



Application for Department of Agriculture, Fisheries and Forestry 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

Mark check boxes with a cross

Illegible / incomplete forms will be returned.

If the space provided is insufficient, please use an additional sheet to provide the necessary information for the relevant section(s) of the application form.

1. Personal Details	
Title	
Surname	
Given Name(s)	
Date of Birth (MM/DD/YYYY)	
To fulfil the 100-points identification requirement, please provide certified copies of your identification documents. Further information on these requirements, including which documents are accepted and how to obtain certified copies, can be found below.	

2. Contact Details			
Residential Address			
State		Post Code	
Postal Address (if same as residential address, write 'As Above')			
State		Post Code	
Phone Number			
Mobile Number			
Email Address			

3. 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, Fisheries and Forestry (the department) on the public Approved Auditor Register.	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

4. Citizenship / Visa Details

I am:

- A citizen of Australia.
- A foreign national holding an appropriate visa which allows me to work in Australia.

In you are not a citizen of Australia, please attach certified copies of your passport and visa allowing you to work in Australia.

5. Approved Auditor identification requirements

Please provide four (4) standard passport photos, one of which will be attached to the Approved Auditor ID Card – see sections 19 & 20 for photo requirements.

Please sign your name in the below box below using BLACK INK before returning your application form. Your signature may be scanned and will appear on your Identity Card.

If your signature is not within the confines of the box the application will be returned.

Signature

6. 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 (Fish only)

Ready to Eat Products (Eggs, Fish & Dairy only)

7. 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.

8. 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
- FBPAUD4002– Communicate and negotiate to conduct food safety audits
- FBPAUD4003– Conduct food safety audits
- FBPAUD4004– Identify, evaluate and control food safety

The Exemplar Global issued units of competency NFS 1-4 will be accepted as equivalent to the above where an auditor is applying for either low or medium risk.

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 processes

* 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.

9. Which State / Territory do you intend to service?	
<input type="checkbox"/> Australian Capital Territory	<input type="checkbox"/> South Australia
<input type="checkbox"/> New South Wales	<input type="checkbox"/> Tasmania
<input type="checkbox"/> Northern Territory	<input type="checkbox"/> Victoria
<input type="checkbox"/> Queensland	<input type="checkbox"/> Western Australia

10. Professional Indemnity Insurance	
Are you covered by Professional Indemnity Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much is your coverage for?	
Who is the insurance provider?	
Please provide certified copies of your insurance certificate.	

11. Disclosure of Conflict of Interest
Please detail any potential or actual conflicts of interest, including services provided under contract or consultancy arrangements (e.g. internal audit/documenting Approved Arrangements) that may arise if you become an Approved Auditor for regulatory audits at export registered establishments. Also, disclose any current, previous, or offered management or control positions related to export registered establishment operations.

12. Pending Criminal Charges / Denial of Approval	
In the past 12 months:	
<ul style="list-style-type: none"> have you been convicted of any criminal offence in any state or federal court? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> 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? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer to either of the above questions is yes, please provide details on a separate sheet	

13. Australian Federal Police National Police Check

Approval as an Approved Auditor is subject to the department's satisfaction that the applicant is a suitable person to be appointed as an Approved Auditor.

As part of the application process, you are required to provide a certified copy of an Australian Federal Police (AFP) National Police Check (NPC). The application form is available from the AFP website at:

www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx

Please download the NPC application form, complete and forward to the AFP. The AFP advises that processing takes up to fifteen (15) working days.

The following information is to be provided on the application for an NPC:

- Section 1 Purpose of NPC – the Code Number is 30.

If you have undergone an APF NPC within the last 2 (two) years a certified copy of that Police certificate will be accepted. Details of any charges or convictions during that time must be provided in section 12.

NOTE: A criminal conviction or pending charge will not automatically exclude you from being appointed as an Approved Auditor. Nonetheless, the department may be concerned that a particular charge or conviction reflects on your fitness to perform the services required or may affect the integrity and reputation of the department.

14. Processing Fee (Non-refundable)

\$513.00 (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.

15. Payment

I have attached a cheque or money order for \$513.00 payable to the department

I authorise the department to debit the processing fee of \$513.00 to my Credit Card

Card Type

Visa

American Express

MasterCard

Card Number

Cardholder's name

Expiry Date

Payment Amount

\$

Cardholders Signature

16. Applicant Declaration

I, (clearly print full name)

being the applicant, apply for approval as an Approved Auditor under division 3, Part 1 of Chapter 9 of the Export Control Act 2020 and confirm that:

- I understand that a 100-point identity check, qualifications check, and other checks will be undertaken by the department as part of the application process.
- 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 on a public register of approved auditors.
- I have read, understood, and will comply with all aspects of the department's 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

17. 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

+61 2 6272 3933

Email

privacy@aff.gov.au

Post

Privacy Contact Officer
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

18. 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 20 and 21 provide guidance on the certification of copies.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Certified copies of 100-point ID check documents provided (section 1) |
| <input type="checkbox"/> | Consented to the publication of my details on the Approved Auditor Register (section 3) |
| <input type="checkbox"/> | Certified copy of Passport and Visa attached, as required (section 4) |
| <input type="checkbox"/> | Four (4) standard passport photographs provided (section 5) |
| <input type="checkbox"/> | Signature block completed (section 5) |
| <input type="checkbox"/> | Evidence of relevant experience, knowledge and qualifications provided (sections 7 and 8) |
| <input type="checkbox"/> | Certified copy of professional indemnity certificate of insurance (section 10) |
| <input type="checkbox"/> | Disclosure of conflict of interest (section 11) |
| <input type="checkbox"/> | Provided details of pending criminal charges or denied applications for approval (section 12) |
| <input type="checkbox"/> | Provided a certified copy of an AFP NPC (section 13) |
| <input type="checkbox"/> | Signed and dated the Applicant Declaration (section 16) |
| <input type="checkbox"/> | All required sections completed |

Completed application form to be sent to:

Dairy, Eggs and Fish Export Program
Department of Agriculture, Fisheries and Forestry
PO Box 858
CANBERRA CITY ACT 2601
or by e-mail to: dairyeggsfish@aff.gov.au

18. Examples of documents to be included for a 100-point identification check

If a document is not in English, it must be accompanied by an official translation of the document from a National Accreditation Authority for Translators & Interpreters (NAATI) accredited provider.

Primary Documents - NOTE: One document must be supplied from this category. No additional points for multiple documents.

Point value	Document Details
70 Points	<p>Document</p> <ul style="list-style-type: none"> • Full Birth Certificate • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

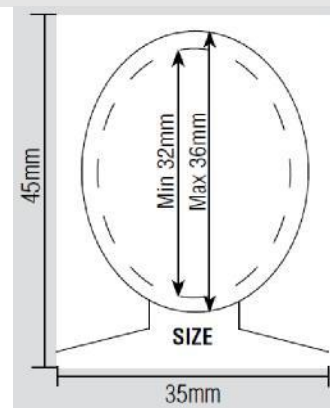
Secondary Documents - NOTE: One document from each point category can be used for the additional point score.

Point value	Document Details
40 Points	<p>Document – must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver license issued by an Australian State or Territory • License or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat license) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's to a financial benefit • An identification card issued to a student at a tertiary education institution
35 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Drivers License • Medicare Card (signature not required on Medicare card) • Membership to a Registered Club • Membership to a Motoring Organisation (i.e. NRMA, RACQ) • EFTPOS Card
25 Points	<p>Document – must have a name and address</p> <ul style="list-style-type: none"> • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • Records of a public utility (phone, water, gas or electricity bill) • Records of a financial institution • A record held under a law other than a law relating to land titles • Lease / rent agreement • Rent receipt from a licensed real estate agent
25 Points	<p>Document – must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of primary, secondary or tertiary educational institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

19. Photo requirements

Photos must:

- be 45mm in height and 35mm in width
- have been taken within the past six (6) months
- be colour, in sharp focus and clear
- have applicant's full name on the back of one of the photos
- have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face)
- show you looking straight at the camera, and your head not tilted
- be taken with a neutral expression (not laughing or frowning) with your mouth closed
- be close up so that the head takes up between 32mm and 36 mm of the photo (see diagram)
- show your eyes clearly through glasses – if you wear them – with no flash reflection off the glasses
- show you without any hat or other head covering (if you wear a head covering for religious reasons, a photograph with you wearing it will be accepted, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown).



20. Guidelines for the certification of Copies of Documentation

A certified document is valid when the certifying officer provides their full name, address, and occupation, as well as their signature and the date of certification. They must also write the following statement on the certified copy "I certify that this is a true and accurate copy of the original document/image sighted by me on [insert date]."

The document must be certified by someone from the approved category of persons, listed on the reverse side of a Statutory Declaration and listed in section 21.

Example:

I certify that this document is an exact copy of the original document I have sighted.

Signature: *D Smith*

Name in full: John David Smith

Occupation: Bank officer with 5 or more continuous years of service

Date: 13 January 2024

21. Approved Categories of Persons

A statutory declaration under the Statutory Declarations Act 1959 may be made before:

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect
Chiropractor
Dentist

Financial adviser
Financial Planner
Legal practitioner

Medical practitioner
Midwife
Migration agent registered under Division 3 of Part 3 of the Migration Act 1958

Nurse
Occupational therapist
Optometrist

Patent attorney
Pharmacist
Physiotherapist

Psychologist
Trade marks attorney
Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

a) a fellow of the National Tax Accountants' Association; or

b) a member of any of the following:

i. Chartered Accountants Australia and New Zealand;

ii. the Association of Taxation and Management Accountants;

iii. CPA Australia;

iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another

item in this list

Employee of the Australian Trade and Investment Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and

(c) exercising the employee's function at that place

Employee of the Commonwealth who is:

(a) at a place outside Australia; and

(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and

(c) exercising the employee's function at that place

Engineer who is:

a) a member of Engineers Australia, other than at the grade of student; or

b) a Registered Professional Engineer of Professionals Australia; or

c) registered as an engineer under a law of the Commonwealth, a State or Territory; or

d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

21. Approved Categories of Persons

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of the Australian Defence Force who is:

a) an officer

b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service

c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

a) the Parliament of the Commonwealth

b) the Parliament of a State

c) a Territory legislature

d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public, including a notary public (however described) exercising functions at a place outside

a) the Commonwealth

b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal

services to the public

Permanent employee of

a) a State or Territory or a State or Territory authority

b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution