

Completing the form electronically

- You will need Adobe Acrobat or Reader v7 or later, to fill in this PDF. Go to <http://www.adobe.com/uk/products/reader.html> to download it for free.
- Type the relevant details in the boxes.
- You can copy and paste text into other boxes.
- Use the Tab key or mouse to move between boxes.
- Use the +/- icons to zoom in and out of the document, and keyboard arrow keys or scroll bars to move up and down.
- Save this PDF.
- Keep a copy of the form for your records.

Completing the form by hand

- Use a **BALL POINT PEN** and **BLOCK CAPITALS**.
- Keep a copy of the form for your records.

Guidance notes

The law requires you to keep accurate records of specified winery operations. These records must be kept for at least 5 years after bottling. With certain exceptions, entries in records must be completed not later than the day after the operation. Details of enrichment however must be entered on the same day.

The use of the Winery Record form (WSB 20) is not compulsory. If you wish to use your own system, which may be electronic or paper-based, you should ensure that you include the information set out in the Winery Record, especially with regard to the requirements of the Quality/Regional Wine Schemes.

General

Pre-fermentation details of each consignment of grapes received at the winery should be recorded in a bulk arrivals book. Please ensure each winery record Unique reference number, which you allocate, relates to a single fermentation. Where successive pressings of grapes are vinified separately, a fermentation suffix should be shown on another form. Spoiled forms should be retained in the records.

If you have any queries about completing this form please contact your local inspector. Details of local inspectors are available at www.food.gov.uk/wine

Numbered sections

1. Fermentation No.

As designated by the winemaker. To be retained until bottling or until all the wine has been transferred to another fermentation number.

2. Fermentation Vat No.

The number given to an individual fermentation vat or barrel to comply with HMRC requirements.

3. Name of vineyard

Name of vineyard for which wine is made.

4. Vintage year

e.g. 2000.

5. Label description and category of wine (PDO/PGI/Varietal/non geographical wine)

Intended description including vine variety(ies), vintage, additional geographical units.

Sections 6–10 inclusive

To be completed for each consignment of grapes used in this fermentation. For each post-fermentation movement, complete box 19.

6. Delivery date

Date of arrival of own grapes or grapes from another vineyard.

7. Details of grapes, supplier, vine variety and vineyard where harvested

Name of supplier(s) (or 'Own'), grape variety(ies), name and County of grower's vineyard.

8. CAD Reference

Reference number, a CAD No. (your WSB ref no, a serial number allocated by you and the year e.g. WSBxxxxx/01/2011) if the distance between vineyard and winery exceeds 40km or collection of grapes is made by the winery.

13. Enrichment

All boxes to be completed when appropriate. 'Notification of Enrichment' to WSB 48 hours in advance of first operation. Separate stock record of sucrose is required.

14. Details of other fermentation materials used

Complete when appropriate.

15. De-acidification – wine

All boxes to be completed when appropriate. Separate stock record of products used for de-acidification is required.

16. Sweetening

Box for 'Supplier' of sweetening agent must show name and county of production. Separate stock record of product used is required. Quantity in (hl) after treatments is essential baseline for section 20 (quantity at start hl).

17. Sparkling Wine

Tirage Liqueur – sucrose or grape must as specified in Regulation 606/2009. Maximum increase in total alcohol 1.5%.

Expedition Liqueur – sucrose or grape must as specified in Regulation 606/2009. Maximum increase in actual alcohol 0.5%.

Start date – for secondary fermentation.

Finish date – when wine released for sale.

There are minimum time periods for production of Quality Sparkling Wine – see Regulation 606/2009.

18. Final analysis

Details for the winemaker's use, e.g. pH and stabilisation of wine.

19. Inward/Outward movements

Complete on every occasion after fermentation of additions or reductions to this fermentation No. (1.), or on transfer between vats. Either sections 6 to 10 or section 19 should account for all grapes/wine/must up to despatch from winery in bulk or into bottles. Fermentation No. of addition should show fermentation No. wine is transferred to (if reduction) or transferred from (if addition).

20. Sulphur Dioxide additions

Total SO₂ levels should be recorded (free SO₂ may also be noted).

21. Record No.

Relates to bottling records.

Winery record

1 Fermentation No.

2 Fermentation Vat No.

3 Vineyard

4 Vintage

5 Wine description + QW/RW/Varietal/Wine status

| 6 Delivery date | 7 Details of grapes, supplier, vine variety, vineyard where harvested | 8 Delivery note or CAD No. | 9 Quantity (hl) or weight (kg) | 10 $\rho_{OE} =$ %vol |
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11 De-acidification – must, new wine in fermentation

Date of operation:

Acid present in juice (g/l):

Acid required in juice (g/l):

Acid to be removed from juice (g/l):

Juice to be de-acidified (hl):

CA CO₃ per 1 g/l per hl (kg):
CA CO₃ required (kg):

12 Pre-fermentation measurements

Acidity (pH):

Total vol. must (hl):

Acidity (Tartaric) (g/l):

13 Enrichment (for details of application, refer to WSB 10 (Notification of Enrichment))

Details of operation/date:

Natural alcohol of juice (% vol):

Alcoholic strength required (% vol):

Alcoholic increase in wine (% vol):

Sugar per hl required (kg):

Sugar to be added (kg):

Quantity increase at 1 kg = 0.6 l:

Total quantity after enrichment (hl):

Unique reference number

14 Detail of other fermentation materials used

Quantity yeast used (kg):

Date:

Quantity Bentonite used (kg):

Date:

Other materials:

15 De-acidification – wine (for details of application refer to WSB 14 (Wine De-acidification Notification))

Acid present in wine (g/l):

Wine to be de-acidified (hl):

Acid required in wine (g/l):

Ca CO₃ per 1 g/l per hl (0.067 kg/hl):

Acid to be removed from wine (g/l):

Ca CO₃ required (kg):

Date of operation:

16 Sweetening

Date of operation:

Details of sweet reserve (or CGM, RCGM):

Quantity of wine to be sweetened (hl):

Supplier:

Actual alcohol present in wine (g/l):

CAD No.:

+ Residual sugar (17 g/l = 1% vol):

Actual alcohol in must (% vol):

= Total alcohol present in wine (% vol):

+ Residual sugar (17 g/l = 1% vol):

Wine after sweetening – Total alcohol:

= Total alcohol of must (% vol):

Wine after sweetening – Quantity (hl):

Quantity of must used (hl):

17 Sparkling wine

Volume of cuvee:

Alcohol – actual % vol:

Tirage liqueur (l):

Alcohol – total % vol:

Expedition liqueur (l):

Secondary fermentation and disgorgement:

Start date:

Finish date:

Disgorgement date:

18 Final analysis

pH:

Total acidity (g/l):

Alcohol – actual (% vol):

Alcohol – potential (% vol):

Alcohol – total (% vol):

SO₂ – free (mg/l):

SO₂ – total (mg/l):

Heat/cold stabilised:

Total quantity (hl):

19 Inward/outward movements

| Date | Type of operation | Quantity at start (hl) | Fermentation No. of addition | Moved to/from fermentation vat No. | Quantity at end (hl) | Amount transferred |
|------|-------------------|------------------------|------------------------------|------------------------------------|----------------------|--------------------|
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20 Sulphur dioxide additions

| Date | SO ₂ present in wine (mg/l) | Amount of SO ₂ added (mg/l) | SO ₂ after addition (mg/l) |
|------|--|--|---------------------------------------|
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21 Details of bottling

| Date | Record No. | Bottle size | No. filled | Volume bottled (l) | Quantity lost (l) |
|------|------------|-------------|------------|--------------------|-------------------|
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