



# I am the occupier of a dairy processing establishment seeking to become export registered. I take the following actions to progress through export registration process and commence exporting.

## To determine if exporting is appropriate for my business, I need to:

- ① Investigate the processes and conditions associated with exporting
- ② Research the legislative and importing country requirements for my products to assess if my business can comply
- ③ Complete a business plan to assess if exporting is worthwhile given all relevant conditions and requirements



## As part of the export registration process, I need to:

- ① Document how the establishment will comply with all relevant legislative and importing country requirements – i.e. a proposed arrangement, not yet approved
- ② Gather required documentation/evidence and submit a registration application to the department – I must also pay an upfront application fee and provide proof of payment
- ③ Prepare for and participate in the initial onsite audit of the establishment conducted by a departmental auditor
- ④ Address any deficiencies if required, provide evidence of corrective actions to my auditor and request a follow-up audit (if continuing to pursue export registration)
- ⑤ Once approved and processed, pay registration fee and commence ongoing maintenance of registration – see the actions for Existing Establishment occupiers

It is my responsibility to keep in contact with the department throughout the application and audit stages as required, otherwise my application will not progress

I will be charged by the department for the time an auditor spends auditing and reviewing my documents or evidence



## Once I'm registered and ready to start exporting, I need to:

- ① Maintain documented evidence that my product is eligible for export and meets all relevant requirements
- ② Sell product to customer (may be an exporter, or an overseas consignee if the establishment is exporting directly) and prepare product for transport

**Note: There are usually additional preparatory or administrative steps associated with each action.  
See the New Establishments Journey Map for more details.**