



Audit questionnaire: plant-based stockfeed

Form approved under the *Biosecurity Act 2015*

Section A: General information

Purpose of this form Obtain information from overseas facilities to determine their compliance with [our requirements for manufacturing and exporting processed plant-based stockfeed and their ingredients to Australia](#). This form must only be submitted following the department's assessment of the [production questionnaire](#).

Manufacturers and handlers of other plant-based animal feed products may also need to complete this form, depending on the level of biosecurity risk including the potential for diverting that product for stockfeed use.

Facilities will be asked to provide copies of specific records during the desk audit process and may be asked to provide additional information where required.

Facilities may require a site audit.

Before completing this form Ensure you understand our:

- [general requirements for the overseas manufacture of plant-based animal feed](#).
- [requirements for facilities manufacturing and exporting processed plant-based stockfeed and their ingredients to Australia](#) (the *Facility requirements*).

To complete this form **Electronically**

Download the document to your computer and save any changes.

Manually

Use black or blue pen

Print in BLOCK LETTERS

Mark boxes with a tick or a cross

The completed form must include

English language versions of:

- Site location map with surrounding land use
 - Site plan
 - Current photographs of each of the areas indicated on the site plan
 - Quality Management System including organisation chart
 - Summary of the source of inputs (plant origin only) for each supplier
 - Procedures for inspection of conveyances delivering inputs
 - Procedures for inspection of received inputs
 - Process flow from receipt to point of loading
 - Procedures used for load-out of products from the facility
 - Procedures to prevent contamination/cross contamination during storage
 - Procedures to prevent contamination/cross contamination during handling
 - Procedures to prevent contamination/cross contamination during manufacture
 - Photographs of key processing equipment
 - Procedures for measuring and monitoring processing parameters
 - Maintenance and calibration schedules
 - Procedures for sampling and inspecting finished products
 - Procedures for managing non-conforming inputs
-

- Procedures for managing non-conforming finished products
 - Cleaning procedures for receipt, storage, manufacturing, handling and conveyances
 - Maintenance procedures for receipt, storage, manufacturing and handling
 - Pest management program
 - Site map showing the placement of pest management controls e.g. bait stations, traps, bird netting
 - Photographs of any pest management controls used in-situ
-

To submit this form

Option 1 (preferred)

Forward your completed form and supporting documents (referencing the import permit application number) to the importer.

Option 2 Forms containing commercial-in-confidence information

Post or email the completed form (referencing the import permit application number and marked 'commercial-in-confidence' where relevant) to:

Import Services Team
Department of Agriculture, Water and the Environment
GPO Box 858
Canberra ACT 2601

Email imports@agriculture.gov.au

More information

Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)

Web

agriculture.gov.au

Section B: Facility details

1 Type of facility

- Manufacturer
- Packing, storage, or export facility (off-site handler)

2 Name (legal entity name)

3 Facility address

Street address _____

Town/city _____ Country _____ Postcode _____

4 Person authorised to sign this form

Given name(s) _____ Family name _____

Job title/position in company _____

Work phone _____ Mobile phone _____

Email _____ Fax _____

5 Dates of operation

Provide dates of any extended shut down in operation in the last 12 months. This information will assist the department when requesting copies of specific records.

Section C: Location, infrastructure, and security

This form must include a site location map/plan that clearly indicates the land uses surrounding the facility. Land uses that are industrial or commercial in nature, agricultural – broad acre or small scale, type of agricultural production – crop or animal production, residential or other types of land uses must be clearly indicated on the map. The map must include a scale.

This form must also include a site plan that clearly indicates the receipt and intake areas, flow/transfer paths, storage areas for inputs and finished products, manufacturing areas, waste collection, loading and dispatch areas, site entry points, access roads, and the function and location of other structures on the site. This form must also include current photographs of each of the areas indicated on the site plan.

6 Have you included a site location map?

No Please do not submit this form

Yes Go to question 7

7 Have you included a site plan?

No Please do not submit this form

Yes Go to question 8

8 Have you included current photographs of the site?

No Please do not submit this form

Yes Go to question 9

9 Are animals kept on site at the facility? *(see section 5c of the Facility requirements)*

No Go to question 10

Yes Please do not submit this form

10 Are animals kept in close proximity to the facility? *(see section 5d of the Facility requirements)*

No Go to question 11

Yes Provide details of the species of animals, the nature of the animal-related enterprise and the proximity of those enterprises to the facility (attach more pages if necessary).

11 Describe how the facility is secured to prevent movement of terrestrial animals, unauthorised personnel or vehicles onto the site. *(see section 5e of the Facility requirements)*

Section D: Quality management system

This form must include a copy of the quality management system which includes:

- A manual which lists all processes and activities that can have an effect on the biosecurity integrity of finished products
- An organisation structure and clearly defined responsibilities for all roles involved in the production, handling, storage, and distribution of products
- Processes for document control, internal auditing, and management review
- Documented procedures for all processes and activities relevant to the *Facility requirements*
- Staff training requirements including how staff will be verified as competent in their roles and responsibilities.

12 Have you included a copy of your Quality management system?

(see section 4a of the Facility requirements)

No Please do not submit this form

Yes Go to Section E

Section E: Supply and transport of inputs

If you are a manufacturer, then this form must include a summary of the crop production systems supplying inputs to the manufacturing facility (see Attachment 1 for a template that should be completed for each supplier).

If you are an off-site handler, then this form must include a summary of the sources of all products used at the site including the finished products from manufacturing facilities and sources of packaging material.

13 Have you included a summary of the source of your inputs?

(see section 6a of the Facility requirements)

No Please do not submit this form

Yes Go to question 14

14 How are the inputs transported to the facility?

- | | |
|------------------------------|--|
| Clean and new bags | <input type="checkbox"/> Go to Section F |
| Bulk in trucks or containers | <input type="checkbox"/> Go to Question 15 |
| Bulk in rail wagons | <input type="checkbox"/> Go to Question 15 |
| Bulk in ship or barge | <input type="checkbox"/> Go to Question 15 |
| Other | <input type="checkbox"/> Go to Question 15 (if relevant) |

If 'Other', provide details.

15 Are the conveyances used for transport of inputs covered?

(see sections 3bii and 6b of the Facility requirements)

No Please do not submit this form

Yes Go to question 16

16 Are conveyances used for transport of inputs dedicated for those inputs?

(see sections 3bii and 6b of the Facility requirements)

No Please provide details of other cargo types transported below

Yes Go to question 17

17 What measures are taken to ensure that the conveyances used for transport are free from biosecurity risk material prior to loading?

(see sections 3bii and 6b of the Facility requirements)

Section F: Receival and storage of inputs

18 Please describe how inputs are received at the facility.

(see sections 6c and 6d of the Facility requirements)

If there are different receival processes for each input please provide this information.

If the same equipment is used for the receival of different inputs please include this information.

Attach more pages if necessary.

19 Is the conveyance used for transport inspected on arrival at the facility?

(see section 6c of the Facility requirements)

No Please do not submit this form

Yes Please provide Procedures for inspection of conveyances for cleanliness and product security and representative copies of associated records.

20 Are the inputs sampled and inspected for contamination on arrival at the facility? *(see section 6c of the Facility requirements)*

No Please do not submit this form if you are a manufacturer

Yes Please provide procedures of receipt inspection activities for all inputs and representative copies of associated records.

21 Please describe how the inputs are stored at the facility.

(see section 7a of the Facility requirements)

Please describe the type of storage e.g. vertical (silos) or horizontal (warehouse) storage, whether other products are co-located in the same structure or area and the height of any barriers separating products within a storage area.

Attach more pages if necessary.

22 Have you included copies of your procedures used to prevent contamination/cross-contamination of inputs during receipt and storage?

(see section 6d and 7b of the Facility requirements)

No Please do not submit this form

Yes Go to question 23

Section G: Process flow and manufacturing

This form must include:

- A detailed process flow diagram from receipt of inputs to the release of finished product from the facility.
 - All the equipment used (e.g. conveyors, elevators, augurs, storage bins, scales, front end loaders) must be referenced.

- If a manufacturing step includes heating or the use of steam or pressure please indicate core temperatures reached, pressures reached and duration on the diagram.

If you are a manufacturer, this form must also include:

- Photographs of key processing equipment
- Procedures for measuring and monitoring processing parameters and representative copies of associated records
- Calibration procedures and schedules and representative copies of associated records
- Procedures for finished product inspection and representative copies of associated records.

23 Have you included a detailed process flow diagram?

No Please do not submit this form

Yes Go to question 24

24 Have you included photographs of key processing equipment?

(see sections 5a and 11c of the Facility requirements)

No Please do not submit this form if you are a manufacturer

Yes Go to question 25

25 Please describe any cleaning or preparation of inputs prior to processing.

Attach more pages if necessary.

26 How are processing parameters measured? *(see section 8b of the Facility requirements)*

Please provide a list of all measuring equipment used and their location, resolution, and accuracy.

Attach more pages if necessary.

27 Have you included copies of procedures for monitoring processing parameters? (see sections 8biii and 8d of the Facility requirements)

Please include information on any alarms that alert operators when minimum temperature requirements have failed during processing.

No Please do not submit this form if you are a manufacturer

Yes Go to question 28

28 Have you provided your calibration procedures and schedules for measuring devices? (see section 8c of the Facility requirements)

No Please do not submit this form

Yes Go to question 29

29 Have you included your procedures to prevent contamination/cross-contamination during manufacturing? (see section 7b of the Facility requirements)

These procedures may include flushing, sequencing, inspection, cleaning, lock outs or use of dedicated processing lines.

No Please do not submit this form

Yes Go to Section H

Section H: Handling, storage, and despatch of finished products

This form must include:

- a copy of procedures used to prevent and control potential contamination and cross-contamination during handling, storage and loading of finished products. These procedures may include flushing, sequencing, inspection, cleaning, lock out procedures or separate lines.
- a copy of procedures used for load-out of products from the facility.

30 Please describe how the finished products are handled, stored and loaded out at the facility. (see section 7a and 7b of the Facility requirements)

Please describe:

- the type of storage e.g. vertical (silos) or horizontal (warehouse) storage
- whether other products are co-located in the same structure or area
- the height of any barriers separating products within a storage area
- whether finished products are handled or loaded using dedicated pathways and equipment. If not, please list other products handled.

Attach more pages if necessary.

31 Are finished products sampled and inspected to confirm freedom from contamination? (see section 9ai of the Facility requirements)

No Please do not submit this form

Yes Please provide procedures of finished product inspection.

32 How do the finished products leave the facility?

Clean and new bags

Bulk in shipping containers with clean and new liners

Bulk in unlined shipping containers

Bulk in trucks

Bulk in rail wagons

Bulk in ship's holds

Other

If 'Other', provide details.

33 Have you provided copies of the procedures to prevent contamination/cross-contamination during storage, handling and loading of finished products? (see sections 3bii and 7b of the Facility requirements)

Please include details of how:

- unused packaging including bags and container liners are stored to prevent contamination; and
- conveyances are cleaned prior to loading

No Please do not submit this form

Yes Go to question 34

34 Are the conveyances used for transport of finished products covered?
(see sections 3bii and 7b of the Facility requirements)

No Please do not submit this form

Yes Go to question 35

35 Are conveyances used for transport of finished products dedicated? *(see section 3bii of the Facility requirements)*

Yes Go to Section I

No Please provide details of other cargo types transported below

Section I: Traceability

36 What systems are in place to allow for traceback or trace forward of inputs or final products? *(see sections 7a, 7c and 7d of the Facility requirements)*

Please describe the system in place that records the origin of inputs and distribution of finished products that would enable a full trace-back, trace-forward or recall if required.

Attach more pages if necessary.

Section J: Non-conforming products

37 Do you have procedures in place if contamination of the inputs is detected on receipt? *(see sections 10a and 10b of the Facility requirements)*

Please must include information on corrective actions taken to prevent recurrence of non-conforming inputs .

No Please do not submit this form

Yes Please provide procedures for managing non-conforming inputs.

38 Do you have procedures in place if the finished product is found to be contaminated or not to have met biosecurity specifications?

(see sections 10a, 10b and 10c of the Facility requirements)

Procedures must include:

- Corrective actions taken to prevent recurrence of non-conforming finished products
- When re-work of non-conforming finished products is acceptable
- How the Australian importer will be notified in the event of the export of non-conforming finished products

No Please do not submit this form

Yes Please provide procedures for managing non-conforming finished products.

Section K: Cleaning and maintenance

This form must include:

- Cleaning procedures including frequency of cleaning and the method of cleaning for receival areas, storage, manufacturing areas and equipment, and handling equipment.
- Maintenance procedures including frequency of maintenance, areas to be maintained and the method of maintenance.

39 Have you included your cleaning procedures for the following areas?

(see section 11a of the Facility requirements)

	Yes	No
Receival areas	<input type="checkbox"/>	<input type="checkbox"/>
Storage of inputs	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing areas and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Storage of finished products	<input type="checkbox"/>	<input type="checkbox"/>
Handling equipment	<input type="checkbox"/>	<input type="checkbox"/>
Conveyances (e.g. containers)	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of these then do not submit this form.

40 Have you included your maintenance procedures for the following areas?

(see section 11c of the Facility requirements)

	Yes	No
Receival areas	<input type="checkbox"/>	<input type="checkbox"/>

Storage of inputs	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing areas and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Storage of finished products	<input type="checkbox"/>	<input type="checkbox"/>
Handling equipment	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of these then do not submit this form.

Section L: Pest management

This form must include:

- a copy of the pest management program in place at the facility including the monitoring and control processes for pests including rodents, birds, and insects.
- a site map showing the placement of pest management controls e.g. bait stations, traps, bird netting.
- photographs of the pest management controls used in-situ.

41 Have you included a copy of your Pest Management Program?

(see section 12 of the Facility requirements)

No Please do not submit this form

Yes Go to question 42

42 Have you included a copy of your site map showing placement of pest management controls? *(see section 12 of the Facility requirements)*

No Please do not submit this form

Yes Go to question 43

43 Have you included photographs of the pest management controls used in-situ? *(see section 12 of the Facility requirements)*

No Please do not submit this form

Yes Go Section M

Section M: Declaration

To be completed by the person named in section B of this form.

I declare that the information I have provided is true and correct. I understand that giving false or misleading information is a serious offence.

If I become aware that the information I have provided is incomplete or incorrect, I will notify the Department of Agriculture, Water and the Environment as soon as practicable.

I have read and understood the [privacy notice](#) and [Privacy Policy](#).

Signature (type or sign your name) _____

Date (dd/mm/yyyy) _____

Full name _____

Section N: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual. ‘Personal information’ that is collected under or in accordance with the *Biosecurity Act 2015* is also ‘protected information’ under the Act.

The Department of Agriculture, Water and the Environment collects your ‘protected information’, including personal information in relation to this form, as required under the Biosecurity Act for the purposes of determining import conditions for your animal feed and related purposes. If you fail to provide some or all of the relevant personal information requested in this form, the department may be unable to process the import permit application that relates to this form. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act and under other relevant laws, particularly the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

The department may disclose your personal information to other Australian Government agencies, persons or organisations. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933 (or +61 3 8318 6700 outside Australia).

Attachment 1: Supplier Information Sheet

Supplier Name:

Geographic location	Street address: Town/city: Country:
Type of crop production system	<input type="checkbox"/> Broad-acre <input type="checkbox"/> Small-scale holdings
	<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
Do animals graze the paddocks: - while the crop is growing; or - between crop cycles	<input type="checkbox"/> Yes <input type="checkbox"/> No
Types of animal-derived fertilisers used	<input type="checkbox"/> None <input type="checkbox"/> Blood and bone <input type="checkbox"/> Manure (please specify species of origin e.g. cow) <input type="checkbox"/> Other.....
Form of animal-derived fertilisers	<input type="checkbox"/> Composted <input type="checkbox"/> Processed <input type="checkbox"/> Aged <input type="checkbox"/> Liquid <input type="checkbox"/> Other.....
Application of animal-derived fertilisers	<input type="checkbox"/> Before planting <input type="checkbox"/> During crop growth <input type="checkbox"/> Both
	<input type="checkbox"/> Top-dressed <input type="checkbox"/> Sprayed <input type="checkbox"/> Injected

Audit questionnaire: plant-based animal feed imports

	<input type="checkbox"/> Other.....
Storage of animal-derived fertilisers	<input type="checkbox"/> Enclosed storage <input type="checkbox"/> Open storage
Crop harvest method	<input type="checkbox"/> Hand <input type="checkbox"/> Machinery
Drying	<input type="checkbox"/> None <input type="checkbox"/> Field drying e.g. windrowing/swathing <input type="checkbox"/> Post-harvest - open air drying <input type="checkbox"/> Post-harvest - enclosed drying
Threshing or kernel extraction	<input type="checkbox"/> Post-harvest – on farm <input type="checkbox"/> Post-harvest – intermediate facility <input type="checkbox"/> During harvest <input type="checkbox"/> Not applicable
Post-harvest storage	<input type="checkbox"/> Enclosed – on farm <input type="checkbox"/> Enclosed – intermediate facility <input type="checkbox"/> Open storage – on farm <input type="checkbox"/> Open storage – intermediate facility