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| --- | --- | --- | --- | --- | --- |
| **Business name:** |  | | | | |
| **Completed by:** |  | **Signature:** |  | **Date of completion:** |  |

Workers completing sections of this internal audit are independent of practices being assessed (where possible).

#### Management Elements

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **M1 Scope and Commitment** | | | | | |
| VIT & WIN M1.1  Define the business scope and the scope of certification. | 1.1.1 | The scope of certification is defined by the owner and/or appropriate senior manager. |  |  | |
| 1.1.2 | All business enterprises and activities undertaken are recorded. |  |
| 1.1.3 | Flowcharts are completed to document the activities for which certification is required. |  |
| VIT & WIN M1.2  Identify property areas, infrastructure and surrounds on a property map. | 1.2.1 | A property map is documented and maintained. A record is kept. |  |  | |
| 1.2.2 | The property map identifies property boundaries, buildings and facilities including:   * property boundaries, roads, and surrounds (school, sports fields, residential, etc.) * farm houses, buildings, sheds, on-farm roads and access points * toilet facilities, septic tanks and seepage pads * worker accommodation and facilities * **WIN** - Location(s) of all business infrastructure and activities (buildings, tanks, cellar door, sheds, houses, worker accommodation and facilities. |  |
| 1.2.3 | The property map identifies production areas and infrastructure including:   * vineyard blocks and other production areas * bulk fuel storage, including underground tanks * chemical storage areas, mixing areas, equipment clean-down areas, dip sites (livestock) and disposal trenches/evaporation ponds   *(Continues over page)*   * storage sites for waste, including controlled wastes (empty chemical containers awaiting collection, tyres) * **VIT** -fertiliser and soil additive storage areas, composting/ageing and mixing/loading areas. * water sources, extraction points and delivery infrastructure * drainage lines and discharge points. |  |
| 1.2.4 | The property map identifies environmentally sensitive areas including:   * sensitive areas adjacent to the property boundary such as National Parks, World Heritage-listed areas, Ramsar-listed wetland areas, wildlife sanctuaries/corridors or other specified conservation areas * natural waterways, wetlands, riparian areas and lakes * areas that are, or are at risk of being, highly degraded, eroded or contaminated * significant stands of remnant native vegetation * threatened species * other sensitive areas with high conservation value. |  |
| VIT & WIN M1.3  Define the roles, responsibilities and reporting relationships of workers responsible for the management of the Standard. | 1.3.1 | The organisational structure of the business is documented and must include:   * workers responsible for the management of this Standard * workers responsible for the management of the Sustainability Action Plan (M2) * reporting relationships of all workers whose roles may affect * compliance with the requirements of this Standard. |  |  | |
| 1.3.2 | The organisational structure, roles and responsibilities are reviewed at least annually, or when changes occur. A record is kept. |  |
| 1.3.3 | The organisational structure, roles and responsibilities are communicated to all workers. |  |
| VIT & WIN M1.4  Document the business commitment to the Standard and sustainability objectives. | 1.4.1 | The owner and/or appropriate senior manager signs a commitment statement to support and comply with:   * Freshcare Australian Wine Industry Standard of Sustainable Practice * Freshcare Rules (R) * Sustainable Winegrowing Australia * Sustainability Action Plan (M2); and * Legislative requirements (including licensing and permits). |  |  | |
| 1.4.2 | The commitment statement is communicated to all workers. |  |
| 1.4.3 | The commitment statement is reviewed annually in conjunction with the Sustainability Action Plan (M2). |  |
| **M2 Sustainability Action Planning** | | | | | |
| VIT & WIN M2.1  Establish a Sustainability Action Plan (SAP) to identify planned future actions to manage and improve sustainability. | 2.1.1 | Conduct an assessment of the property and business operations to identify any business, community and environmental risks and assets. |  |  | |
| 2.1.2 | Establish a Sustainability Action Plan (SAP) that documents the action(s) planned to address sustainability issues and protect assets. The SAP must include:   * date of plan development * sustainability issue/asset being addressed * location on the property of the sustainability issue/asset * actions planned to address the issue and/or improve the process or asset * worker(s) responsible * target date of completion for each action * evaluation of action(s) undertaken * date, name and signature of the person verifying action(s) are completed. |  |
| 2.1.3 | Evidence of progress towards and/or changes to planned action(s) is kept. |  |
| 2.1.4 | The Sustainability Action Plan (SAP) is reviewed and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** | |
| --- | --- | --- | --- | --- | --- |
| **M3 Documentation** | | | | |
| VIT & WIN M3.1  Verify compliance with this Standard through relevant documents and records | 3.1.1 | The current editions of the Standard and the Freshcare Rules (R) are maintained. |  |  |
| 3.1.2 | Use of the Sustainable Winegrowing Australia trust mark is managed in accordance with the guidelines and specifications for use *(See Appendix A- M3).* |  |
| 3.1.3 | All records and documents required to verify compliance to this Standard are legible and must include:   * title * date of issue or version number * business name * name of the person completing the record, and date of completion. |  |
| 3.1.4 | As documents and records change, out-of-date versions are replaced. |  |
| 3.1.5 | All records are kept for a minimum of five (5) years (or longer if required by legislation or customers). |  |
| VIT & WIN M3.2  Verify compliance with Sustainable Winegrowing Australia through reporting of business metrics and completion of the best practice workbook. | 3.2.1 | The defined Sustainable Winegrowing Australia business metrics and the best practice workbook are completed and reported annually. A record is kept. |  |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **M4 Training and Development** | | | | | |
| VIT & WIN M4.1  Complete approved training as required by this Standard. | 4.1.1 | 1. A management representative completes approved training. Evidence is kept. *(See Appendix A-M4).* |  |  | |
| VIT & WIN M4.2  Train all workers who complete tasks relevant to the Standard. | 4.2.1 | Training is provided for workers who complete tasks relevant to this Standard. |  |
| 4.2.2 | Training is provided in the relevant language for workers and/or pictorially. |  |
| 4.2.3 | A record of internal and external training is kept and must include:   * name and signature of trainee * name of trainer or training provider * title or topic of the training * date of training and expiry date (when applicable). |  |
| 4.2.4 | The owner or appropriate senior manager completes a review of training to:   * identify worker needs * identify opportunities for professional development * ensure appropriate qualifications and licenses are maintained. |  |
| 4.2.5 | The review of training is conducted at least annually or when tasks and/or workers change. A record is kept. |  |
| VIT & WIN M4.3  Instructions and signage are used to support workers and visitors. | 4.3.1 | Site instructions are provided to all workers and visitors, and must include information regarding:   * environmental priorities * biosecurity and hygiene requirements * site access and movement * use of protective clothing and footwear (where required) * emergency procedures * general behaviour. |  |  | |
| **M5 Suppliers** | | | | | |
| VIT & WIN M5.1  Approved suppliers are established for materials and services. | 5.1.1 | Suppliers of materials and services are reviewed and approved, to demonstrate they comply with the applicable requirements of this Standard. A record of is kept. |  |  | |
| 5.1.2 | Purchase records are kept for materials and services identified in M5.1.1 and must include:   * name of supplier * date of purchase * material or service supplied. |  |
| 5.1.3 | A Competent laboratory is used when testing is undertaken to verify compliance with requirements of this Standard. |  |
| VIT M5.2  Manage new planting materials | 5.2.1 | New planting materials are purchased from suppliers that are managed in accordance with the supplier requirements specified in M5.1. and in consideration of legislation. |  |  | |
| VIT M5.3  Manage certified wine grapes. | 5.3.1 | All wine grapes represented for sale by a certified business, must be sourced from a business currently certified to the Freshcare Australian Wine Industry Standard of Sustainable Practice. |  |  | |
| **M6 Customer and Regulatory Requirements** | | | | | |
| VIT & WIN M6.1  Comply with specific customer, regulatory body or legislative requirements. | 6.1.1 | Where a customer, regulatory body or legislation requires compliance with specific environmental, sustainable agriculture or greenhouse gas emission practice(s), not covered in this Standard, a copy of these practices is kept. |  |  | |
| 6.1.2 | Practices and requirements outlined in the above point (M6.1.1) are complied with and included in M7 - Internal audits. A record is kept. |  |

| **Element** | | | **Compliance Criteria** | | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **M7 Incident Management, Internal Audit, Corrective & Preventative Action** | | | | | | | |
| VIT & WIN M7.1  Prepare an incident management plan to support business continuity. | | 7.1.1 | An incident management plan is established to support business continuity and identify ways to:   * reduce the likelihood of an incident occurring * respond to, and recover from, an environmental incident. | |  |  | |
| 7.1.2 | The incident management plan is documented and must include:   * potential environmental risks to business continuity * strategies and practices to manage identified risks * workers responsible for incident management * contact details of internal and external stakeholders * name of person documenting the plan * date plan is developed. | |  |
| 7.1.3 | A test of the incident management plan is conducted annually. A record is kept. | |  |
| 7.1.4 | The incident management plan is reviewed at least annually, and after any event requiring the incident management plan to be actioned. A record is kept. | |  |
| VIT & WIN M7.2  Conduct internal audits to verify ongoing compliance with this Standard. | | 7.2.1 | An internal audit of all activities and records relevant to this Standard is conducted at least annually. A record is kept. | |  |  | |
| 7.2.2 | Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed. | |  |
| VIT & WIN M7.3  Complete corrective actions for any non-compliance. | | 7.3.1 | A Corrective Action Record (CAR) must be completed when the requirements of the Standard, Freshcare Rules or legislation are not being met, as identified by:   * routine activities * annual internal audits * annual external audits * complaints (received from a neighbour, customer or regulatory authority) * incidents and near misses (environmental harm has occurred/may occur as a result of property activity, neighbouring activity or a natural event). | |  |  | |
| 7.3.2 | A Corrective Action Record must include:   * description of the problem * cause of the problem * whether or not the problem has occurred before * short term fix (action taken to fix the problem) * long term fix (action taken to prevent the problem recurring) * date action completed and the name of the person responsible * review and verify that short term and long-term actions are complete and effective * name of the person completing the review and date of review. | |  |
| 7.3.3 | Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager. A record is kept. | |  |
| VIT & WIN M7.4  Conduct a management review of compliance and documentation | | 7.4.1 | The owner or appropriate senior manager conducts a management review of compliance at least annually. A record of the review is kept and must include:   * internal and external audits * corrective and preventative actions * complaints * incidents and near misses * training * the sustainability action plan (SAP). | |  |  | |
| **WIN - M8 Product Identification, Traceability, Withdrawal and Recall** | | | | | | | |
| WIN M8.1  Manage Certified Wine. | 8.1.1 | | A record of all wine grapes received from external suppliers is kept, and must include:   * supplier business name * Crop / variety * Quantity/amount * Date received * Evidence of certification. |  | | |  |
| 8.1.2 | | A winery presenting wine for sale under the Sustainable Winegrowing Australia trust mark and certification to this standard, must demonstrate 85% of wine grapes have been sourced from business currently certified to the Freshcare Australian Wine Industry Standard of Sustainable Practice-Viticulture (Appendix-A-M3). A record is kept. |  | | |  |
| 8.1.3 | | *For the sale of certified bulk wine under the Sustainable Winegrowing Australia trust mark and certification to this Standard, each batch transferred must have a declaration accompanying the load that demonstrates 85% of wine grapes have been sourced from businesses currently certified to the Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture (Appendix – A-M3). A record is kept*. |  | | |  |
| WIN M8.2  Maintain a product identification and traceability system, to enable wine to be traced from production to destination | 8.2.1 | | Traceability must be maintained for all wines. |  | | |  |
| 8.2.2 | | All product dispatched to customer is marked with:   * Business name and physical address * Date of manufacture and/or batch identification code * Other trade descriptions required by legislation and /or customer. |  | | |  |
| 8.2.3 | | Dispatch records are kept and must include:   * Customer * Dispatch date * Batch identification code * Quantity * Destination. |  | | |  |
| 8.2.4 | | The product traceability system is tested at least annual to verify full traceability of wine from production to its destination, or vice versa. A record must be kept. |  | | |  |
| WIN  M8.3 Maintain a system enabling the effective withdrawal or recall of product | 8.3.1 | | In the event of a potential issue regarding product safety, quality or regulatory compliance, the matter is investigated to determine the extent of the problem. Where required, further action is taken. |  | | |  |
| 8.3.2 | | Determine whether a withdrawal or trade or consumer level recall is required for the product supplied to customers. |  | | |  |
| 8.3.3 | | If a withdrawal or recall is required, the relevant withdrawal /recall is implemented. A record is kept. |  | | |  |
| 8.3.4 | | A mock recall is completed annually using the A&NZ Product Recall/Withdrawal form or equivalent system. A record id kept. |  | | |  |
| **Assessment completed by:** | | |  | **Date of completion:** | | |  |

#### Sustainability Elements

| **Element** | | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | | **Findings and Comments** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **E1 Biosecurity** | | | | | | | |
| VIT E1.1  Manage biosecurity on the property. | 1.1.1 | | A Biosecurity Management Program is documented and must include:   * date developed * name of the person documenting the Program * biosecurity threats * strategies/practices to minimise risk (including quarantine regulations and requirements) * worker(s) responsible. |  | |  | |
| 1.1.2 | | Biosecurity and hygiene requirements are reinforced with prominent signs and/or written or pictorial training guides. |  | |  | |
| 1.1.3 | | Access to the property and growing sites is restricted to authorised persons and vehicles including workers, visitors and contractors. |  | |  | |
| 1.1.4 | | The Biosecurity Management Program is reviewed and updated at least annually.  The name of the person completing the review and the date of the review are documented. |  | |  | |
| VIT E1.2  Monitor and report unusual findings. | 1.2.1 | | Worker and visitor behaviour is monitored for compliance with biosecurity and hygiene requirements. |  | |  | |
| 1.2.2 | | Any unusual plant pest, disease or weed identified on the property must be reported to the relevant state or territory agriculture agency directly, or through the Exotic Plant Pest Hotline (1800 084 881). |  | |
| WIN E1.1  Manage biosecurity on the property. | 1.1.1 | | A Biosecurity Management Program is documented and must include:   * date developed * name of the person documenting the Program * biosecurity threats * strategies/practices to minimise risk (including quarantine regulations and requirements) * worker(s) responsible. |  | |  | |
| 1.1.2 | | Biosecurity and hygiene requirements are reinforced with prominent signs and/or written or pictorial training guides. |  | |  | |
| 1.1.3 | | Access to the property and growing sites is restricted to authorised persons and vehicles including workers, visitors and contractors. |  | |  | |
| 1.1.4 | | *Any unusual plant pest, disease or weed identified is reported to vineyard management for them to report to external agencies as required.* |  | |  | |
| 1.1.5 | | The Biosecurity Management Program is reviewed and updated at least annually.  The name of the person completing the review and the date of the review are documented. |  | |  | |
| WIN E1.2  *Maintain compliance with the biosecurity requirements of the winery, vineyard and regulations.* | 1.2.1 | | Worker and visitor behaviour is monitored for compliance with biosecurity and hygiene requirements. |  | |  | |
| 1.2.2 | | *Applicable licences and permits for movement of grapes and must between regions and states are current and adhered to.* |  | |
| **Assessment completed by:** | |  | | | **Date of completion:** | |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **VIT E2 Land, Soil and Nutrient Management** | | | | |
| VIT E2.1  Manage land and soil to minimise degradation and optimise soil organic matter and remediation. | 2.1.1 | Soil conservation and crop production practices are chosen to:   * minimise soil degradation, erosion, compaction and contamination * optimise soil organic matter and fertility consistent with fruit quality objectives * For identified areas, applicable records of these practices are kept. |  |  |
| 2.1.2 | Areas identified as being highly degraded, eroded or contaminated are:   * managed to minimise further degradation, erosion or contamination * managed to minimise the release of soil and surface water run-off to water sources * for contaminated soil, contained to minimise movement on and off-site. |  |
| 2.1.3 | Remediation activities for areas identified in the above point (E2.1.2) are documented in the Sustainability Action Plan (M2). |  |
| VIT E2.2  Select fertilisers and soil additives to minimise risk to the environment. | 2.2.1 | A Nutrient Management Program is documented and must include:   * date developed * name of the person documenting the Program * crop nutrient requirements * fertilisers and soil additive budget * application including justification and schedule * worker(s) responsible. |  |  |
| 2.2.2 | The decision to use fertilisers and soil additives is based on one or more of the following:   * results of soil/plant tissue/sap testing * crop monitoring with monitoring records kept * a recognised nutrition program. |  |
| 2.2.3 | Worker(s) responsible for crop nutrition are competent to make recommendations relevant to the crops under their management, with training requirements managed in accordance with M4.2. |  |
| 2.2.4 | The Nutrient Management Program is reviewed and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |
| VIT E2.3  Fertilisers and soil additives are purchased from approved suppliers. | 2.3.1 | Fertilisers and soil additives are purchased from suppliers that are managed in accordance with the supplier requirements specified in M5.1. |  |  |
| 2.3.2 | Fertilisers and soil additives used comply with heavy metal limits specified in AS4454-2012 Composts, soil conditioners and mulches. *(See Appendix A-E2).* A record is kept. |  |
| VIT E2.4  Store and manage fertilisers and soil additives to minimise risk to the environment. | 2.4.1 | Storage sites for fertilisers and soil additives are located, constructed and maintained to minimise harm to off-target and sensitive areas from nutrient runoff or leaching. |  |  |
| 2.4.2 | A current Safety Data Sheet (SDS) or product specification/ ingredient declaration, is kept for fertilisers and soil additives stored on the property. |  |
| 2.4.3 | Workers are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements (where available). |  |
| 2.4.4 | Workers are trained in practices that minimise the risk of environmental contamination from fertilisers and soil additives. |  |
| VIT E2.5  Maintain and calibrate fertiliser and soil additive application equipment. | 2.5.1 | Equipment used to apply fertilisers and soil additives is maintained and checked for effective operation before and during each use. |  |  |
| 2.5.2 | Equipment used to apply fertilisers and soil additives is calibrated at least annually or as per manufacturer’s instructions. A record of calibration is kept and must include:   * description of method and calibration results * date of calibration * name of the person calibrating the equipment. |  |
| VIT E2.6  Manage and record all fertiliser and soil additive applications. | 2.6.1 | Fertilisers and soil additives are not applied when the risk of contaminating off-target areas due to wind drift and/or runoff is high. |  |  |
| 2.6.2 | Records of all fertiliser and soil additive applications are kept and must include:   * application date * location and crop * product used * rate of application * wind speed and direction * method of application/incorporation * name and signature of the person applying the fertilisers and soil additives. |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **WIN E2 Chemical Management** | | | | |
| WIN E2.1  Select hazardous chemicals and dangerous goods that minimise risk to the environment. | 2.1.1 | Consideration is given to all available options before hazardous chemicals and dangerous goods are chosen for use. |  |  |
| 2.1.2 | When necessary to use hazardous chemicals and dangerous goods, those that are less hazardous and dangerous and/or have a lower environmental impact are considered. |  |
| WIN E2.2  Obtain, check and record hazardous chemicals and dangerous goods. | 2.2.1 | Hazardous chemicals and dangerous goods are purchased from approved suppliers and managed in accordance with the supplier requirements specified in M5.1. |  |  |
| 2.2.2 | Hazardous chemicals and dangerous goods containers are adequately labelled and in acceptable condition on receival. |  |
| 2.2.3 | All hazardous chemicals and dangerous goods purchased are recorded in an inventory. A record is kept and must include:   * date purchased/received * place of purchase * name of hazardous substances dangerous good * batch number (where available) * expiry date or date of manufacture quantity. |  |
| WIN E2.3  Store, manage and dispose of hazardous chemicals and dangerous goods to minimise the risk of environmental harm. | 2.3.1 | Hazardous chemicals and dangerous goods storage *and handling* areas must be:   * located and constructed to minimise the risk of contaminating the site and surrounding environment * structurally sound, adequately lit, well-ventilated and constructed to protect hazardous substances and dangerous goods from direct sunlight and weather exposure * equipped with a spill kit to contain and manage spills * secure, with access restricted to authorised workers * maintained in compliance with any additional legislative requirements. |  |  |
| 2.3.2 | *Hazardous chemicals and dangerous goods are stored in separate areas for each category/class when required, and for substances awaiting disposal.* |  |  |
| 2.3.3 | A current Safety Data Sheet (SDS) is kept for all hazardous chemicals and dangerous goods. |  |  |
| 2.3.4 | Hazardous chemicals and dangerous goods are stored in original containers according to directions on the container label or *Safety Data Sheet (SDS) requirements.*  If it is necessary to transfer substance to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label or *Safety Data Sheet (SDS) requirements* is transferred to the new container. |  |  |
| 2.3.5 | Deteriorating labels are replaced immediately with a legible copy. |  |  |
| 2.3.6 | Stored Hazardous chemicals and dangerous goods are checked at least annually to identify and segregate for disposal that:   * have exceeded the label expiry date * have exceeded the permit expiry date *(where applicable)* * have had their registration withdrawn * containers that are leaking or corroded or have illegible labels. |  |  |
| 2.3.7 | A record of the check is kept and must include:   * date of the check * name and quantity of chemicals awaiting disposal * name of the authorised person conducting the check. |  |  |
| 2.3.8 | Unusable Hazardous chemicals and dangerous goods and empty containers are legally disposed of through registered collection agencies, *or through approved waste management providers.* A record of disposal is kept. |  |  |
| 2.3.9 | *Leftover hazardous chemicals and dangerous goods unable to be stored after use are disposed of according to label directions, Safety Data Sheet (SDS) requirements, or in a manner that minimises environmental harm*. |  |  |
| WIN E2.4  Train and authorise workers who store, handle, apply and/or dispose of hazardous chemicals and dangerous goods. | 2.4.1 | Workers involved in the supervision of storage, handling, *use* and disposal of hazardous chemicals and dangerous goods must:   * have completed hazardous chemicals and dangerous goods training; and * remain competent in hazardous chemical and dangerous goods storage, handling, *use* and disposal as specified by this Standard and regulatory requirements. |  |  |
| 2.4.2 | Workers authorised to store, handle, *use* and/or dispose of hazardous chemicals and dangerous goods are trained in practices that minimise the risk of environmental contamination from chemicals and in actions to be taken in the event of chemical spills, leakage or spray drift. |  |  |
| 2.4.3 | Workers authorised to store, handle, *use* and/or dispose of hazardous chemicals and dangerous goods are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements. |  |  |
| 2.4.4 | A register of workers authorised to store, handle, *use* and/or dispose of hazardous chemicals and dangerous goods is maintained and *accessible*. |  |  |
| WIN E2.5  Use hazardous chemicals and dangerous goods according to regulatory, label and customer requirements. | 2.5.1 | Hazardous chemicals and dangerous goods *are handled and used* according to label directions, *Safety Data Sheet (SDS) requirements, and site procedures*. |  |  |
| 2.5.2 | Hazardous chemicals and dangerous goods usage equipment is maintained and checked for effective operation before and during each use, *and when required calibrated as per manufacturers guidelines.* |  |  |
| 2.5.3 | *Records of hazardous chemicals and dangerous goods use are kept when required by site procedures, customers or legislation.* |  |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** | |
| --- | --- | --- | --- | --- | --- | --- |
| **VIT E3 Pest and Disease Management** | | | | | | |
| VIT E3.1  Select pest and disease control strategies to minimise risk to the environment. | 3.1.1 | Consideration is given to all available methods of pest and disease control (for example biological, chemical, cultural, mechanical, and technological) before a control program is chosen. A record of control methods used is kept. | |  |  | |
| 3.1.2 | When necessary to apply agricultural chemicals, those which are less hazardous to beneficial organisms and/or have a lower environmental impact must be considered. | |  |
| 3.1.3 | The decision to use agricultural chemicals is based on one or more of the following:   * Crop and/or weather monitoring for pest and disease pressure. Records must include: * date * area/crop and/or weather parameters monitored * monitoring result and action recommended * name of the person who carried out the monitoring activity. * External agency pest and disease alerts. Records must include: * evidence of subscription alerts * date of alert * pest or disease the alert is issued for * source/agency that issued the alert. * Documented preventive pest and disease control programs. Records must include: * date the program was documented * crop or area to be treated * target pest/disease/weed * chemical to be used * frequency of use (including any limitations on the frequency of chemical use per crop/season) or the stage of crop development * name of the worker/person/organisation that documented the control program. * Industry preventive control programs or phytosanitary specifications. Records must include an up-to-date copy of the industry program or phytosanitary specification. | |  |
| VIT E3.2  Obtain, check and record chemicals. | 3.2.1 | Chemicals are purchased from approved suppliers and managed in accordance with the supplier requirements specified in M5.1. | |  |  | |
| 3.2.2 | Chemical containers are adequately labelled and in acceptable condition on receival. | |  |
| 3.2.3 | All chemicals purchased are recorded in a chemical inventory. A record is kept and must include:   * date purchased/received * place of purchase * name of chemical * batch number (where available) * expiry date or date of manufacture * quantity. | |  |
| VIT E3.3  Store, manage and dispose of chemicals to minimise the risk of environmental harm. | 3.3.1 | Chemical storage areas must be:   * located and constructed to minimise the risk of contaminating the site and surrounding environment * structurally sound, adequately lit, well-ventilated and constructed to protect chemicals from direct sunlight and weather exposure * equipped with a spill kit to contain and manage chemical spills * secure, with access restricted to authorised workers. | |  |  | |
| 3.3.2 | Chemicals are stored in designated separate areas for each category of chemical, and for chemicals awaiting disposal. | |  |
| 3.3.3 | A current Safety Data Sheet (SDS) is kept for all chemicals stored in the chemical storage area. | |  |
| 3.3.4 | Chemicals are stored in original containers according to directions on the container label. If a chemical is transferred to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label is transferred to the new container. | |  |
| 3.3.5 | Deteriorating chemical labels are replaced immediately with a legible copy. | |  |
| 3.3.6 | Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that:   * have exceeded the label expiry date * have exceeded the permit expiry date * have had their registration withdrawn * containers that are leaking or corroded or have illegible labels. | |  |
| 3.3.7 | A record of the check is kept and must include:   * date of the check * name and quantity of chemicals awaiting disposal * name of the authorised person conducting the check. | |  |
| 3.3.8 | Unusable chemicals and empty chemical containers are legally disposed of through registered collection agencies, or in approved off-farm disposal areas. A record of disposal is kept. | |  |
| VIT E3.4  Train and authorise workers who store, handle, apply and/or dispose of chemicals. | 3.4.1 | Workers involved in the supervision of storage, handling, application, and disposal of chemicals must:   * have successfully completed a recognised chemical users’ course or equivalent (See Appendix A-E3). * remain competent in chemical storage, handling, application, and disposal as specified by this Standard and regulatory requirement(s). | |  |  | |
| 3.4.2 | Workers authorised to store, handle, apply and/or dispose of chemicals are trained in practices that minimise the risk of environmental contamination from chemicals and in actions to be taken in the event of chemical spills, leakage, or spray drift. | |  |
| 3.4.3 | Workers authorised to store, handle, apply and/or dispose of chemicals are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements. | |  |
| 3.4.4 | A register of workers authorised to store, handle, apply and/or dispose of chemicals is maintained and displayed. | |  |
| VIT E3.5  Use chemicals according to regulatory, label and customer requirements. | 3.5.1 | Chemicals are used and applied:   * according to label directions, or * under ‘off-label permits’ issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA), with a current copy of the permit kept, or * according to relevant state legislation for ‘off-label use’, and * according to specific customer and/or destination market requirements. | |  |  | |
| VIT E3.6  Avoid potential for spray drift. | 3.6.1 | Chemicals are not applied when the risk of contaminating off-target areas with spray drift is high. | |  |  | |
| 3.6.2 | Spray drift incidents are identified. A record is kept. | |  |
| VIT E3.7  Maintain and calibrate chemical application equipment. | 3.7.1 | Chemical application equipment is maintained and checked for effective operation before and during each use. | |  |  | |
| 3.7.2 | Chemical application equipment is calibrated at least annually or as per manufacturer’s instructions and immediately after spray nozzles are replaced. | |  |
| 3.7.3 | Chemical application equipment is calibrated using a recognised method. A record of calibration is kept and must include:   * description of method used * equipment name and calibration results * date of calibration * name of the person calibrating the equipment | |  |
| VIT E3.8  Manage mixing and disposal of chemical solutions to minimise risk to the environment. | 3.8.1 | Chemical mixing areas are located, constructed, and maintained to minimise the risk of contaminating the site and surrounding environment. | |  |  | |
| 3.8.2 | Leftover chemical solutions are disposed of according to label directions where specified, or in a manner that minimises environmental harm. | |  |
| VIT E3.9  Record all chemical applications. | 3.9.1 | Records of all chemical applications are kept and must include:   * application date * start and finish times * location and crop * chemical used (including batch number if available) * rate of application and quantity applied * equipment and/or method used to apply the chemical * wind speed and direction * withholding period (WHP) * method of disposal for any leftover chemical solutions * name and signature of the person who applied the chemical. | |  |  | |
| **Assessment completed by:** | | |  | **Date of completion:** | |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** | |
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| **WIN E3 Emergency Response** | | | | | |
| WIN E3.1  Manage spills to minimise environmental harm. | 3.1.1 | The potential spill risks for wine, wastewater and hazardous chemicals and dangerous goods are assessed. *(Refer also M7.1 Incident management)* |  |  | |
| 3.1.2 | Spill control materials and equipment are adequate for containing spill risks and located in relevant areas. |  |
| 3.1.3 | Internal and external emergency contacts required in the event of a spill are documented and displayed in relevant areas. |  |
| 3.1.4 | Spill response procedures are documented and displayed in relevant areas. |  |
| 3.1.5 | Workers are trained in spill response procedures. |  |
| 3.1.6 | Spill response procedures are reviewed and verified/updated annually, or:   * when there is a change in relevant legislation * when there are alterations to facilities affecting spill risk * following a spill |  |
| 3.1.7 | Spill response procedures are tested at least annually. A record is kept. *(Refer also M7.1 Incident management)* |  |
| **Assessment completed by:** | |  | **Date of completion:** | |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **E4 Water Management** | | | | |
| VIT E4.1  Manage water use on the property. | 4.1.1 | A Water Management Program is documented and must include:   * date developed * name of the person documenting the Program * water resources available * crop water requirements * water budget * irrigation method * irrigation program including justification and schedule * contingency plans if water resources are unavailable. |  |  |
| 4.1.2 | Irrigation requirements are determined using soil/growing medium, crop or weather monitoring methods, or a combination thereof. |  |
| 4.1.3 | The Water Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |
| 4.1.3 | Water use improvement strategies identified in the above point (E4.1.3) are documented in the Sustainability Action Plan (M2). |  |
| WIN E4.1  Manage water use on the site | 4.1.1 | Water Management Program is documented and must include:   * date developed * name of the person documenting the Program * method(s) and frequency of water consumption measurement * strategies used for minimising water use * method(s) and frequency of wastewater measurement * method(s) of wastewater treatment * wastewater reuse, recycling, treatment or disposal strategies * worker(s) responsible. |  |  |
| 4.1.2 | The Water Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |
| 4.1.3 | Water use improvement strategies identified in E4.1.2 are documented in the Sustainability Action Plan (M2). |  |
| VIT E4.2  Maintain water sources and infrastructure. | 4.2.1 | All water sources used for irrigation are identified. A record is kept. |  |  |
| 4.2.2 | Water sources are monitored and managed to minimise potential contamination from:   * human activities * livestock and domestic animals * wildlife (where possible) * adjacent activities. |  |
| 4.2.3 | Irrigation systems are monitored and maintained for operational efficiency. |  |
| 4.2.4 | Water efficiency must be considered in the selection and design of new irrigation systems and water storages. |  |
| WIN E4.2  Maintain water sources and infrastructure. | 4.2.1 | All water sources used are identified. A record is kept. |  |  |
| 4.2.2 | Water sources are monitored and managed to minimise potential contamination from:   * human activities * livestock and domestic animals * wildlife (where possible) * adjacent activities. |  |  |
| 4.2.3 | Water extraction points, water storage and delivery infrastructure and equipment is monitored and maintained. |  |  |
| 4.2.4 | Applicable licences and permits for infrastructure and activities in water harvesting, extraction, storage, use and discharge are current and available. |  |  |
| 4.2.5 | Water licences and permits are adhered to. |  |  |
| VIT E4.3  Water is harvested, extracted, stored, used and discharged in accordance with licences and permits. | 4.3.1 | Water extraction points, water storage and delivery infrastructure and irrigation equipment is monitored and maintained. |  |  |
| 4.3.2 | Applicable licences and permits for infrastructure and activities in water harvesting, extraction, storage, use, and discharge are current and available. |  |
| 4.3.3 | Water licences and permits are adhered to. |  |
| VIT E4.4  Manage water to minimise environmental harm. | 4.4.1 | Water used for irrigation is assessed for risk of causing soil degradation. |  |  |
| 4.4.2 | Water that may cause soil degradation is, where possible, treated before use or managed to avoid soil degradation. |  |
| 4.4.3 | Water runoff or water discharge from property activities is managed or treated to minimise environmental harm on and off-site. |  |
| 4.4.4 | Strategies are implemented to prevent contamination and sedimentation of water sources. |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **WIN E5 Wastewater Management** | | | | |
| WIN E5.1  Manage wastewater to minimise environmental harm. | 5.1.1 | Contaminated stormwater, winery wastewater, grape juice and wine from drains, pipes, sumps, tanks, retention basins or other facilities all drain into the wastewater capture and management system. |  |  |
| 5.1.2 | Wastewater capture and storage systems are:   * separated from domestic septic systems * sized to manage peak volumes * monitored and maintained to minimise risk of leakage. |  |
| 5.1.3 | Wastewater treatment systems are:   * designed to treat wastewater to the irrigation or discharge standard required * verified as achieving the irrigation or discharge standard required * maintained and checked for effective operation.   Maintenance records are kept. |  |
| 5.1.4 | Wastewater volume is measured and reviewed annually against the Water Management Program. |  |
| 5.1.5 | Water efficiency is considered in the selection and design of new irrigation systems. |  |
| 5.1.6 | Water run-off or discharge from the property is managed or treated to minimise environmental harm on and off-site. |  |
| 5.1.7 | Strategies are implemented to prevent contamination and sedimentation of water sources. |  |
| WIN E5.2  Manage wastewater to minimise land and soil degradation, erosion and contamination | 5.2.1 | Wastewater disposal practices on the winery site are chosen to minimise soil degradation, erosion and contamination. |  |  |
| 5.2.2 | Wastewater disposed to land via irrigation is assessed for risk of causing an increase in soil salinity, soil acidity, soil alkalinity or soil sodicity. |  |
| 5.2.3 | Wastewater used for irrigation that has the potential to increase soil salinity, soil acidity, soil alkalinity or soil sodicity is either treated before use or the land areas receiving the wastewater are monitored for changes. |  |
| 5.2.4 | Land areas receiving irrigation from untreated wastewater are tested and monitored for changes to soil salinity, soil acidity, soil alkalinity or soil sodicity. Test results are kept including:   * date of testing * area and parameter(s) tested * testing result(s) and action recommended * name and signature of the person who carried out the testing. |  |
| 5.2.5 | Irrigation records are kept for land areas irrigated with untreated wastewater, including:   * date of irrigation(s) * areas irrigated * volume of water used or duration of irrigation * name of the person who managed the irrigation activity. |  |
| WIN E5.3  Manage areas with highly degraded, eroded or contaminated soil. | 5.3.1 | Land areas identified as being highly degraded, eroded or contaminated are:   * managed to minimise further degradation, erosion or contamination * contained to minimise soil movement on and off-site. |  |  |
| 5.3.2 | Remediation activities for areas identified in E5.3.1 are documented in the Sustainability Action Plan (SAP). |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
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| **VIT E5/ WIN E6 Biodiversity** | | | | |
| VIT E5.1 & WIN E6.1  Manage biodiversity on the property. | 5.1.1  6.1.1 | A Biodiversity Management Program is established using strategies and practices to:   * protect areas of biodiversity identified on the property map * reduce threatening processes * manage feral animals, invasive species, pests, environmental weeds, and disease(s) on the property. |  |  |
| 5.1.2  6.1.2 | The Biodiversity Management Program is documented and must include:   * date developed * name of the person documenting the Program * biodiversity issues or values * strategies/ practices * worker(s) responsible. |  |
| 5.1.3  6.1.3 | The Biodiversity Management Program is reviewed and updated annually. The name of the person completing the review and the date of the review are documented. |  |
| VIT E5.2 & WIN E6.2  Develop strategies to protect and improve biodiversity. | 5.2.1  6.2.1 | Biodiversity protection and improvement strategies are developed with consideration of regional biodiversity priorities. |  |  |
| 5.2.2  6.2.2 | Improvement strategies identified in the above point are documented in the Sustainability Action Plan (M2). |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **VIT E6/ WIN E7 WASTE** | | | | |
| VIT E6.1 & WIN E7.1  Manage waste on the property. | 6.1.1  7.1.1 | A Waste Management Program is documented and must include:   * date developed * name of the person documenting the Program * all waste types * waste storage locations * management method(s) * worker(s) responsible. |  |  |
| 6.1.2  7.1.2 | Workers are provided appropriate protective equipment to be used in accordance with the Waste Management Program. |  |
| 6.1.3  7.1.3 | Waste that cannot be avoided, reused, or recycled, is disposed of in approved off-site facilities. |  |
| 6.1.4  7.1.4 | Records of waste transport and disposal of controlled wastes are kept, and suppliers of these services are managed in accordance with supplier requirements specified in M5.1. |  |
| 6.1.5  7.1.5 | All stored waste is managed to minimise the risk of contaminating onsite and off-site areas. |  |
| 6.1.6  7.1.6 | The Waste Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |
| 6.1.7  7.1.7 | Waste management improvement strategies identified in the above point are documented in the Sustainability Action Plan (M2). |  |
| VIN E6.2 & WIN E7.2  Review input materials and suppliers to reduce waste. | 6.2.1  7.2.1 | Raw material inputs, size, quantity/weight, the potential for reuse or recycling, and the residual waste product must be considered in the selection of input materials. |  |  |
| 6.2.2  7.2.2 | A review of input materials is undertaken at least annually, to prioritise the reduction of plastic waste. |  |
| 6.2.3  7.2.3 | Suppliers of input materials are managed in accordance with supplier requirements specified in M5.1. |  |
| 7.2.4 | **WIN** - Packaging size, quantity and weight, potential to reuse or recycle input materials is considered in the selection. |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
| **VIT E7 / WIN E8 Air Quality** | | | | |
| VIT E7.1 & WIN E8.1  Manage air quality. | 7.1.1  8.1.1 | An Air Quality Management Program is documented and must include:   * date developed * name of the person documenting the program * issue(s) to be addressed * area/location * management methods * worker(s) responsible. |  |  |
| 7.1.2  8.1.2 | Workers are provided appropriate protective equipment to be used in accordance with the Air Quality Management Program. |  |
| 7.1.3  8.1.3 | The Air Quality Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented. |  |
| 7.1.4  8.1.4 | Air quality improvement strategies identified in the above point are documented in the Sustainability Action Plan (M2). |  |
| **Assessment completed by:** | |  | **Date of completion:** |  |

| **Element** | | **Compliance Criteria** | **Outcome –**  **Yes, No or N/A.** | | **Findings and Comments** |
| --- | --- | --- | --- | --- | --- |
| **VIT E8 / WIN E9 Energy and Fuel** | | | | | |
| VIT E8.1 & WIN E9.1  Energy and fuel efficiency is optimised throughout the production system. | 8.1.1  9.1.1 | Energy and fuel efficiency must be considered in the selection and/or design of new premises, vehicles, machinery, and equipment. | |  |  |
| 8.1.2  9.1.2 | Efficient operating practices for premises, vehicles, machinery, and equipment are identified and implemented. | |  |
| 8.1.3  9.1.3 | Servicing and maintenance records are kept for vehicles, machinery, and equipment | |  |
| 8.1.4  9.1.4 | Electricity and fuel consumption is reviewed at least annually, in consideration of improvement strategies for use. | |  |
| 8.1.5  9.1.5 | Electricity and fuel use improvement strategies identified in the above point (E8.1.4) are documented in the Sustainability Action Plan (M2). | |  |
| VIT E8.2 & WIN E9.2  Bulk fuel is stored to minimise environmental harm. | 8.2.1  9.2.1 | Bulk fuel storages are located, constructed, and maintained to minimise the risk of environmental contamination and contain spillage. | |  |  |
| 8.2.2  9.2.2 | A current Safety Data Sheet (SDS) is kept for all bulk fuel stored on the property. | |  |
| 8.2.3  9.2.3 | Workers are provided appropriate protective equipment to be used in accordance with Safety Data Sheet (SDS) requirements. | |  |
| 8.2.4  9.2.4 | Suppliers of bulk fuel are managed in accordance with the supplier requirements specified in M5.1. | |  |
| **Assessment completed by:** | |  | | **Date of completion:** |  |