

FAQ for the Conversion Arrangement for Wine Storage Management Systems (WSMS) Certification Schemes Handbook (2013)

1. What is the effective date of the new version of WSMS scheme handbook?

The new version of WSMS scheme handbook will be effective on April 1, 2013.

2. Which clients are affected?

WSMS certified organizations and new applicants to Wine Storage Management Systems (WSMS) Certification Schemes (for Storage, Retailers and Transportation Service Providers)

3. Why are the changes needed?

The changes are for:

- 1) Improving the presentation of current handbook by combining the specifications of all three schemes of WSMS into one and present it in tabular form,
- 2) Specifications enhancement to improve the Wine Storage Management Systems requirements.

These changes were communicated to all existing WSMS certified clients via seminar and telephone conference in Dec 2012 and Jan 2013 before it was finalized and endorsed by the Wine Storage Management Technical Committee.

4. How would the changes affect the existing WSMS certified clients?

Though the changes are not critical and expected to have minimal impact to client's operations, we advise client to carefully study all the changes in order to plan and implement any changes in operation (if any) prior to the conversion audit.

5. What are the changes?

Please refer to "Summary Relevant Changes on WSMS handbook" for details.

6. What do the existing WSMS certified clients need to do?

WSMS certified organization is expected to implement the new requirements from the new version of handbook, and maintain evidence of implementation prior to the audits.

7. How can the existing WSMS certified client be upgraded to 2013 version?

Organizations who have already been certified before April 1, 2013 have a **12-month transitional period (until Mar 31, 2014)** to adapt to the changes. The first visit after April 1, 2013 will automatically become a conversion visit (including unannounced surveillance visit and recertification audit). During the transitional period, any discrepancy against the changes will be raised as Areas for Improvement (AFI). After the transitional period (i.e. April 1, 2014), auditor will follow up the issued AFI in the next audit. If the discrepancy is still exist, those AFI will become nonconformities (NCs). No extra manday will be required for the conversion.

A new WSMS (2013) certificate will be granted to your organization to replace the existing certificate after the conversion audit. The schedule of unannounced surveillance visits and recertification audit in the subsequence years will be kept unchanged. All the existing WSMS certificate will be obsolete by Sept 30, 2014.

Organization who wishes to obtain the WSMS (2013) certificate at an earlier time prior to their routine surveillance visit and recertification audit could request a separate visit for conversion audit. However, additional charges may be necessary.

8. What will be the arrangement for the new applicant who applies to WSMS certification after April 1, 2013?

The conversion audit will only be arranged for the existing WSMS clients who are certified before April 1, 2013. All new applicants who apply to WSMS certification after April 1, 2013 will be audited based on version 2013. Any discrepancy against requirements in version 2013 will be raised as non-conformity.

9. How will the existing WSMS certified clients be informed of the changes?

An email will be sent to notify the changes of handbook, impacts of changes and the conversion arrangements after the release of WSMS scheme handbook (2013).

10. Any other questions?

Should you have any enquiries, please contact Max Chan, at (852) 2202 9396 or max.chan@hkqaa.org.

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Summary Relevant Changes on WSMS Handbook

1) For Provision of Fine Wine Storage Service

| | NEW VERSION | OLD VERSION |
|---|---|--|
| Newly Added Requirements | | |
| 1. | Wine storage areas shall be kept clean and hygienic <i>Please refer to Section B-8.3, Page No.: 31</i> | Nil |
| Recommended Practice (i.e. should be) had been changed to Mandatory Requirements (i.e. shall be) | | |
| 2. | Roles and Responsibilities of staff in various functions shall be clearly defined <i>Relevant section(s): Section B-1.3, B-2.3, B-3.3, B-4.3, B-5.3, B-6.3, B-7.3, B-8.3, B-9.3, Page No.: 18, 21, 23, 24, 25, 27, 29, 31, 33</i> | Roles and Responsibilities of staff in various functions should be clearly defined <i>Relevant section(s): Section B-1.4, B-2.4, B-3.4, B-4.4, B-5.4, B-6.4, B-7.4, B-8.4, B-9.4, Page No.: 19, 21, 22, 23, 24, 25, 27, 29, 30</i> |
| 3. | Temperature, Temperature Fluctuation and Humidity shall be defined and recorded <i>Relevant section(s): Section B-1.3, B-2.3, Page No.: 19, 21</i> | Temperature, Temperature Fluctuation and Humidity should be defined <i>Relevant section(s): Section B-1.4, B-2.4, Page No.: 19, 21</i> |
| 4. | Minimum retention period of electronic temperature and humidity records shall be kept for 12 months <i>Relevant section(s): Section B-1.3, B-2.3 Page No.: 19, 21</i> | Minimum retention period of electronic temperature and humidity records should be kept for 12 months <i>Relevant section(s): Section B-1.4, B-2.4, Page No.: 19, 21</i> |
| 5. | Minimum retention period of maintenance/ calibration records shall be kept for 3 years <i>Relevant section(s): Section B-5.3, Page No.: 25</i> | Minimum retention period of maintenance/ calibration records should be kept for 3 years <i>Relevant section(s): Section B-5.4, Page No.: 24</i> |
| 6. | Lights shall be turned off when storage area is not accessed by any person <i>Relevant section(s): Section B-3.3, Page No.: 23</i> | All lights should be turned off when storage area is not accessed by any person <i>Relevant section(s): Section B-3.4, Page No.: 22</i> |
| 7. | Noxious or toxic chemical shall not be stored within the storage areas <i>Relevant section(s): Section B-8.3, Page No.: 31</i> | Noxious or toxic chemical should not be stored within the storage areas <i>Relevant section(s): Section B-8.4, Page No.: 29</i> |
| 8. | Dominant or strong odours shall not be detected within the storage areas <i>Relevant section(s): Section B-8.3, Page No.: 31</i> | Dominant or strong odours should not be detected within the storage areas <i>Relevant section(s): Section B-8.4, Page No.: 29</i> |
| 9. | Equipment that might cause continuous and extensive amounts of vibrations shall not be used <i>Relevant section(s): Section B-4.3, Page No.: 24</i> | Equipment that might cause continuous and extensive amounts of vibrations should not be used <i>Relevant section(s): Section B-4.4, Page No.: 23</i> |

2) For Provision of Commercial Wine Storage Service

| | NEW VERSION | OLD VERSION |
|---|---|--|
| Newly Added Requirements | | |
| 1. | Minimum temperature inside storage area (i.e. 11°C) <i>Please refer to Section B-1.3, Page No.: 18</i> | Nil |
| 2. | Low-heat lighting, e.g. LED lighting, fluorescent lighting, shall be used <i>Please refer to Section B-3.3, Page No.: 23</i> | Nil |
| 3. | Wine storage areas shall be kept clean and hygienic <i>Please refer to Section B-8.3, Page No.: 31</i> | Nil |
| Recommended Practice (i.e. should be) had been changed to Mandatory Requirements (i.e. shall be) | | |
| 4. | Roles and Responsibilities of staff in various functions shall be clearly defined <i>Relevant section(s): Section B-1.3, B-2.3, B-3.3, B-4.3, B-5.3, B-6.3, B-7.3, B-8.3, B-9.3, Page No.: 18, 21, 23, 24, 25, 27, 29, 31, 33</i> | Roles and Responsibilities of staff in various functions should be clearly defined <i>Relevant section(s): Section B-1.4, B-2.4, B-3.4, B-4.4, B-5.4, B-6.4, B-7.4, B-8.4, B-9.4, Page No.: 19, 21, 22, 23, 24, 25, 27, 29, 30</i> |
| 5. | Temperature, Temperature Fluctuation and Humidity shall be defined and recorded <i>Relevant section(s): Section B-1.3, B-2.3, Page No.: 19, 21</i> | Temperature, Temperature Fluctuation and Humidity should be defined <i>Relevant section(s): Section B-1.4, B-2.4, Page No.: 19, 21</i> |
| 6. | Minimum retention period of electronic temperature and humidity records shall be kept for 12 months <i>Relevant section(s): Section B-1.3, B-2.3 Page No.: 19, 21</i> | Minimum retention period of electronic temperature and humidity records should be kept for 12 months <i>Relevant section(s): Section B-1.4, B-2.4, Page No.: 19, 21</i> |
| 7. | Minimum retention period of maintenance/ calibration records shall be kept for 3 years <i>Relevant section(s): Section B-5.3, Page No.: 25</i> | Minimum retention period of maintenance/ calibration records should be kept for 3 years <i>Relevant section(s): Section B-5.4, Page No.: 24</i> |
| 8. | Lights shall be turned off when storage area is not accessed by any person <i>Relevant section(s): Section B-3.3, Page No.: 23</i> | All lights should be turned off when storage area is not accessed by any person <i>Relevant section(s): Section B-3.4, Page No.: 22</i> |
| 9. | Noxious or toxic chemical shall not be stored within the storage areas <i>Relevant section(s): Section B-8.3, Page No.: 31</i> | Noxious or toxic chemical should not be stored within the storage areas <i>Relevant section(s): Section B-8.4, Page No.: 29</i> |
| 10. | Dominant or strong odours shall not be detected within the storage areas <i>Relevant section(s): Section B-8.3, Page No.: 31</i> | Dominant or strong odours should not be detected within the storage areas <i>Relevant section(s): Section B-8.4, Page No.: 29</i> |

3) For Provision of Wine Storage Services for Retail and/or Catering

| | NEW VERSION | OLD VERSION |
|---|--|---|
| Mandatory Requirements (i.e. shall be) had been changed to Recommended Practice (i.e. should be) | | |
| 1. | Electronic sensors should be used for continuous monitoring of Temperature and Humidity <u>Relevant section(s): Section B-1.3, B-2.3, Page No.: 19, 21</u> | Electronic sensors shall be used for continuous monitoring of Temperature and Humidity <u>Relevant section(s): Section B-1.3, B-2.5, Page No.: 32, 33</u> |

4) For Provision of Sea/Land/Air Transportation Services for Fine Wine and Commercial Wine

| | NEW VERSION | OLD VERSION |
|---|--|---|
| Recommended Practice (i.e. should be) had been changed to Mandatory Requirements (i.e. shall be) | | |
| 1. | Roles and Responsibilities of staff in various functions shall be clearly defined <u>Relevant section(s): Section B-1.3, B-3.3, B-4.3, B-5.3, B-6.3, B-7.3, B-8.3, B-9.3, Page No.: 18, 23, 24, 25, 27, 29, 31, 33</u> | Roles and Responsibilities of staff in various functions should be clearly defined <u>Relevant section(s): Section B-1.3, B-2.3, B-3.3, B-4.3, B-5.3, B-6.3, B-7.3, B-8.3, Page No.: 40, 41, 42, 43, 44, 45, 46, 47</u> |
| 2. | Temperature shall be defined and recorded <u>Relevant section(s): Section B-1.3, Page No.: 19</u> | Temperature should be defined and recorded <u>Relevant section(s): Section B-1.3, Page No.: 40</u> |