



MEMBERS USER GUIDE

INTEGRATED PRODUCTION OF WINE



sustainable
wine
south africa

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Introduction

This User Guide is to be used in conjunction with IPW training and serves to familiarize the End User who shall from here on in be known as an IPW Member with the Online IPW Software.

All IPW Manuals and Guidelines are still applicable to this software, although all of the mathematical equations are done automatically.

The traditional paper based system will remain in place until further notice.

System Requirements

The minimum System Requirements are:

- A PC or Mac Notebook or Desktop
- A colour screen with a minimum Screen Resolution of 800 x 600 dpi
- An Internet Connection with a minimum speed of 128Kbps
- One of the following Internet Browser's Installed:
 - Microsoft Internet Explorer version 7.0 or higher
 - Mozilla Firefox version 5.0 or higher
 - Apple Safari version 4.0 or higher
 - Google Chrome version 3.0 or higher

You will also need the following:

- Current SAWIS Number
- Valid Email address

Accessing this Software

Open your Internet browser and type the following in to the address bar:

<http://www.ipw.co.za>

Alternatively if you are a SAWIS Member you can login at the SAWIS portal and navigate to the IPW Link. <http://www.sawis.co.za>

If you have successfully navigated to the correct address you should be seeing the following screen:

Username:

Password:

[LOGIN >](#)

THE INTEGRATED PRODUCTION OF WINE SCHEME (IPW)

Integrated Production of Wine (IPW) is a voluntary environmental sustainability scheme established by the South African wine industry in 1998. The 2000 vintage was the first to be certified under this scheme. Certification of IPW compliance falls under the jurisdiction of the Wine and Spirit Board (WSB), with a dedicated IPW office responsible for administering the scheme since its promulgation in 1998.

IPW complies with international wine industry environmental sustainability criteria, including the 'Global Wine Sector Environmental Sustainability Principles' as published by the International Federation of Wine and Spirits (IFWS) and the 'OIV Guidelines for sustainable Vitiviniculture: Production, processing and packaging of products' as published by the International Organisation of Vine and Wine (OIV).

The production practices on farms and/or cellars of persons joining the scheme are evaluated and audited by the board.

FUNCTIONS OF THE SCHEME FOR THE INTEGRATED PRODUCTION OF WINE (IPW) ARE:

- to serve as a basis for the application of the principles of integrated production in the growing of grapes and the production of wine;
- to regulate the registration of farms where grapes intended for the production of IP wine are grown, and of cellars in which such wine is produced;
- confirm the correctness of indications relating to integrated production which are used in connection with the sale of such wine;
- to establish confidence in such indications when they are thus used.

JOINT, VOLUNTARY SEAL FOR WINE OF ORIGIN (WO) AND IPW

A great advantage for South Africa and a world first.

South Africa will have a visual guarantee, not only for the integrity of origin and/or vintage year and/or cultivar, but also for sustainable production and traceability up to product level.

The Wine and Spirit Board (Board) currently runs two certification systems: Wine of Origin (WO) and Integrated Production of Wine (IPW). For WO a certification seal has been in existence for many a year, but there is no seal for the much younger IPW system for sustainable, environmentally friendly production. After wide consultation it was decided to make an alternative seal, which covers both WO and IPW, available as from the 2010 harvest year.

The existing WO seal, which certifies origin, vintage year and cultivar, will still be available to producers who do not wish to make use of the new seal or who only comply with WO requirements and not IPW requirements. The new seal is an alternative seal, which will certify for both IPW and WO. This means that there will still only be one seal on a container, depending on which aspects are wished to be certified for - only WO (current seal) or both WO and IPW (new seal).

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GHG ACCOUNTING PROTOCOL
INTERNATIONAL WINE INDUSTRY ENVIRONMENTAL SUSTAINABILITY INITIATIVES
LINKS
AFRKAANS

Downloads can only be done in "Acrobat Reader".
[Click here to download.](#)

How to Register

In order for IPW members to access this software they will have to register with SAWIS and be issued a unique SAWIS Number.

Register for SAWIS here: <http://www.sawis.co.za/register.php>

Once you have your SAWIS number you can register on the IPW website by clicking on REGISTRATION or by following this link:

<http://www.ipw.co.za/registration.php>.

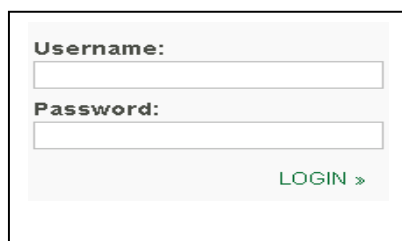
The following details will need to be supplied in order to have a successful application:

1. Title
2. First Name
3. Last Name
4. Telephone Number
5. Email Address
6. If you know your SAWIS name and SAWIS number you may select it from the Member Group Dropdown. You may select "I will apply later" if you wish to select a group at a later stage.
Note: If you can't find your Member Group on the drop down please contact IPW.
7. Please also enter the Security Code.

Click the **Register »** button to submit your registration. An IPW staff member will evaluate your submission and if it is approved send you your USERNAME and PASSWORD to the Email address you entered in the Registration Page.

How to Login

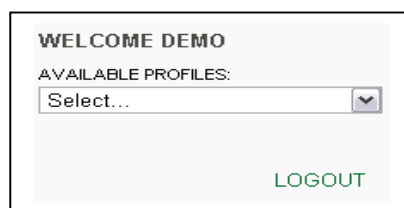
Enter your unique Username and Password into the Login box on the left hand side of the page:



A login form with two input fields. The first field is labeled 'Username:' and the second is labeled 'Password:'. Below the fields is a green button labeled 'LOGIN >>'.

Click the **LOGIN >>** button to continue.

If you have more than one profile linked to your name, you will be prompted to select the Member Group you will be working with from the dropdown menu provided :

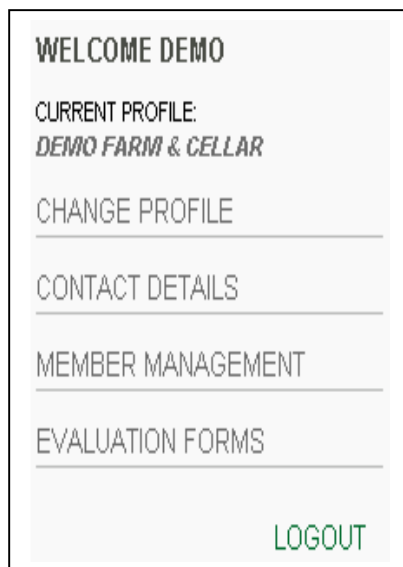


A form titled 'WELCOME DEMO' with a section 'AVAILABLE PROFILES:' containing a dropdown menu with 'Select...' and a downward arrow. Below the dropdown is a green button labeled 'LOGOUT'.

You can change your profile at any stage by clicking the CHANGE PROFILE link in admin MENU.

PLEASE NOTE: If you are only linked to a single profile you will be taken directly to the next step.

Once you have selected a profile, the following admin menu will appear. Please note that this is just an example and depending on what role you have your Menu may appear differently.



< Your Current Profile will appear in Bold Text

< Click CHANGE PROFILE to select another profile

< Click CONTACT DETAILS to edit your info.

< click MANAGEMENT to edit your Members.

< click EVALUATIONS FORMS to create or edit your IPW Forms

< Click here to Logout of the System

How to complete a Farm Form

The forms should be completed in conjunction with the guidelines and manuals available from the IPW website.

You need to be logged into the IPW Website to complete IPW Forms.

Make sure that you have selected the correct profile before you continue

Click on **EVALUATION FORMS** in you admin menu, the following page will appear:

Select the IPW EVALUATION FORM: **FARM** in the dropdown. Once you have made you selection, click on [Start Application »](#)

The new Form will appear at the top of the list as see below:

Group	Assesment Form	Year	Status	Score	Application Type	Application Date
DEMO FARM & CELLAR	IPW EVALUATION FORM: FARM	2010	New	0 / 200 (0%)	Self Application	31st January 2010

Click on the Group Name for the new form to begin, in this example it is:

[DEMO FARM & CELLAR](#)

The following header will appear.

Application Form	IPW EVALUATION FORM: FARM (2010)
SAWIS Number	99999
Score	0 / 200 (0%)
Application Type	Self Application
Start Date	31st January 2010
Status	New

This Header displays the information related to the Selected Form, Your current profiles SAWIS number, your current Score, The Application Type, The Date the Form was Started and the status of the Form

Just below the form header, is the actual FARM form:

This is what the Main Farm Form looks like:

Evaluation per item according to guidelines	Good	Average		Poor	Total	
	(4)	(3)	(2)	(1)		
1 IPW training	○	○	○	⊙	0	✓
2 Farm and vineyard environment						
2.1 Farm and vineyard environment - Table 1A					0	✓
2.2 Farm and vineyard environment - Table 1B					0	✓
3 Soil and terrain	○	○	○	⊙	0	✓
4 Cultivars	○	○	○	⊙	0	✓
5 Rootstocks	○	○	○	⊙	0	✓
6 Vineyard layout	○	○	○	⊙	0	✓
7 Cultivation practices						
7.1 Cover crop cultivation	○	○	○	⊙	0	✓
7.2 Herbicide programme [X2]					0	✓
8 Nutrition [X2]	○	○	○	⊙	0	✓
9 Irrigation	○	○	○	⊙	0	✓
10 Pruning, training and trellising	○	○	○	⊙	0	✓
11 Crop and canopy management	○	○	○	⊙	0	✓
12 Growth regulators	○	○	○	⊙	0	✓
13 Integrated Pest Management (IPM)						
13.1 Monitoring [X2]	○	○	○	⊙	0	✓
13.2 Practices [X2]	○	○	○	⊙	0	✓
13.3 Spray programme (App. 2B)						✓
13.4 Spray programme (App. 2C) [X10]					0	✓
14 Handling of chemicals. User checklist in manual.						
14.1 Store for chemicals	○			⊙	0	✓
14.2 Filling points	○	○	○	⊙	0	✓
14.3 Medical examinations & records	○	○	○	⊙	0	✓
14.4 Training of spray operators	○	○	○	⊙	0	✓
14.5 Protective gear, ablation facilities	○	○	○	⊙	0	✓
14.6 Disposal of empty containers	○	○	○	⊙	0	✓
15 Record keeping [X2]	○	○	○	⊙	0	✓

Under the FARM Form you'll find the SUBMIT FORM button, real time Score and Declaration:

<input type="button" value="Submit Form"/>	0 / 200 (0%)
<p>Hereby is confirmed that the evaluation forms were completed and submitted as prescribed, together with any action plans required, if any of the criteria to qualify for an IPW certificate under 2.3 of Section F were not complied with. It is also confirmed that all evaluation forms and action plans from producers have been submitted to the cellar.</p>	

The Table below describes the various items on the form:

1 IPW training	Standard Question type found on the farm form
7.2 Herbicide programme	Linked Question type, the Green link is clickable and will take you to an appendix form
<input type="radio"/>	Unselected option
<input checked="" type="radio"/>	Selected Option: Indicates which value you have selected
✓	Unanswered Question: and questions that have not yet been addressed will be indicated on the right of question by a small grey tick
✓	Partially Answered Question: only half the question has been answered, please make sure that all appendixes linked to the question are answered.
✓	Answered Question: All questions that have been answered will have a larger Green tick to the right of the question.
[x2]	Multiplier, score will be multiplied by this value automatically
<input type="button" value="Submit Form"/>	Submit Button: Once this button is clicked at the bottom of the form it will be final and no further editing will be possible
0 / 200 (0%)	Real time Score and percentage in brackets at the bottom of the form

Use [Farm and vineyard environment](#) links to access the BIODIVERSITY FORMS:

Table 1A				
	Yes (1)	No (0)	N/A (1)	
2.1.1 Threatened ecosystems				
1. Have you obtained ploughing permits for all developments on virgin soil? Note: Since July 2006 you have to obtain authorization from the Dept of Environment Affairs (DEADP) for removal of any natural vegetation >3 ha.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
2. Have you investigated the conservation value of the farm's natural habitats? (i.e. got a specialist to do a vegetation survey, species-list, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
3. Do you have a conservation management plan/policy drawn up for the farm? (See IPW manual)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
4. Are action plans implemented and objectives reached?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
5. Have the natural areas been awarded some form of formal protection (i.e. conservancy, Special Management Area (SMA), Private Nature Reserve)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
2.1.1 Rivers and Wetlands				
6. Do you have adequate buffer zones along rivers and wetlands? (Recommended width of natural vegetation buffers are 30-40m on either side of a river and 25-75m around a wetland)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
7. Is the flow of all rivers and water sources feeding into wetlands still in a natural state (i.e. natural flow not altered or interfered with)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
8. Have you improved/enlarged any aquatic habitat (farm dams, river edges, wetlands) to increase their value as wildlife habitat (e.g. alien clearing, rehabilitation of river banks with indigenous vegetation)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
9. Are the wetlands on the property still in a natural state?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
2.1.2 Invading Alien Species				
10. Have you begun with alien clearing operations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
11. Do you have an alien clearing schedule/clearing plan, or at minimum a record of cleared areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
12. Have you used the recommended herbicides for alien clearing, correct dosages and prescribed application methods? (see guidelines)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
13. Have you attempted to control/mitigate against alien invasive grasses or have you attempted to remove/control other alien species, besides alien trees? (e.g. mallard ducks, feral pigs, bass, trout)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
2.1.3 Fire Management				
14. Is a fire management plan for the natural areas in place and is the firefighting equipment adequate for control of veld fires?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
15. Have any farm workers received formal fire-fighting training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
16. Are there adequate firebreaks/roads to access the natural areas and have all the areas with high fire-risk been identified?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
17. Are you a member of a Fire Protection Association?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	✓
NOTE 1: Bonus points (maximum of 2 points) can be awarded for the following type of activities: You have gone out of your way to protect biodiversity or implemented innovative environmental best practices (e.g. recycling programme for all farm waste, Environmental Education activities for farm workers or schools, established an indigenous nursery or plant herbarium, etc.). You must have a written motivation to substantiate any bonus points you award yourself.				
<input type="button" value="Submit Form"/>				

Click [Herbicide program](#) link to access the Appendix 2A: Herbicides Form:

Appendix 2A: Herbicides

NAME AND FORMULATION OF PRODUCT/ACTIVE	IP RATING [A]	Amount of active (kg) applied per hectare [E]	APPLICATION METHOD [C]			% of vineyard area treated [D] ^	Outside guideline x 10 [E]	Point per Application [A+B+C+D+E]
			Pre-emergence product		Post-emergence			
			Only on Ridge [X2]	1/2 row row or full cover [X4]	Ridge and/or work row [X1]			
Nothing Sprayed >>								
Please select your control product ▼								
Add Product >>								

Click [Spray program \(App. 2B\)](#) link to access the Appendix 2B: Pesticides & Nematicides Form:

Appendix 2B: Pesticides & Nematicides

NAME AND FORMULATION OF PRODUCT/ACTIVE	IP RATING [A]	CODING OF APPLICATION METHOD [E]	STAGE OF SEASON APPLIED [C]			% of vineyard area treated [D] ^	Outside guideline x 10 [E]	Point per Application [A+B+C+D+E]
			Harvest to leaf drop [X4]	Leaf drop to full bloom [X1]	Full bloom to harvest [X2]			
			Nothing Sprayed >>					
Please select your control product ▼								
Add Product >>								

Click [Spray program \(App. 2C\)](#) link to access the Appendix 2C: Disease Control Products:

Appendix 2C: Disease Control Products

NAME AND FORMULATION OF PRODUCT/ACTIVE	IP RATING [A]	CODING OF APPLICATION METHOD [E]	STAGE OF SEASON APPLIED [C]			% of vineyard area treated [D] ^	Outside guideline x 10 [E]	Point per Application [A+B+C+D+E]
			Harvest to leaf drop [X2]	Leaf drop to full bloom [X1]	Full bloom to harvest [X2]			
			Nothing Sprayed >>					
Please select your control product ▼								
Add Product >>								

How to Complete Table 1A and 1B

The method to complete Appendixes on the Biodiversity Questionnaires is as follows:

1. Both Forms are accessed by clicking on the relevant links in the main form, [2.1 Farm and vineyard environment - Table 1A](#) and [2.2 Farm and vineyard environment - Table 1B](#)
2. Every Question has a possible answer of YES, NO or N/A. Answers of YES and N/A give you a score of 1 point each, while NO gives 0 points.
3. An answer **MUST** be selected for every question, as it is in the main form, grey ticks indicate unanswered questions and green ticks indicate answered questions.
4. Once you have answered all the questions, you may add a note at the bottom of the form describing a method of good farming practice that has not been addressed by the preceding questions; these extra comments will add 2 points to your total score, thus making it possible to get 22 Points in total. Please be aware that these bonus points are subject to an audit and can be unallocated at the auditor's discretion.
5. Once you are satisfied with all your answers and comments click the 'SUBMIT FORM' button.
6. Finally click the [Back to Main Form »](#) button to return to the main form. You may return to this form at any stage while you are still editing the main form, once you click submit on the main form the appendixes also become final and no further editing will be permitted.

How to Complete the Appendix Forms

The method to complete Appendixes 2A, 2B and 2C is as follows:

Appendix 2A: Herbicides

1. Select the a products that you used one at a time from the dropdown:

Appendix 2A: Herbicides								
NAME AND FORMULATION OF PRODUCT/ACTIVE	IP RATING [A]	Amount of active (kg) applied per hectare [B]	APPLICATION METHOD [C]			% of vineyard area treated [D] *	Outside guideline x 10 [E]	Point per Application [A+B+C+D+E]
			Pre-emergence product		Post-emergence			
			Only on Ridge [X2]	Work row or full cover [X4]	Ridge and/or work row [X1]			
Nothing Sprayed »								
Please select your control product ▼								
Agil propaquizafop (EC 100 g/L)								
Aurora carfentrazone-ethyl (WG 400 g/L)								
Basta glufosinate ammonium (SL 200 g/L)								
Click terbuthylazine (WG 750 g/kg)								
Focus Ultra cycloxydim (EC 100 g/L)								
Fuselade Super fluazifop-P-butyl (EC 125 g/L)								
Gallant Super haloxyfop-R-methyl-ester (EC 180 g/L)								
Glyphosate WSG glyphosate-sodium (SG 500 g/kg)								
Goal, Galigan oxyfluorfen (EC 240 g/L)								
Gramoxone, Paraquat SL, WPK Paraquat paraquat (SL 200 g/L)								
Kerb propyzamide (WP 490 g/kg)								
Mamba Max glyphosate iso-propyl ammonium (SL 480 g/L)								
MCPA MCPA (SL 400 g/L)								
Preglone paraquat + diquat (SL 120/80 g/L)								
Reglone, Midstream diquat (SL 200 g/L)								
Ronstar oxadiazon (EC 240 g/L)								
Roundup Bio-dry glyphosate-sodium (SG 420 g/kg)								
Roundup CT glyphosate iso-propyl ammonium (SL 240 g/L)								
Roundup Turbo glyphosate iso-propyl ammonium (SL 450 g/L)								
Roundup, Roundup Ultra, Mamba, UAP glyphosate iso-propyl ammonium (SL 360 g/L)								
Simanex simazine (WG 900 g/L)								
Simazine simazine (WP 800 g/kg)								
Simazine, Simazol, WPK Simazine simazine (SC 500 g/L)								
Simazol, Gesatop simazine (WP 900 g/kg)								

Next click the **Add Product >>** Button, repeat this step until all your Products are displayed in the List above the dropdown.

Click (**remove**) to delete an incorrectly added product.

NB: If you have not sprayed anything, you **MUST** click the '**NOTHING SPRAYED**' button; this tells the system to allocate the maximum amount of Points to you. Remember Appendixes 2B and 2C have their scores worked out and then automatically graded please refer to the guidelines for more information.

Your screen should now have a list of the products you used, example:

Appendix 2A: Herbicides

NAME AND FORMULATION OF PRODUCT/ACTIVE	IP RATING [A]	amount of active (kg) applied per hectare [B]	APPLICATION METHOD [C]			% of vineyard area treated [D] *	Outside guidelines x10 [E]	Point per Application (AxBxCxDxE)
			Pre-emergence product					
			Crack on Ridge [X3]	Whole row or full cover [X4]	Post-emergence Ridge and/or work row [X1]			
propaquizafop EC 100 g/L (Agil) (remove)	1	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0.1"/>	<input type="text" value="1"/>	0
glyphosate iso-propyl ammonium SL 360 g/L (Roundup, Roundup Ultra, Mamba, UAP) (remove)	2	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0.1"/>	<input type="text" value="1"/>	0
ambrole WSL 250 g/L (Weedazol) (remove)	2	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0.1"/>	<input type="text" value="1"/>	0

Save Changes >>

Please select your control product

Add Product >>

- For each product you will have to select the '**Amount of active (kg) applied per hectare [B]**', you **MUST** enter a number in kilograms. Refer to the manual to assist you with selection of correct concentration.
- For each product you will have to select the '**APPLICATION METHOD [C]**', you **MUST** click one of the options available to you.
- For each product you will have to select the '**% of vineyard area treated [D]**', you **MUST** select a value from the drop down.
- For each product you will have to select the '**Outside guidelines X10 [E]**', you **MUST** select a value from the drop down.

6. The scores are automatically counted, and inserted into column '**Point per Application [AxBxCxDxE]**'
7. Once you are satisfied with your selections you **MUST** click the '**Save Changes >>**' button. This button can be clicked at any stage to save your progress. **WARNING:** if you skip this step you will lose the changes made in steps 2 through 6.
8. Finally click the Back to Main Form » button to return to the main form. You may return to an Appendix to edit it until the main form has been submitted.

Appendix 2B: Pesticides & Nematicide & Appendix 2C: Disease Control Products

1. Select the products that you used one at a time from the dropdown as you did for the herbicide program. Next click the **Add Product >>** Button, repeat this step until all your Products are displayed in the List above the dropdown. Click (**remove**) to delete an incorrect product. **NB:** If you have not sprayed anything, you **MUST** click the '**NOTHING SPRAYED**' button; this tells the system to allocate the maximum amount of Points to you. Remember Appendixes 2B and 2C have their scores worked out and then automatically graded please refer to the guidelines & manuals for more information.

Your screen should now have a list of the products you used, example:

NAME AND FORMULATION OF PESTICID/ACTIVE	IP RATING [1]	CODING OF APPLICATION METHOD [1]	STAGE OF SEASON APPLIED [1]			% of vineyard area treated [1]	Outside guideline c. [1]	Points per Application (Ax BxCxDxE) [1]
			Harvest to leaf drop [1-4]	Leafdrop to full bloom [1-4]	Full bloom to harvest [1-4]			
cypermethrin EC 200 g/L (Agropham, Cypermethrin, Doodskoot, Ripcord, Sherpa, Polythrin, Kemprin) (remove)	4	1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.1	1	0

Save Changes >>

Please select your control product ▼

Add Product >>

2. For each product you will have to select the '**CODING OF APPLICATION METHOD [B]**', you **MUST** select a value from the dropdown.
3. For each product you will have to select the '**STAGE OF SEASON APPLIED [C]**', you **MUST** click one of the options available to you.
4. For each product you will have to select the '**% of vineyard area treated [D]**', you **MUST** select a value from the drop down.
5. For each product you will have to select the '**Outside guidelines X10 [E]**', you **MUST** select a value from the drop down.
6. The scores are automatically counted, and inserted into column '**Point per Application [AxBxCxDxE]**'
7. Once you are satisfied with your selections you **MUST** click the '**Save Changes >>**' button. This button can be clicked at any stage to save your progress. **WARNING:** if you skip this step you will lose the changes made in steps 2 through 6.
8. Finally click the [Back to Main Form](#) button to return to the main form. You may return to this form at any stage while you are still editing the main form, once you click submit on the main form the appendixes also become final and no further editing will be permitted.

How to SUBMIT the Farm Form

Once you are satisfied that you have completed all of the Questions and Appendixes correctly you may Click the **SUBMIT FORM** Button at the bottom of the main form. Please be aware that by clicking submit, you are agreeing to the declaration at the bottom of the form and you will thereafter no longer be able to change any of the submitted answers unless you contact the IPW office in writing to request changes to be made.

How to complete a Cellar Form

You need to be logged into the IPW Website to complete IPW Forms. Make sure that you have selected the correct profile before you continue. Click on **EVALUATION FORMS** in your admin menu, the following page will appear:

Current Application Forms

Available Cellar Form

Complete form as

[Start Application »](#)

Select the IPW EVALUATION FORM: **CELLAR** in the dropdown.

Next select what you will be completing the form as.

The options are as follows:

- Cellars that make Wine and Bottle (W & B) – including if you make use of mobile bottling on your site.
- Cellars that make wine ONLY (W)
- Bottlers ONLY (B)

Once you have made your selections, click on [Start Application »](#) button.

The following Form header will appear above the Cellar form.

This Header displays the Selected Form, Complete as, SAWIS number, your current Score, The Application Type, The Date the Form was Started, the status on the Form.

DEMO FARM & CELLAR	
Application Form	IPW EVALUATION FORM: CELLAR (2010)
Complete as	Cellars that make Wine and Bottle (W & B)
SAWIS Number	99999
Score	0 / 155 (0%)
Application Type	Self Application
Start Date	31st January 2010
Status	New

Just below the form header, is the actual CELLAR form:

Evaluation per item according to guidelines	Good	Average		Poor	Total	
	(1)	(2)	(3)	(4)		
1 IPW Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
2 Quality of grapes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
3 Energy use & Carbon Emissions						
3.1 Harvesting and transportation of grapes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
3.2 Carbon Emissions [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
3.3 Bonus points: CO ₂ Calculation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
4 Implementing & maintaining Infrastructure & Equipment [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
5 SO ₂ -levels (Appendix 5A) [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
6 Substances added to wine (Appendix 5B)						
6.1 Precipitants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
6.2 Fining agents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
6.3 Filter materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
6.4 Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
6.5 Store for chemicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
7 Cooling (Appendix 5C)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
8 Management of waste water (Appendix 5D)						
8.1 Monitoring waste water quantity [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
8.2 Monitoring waste water quality [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
8.3 Storing waste water [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
8.4 Disposal of waste water [Q2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
9 Disinfectants & cleaning agents (Appendix 5E)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
10 Management of solid waste (Appendix 5F)						
10.1 Disposal of solid waste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
10.2 Cleaning of waste water dams, pipes and other equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
11 Ambient noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
12 Packaging material						
12.1 Closures and capsules (plastic waste)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
12.2 Bottles (glass waste)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
12.3 External packaging material (paper waste)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓
13 Bottling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0	✓

Under the CELLAR Form you'll find the SUBMIT FORM button, real time Score Tracker and Declaration:

<input type="button" value="Submit Form"/>	0 / 155 (0%)
<p>Hereby is confirmed that the evaluation forms were completed and submitted as prescribed, together with any action plans required, if any of the criteria to qualify for an IPW certificate under 2.3 of Section F were not complied with. It is also confirmed that all evaluation forms and action plans from producers have been submitted to the cellar.</p>	

The Table below describes the various items on the form:

1 IPW training	Standard Question type found on the farm form
<input type="radio"/>	Unselected option
<input checked="" type="radio"/>	Selected Option: Indicates which value you have selected
✓	Unanswered Question: and questions that have not yet been addressed will be indicated on the right of question by a small grey tick
✓	Partially Answered Question:
✓	Answered Question: All questions that have been answered will have a larger Green tick to the right of the question.
[x2]	Multiplier, score will be multiplied by this value automatically
<input type="button" value="Submit Form"/>	Submit Button: Once this button is clicked at the bottom of the form it will be final and no further editing will be possible
0 / 200 (0%)	Real time Score and percentage in brackets

How to SUBMIT the Cellar Form

Once you are satisfied that you have completed all of the Questions correctly you can click the **SUBMIT FORM** Button at the bottom of the main form. Please be aware that by clicking submit, you are agreeing to the declaration at the bottom of the form and you will thereafter no longer be able to change any of the submitted answers unless you contact the IPW office in writing to request changes to be made.

How to edit you Details

1. Click on CONTACT DETAILS on in the admin menu, the following page will appear:

NEW MEMBER **MY DETAILS** MEMBERSHIPS

Edit Member Created on 22nd October 2009 by IPW System
Last Logged on 31st January 2010
Updated on 31st January 2010 by Demo User

Title
The members title.

Mr

First Name
The members first name.

Last Name
The members last name.

Telephone
The members telephone number.

Email
The members email address.

Username
The members login username.



Password
The members login password.


Confirm Username

2. You can use this form to change any of your details. Once you are satisfied with the changes you can click on **Confirm Username** and then **update >>**

How to edit your Membership Groups and Roles

1. Click on CONTACT DETAILS on in the admin menu, the following page will appear below your contact information:

Group Name	Account Administrator	Evaluation Form Manager	View Only	Status View Only	Remove
DEMO FARM & CELLAR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
DEMO FARM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. Depending on your level of access, you may be able to change roles on each of the GROUPS you have access to. You can also remove GROUPS from your name by clicking on the  in the remove column.

NOTE: You may contact the relevant Account Administrator to make changes for you or if you have any questions about the account.

How to Request to join a new group

1. Click on CONTACT DETAILS on in the admin menu, the following page will appear below your contact information:

Request to join this group:

A & C VAN NIEKERK BOERDERY (EDMS) BPK*MNRE (56838) ▼

Please note that the administrator for the group you wish to join first has to accept your request before you are allowed access.

2. Select the required group from the dropdown and click the Add button.

Please note that the administrator for the group you wish to join first has to accept your request before you are allowed access.

How to grant access to a request

Click on MEMBER MANAGEMENT on in the admin menu, the following page will appear below your contact information:

NEW MEMBER LIST MEMBERS MEMBERSHIPS				
Members waiting for approval				
<i>Total Users (1)</i>				
Edit	Name	Email	Last Logon	Action
Edit	Gavin Dun	gavindun@telkomsa.net	31st January 2010	Accept / Decline

Now click [Accept](#) or [Decline](#). Next you will have to assign a Role for the new USER. There are 4 Levels of ACCESS:

- 1.1. Account Administrator
- 1.1. Evaluation Form Manager
- 1.2. View Only
- 1.3. Status View Only

NEW MEMBER LIST MEMBERS MEMBERSHIPS							
All Members of DEMO FARM & CELLAR							
Total Users: 8							
Name (Click to edit)	Email	Last Logon	Account Administrator	Evaluation Form Manager	View Only	Status View Only	Status
Demo User	mark@weboon.co.za	31st January 2010	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Demo2 Demo2	info@weboon.co.za		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Gavin Dun	gavindun@telkomsa.net	31st January 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
markconsultant test	boonzie@mweb.co.za	29th January 2010	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Test User 2	test22@desplay.com	30th July 2009	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
TEST MARK2	markboonzaier@gmail.com		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Test User 3	test33@desplay.com	25th June 2009	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Test User 1	test11@desplay.com	22nd October 2009	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>							

Explanation of the different roles:

- 1.1 Account Administrator - has full access to the groups information and can add/edit Members and Roles for the group as well as Add/Edit Evaluation Forms
- 1.2 Evaluation Form Manager – has full access for add/edit Evaluation Forms
- 1.3 View Only – Can only view forms – can not add or edit forms
- 1.4 Status View Only – can only see the IPW status of the group for the current year

How to add a group to a MEMBERSHIP

Click on MEMBER MANAGEMENT on in the admin menu, then on MEMBERSHIPS in the top menu.

Now tick on the MEMBERSHIP you wish the group to join and click update.

In this example the Group can join BWI.

NEW MEMBER	LIST MEMBERS	MEMBERSHIPS
Memberships of DEMO FARM & CELLAR		
Member Name		Total Results (?)
BWI		Accept <input type="checkbox"/>
<input type="button" value="Update"/>		
<i>Linked members will be able to view and download your completed IPW applications.</i>		

PLEASE NOTE – by adding groups to memberships you are granting *The BWI OFFICE* permission to view and download the groups completed IPW applications.