

# Application for Renewal of Approval Department of Agriculture, Water and the Environment Approved Auditor

Export Control (Eggs and Egg Products) Rules 2021

Export Control (Fish and Fish Products) Rules 2021

Export Control (Milk & Milk Products) Rules 2021

**Use BLOCK LETTERS. Mark check boxes with a cross (X).**

Illegible / incomplete forms will be returned.

Application for Appointment as an Approved Auditor -V1.3

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| **1. Personal Details** | |
| **Title: (Mr, Mrs etc.)** |  |
| **Surname:** |  |
| **First Name:** |  |
| **Second Name:** |  |
| **Date of Birth:** |  |

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| **2. ID Card Details** | |
| **ID Card No.** |  |
| **Name on Card:** |  |

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| **3. Contact Details** | | | |
| **Residential Address:** |  | | |
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| **State:** |  | **Post Code:** |  |
| **Postal Address:**  If same as establishment address write ‘As Above’ |  | | |
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| **State:** |  | **Post Code:** |  |
| **Phone Number:** |  | | |
| **Mobile Number:** |  | | |
| **Work Email:** |  | | |

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| **4 Publication of information** | |
| I consent to my name, contact numbers, email address, commodity risk classification (audit scope) and region of operation approval being published by the Department of Agriculture, Water and the Environment (the Department) on the public Approved Auditor Register. | ☐ Yes  ☐ No |

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| **5. Commodity Risk Classifications** | | | | | |
| For further information relating to commodity risk refer to the Approved Auditor Manual.  specify the commodity and risk classification(s) that you are applying to audit:  ☐ Low Risk – Stores (dry, cold, Freezer) Freight forwarders, packing live fish | | | | | |
| ☐ Medium Risk | | | | | |
| ☐ | Dairy | ☐ | Fish | ☐ | Eggs |
| ☐ High Risk | | | | | |
| ☐ | Heat Treatment | | | | |
| ☐ | Cook Chill | | | | |
| ☐ | Bivalve Molluscs | | | | |
| ☐ | Ready to Eat Products | | | | |

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| **6. Auditing / Commodity Experience** |
| List your auditing experience and any experience to support your knowledge of the commodities and processes applied for. Provide specific details of experience in each of the commodity risk classifications listed in section 6. If the space below is insufficient, please provide on a separate sheet. |

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| **7. Which State / Territory do you intend to service?** | | | |
| ☐ | Australian Capital Territory | ☐ | South Australia |
| ☐ | New South Wales | ☐ | Tasmania |
| ☐ | Northern Territory | ☐ | Victoria |
| ☐ | Queensland | ☐ | Victoria |

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| **8. Professional Indemnity Insurance** | | |
| Are you covered by Professional Indemnity Insurance? | | ☐ Yes  ☐ No |
| If yes, how much is your coverage for? |  | |
| Who is the insurance provider? |  | |
| Please provide certified copies of your insurance certificate. | | |

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| **9. Unit of Competency (Qualifications)** | |
| Please specify the units of competency you have attained:  ****Minimum requirements for all risk scopes**** | |
| ☐ | FBPAUD4001– Assess compliance with food safety program |
| ☐ | FBPAUD4002Communicate and negotiate to conduct food safety audits |
| ☐ | FBPAUD4003– Conduct food safety audits |
| ☐ | FBPAUD4004– Identify, evaluate and control food safety |
| ****Requirements for medium and / or high risk scope hazards**** | |
| ☐ | Certificate IV or higher in food science or related field including 40 hours microbiology |
| ****Requirements for high risk scopes\***** | |
| ☐ | FBPAUD5002– Audit a cook chill process |
| ☐ | FBPAUD5003– Audit a heat treatment process (retort & pasteurization) |
| ☐ | FBPAUD5004– Audit manufacturing of ready-to-eat meat products |
| ☐ | FBPAUD5001– Audit bivalve mollusc growing & harvesting operations |
| \* These units of competency form the basis of issuing high risk endorsements to auditors. If you have not completed the necessary unit of competency, you may still apply as a low or medium risk regulatory food safety auditor until such time as you achieve the competency.  Please attach certified copies of your statements of attainment / qualifications provided by a Registered Training Organisation. | |

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| **10. Disclosure of Conflict of Interest** |
| You are required to provide details of any conflict of interests (real or perceived) that may exist, or may be likely to arise (including any services provided under a contract or consultancy arrangement i.e. internal audit / documenting Approved Arrangements), if you are appointed as an Approved Auditor to perform regulatory audits at any Registered Establishments. This must include detail of any positions of management or control that you currently hold, or have been offered or have previously held, in regard to the operations carried on in any Export Registered Establishment.  If the space below is insufficient, please provide on a separate sheet. |
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| **11. Pending Criminal Charges / Denial of Approval** | |
| In the past 12 months:   * have you been convicted of any criminal offence in any state or federal court? | ☐ Yes  ☐ No |
| * have you been denied approval to undertake the role of a food safety auditor, or had an auditing accreditation or registration suspended or cancelled by any licensing authority in Australia or New Zealand? | ☐ Yes  ☐ No |
| If the answer to either of the above questions is yes, please provide details on a separate sheet |  |

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| **12. Processing Fee (Non-refundable)** | |
| ****$480.00**** GST nil | Payment may be by cheque, money order or credit card.  Payment must accompany application.  Application will only be processed upon receipt of payment. |

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| **13. Payment** | | | | | | |
| I have attached a cheque or money order for $480.00 payable to the Department of Agriculture, Water and the Environment | | | | | | ☐ |
| I authorise the Department of Agriculture, Water and the Environment to debit the processing fee of $480.00 to my Credit Card | | | | | | ☐ |
| Card Type | Visa | | ☐ | | | |
|  | American Express | | ☐ | | | |
|  | MasterCard | | ☐ | | | |
| ****Card Number**** | |  | | | | |
| ****Cardholder’s name**** | |  | | | | |
| ****Expiry Date**** | |  | | ****Payment Amount**** | ****$**** | |
| ****Cardholders Signature**** | |  | | | | |

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| **14. Applicant Declaration** | | | | |
| I, (clearly print full name) | |  | | |
| being the applicant, apply for approval as an Approved Auditor and confirm that:  I am a citizen of Australia or New Zealand or have provided a copy of my passport and relevant visa which allows me to work in Australia.   * I understand that my name, contact details, auditing scope and approval details will be published by the Department on a public register of approved auditors. * I have read, understood and will comply with all aspects of the Approved Auditor Code of Conduct when undertaking regulatory audits as an approved auditor. * I will comply with any procedures and instructions issued by the Department in relation to the conduct of regulatory audits. * I have read and understood all information in the Approved Auditor manual and will, in conducting audits comply with that manual (as amended by the Department from time to time), as it sets out the documented procedures for the conduct of audits by me. * all information that I have given and the statements that I have made in, or in connection with, this application are true and correct. I understand giving false or misleading information to the Commonwealth is a serious offence. | | | | |
| ****Signature:**** |  | | ****Date****: |  |

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| **15. Protecting your privacy** | |
| 'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.  The collection of personal information by the Department in relation to this form is for the purposes of assessing your application for approval as an Approved Auditor. If the relevant personal information requested in this form is not provided by you, the department will be unable to assess your eligibility as an Approved Auditor.  Personal information may be disclosed to other Australian agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988. Your personal information will be used and stored in accordance with the Privacy Principles.  By completing and submitting this form you consent to the collection of all personal information, contained in this form.  The department’s Privacy Policy, including information about access to and correction of your personal information, can be found at:  https://www.awe.gov.au/about/commitment/privacy  To contact the department about your personal information or to make a complaint: | |
| ****Telephone:****  ****Email:****  ****Post:**** | +61 2 6272 3933  privacy@awe.gov.au  Privacy Contact Officer  Department of Agriculture, Water and the Environment  GPO Box 858  Canberra ACT 2601. |

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| **16. Check your application** | |
| Please check that you have completed all required sections of this form and attached certified copies of required documents.  ****Please do not provide original copies of any documents. All photocopies of documents supplied with this application must be certified copies – sections 21 and 22 provide guidance on the certification of copies.**** | |
| ☐ | Certified copies of 100 point ID check documents provided (section 1) |
| ☐ | Consented to the publication of my details on the Approved Auditor Register (section 3) |
| ☐ | Certified copy of Passport and Visa attached, as required (section 4) |
| ☐ | Four (4) standard passport photographs provided (section 5) |
| ☐ | Signature block completed (section 5) |
| ☐ | Evidence of relevant experience, knowledge and qualifications provided (sections 7 and 9) |
| ☐ | Certified copy of professional indemnity certificate of insurance (section 10) |
| ☐ | Provided details of pending criminal charges or denied applications for approval (section 12) |
| ☐ | Provided a certified copy of an AFP NPC (section 13) |
| ☐ | Signed and dated the Applicant Declaration (section 14) |
| ☐ | All required sections completed |

**Completed application form to be sent to:**

Dairy, Egg and Fish Export Program

Department of Agriculture, Water and the Environment

PO Box 858

CANBERRA CITY ACT 2601

or by e-mail to: dairyeggsfish@awe.gov.au