



ALLIANCE WINE GOOD PRACTICE GUIDE

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Amendment History

Version No.	Date	Change
1	1 st February 2021	First version

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1 General

- 1.1 This Good Practice Guide (GPG) provides the basic requirements that Suppliers are expected to meet when supplying wines to Alliance Wine.
- 1.2 This GPG aims to ensure good handling, manufacturing practices, control systems and traceability from suppliers producing product for Alliance Wine and our customers.
- 1.3 By supplying product to Alliance Wine you are agreeing to meet the requirements within this GPG.

2 Legislation

- 2.1 Suppliers must be aware of all local and UK legislation relating to the production, storage and shipment of products destined for the UK. Oenological practices and processes which are not listed in these regulations must not be used.

3 Quality Assurance

- 3.1 Suppliers are required to complete a supplier self-audit questionnaire and return to the Alliance Wine Technologist.
- 3.2 A food safety policy should be developed and communicated to all staff. This may include information such as food safety information, quality policies and commitment to food safety. A documented food safety management system must be in place and appropriate to the type of products supplied.
- 3.3 There must be full traceability for each product including all ingredients, packaging materials, movements of the wine in the cellar, production and through to final point of dispatch.
- 3.4 There must be a policy in place to ensure that wines comply with EU regulations for maximum permitted levels of pesticide residues, heavy metals and Ochratoxin A.
- 3.5 Procedures must be in place to ensure the effective management of allergenic materials. The supplier must inform Alliance Wine Technical where any allergens have been used in production, regardless of whether there is any trace in the final product. All staff should have allergen awareness training.
- 3.6 The winery should ensure proper cleaning, sterilisation and maintenance of the winery's materials and structure, which includes production and bottling areas.

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- 3.7 Water used in the winery must be potable and comply with local legislation. The supplier must control the water quality on a regular basis and according to water sources/risk assessment.
- 3.8 The winery should have a procedure in place to manage glass and hard plastic breakages in all production areas.
- 3.9 A documented pest control process should be in place.
- 3.10 Genetically Modified ingredients must not be used in the process or production of wines supplied to Alliance Wine.

4 Bottling and Packaging

- 4.1 All packaging materials must comply with all local, EU and UK regulations. Food contact certificates should be held where applicable.
- 4.2 The label must conform to local and UK regulations.
- 4.3 Closures must be good quality natural cork (FSC), DIAM or screwcap.
- 4.4 Cartons must be of good quality and fit for purpose.
- 4.5 The lot code should be printed onto the back label (or bottle if this is not possible). The preferred format is the Julian code with time if possible. (e.g LYYDDD HH:MM). The same lot code should also be printed onto the carton. The lot code must be correct, clear and legible.
- 4.6 Volume Control - Preferably the e-mark should be shown if the average fill method has been used. Please refer to Weights & Measures Legislation for more detailed requirements. Volume control records must be kept.
- 4.7 Pallets must be ISPM15 compliant for products coming to the UK. Specific type of pallet requirement will be specified in the AW product specification. Pallet pads should be made from re-useable, taint free plastic material.

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5 Specification

- 5.1 An Alliance product specification will be created which will indicate all the specific product requirements and should be used as part of the production process.
- 5.2 Products must be supplied in accordance with the AW specification. Any changes to the wine or packaging which means the product falls outside of the AW specification must be immediately communicated to Alliance Wine before production commences.

6 Complaints and Product Recall

- 6.1 In the event of a customer complaint, Alliance Wine will notify the supplier within 2 working days of a non-trivial complaint. The supplier must respond within 2 working days with the results of their investigation and proposed corrective actions.
- 6.2 The supplier must have a product recall procedure in the event of a major incident where a wine poses potential significant risk to health and safety.

7 Organic Certification

- 7.1 It is the responsibility of any supplier of Organic products to ensure that their products are produced, packaged and sold in accordance with the relevant Organic legislation, and the rules laid down by SOPA (Scottish Organic Producers Association), of which Alliance Wine is a registered member. <http://www.sopa.org.uk/publications>
- 7.2 All relevant organic certificates must be forwarded to Alliance Wine prior to shipment.
- 7.3 A Certificate of Inspection must be forwarded Alliance Wine for shipments from non-EU countries.

8 Vegetarian & Vegan

- 8.1 The supplier must inform Alliance Wine Technical where any animal products have been used in production, regardless of whether there is any trace in the final product. Our definitions of vegetarian and vegan are below:
- 8.1.1 Vegetarians - All meat, fish and poultry products and by-products must be avoided. If isinglass or animal gelatine has been used in the winemaking process, it is not suitable for vegetarians, even if removed in the final filtration.

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- 8.1.2 Vegans - All animal products must be avoided, including dairy products. If milk, eggs, isinglass or animal gelatine has been used in the winemaking process, it is not suitable for vegans, even if removed in the final filtration.

9 Ethical Requirements

- 9.1 Suppliers must adhere to local and national legislation with respect to terms and conditions of employment.
- 9.2 The principles of the Ethical Trading Initiative (ETI) base code that complies with the International Labour Organisation (ILO) standard convention must be followed.

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