

Audit Checklist 审核检查表



Australian Government

Wine Australia

Date of Audit 审核日期	
Name of Auditor 审核员名字	
Approved Bottling Facility Name & Address 已被批准的装瓶设施名称及地址	
Quality Management System Certifying Agent 质量管理体系认证机构	

1. RECEIVAL 接收

1. Inspect records of receipt of Australian bulk wine received since previous audit¹

核查自上一次审核之后收到的澳大利亚散装葡萄酒的接收记录。

For each batch inspected record the following:

每一批核查后记录如下:

Batch No. 批号	Date Received 接收日期	Export Permit Number 出口许可证	Shipping Container Number 海运集装箱号码	Volume (litres) 容量 (公升)	Temperature (°C) 温度 (摄氏)	Alcohol 酒精含量	Sulphur dioxide (mg/l) 二氧化硫 (毫克/升)

¹ Inspect receival documents for at least three consignments (or all consignments if less than three since previous audit) 检查至少三批货物的接收文件 (或全部货物若少过三件自上次审核后)。

Composition declared (supplied by Australian exporter):

申报成分（由澳大利亚出口商提供）

Batch No. 批号	VINTAGE 年份	%	VARIETY 品种	%	REGION 产区	%

2. Inspect the bottling facility's laboratory records to ensure there is a specification for sulphur dioxide and each batch is adjusted to meet specification. Record any sulphur adjustments made. Check calibration records.

检查装瓶设施的化验记录以确保有一个二氧化硫规范，以及每一批都已调整以满足规范。检查校验记录。

2. PACKAGING 包装

3. Inspect packaging records for each batch packaged since previous audit

核查每一批自上次审核以后的包装记录

- a. Wines labelled as Australian origin – For each batch packaged record the following:

标有澳大利亚为葡萄酒原产区的标签– 每一批包装后记录如下：

Batch No. 批号	Date Bottled 装瓶日期	Export Permit Number 出口许可证	Shipping Container Number 海运集装箱号码	Volume (Litres) 总容量 (公升)	Volume (Cartons) 总容量 (箱子)	Temperature (°C) 温度 (摄氏)	Alcohol 酒精含量	Sulphur dioxide (mg/l) 二氧化硫 (毫克/升)

Composition claimed on labels:

标签上的成分主张

Batch No. 批号	VINTAGE 年份	%	VARIETY 品种	%	REGION 产区	%

b. Wines **not** labelled as Australian origin – For each batch packaged record the following:

不标有澳大利亚为葡萄酒原产区的标签– 每一批包装后记录如下:

Batch No. 批号	Date Bottled 装瓶日期	Export Permit Number 出口许可证	Shipping Container Number 海运集装箱号码	% Australian wine in blend 澳大利亚葡萄酒在混合 酒中的%	Volume (Litres) 总容量 (公升)	Volume (Cartons) 总容量 (箱子)	Confirm no reference to Australia on label 确认标签上没有提 及澳大利亚

3. DESPATCH 发送

For wines labelled as Australian origin:

标有澳大利亚为葡萄酒原产区的标签

4. Inspect despatch and warehouse records to confirm quantity packaged:

核查发货量和仓库记录, 以确认已包装的数量。

Date 日期	Volume (Cases) 容量 (箱子)

Record number of cartons despatched and number of cartons remaining in warehouse:

记录仓库已送出和剩下的箱子数量。

Date 日期	No. Cases Despatched 已送出的箱子数量	No. Cases Remaining 剩下的箱子数量

4. Additional Specification 额外规范:

<p>1. No Australian wine is to be despatched in bulk from the facility. It must all be packaged at the approved facility.</p> <p>澳大利亚葡萄酒不能从已被批准的装瓶设施大批散装送出。所有的酒必须在已被批准的设施完成包装。</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>2. Nothing other than permitted preservatives and antioxidants may be added to Australian wine. A specification for the target sulphur dioxide level of each style of wine must be documented. Records must be maintained of sulphur dioxide adjustments. Records must be made of any sorbic acid or potassium sorbate additions.</p> <p>除了已被允许使用的防腐剂和抗氧化剂之外，其他添加剂（或许）不能使用于澳大利亚葡萄酒。各类型葡萄酒的目标二氧化硫水平规范都必须记录在案。须保存二氧化硫的调整记录。须记录山梨酸或山梨酸钾的添加。</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>3. Wine must be stored at less than 20°C in full vessels, or in extreme cases, where the vessel is not full, the wine must be protected by inert gas in accordance with Chinese legal requirements. Vessels used for storing wine should not be used for any other purpose.</p> <p>葡萄酒必须储藏在低于20摄氏的满缸，在极端的状况下，当容器没有被装满，葡萄酒必须用根据中国法定的惰性气体保护着。储藏葡萄酒的容器不应作其他用途使用。</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>4. Records must be kept of regular documented audits of cork suppliers. Facilities must either establish a test method to monitor incoming batches of cork for potential to taint the wine, or require such testing to be conducted by the supplier. Records of the results of such testing must be held by the bottler and made available to the auditor. In addition, Wine Australia strongly suggests agglomerate corks not be used in Australian wine.</p> <p>软木塞供应商的定期审核报告必须记录在案。装瓶设施必须设立一个测试方法以监测每批有可能污染葡萄酒的软木塞，或由供应商进行这项测试。此测试报告的结果须由装瓶设施保存及提供给审核员。除此之外，澳大利亚葡萄酒局强烈建议凝聚软木塞不应使用于澳大利亚葡萄酒。</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>5. A glass breakage procedure must be documented and all staff trained in its application. The procedure must be easily accessible from all points where breakage may occur in the presence of open bottles. Minimum requirements include:</p> <p>处理破裂玻璃程序须记录在案；全体员工须受到应用此程序的培训。此程序须在未加盖瓶子有可能破裂的状况下容易获得。基本要求包括：</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>

<ul style="list-style-type: none">a. Stop the production line immediately when a bottle breakage occurs. 当瓶子破裂事件发生，马上停止生产线。b. Manually remove all broken glass and place in clearly labelled, covered bins. 用手清除所有的玻璃碎片然后放置在清楚标示及覆盖子的垃圾桶。c. Remove and discard any open bottles in the filler/capper housing. 清除及丢弃任何在瓶子灌装/加盖处的未加盖瓶子。d. For at least two filler revolutions after re-start remove bottles from the affected head. Continue to remove until no fragments are sighted. 灌装机器经过至少两次旋转后，从新开始从受影响的灌装头取出瓶子。继续清除直到没有看见任何碎片。e. Records of time of breakage and relevant filler head must be retained. Supervisor must sign to verify breakage procedure correctly followed. 记录破裂时间，有关灌装头须保存。主管须签署以核实正确的破裂程序。f. Neither compressed air nor high-pressure water should be used to clear broken glass. 无论是压缩空气或高压水都不能用于清洗破玻璃。	
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5. Auditor Comments 审核员评语: