relative numbers of packaging types used by each winery (if you have multiple wineries under the same parent company). This is okay as long as there is high accuracy for the parent figure.]

4.9. Glass source
For your wine bottled in New Zealand, what percentage of bottles are made from New Zealand glass?
____ % bottles made from New Zealand glass

4.10. Carbon footprint
What initiatives have you implemented to minimise your carbon footprint (e.g., reduce energy use)?
☐ No specific initiatives have been implemented
☐ Upgrade of equipment (please include details in comments)
☐ Renewable energy sources – Solar
☐ Renewable energy sources – Wind
☐ Renewable energy sources – Biofuel
☐ Renewable energy sources – Other (please include details in comments)
☐ Energy efficiency initiatives (e.g. sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions)
☐ Energy management/monitoring plans or audits
☐ Green building investment (e.g. passive lighting / heating / cooling, insulation upgrades)
☐ Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.)
☐ Property plantings for the purpose of carbon sink/credits
☐ Other (please include details in comments)

Section 5 – Plant Protection

The NZ Winegrowers industry goal for plant protection is to understand, reduce and mitigate impacts of existing and potential pests and diseases, and to be a world leader in sustainable alternatives.

5.3. Biodiversity enhancement
Select the types of biodiversity enhancement activities that are in place:
☐ Wetland and waterway enhancement/protection
☐ Creating habitats for indigenous wildlife
☐ Participate in off-site company biodiversity initiative(s)
☐ Participate in off-site regional or national biodiversity initiative(s)
☐ Other (please include details in comments)
☐ No biodiversity enhancement activities in place

5.4. Biodiversity protection, restoration or enhancement *(If there is no area contributed for biodiversity protection, restoration or enhancement, please enter zero)*
Enter value: ____ Ha

Section 6 – People
The NZ Winegrowers industry goal for people is to be an industry of choice for workers.

Information about and resources for the people focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/people/

6.3. Employees/ Trade contractors
Select the type of personnel that you have:

☐ Direct employees
☐ Trade contractors
☐ No employees or contractors

If 'direct employees' selected for 6.3:

6.3a. Written Employment Agreements
Do all direct employees have written Employment Agreements containing the minimum employment entitlements?
☐ Yes
☐ No (CORRECTIVE ACTION)

If 'trade contractors' selected for 6.3:

6.3b. Types of contractors
Select the type(s) of contractors used:
☐ Refrigeration engineers
☐ Waste water/sludge removal contractor
☐ Waste material contractor
☐ Recycling company
☐ Contract winemaker
☐ Contract bottling facility (including mobile bottling facilities)
☐ Other (please include details in comments)

6.3c. Contractor compliance
Have all contractors supplied the relevant details of their compliance with relevant regional/distract plans, Resource Management Act, relevant codes of practice and health and safety requirements, and certification to relevant external programmes?
☐ Yes
☐ No (CORRECTIVE ACTION)

6.4. NZW Code of Conduct for Our People
NZ Winegrowers recently released a new Code of Conduct for Our People NOTE: It is recommended that SWNZ members observe this Code, but it is NOT a mandatory SWNZ requirement to do so.

Does your organisation observe the NZW Code of Conduct for Our People?

NOTE: If you select 'yes' below, you are confirming that your organisation adheres to all eleven principles and implements all 'musts' and 'shoulds' in the Code. If you have any questions about the Code, email advocacy@nzwine.com.
☐ Yes, our organisation observes the NZW Code of Conduct for Our People
☐ No, we do not observe the NZW Code of Conduct for Our People

Questionnaire Declaration and Submission (winery no-site / brand)

Winery no-site / brand declaration
I have checked that all information entered in this questionnaire is complete, true and correct to the best of my knowledge.
☐ Yes

SWNZ terms and conditions

I confirm that:

- I have read the SWNZ Terms and Conditions; and
- I agree that the organisation(s) included in this Questionnaire comply with the SWNZ Terms and Conditions; and
- I am authorised to make this declaration on behalf of the organisation(s) included in this Questionnaire.

☐ Yes

2023/24 Sustainable Winegrowing NZ (SWNZ) Vineyard Organic Equivalence Questionnaire

This questionnaire is completed online through the NZW Members portal.

ALL QUESTIONS ARE COMPULSORY UNLESS INDICATED AS [NON-COMPULSORY]

(CORRECTIVE ACTION) = There will be a corrective action if this option is selected

Section 1 – Production and Certification Information

1.1. Production information = ___ t

1.2. SWNZ Status Letters
Do you have copies of your SWNZ Status Letters for the seasons you are certified?
NOTE: These can be soft or hard copies and may be requested by your wine company.
[Copies of your SWNZ Status Letters can be downloaded at any time by visiting your Member Profile: https://portal.nzwine.com/swnz/certificationhistory
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – new vineyard(s) with no previous Status Letters under our management

1.4. Certification to other programmes
Select any certifications held by the vineyard(s):
☐ NZGAP
☐ GlobalGAP
☐ HACCP
☐ ISO 9001 (quality management)
☐ ISO 14001 (environmental)
☐ ISO 22000 (food safety)
☐ ISO 45001 (health and safety)
☐ Organic – BioGro
☐ Organic – AsureQuality
☐ Biodynamic – Demeter
☐ Not certified to any other standards
☐ Other (please include details in comments)

Section 2 – Water

The NZ Winegrowers industry goal for water is to be a world leader in efficient water use and the protection of water quality.

Information about and resources for the water focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/water/

2.1. Water use – irrigation and frost protection
Is there a water delivery system for irrigation/frost protection installed on the vineyard(s)?
☐ Yes
☐ No

If YES to 2.1:

2.2. Types of irrigation
Select the type of irrigation/water delivery system(s) installed on the vineyard(s):
☐ Under-vine drip line
☐ Buried/sub-surface drip line
☐ Overhead sprinkler
☐ Overhead flippers
☐ Other (please include details in comments)

2.3. Water use - measuring and recording
Is the total amount of water used on the vineyard(s) for irrigation and/or frost protection measured and recorded?
☐ Yes - total water for the vineyard(s) is measured and separate records held
☐ Yes - total water for the businesses using the water source is measured and recorded
☐ No (CORRECTIVE ACTION)
☐ N/A - no water was applied this season

2.3a. Total area irrigated
Enter value: ___ ha / m^2

2.3b. Total water used for irrigation this season (excluding domestic use)
Enter value: ___ L / m^3

2.3c. Total water used for frost protection this season (excluding domestic use)
Enter value: ___ L / m^3

Section 3 – Soil

The NZ Winegrowers industry goal for soil is to protect and enhance soil health.

Information about and resources for the soil focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/soil/

3.10. Sheep in vineyards
Were sheep used in the vineyard(s) this season?
☐ Yes
☐ No

If YES to 3.10:

3.10a. Use of sheep in vineyards
Please select what time of the year / task(s) the sheep were used for in the vineyard(s):

☐ Summer (primarily leaf plucking)
☐ Winter grazing
☐ Other (please include details in comments)

If 'winter grazing' selected:

3.10b. Sheep grazing
If you grazed sheep in the winter that will be slaughtered for human consumption, did you give a copy of your spray diary to the animal owner? *[NOTE: If you do not know whether the sheep winter grazing on your vineyard will be slaughtered for human consumption, it is recommended that you share a copy of your spray diary with the animal owner anyway]*
☐ Yes
☐ No (CORRECTIVE ACTION)
☐ N/A – I own the sheep
☐ N/A – sheep will not be slaughtered for human consumption

3.11. Biodiversity enhancement
Select the types of biodiversity enhancement activities that are in place:
☐ Vineyard areas and surrounds with non-indigenous plantings
☐ Vineyard areas and surrounds with indigenous plantings
☐ Habitats for indigenous wildlife (e.g., wetlands, woodland, pollinator strips, riparian margin)
☐ Management steps (e.g., reduced mowing & herbicide/pesticide applications)
☐ Instalment of bird and/or bat boxes
☐ Setting vermin traps
☐ Bug hotels
☐ Plantings for bees
☐ Participate in off-site company/regional or national biodiversity initiative(s)
☐ Other (please include details in comments)
☐ No biodiversity enhancement activities in place

3.12. Vineyard area contributed for biodiversity protection, restoration or enhancement *[If there is no area contributed for biodiversity protection, restoration or enhancement, please enter zero]*
Enter value: ___ ha

Section 4 – Plant Protection

The NZ Winegrowers industry goal for plant protection is to understand, reduce and mitigate impacts of existing and potential pests and diseases, and to be a world leader in sustainable alternatives.

Information about and resources for the plant protection focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/plant-protection/

4.7. Biosecurity
Have you completed the NZW Biosecurity Plan for this vineyard? A copy of the template can be downloaded by clicking the paperclip icon at the top of the page.

NOTE: It is NOT currently mandatory to complete a Biosecurity Plan, but recommended as best practice. Biosecurity plans will become mandatory for SWNZ certification during the 2025/2026 season.
☐ Yes
☐ No

Section 5 – Waste

The NZ Winegrowers industry goal for waste is zero waste to landfill by 2050.

Information about and resources for the waste focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/waste/

5.1. Recycling and waste recovery
Has a waste reduction and recovery / recycling programme been implemented and undertaken this season?
☐ Yes
☐ No (CORRECTIVE ACTION)

5.2. Waste management
Please select the methods used to manage waste this season *[Please note that you will NOT be penalised for sending waste to landfill. This question is designed to collect data about how members manage their waste streams and identify areas that require more sustainable solutions]:*
☐ Landfill
☐ Storage/stockpiling
☐ Recycling
☐ Reuse
☐ Other (please include details in comments)

For each method selected in 5.2, the member then selects the types of waste that were managed/disposed of using that method:

5.2a-e. Waste management – landfill / storage/stockpiling / recycling / reuse / other
Please select the types of waste sent to landfill / stored / stockpiled / recycled / reused this season:
☐ Empty agrichemical containers
☐ Irrigation pipe
☐ Bird netting
☐ Broken posts
☐ Wire
☐ Used oil/diesel
☐ Vine guards
☐ Other (please include details in comments)

5.3. Total waste sent to landfill this season
Enter value: ___m^3

5.4. Waste challenges [NON-COMPULSORY]
Were there materials from the vineyard(s) that were difficult to reuse or recycle this season?
☐ Yes (please include details in comments)
☐ No

5.5. Vineyard posts
What types of posts are used on the vineyard(s)?
☐ CCA-treated wood posts
☐ Non "CCA" treated wood posts
☐ Steel posts
☐ Plastic posts
☐ Other (please include details in comments)

5.6. Replacement posts
What types of replacement posts are used on the vineyard(s)?
☐ CCA-treated wood posts
☐ Non "CCA" treated wood posts
☐ Steel posts
☐ Plastic posts
☐ Other (please include details in comments)

5.7. Grape marc distribution
During the season was grape marc spread on the vineyard(s)?
[NOTE: If grape marc is spread to the vineyard, it is best practice to calculate the amount of nitrogen being applied]
☐ Yes
☐ No

If YES to 5.7:

5.7a. Amount of grape marc spread on the vineyard(s) this season
Enter value: ___ m^3

5.7b. Total vineyard area over which grape marc was spread
Enter value: ___ ha

5.8. Waste reduction initiatives
Select the initiatives that have been implemented to reduce waste:
☐ On-site composting of food and fibre (e.g., worm farm)
☐ Recyclable/reusable/biodegradable materials are used
☐ Vineyard posts reused by other industries (i.e., sold or donated to farmers for fencing)
☐ Vineyard operations (including contractor operations) refined to reduce number of post breakages
☐ Agrichemicals are purchased in bulk to reduce packaging waste
☐ Other (please include details in comments)
☐ No initiatives have been implemented

Section 6 – Climate Change

The NZ Winegrowers industry goal for climate change is to have the NZ wine industry carbon neutral by 2050.

It is a mandatory SWNZ requirement that vineyards measure and record the amount of diesel, petrol and electricity used annually.

Measuring energy inputs allows the member to manage this aspect of their business - limiting energy inputs is an important part of reducing overall carbon footprint.

Information about and resources for the climate change focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/climate-change/

6.1. Carbon emissions
Are you measuring and managing your greenhouse gas (GHG) emissions for the vineyard(s) through a verified certification programme?

☐ Yes
☐ No

If yes to 6.1:

6.1a. Verified certification programme
Select the verification certification programme you are measuring and managing your GHG emissions with:

☐ Carbonreduce certification through Toitū Envirocare
☐ CarboNZero certification through Toitū Envirocare
☐ Relevant ISO standard for GHG emissions verified through an independent audit (please add a comment to specify auditing body)

If YES to 6.1:

6.1b. GHG emissions reports
SWNZ members receive personalised GHG emissions reports based on data submitted. As a carbon verified company, you are not obligated to input your energy use figures. However, if you would like to receive these personalised reports, you will need to input your energy use figures.

Would you like to receive personalised GHG emissions reports for the vineyard(s)?

☐ Yes (we will submit our energy use figures)
☐ No

If NO to 6.1 or YES to 6.1b:

6.2. Energy sources
Please select the energy sources that were used on the vineyard(s) this season:

☐ Diesel
☐ Petrol
☐ Electricity (i.e., to run irrigation pumps)
☐ Other energy sources (i.e., aviation fuel for frost fighting; please include details in comments)
☐ None of the above

For each energy source selected in 6.2, the following questions appear:

6.2a-d. Diesel / Petrol / Electricity use:
Do you measure diesel / petrol / electricity usage in the vineyard?
☐ Yes – total diesel / petrol /electricity for the vineyard(s) is measured and separate records held
☐ Yes – total diesel / petrol /electricity for the business is measured and recorded
☐ No, we do not measure diesel / petrol / electricity (CORRECTIVE ACTION)

6.2a-d.i/ii. Total amount of diesel / petrol / electricity used on the vineyard(s) OR by the business this season:
*[Note for electricity use – if a shared irrigation pump is used, it is recommended that electricity use is allocated on a pro rate basis according to litres pumped. 1. Determine total amount electricity used (i.e., from power statement); 2. Calculate energy use per m^3 or L of water pumped (total kWh divided by total water pumped = kWh per m^3 or L of water); 3. Multiply kWh per m^3 or L of water by total amount of water the vineyard has used (kWh per m^3 of water * total m^3 or L of water used on the vineyard = estimated total electricity used on the vineyard)]*

Enter value: ____ L / kWh

6.3. Carbon footprint
What initiatives have you implemented to minimise your carbon footprint (e.g., reduce energy use)?
☐ No specific initiatives have been implemented
☐ Upgrade of equipment (please include details in comments)
☐ Renewable energy sources – Solar
☐ Renewable energy sources – Wind
☐ Renewable energy sources – Biofuel
☐ Renewable energy sources – Other (please include details in comments)
☐ Energy efficiency initiatives (e.g. sensors, timers, staff awareness campaigns, transport fuel reduction actions)
☐ Energy management/monitoring plans or audits
☐ Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel, etc.)
☐ Property plantings for the purpose of carbon sink/credits
☐ Other (please include details in comments)

Section 7 – People

The NZ Winegrowers industry goal for people is to be an industry of choice for workers.

Information about and resources for the people focus area can be found on the NZW Members website here: https://www.nzwine.com/members/sustainability/guides/people/

7.6. NZW Code of Conduct for Our People
NZ Winegrowers recently released a new Code of Conduct for Our People. It is recommended that vineyards observe this Code, but it is NOT a mandatory SWNZ requirement to do so.

Does your organisation observe the NZW Code of Conduct for Our People?

NOTE: If you select 'yes' below, you are confirming that your organisation adheres to all eleven principles and implements all 'musts' and 'shoulds' in the Code. If you have any questions about the Code, email advocacy@nzwine.com.

☐ Yes, our organisation observes the NZW Code of Conduct for Our People

☐ No, we do not observe the NZW Code of Conduct for Our People

Questionnaire Declaration and Submission (vineyard organic equivalence)

Vineyard declaration

I have checked that all information entered in this questionnaire is complete, true and correct to the best of my knowledge.

☐ Yes

SWNZ terms and conditions

I confirm that:

- I have read the SWNZ Terms and Conditions; and
- I agree that this vineyard will comply with the SWNZ Terms and Conditions; and
- I am authorised to make this declaration on behalf of the organisation(s) included in this Questionnaire.

☐ Yes

For SWNZ members, a copy of this document can be downloaded online here.

Vineyard Site Management Plan

New Zealand Wine
Altogether Unique.

Please use this outline when developing/refining your Vineyard Site Management Plan to ensure that it meets all audit requirements. The format of this plan can vary depending on company structure and size, but should include all components listed that are relevant to the vineyard. **The templates on the following pages can be used to complete your Site Management Plan.**

It can also be helpful to document a **12-month operational plan** of all activities that will occur on the vineyard on a monthly basis. This 12-month plan can assist in the development of your site management plan.

Water Management Plan	Soil & Nutrient Management Plan	Plant Protection Management Plan	Waste Management Plan	GHG Emissions Management Plan
If an irrigation system is installed, details of how the system is managed and maintained. • For instance, how regularly does the irrigation system undergo monitoring and maintenance and by whom? What checks are completed pre-season? What regular ongoing maintenance is completed? Are you required to calibrate your meters according to your consent, if so, how often?	Details of soil and foliar testing protocols. • For instance, how often are soil and foliar samples taken for testing? In what format are records kept? • Organic matter testing should be included • Copper testing must be included if copper is applied to the vineyard	Details of procedures in place to identify, monitor, assess and control the incidence of pests and diseases relevant to the region and property. Plans and controls used should be based on: • Best practice and monitoring programme (including hot spots, marked bays, etc.) • Resistance management guidelines & approved chemical controls (refer to the latest Spray Schedule) • Advice from contracted company employed for monitoring (if used) • Phenological data and weather data	***The Vineyard By-Product Checklist can be used as a waste management plan as an alternative to this template.***	***A greenhouse gas (GHG) emissions management plan is NOT MANDATAORY but recommended if you are not already measuring and managing emissions through a verified certification programme (e.g., Toitū).***
Details of how water applications are optimised in order to conserve and reduce water use, which can include: • Tracking weather predictions and measuring rainfall • Understanding specific soil types across the vineyard and their water capacity • Measuring vine and soil moisture • Reviewing consultant reports (if consultants used) • Moving towards dry farming • Reviewing water benchmarking reports	Details of when nutrient applications are applied (frequency of applications) and method of application (e.g., own equipment vs contractor) • Fertilisers/nutrients should only be applied in response to soil/foliar tests. • Nutrient removal rates should be considered when planning applications.	Details of how monitoring results will be recorded (e.g., storing photos).	Details of how vineyard waste products are managed. • Waste products should be reused, reduced and recycled wherever possible to minimise volumes being sent to landfill).	The EECA emissions plan template can be used as an alternative to this template (under 'DIY Emissions Emissions Plan' online).
Details of scheduling plans for water applications (timing of applications) and how these are recorded/reported. • How are your water applications controlled (e.g., manual vs electronic)? Are scheduling plans modified based on weather events?	Plans for calibration of application equipment for soil conditioners/ground spread fertilisers (including calibration of contractors' equipment if applicable) and how calibration results will be recorded.	Plans for calibration of application equipment for all canopy sprays (including calibration of contractors' equipment if applicable) and details of how calibration results will be recorded.	Plans to reduce the amount of waste being sent to landfill	Overview of key sources of emissions from the vineyard, typically: • Energy use (diesel, petrol, electricity) • Chemical & fertiliser use
Details of how natural waterways are managed (if waterways are near the vineyard).	Details of strategies implemented to maintain/ enhance organic matter.	Overview of the details that must be provided for any spray contractor used (if applicable). • Examples include a signed agreement, verification of GrowSafe certification, equipment calibration records, contractor's health & safety plan, signed induction for site health and safety protocols, plans for disposal of agchem containers	Details of how the total amount of waste sent to landfill each year will be measured	Details of how total use will be measured and tracked every year • For guidance on how to calculate total diesel use, have a look at the NZW Calculating Diesel Fact Sheet here
Monitoring plans for measuring water quality.	Identification and management of erosion risks, including cultivation and irrigation run-off (if applicable).			Current or future plans for initiatives to reduce carbon emissions overtime, such as: • Upgrade of equipment to more fuel efficient options • Using renewable energy sources like solar, wind, and biofuel • Energy efficiency initiatives (e.g., sensors, timers, staff awareness campaigns, transport fuel reduction actions) • Carbon offsetting initiatives undertaken (e.g., carbon credits purchased, offsets selected for business air travel) • Property plantings for the purpose of carbon sink/ credits.
Maps outlining the irrigation zones across the vineyard.	Details of strategies implemented to limit soil compaction.	It is best practice to create a Biosecurity Plan for the vineyard to help mitigate the risks posed by unwanted pests and diseases. There is a template available here.		
	Details of how the inter-row sward is managed.			
	Resistant grasses management plan (if resistant grasses have been identified).			

In addition to your Vineyard Site Management Plan, the following key documents must be in place:

- ☐ **Property Spray Management Plan** (outlining sensitive areas, spray drift management & mitigation)
- ☐ **Health and Safety plan** (including an Incident and Near Miss register)
- ☐ **Current site map(s)** identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements (the Hazardous Substances Inventory Calculator can help to create your inventory)
- ☐ **Documented procedures**, including emergency procedures
- ☐ **Staff training records** (signed and dated)

Template last updated November 2024

SUSTAINABLE NEW ZEALAND WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Water Management Plan

If an irrigation system is installed, details of how the system is managed and maintained:

For instance, how regularly does the irrigation system undergo monitoring and maintenance and by whom?
What checks are completed pre-season? What regular ongoing maintenance is completed?
Are you required to calibrate your meters according to your consent, if so, how often?

Details of how water applications are optimised in order to conserve and reduce water use:

Examples include:
- Tracking weather predictions and measuring rainfall (only irrigating when there is a need for it, such as prolonged periods of dry weather)
- Understanding specific soil types across the vineyard and their water capacity
- Measuring vine and soil moisture (i.e., with pressure bombs and soil probes)
- Reviewing consultant reports (if consultants used)
- Moving towards dry farming
- Reviewing water benchmarking reports

Details of scheduling plans for water applications (timing of applications) and how these are recorded/reported:

How are your water applications controlled (e.g., manual vs electronic)? Are scheduling plans modified based on weather events?

Details of how natural waterways are managed (if waterways are near the vineyard):

Natural waterways include rivers, streams, ponds, and wetlands.

Monitoring plans for measuring water quality:

☐ **Map(s) outlining the irrigation zones across the vineyard**

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Soil & Nutrient Management Plan

Details of soil and foliar testing protocols:

For instance, how often and when are soil and foliar samples taken for testing? In what format are records kept?
- Organic matter testing should be included
- Copper testing must be included if copper is applied to the vineyard

Details of when nutrient applications are applied (frequency of applications) and method of application (e.g., own equipment vs contractor):

- Fertilisers/nutrients should only be applied in response to soil/foliar tests so that all applications are justified (i.e., as recommended by a consultant).
- Nutrient removal rates should be considered when planning applications.
- Nutrient contents of compost or grape marc (if applied) should be considered

Plans for calibration of application equipment for soil conditioners/ground spread fertilisers (including calibration of contractors' equipment if applicable) and how calibration results will be recorded:

Details of strategies implemented to maintain/enhance organic matter:

Examples include:
- Permanent sward/cover crops
- Minimal use of cultivation
- Vine prunings mulched into the mid row/under vine
- Reduction of herbicide use

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Soil & Nutrient Management Plan continued

Details of strategies implemented to limit soil compaction:

Examples include:
- Avoiding driving down rows when soil is wet, where possible
- Using machinery with low impact tyres
- Using machinery on every alternate row where possible
- Using multi-tasking machinery to minimise number of passes

Identification and management of erosion risks, including cultivation and irrigation run-off (if applicable):

Details of how the inter-row sward is managed:

Examples include:
- Mowing alternate rows
- Perennial sward with diverse species
- Annual cover crops
- Plantings for beneficial insects

Resistant grasses management plan (if resistant grasses have been identified):

Examples can include both chemical and non-chemical options.

Template last updated November 2024

SUSTAINABLE NEW ZEALAND WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Plant Protection Management Plan

Details of procedures in place to identify, monitor, assess and control the incidence of pests and diseases relevant to the region and property:

Plans and controls used should be based on:
- Best practice and monitoring programme (including hot spots, marked bays, etc.)
- Resistance management guidelines & approved chemical controls (refer to the latest Spray Schedule)
- Advice from contracted company employed for monitoring (if used)
- Phenological data and weather data

Details of how monitoring results will be recorded:

For example
- Photos of the vines taken during monitoring walks around the vineyard and stored in a designated location.

Plans for calibration of application equipment for all canopy sprays (including calibration of contractors' equipment if applicable) and details of how calibration results will be recorded:

Overview of the details that must be provided for any spray contractor used (if applicable):

Examples include a signed agreement, verification of GrowSafe certification, equipment calibration records, contractor health & safety plan, signed induction for site health and safety protocols, contractor's plans for disposal of agchem containers

☐ **It is best practice to create a Biosecurity Plan for the vineyard to help mitigate the risks posed by unwanted pests and diseases. There is a template available here:**

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Waste Management Plan

The Vineyard By-Product Checklist can be used as a waste management plan as an alternative to this template

Details of how vineyard waste products are managed:

Waste products should be reused, reduced and recycled wherever possible to minimise volumes being sent to landfill).

Plans to reduce the amount of waste being sent to landfill:

Details of how the total amount of waste sent to landfill each year will be measured:

For example:

- Receipts from trips to the dump saved and total weight calculated at the end of the season.

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

GHG Emissions Management Plan

Climate Change is the newest focus area in the SWNZ programme. A greenhouse gas (GHG) emissions management plan is not mandatory but recommended to help you manage and reduce your emissions over time. Information on strategies to reduce emissions can be found in the wine industry Roadmap to Net Zero. An alternative and more comprehensive emissions plan template is available online from the Energy Efficiency & Conservation Authority (EECA) here, along with a user guide and emissions calculations spreadsheet (found under 'DIY Emissions Plan').

☐ **Our company is measuring and managing carbon emissions for the vineyard through a verified certification programme (e.g., Toitū), which includes a full emissions management plan.**

Click here **for information about carbon management supplier options**

List of key sources of emissions from the vineyard:

Typically:

- Energy use (diesel, petrol, electricity)
- Chemical & fertiliser use

Details of how total use will be measured and tracked every year:

For guidance on how to calculate total diesel use, have a look at the NZW Calculating Diesel Fact Sheet here

Current or future plans or initiatives to reduce GHG emissions over time:

Examples:

- Upgrade of equipment to more fuel efficient options
- Using renewable energy sources like solar, wind, and biofuel
- Energy efficiency initiatives (e.g., sensors, timers, staff awareness campaigns, transport fuel reduction actions)
- Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel)
- Property plantings for the purpose of carbon sink/credits

Template last updated November 2024

SUSTAINABLE NEW ZEALAND WINEGROWING

Name of vineyard

Vineyard ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

12-Month operational plan

Enter key activities that will occur on the vineyard on a monthly basis

JUL	AUG	SEP	OCT	NOV	DEC

Template last updated November 2024

New Zealand Wine
Altogether Unique.

Vineyard Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

12-Month operational plan

Enter key activities that will occur on the vineyard on a monthly basis

JAN	FEB	MAR	APR	MAY	JUN Submit ALL SWNZ submissions by 30 June

Template last updated November 2024

Winery Site Management Plan

Please use this outline when developing/refining your Winery Site Management Plan to ensure that it meets all audit requirements. The format of this plan can vary depending on company structure and size, but should include all components listed that are relevant to the winery. **The templates on the following pages can be used to complete your Site Management Plan.**

It can also be helpful to document a 12-month operational plan of all activities that will occur in the winery on a monthly basis. This **12-month plan** can assist in the development of your site management plan.

Water Management Plan

The NZW Environmental Waste Water Management Checklist can be used as part of the water management plan.

Information about the current consents for water take and disposal and the strategies in place to manage consent requirements. It is typically required that wineries:

- Manage inwards water to the allowable take from the consent
- Pre-treat waste water
- Monitor waste water quality
- Verify the operational capacity of disposal systems
- Separate wastewater from storm water (if they are combined, total amount disposed must still meet council limits)
- Have systems to limit wash additives getting into the waste water system
- Have systems to minimise the effect of solids on the functionality of the waste water disposal system

Details of how equipment is maintained for inwards and outwards water.

Details of how waste water quality is checked and confirmed (e.g., sampling of waste water).

Details of how water volumes are measured and tracked over time (volumes of water in versus water out of the winery should be regularly reviewed). Variances should be recorded with actions taken.

Company initiatives and strategies to reduce the amount of water used over time.

Waste Management Plan

The Winery By-Product Checklist can be used as a waste management plan as an alternative to this template.

Details of how winery waste products are managed

- Waste products should be reused, reduced and recycled wherever possible to minimise volumes being sent to landfill).

Company initiatives and plans to reduce the amount of waste being sent to landfill.

Details of how the total amount of waste sent to landfill each year will be measured

GHG Emissions Management Plan

A greenhouse gas (GHG) emissions management plan is NOT MANDATAORY but recommended if you are not already measuring and managing emissions through a verified certification programme (e.g., Toitū).

The EECA emissions plan template can be used as an alternative to this template (under 'DIY Emissions Emissions Plan' online).

Overview of key sources of emissions from the winery, typically:

- Energy use (diesel, LPG, biofuel, natural gas, petrol, electricity)
- Transportation of grapes and wine
- Materials used for wine packaging

Details of how total figures for key emissions sources will be measured and tracked every year.

Current or future plans for initiatives to reduce GHG emissions overtime, such as:

- Upgrade of equipment to more fuel efficient options
- Using renewable energy sources like solar, wind, and biofuel
- Energy efficiency initiatives (e.g., sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions)
- Energy management/monitoring plans or audits
- Green building investment (e.g., passive lighting/heating/cooling, insulation upgrades)
- Carbon offsetting initiatives undertaken (e.g., carbon credits purchased, offsets selected for business air travel)
- Property plantings for the purpose of carbon sink/credits

In addition to your Winery Site Management Plan, the following key documents must be in place:

- ☐ **Health and Safety plan** (including an Incident and Near Miss register)
- ☐ **Current site map(s)** identifying key areas including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, inventory to WorkSafe requirements (the Hazardous Substances Inventory Calculator can help to create your inventory)
- ☐ **Documented procedures,** including emergency procedures and protocols for dealing with potential spills (Spills Template available here)
- ☐ **Staff training records** (signed and dated)

Template last updated November 2024

SUSTAINABLE NEW ZEALAND WINEGROWING

Name of winery

Winery ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Winery Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Water Management Plan

The NZW Environmental Waste Water Management Checklist can be used as part of the water management plan.

Information about the current consents for water take and waste water disposal, and the strategies in place to manage consent requirements and water efficiencies on site:

For example, inlcude details on:
WATER IN - Reference the company SOPs
- Current consent(s) - inwards water / dam storage / water sources
- Measuring inwards water / monitoring and reporting requirements / water take within the allowable levels

WATER OUT - Reference the company SOPs
- Current consent(s) - water disposal options for waste water/sludge (i.e., trade waste / to land / contract removal)
- Measuring water disposed / monitoring and reporting requirements / water disposed within the allowable levels
- Type of disposal system used / verify operational capacity of disposal systems
- Contractor references if relevant

Details of how equipment is maintained for inwards and outwards water (reference company SOPs):

For example, include details on:
- Maintenance of the inwards water supply (water in) / calibration of meter(s) / preseason repairs & maintenance / ongoing plans
- Maintenance of the waste water disposal systems (water out) / preseason repairs & maintenance / calibration of meter(s)
- Contractor references if relevant

Details of how water quality is checked and confirmed (e.g., sampling of waste water; reference company SOPs):

For example, include information on:
- Monitoring requirements from the consent(s) held (i.e., timing / parameters / soil sampling)
- Processes to pre-treat waste water / monitor waste water quality / analysis and timing / soil sampling
- Management plans for confirming waste water quality
- System for providing reports to council and receiving Council reports
- Systems in place to minimise the effect of solids on the functionality of the waste water disposal system
- Systems in place to limit wash additives getting into the waste water system
- Contractor references if relevant
- Spillage protocol for major wine spills

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

New Zealand Wine
Altogether Unique.

Winery Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Details of how water volumes are measured and tracked over time (reference company SOPs):
Note: volumes of water in versus water out of the winery should be regularly reviewed and variances actioned with plans recorded. *For example, include details on:* - Equipment used for tracking water into and out of the site (i.e., manual, live systems, etc.) - Processes for separating waste water from storm water (if they are combined, total amount disposed must still meet council limits)
Strategies to reduce the amount of water used over time (reference company SOPs):
For example, include details on: - Certifications to other relevant programmes / environmental policies / company initiatives / company tracking systems / SWNZ benchmarking reports

Template last updated November 2024

NEW ZEALAND SUSTAINABLE WINEGROWING

Name of winery

Winery ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Winery Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

Waste Management Plan

The Winery By-Product Checklist can be used as a waste management plan as an alternative to this template.

Details of how winery waste products are managed (reference company SOPs):

Waste products should be reused, reduced and recycled wherever possible to minimise volumes being sent to landfill.

Plans to reduce the amount of waste being sent to landfill (reference company SOPs):

Details of how the total amount of waste sent to landfill each year will be measured (reference company SOPs):

For example: receipts from trips to the dump saved and total weight calculated at the end of the season / invoices from waste management companies.

Template last updated November 2024

SUSTAINABLE NEW ZEALAND WINEGROWING

Name of winery

Winery ID number

Date plan was last updated

New Zealand Wine
Altogether Unique.

Winery Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

GHG Emissions Management Plan

Climate Change is the newest focus area in the SWNZ programme. A greenhouse gas (GHG) emissions management plan is NOT MANDATORY but recommended to help you manage and reduce your emissions over time. Information on strategies to reduce emissions can be found in the wine industry Roadmap to Net Zero. An alternative and more comprehensive emissions plan template is available online from the Energy Efficiency & Conservation Authority (EECA) here, along with a user guide and emissions calculations spreadsheet (found under 'DIY Emissions Plan').

☐ **Our company is measuring and managing GHG emissions for the winery through a verified certification programme (e.g., Toitū), which includes a full emissions management plan.**

Click here for information about carbon management supplier options

List of key sources of emissions from the winery (reference company SOPs):

Typically:

- Energy use (diesel, LPG, biofuel, natural gas, petrol, electricity)
- Transportation of grapes and wine
- Materials used for wine packaging

Details of how total figures for key emissions sources will be measured and tracked every year (reference company SOPs):

Current or future plans or initiatives to reduce GHG emissions over time (reference company SOPs):

Examples:

- Upgrade of equipment to more fuel efficient options
- Using renewable energy sources like solar, wind, and biofuel
- Energy efficiency initiatives (e.g., sensors, timers, programmable thermostat on HVAC equipment, staff awareness campaigns, transport fuel reduction actions)
- Energy management/monitoring plans or audits
- Green building investment (e.g., passive lighting/heating/cooling, insulation upgrades)
- Carbon offsetting initiatives are undertaken (e.g., carbon credits purchased, offsets selected for business air travel)
- Property plantings for the purpose of carbon sink/credits

Template last updated November 2024

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12-Month operational plan

Enter key activities that will occur in the winery on a monthly basis

JUL	AUG	SEP	OCT	NOV	DEC

Template last updated November 2024

Winery Site Management Plan

Fill in this template to complete your Site Management Plan

Back to overview

12-Month operational plan

Enter key activities that will occur in the winery on a monthly basis

JAN	FEB	MAR	APR	MAY	JUN Submit ALL SWNZ submissions by 30 June

Template last updated November 2024

Vineyard Audit Guidance Document Checklist

This checklist is a guide of the key records and documents required by the vineyard to demonstrate and support management decisions, questionnaire responses, and audit requirements. Relevant documentation developed for compliance as part of other programmes may also be applicable to Sustainable Winegrowing NZ requirements.

All relevant key documents must be available for the auditor as outlined below. The audit involves your auditor reviewing key records against your questionnaire and spray diary responses, and a brief walk around the vineyard. In the case of a "remote" audit, photos may be requested. Please allocate 2.5 hours for the audit to take place.

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Current questionnaire	Your current questionnaire **must** be completed before the audit can take place (**do not print out**, as it will be sighted online). Ensure any Corrective Actions (CA's) raised from previous submissions have been actioned and completed with supporting evidence available. • *NOTE: There is a link to the NZW Members website at the top of each section where you can access documents and templates. Please review these resources to assist with the preparation of your audit.*	YES NO NA Comments/Notes:
Last audit report & Current Status Letter	If you have been previously audited, please review your most recent audit report (**do not print out**, as it will be sighted online). • Ensure all previous CA's have been actioned and completed. • Have evidence of current certifications (e.g., SWNZ Status Letters) on file for the vineyard/company – these can either be hard or soft copies. SWNZ Status Letters can be downloaded from the NZW Member Portal.	YES NO NA Comments/Notes:
Section 1 – Production and Certification Information	**Vineyard Site Management Plan.** A documented plan of all activities and related management practices that occur on the vineyard throughout the season. Your Site Management Plan must include each of the following components: • Water management plan • Soil and nutrient management plan (should be based on vine and soil requirements, including biological, physical and mineral needs) • Plant protection (pest & disease) management plan • Waste management plan • Emissions management plan (NOT mandatory, but recommended as best practice) **A Vineyard Site Management Plan template is available to assist.**	YES NO NA Comments/Notes:

Vineyard Audit Guidance
Document Checklist

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Section 2 – Water **NZW industry goal: Be a world leader in efficient water use and the protection of water quality** Water resources/ templates are available online here	**Water records and management plans must be held on file. Your water management plan should be included in your Vineyard Site Management Plan.** 1. Records of water used for irrigation and frost (if applicable). 2. Maps to demonstrate the irrigation system(s), such as zones areas. 3. Maintenance plans for the water system(s). 4. Current consents for water take must be provided. 5. Relevant resource consents and key regulatory requirements must be met. 6. Documented evidence that the water take is within the allowable limits. 7. Evidence that any abatement notices received have been addressed. 8. Scheduling plans and systems used to effectively manage and optimise water applications (external company may be used).	YES NO NA Comments/Notes:
Section 3 – Soil **NZW industry goal: Protect and enhance soil health** Soil resources/ templates are available online here	**The site must have a soil & nutrient management plan on file, which should be included in your Vineyard Site Management Plan.** 1. Written soil & nutrient management plan should be based on knowledge of the vineyard's soil and vine (production) requirements and include: a. Compaction and erosion management practices to help manage soil organic matter. b. Plans for and timings of soil tests, including copper and organic matter analysis. c. Plans for foliar/petiole tests. d. Analysis documents/results of latest soil and foliar tests. 2. Soil property map on file showing all classifications of soil types in the vineyard (note: S-Map Online can be used for this in most regions). 3. If using a contracted fertiliser company, must have the certification documents available (i.e., Spreadmark). 4. Records of all fertiliser, canopy nutrient, fertigation and soil conditioner applications (if used). Records should include products used, application dates, application rates and nutrient content. **Please note that it is mandatory to record fertiliser applications in Grapelink.** 5. If compost is made on site, must have a copy of the relevant regulatory requirements for the storage of compost. 6. If sheep are used for winter grazing, have on file details of the animal owner and confirmation that a copy of the most recent spray diary has been provided to them.	YES NO NA Comments/Notes:

Vineyard Audit Guidance
Document Checklist

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Section 4 – Plant Protection **NZW industry goal: Understand, reduce and mitigate impacts of existing and potential pests and diseases. Be a world leader in sustainable alternatives.** Plant Protection resources/templates are available online here	**The site must have a plant protection (pest & disease) management plan on file, which should be included in your Vineyard Site Management Plan.** 1. Current spray diary must be completed before the audit can take place (do not print out, your auditor has access to GrapeLink). Consult the most recent Spray Schedule when developing spray plans. 2. Monitoring records and results demonstrating spray decisions must be available (note: photos are an acceptable form of monitoring records). External consultant reports should be held on file if 3rd party monitoring service used. 3. If you use a contractor for spraying, you must have confirmation in writing of the following (note: a letter with all below information recorded is acceptable): • Basic/Standard Growsafe and Certified Handler (if required) • Calibration records of equipment • Confirmation of appropriate disposal of agrichemical containers (e.g., through Agrecovery) • The contractor's spray drift management plan • Hygiene management plans for equipment 4. Have on file copies of current Basic / Standard / Certified Handler GrowSafe certificates for all staff involved in spraying. 5. Calibration records for spray equipment if own equipment used.	YES NO NA Comments/Notes:
Section 5 – Waste **NZW industry goal: Zero waste to landfill by 2050** Waste resources/ templates are available online here	**The site must have a waste management plan on file, which should be included in your Vineyard Site Management Plan.** 1. Highly recommended to complete the vineyard by-product checklist (can be downloaded from the NZW Members website). 2. Management of all waste streams must be recorded documented. 3. Volumes of waste sent to landfall to be available.	YES NO NA Comments/Notes:
Section 6 – Climate Change **NZW industry goal: NZ wine industry achieves net zero emissions by 2050.** Climate change resources/templates are available online here	**It is mandatory to measure and record diesel, petrol and electricity use in your questionnaire annually.** 1. Evidence of certification to a verified carbon emissions programme (if relevant).	YES NO NA Comments/Notes:

Vineyard Audit Guidance
Document Checklist

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Section 7 – People **NZW industry goal: Be an industry of choice for workers** People resources/ templates are available online here	1. A Health & Safety plan (including an Incident and Near Miss register) must be held on file. This should include an outline of communication plans with workers, contractors, visitors and family about managing risks. Records of employees' participation in health & safety planning and monitoring should be documented. 2. The following key documents must be held on file: • **Property spray management plan** outlining sensitive areas, spray drift management & mitigation. • **Current site management map(s)** identifying key areas, including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, and inventory to WorkSafe requirements. Correct signage must also be in place (i.e., Assembly Area and/or property hazard notification at the gate). • **Documented procedures** including emergency procedures • **Staff training records** signed and dated 3. Written and signed employment agreements for all direct employees. If employing overseas staff, you should document the system/procedure for checking visa eligibility. 4. Contractor agreement signed and dated (should include contractor's confirmation that they are aware of and understand any risks on the vineyard). 5. Contract labour compliance. Must have copies of any contractor's compliance with Employment and Health and Safety laws. Hold on file copies of Master Contractor certification, IRD confirmation and RSE documents (if relevant). 6. Fuel tanks (if applicable): Correct signage and location on the property must be demonstrated (please have photos available if REMOTE audit). Any fuel stored on site must be included in the site inventory. • Complete the WorkSafe checklist for safe farm fuel storage prior to the audit. 7. If there is an agrichemical storage shed on the property, please complete the Growsafe AgChem storage checklist prior to the audit for discussion with your auditor. • Refer to the SWNZ AgChem storage minimum requirements checklist for additional requirements. • In the case of a REMOTE audit: photos of inside & outside the AgChem shed (including signage) must be available for your auditor to review.	YES NO NA Comments/Notes:

Winery Audit Guidance Document Checklist

This checklist is a guide of the key records and documents required by the winery to demonstrate and support management decisions, questionnaire responses, and audit requirements. Relevant documentation developed for compliance as part of other programmes may also be applicable to Sustainable Winegrowing NZ requirements.

All relevant key documents must be available for the auditor as outlined below. The audit involves your auditor reviewing key records against your questionnaire responses, and a brief walk around the winery. In the case of a "remote" audit, photos may be requested. Please allocate 2.5 hours for the audit to take place.

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Current questionnaire	Your current questionnaire **must** be completed before the audit can take place (**do not print out**, as it will be sighted online). Ensure any Corrective Actions (CA's) raised from previous submissions have been actioned and completed with supporting evidence available. • *NOTE: There is a link to the NZW Members website at the top of each section where you can access documents and templates. Please review these resources to assist with the preparation of your audit.*	YES NO NA Comments/Notes:
Last audit report & Current Status Letter	If you have been previously audited, please review your most recent audit report (**do not print out**, as it will be sighted online). • Ensure all previous CA's have been actioned and completed. • Have copies of SWNZ Status Letters on file for all production sectors from the vineyard through to final bottling - these can either be hard or soft copies. SWNZ Status Letters can be downloaded from the NZW Member Portal.	YES NO NA Comments/Notes:
Section 1 – Production and Certification Information	**Winery Site Management Plan.** A documented plan of all activities and related management practices that occur in the winery/bottling facility throughout the season. A Winery Site Management Plan template is available to assist. Your Site Management Plan must include each of the following components: • Water management plan • Waste management plan • Emissions management plan (NOT mandatory, but recommended as best practice) **Other certifications.** Hold evidence on file for any other certifications the winery/bottling facility holds. **SWNZ logo.** If the SWNZ logo is used ensure there is confirmation of logo use approval from the SWNZ team on file. **Standards of offshore bottling facilities.** If any wine that is produced in this winery and sold under this company's brand (with the SWNZ logo) bottled overseas, you must have certain processes in place. These processes must confirm that any offshore bottling facility used adheres to standards that ensure the wine remains fit for intended purpose when packaged. For instance: • by requesting current copies of sustainability/food safety certifications that the facility holds (e.g., BRC, 1S022000, HACCP, ISO900, IFS, etc.); or • by comparing the packaging processes used offshore against those required under a WSMP.	YES NO NA Comments/Notes:

Winery Audit Guidance
Document Checklist

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Section 2 – Water **NZW industry goal: Be a world leader in efficient water use and the protection of water quality** Water resources/ templates are available online here	**Water records and management plans must be held on file. Your water management plan should be included in your Winery Site Management Plan.** 1. Records of water used for winery operations and bottling use (if applicable) for both in and out of the site. Comparison of figures to be reviewed and reason for the variances recorded. 2. Relevant resource consents and key regulatory requirements must be met for water in and out of the winery/bottling site. Current consents for water take and discharge must be available with documented evidence that the water take and discharge are within the allowable limits. Typical requirements include: • Maintenance plans for the water system(s). Both in and out of the site. • Pre-treating waste water. Monitoring of waste water and quality reports available to match consent requests. • Design plans available to demonstrate the operational capacity of disposal systems, discharge water zones and allowances. • Separate waste water from storm water system. • Systems to limit wash additives getting into the waste water system. • Systems to minimise the effect of solids on the functionality of the waste water disposal system. • Evidence that any abatement notices received have been addressed. • Reports from Council on file for Waste Water Operations. 3. Completed Environmental Waste Water Management Checklist (not compulsory, however it is recommended as a sufficient Internal Audit Document). 4. If contractors are used, signed and dated contractor agreement must be held on file.	YES NO NA Comments/Notes:
Section 3 – Waste **NZW industry goal: Zero waste to landfill by 2050** Waste resources/ templates are available online here	**The site must have a waste management plan on file, which should be included in your Winery Site Management Plan.** 1. Highly recommended to complete the by-product checklist (can be downloaded from the NZW Members website). 2. Management of all waste streams must be recorded/documented. 3. Volumes of waste sent to landfall to be available. 4. Disposal of hazardous substances (if applicable) using appropriate processes/practices. 5. Disposal of grape marc – have on file direction/consents/farmer's letters/transport compliance letters. 6. Nitrogen calculations on file if grape marc spread to land. 7. If contractors are used, signed and dated contractor agreement must be held on file.	YES NO NA Comments/Notes:

Winery Audit Guidance
Document Checklist

REFERENCE	DOCUMENTS/SPECIFIC INFORMATION REQUIRED	DOCUMENTS/ INFO AVAILABLE?
Section 4 – Climate Change **NZW industry goal: NZ wine industry achieves net zero emissions by 2050.** Climate change resources/templates are available online here	**An emissions management plan is NOT mandatory, but recommended as best practice.** 1. Evidence of certification to a verified carbon emissions programme (if relevant). 2. Energy records available to verify responses in the questionnaire. Energy use figures must be recorded for the following energy sources (if used): diesel; LPG; biofuel; natural gas; petrol; electricity. 3. If contractors are used, signed and dated contractor agreement must be held on file. 4. CO2 records available to verify response in the questionnaire (if CO2 was used). 5. Records available to verify transportation responses in the questionnaire (if the winery received grapes and/or bulk liquid for blending/finishing).	YES NO NA Comments/Notes:
Section 5 – Plant Protection **NZW industry goal: Understand, reduce and mitigate impacts of existing and potential pests and diseases. Be a world leader in sustainable alternatives** Plant Protection resources/templates are available online here	**For wineries/bottling facilities, the focus of the plant protection section is biosecurity.** 1. Evidence of confirmation if the site is registered as a transitional facility approved by MPI. 2. Evidence in the form of certificates for the staff certified to open overseas containers.	YES NO NA Comments/Notes:
Section 6 – People **NZW industry goal: Be an industry of choice for workers** People resources/ templates are available online here	1. A Health & Safety plan (including an Incident and Near Miss register) must be held on file. This should include an outline of communication plans with workers, contractors, visitors and family about managing risks. Records of employees' participation in health & safety planning and monitoring should be documented. 2. The following key documents must be held on file: • **Current site management map(s)** identifying key areas, including hazards, protected natural areas, location of chemical stores, fuels, emergency equipment, and inventory to WorkSafe requirements. Correct signage must also be in place (i.e., Assembly Area and/or property hazard notification installed). • **Documented procedures** including emergency procedures and protocols for dealing with potential spillages • **Staff training records** signed and dated 3. Written and signed employment agreements for all direct employees. If employing overseas staff, you should document the system/procedure for checking visa eligibility. 4. Contractor agreement signed and dated (should include contractor's confirmation that they are aware of and understand any risks in the winery). Relevant documentation of contractors' compliance with relevant regional/district plans, Resource Management Act, and relevant codes of practice. 5. Chemical storage area - Inventory must be correctly recorded with UN numbers (refer to the Hazardous Substances calculator on the Worksafe website).	YES NO NA Comments/Notes:


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