Insert Company Letterhead

(must include the company's name AND address)

Biosecurity Risk Management & Contingency Plan Application Form
For Multi-Location Supply Chains (Including Third Party Premises)

This application form is for importers, importing goods from suppliers with **multi-premise supply chains**—including **manufacturing, packaging, transport, storage and loading for export**—across multiple premises. Your detailed response supports the integrity of the **Safeguarding Arrangement Scheme** by preventing the introduction of pests, diseases, or contaminants into Australia.

Purpose

To assess your biosecurity risk management practices, you must provide detailed information about each stage of your supply chain. This includes both your own operations when the goods arrive in Australia, the operations of your supplier and any third-party facilities involved.

What You Need to Do

- Complete this form for each Supplier ID.
  Note: *One form per supply chain pathway. Combined plans for multiple Supplier IDs will not be accepted.*
- Provide concise yet comprehensive responses for each stage of your supply chain.
- Attach any relevant supporting documents (e.g., SOPs, audit reports) and reference them in the appropriate sections.
  Note: *Supporting documentation must be on the Suppliers company letter head, in English, dated and signed by the company representative.*

Third-Party Locations

Where stages of the supply chain are owned and operated by third parties, applicants must either:

- Attach a separate document from the third party to the application submission, detailing their mitigation and contingency measures referencing the document name in the relevant section of this form, **or**
- List the third-party processes directly in the relevant sections of this form **and** reference the attached document from the third party detailing their mitigation and contingency measures.
  Note*: Supporting documentation must be on the third parties company letter head, in English, dated and signed by the company representative.*

Biosecurity Risk Management & Contingency Plan Application Form

General Information & Supply Chain Ownership Structure

Please provide the following details for all key locations involved in your supply chain for goods destined for Australia. For each location, clearly indicate whether it is Company-Owned & Operated or Third-Party Owned & Operated and include the full address.

1. Manufacturing Site:

- **Name of Supplier/Manufacturing Site:** _____
- **Supplier ID:** _____
- **Address:** _____
- **Ownership Type**: ☐ Supplier - Owned & Operated **OR** ☐ Third-Party Owned & Operated

2. Key Transport Companies and Route(s) - list all that apply to this supplier ID:

- **Transport Company Name:** _____
- **Route Description:** _____
- **Ownership Type**: ☐ Supplier - Owned & Operated **OR** ☐ Third-Party Owned & Operated

3. Storage/Loading Facility(ies) - list all that apply to this supplier ID:

- **Name of Facility:** _____
- **Address:** _____
- **Ownership Type**: ☐ Supplier - Owned & Operated **OR** ☐ Third-Party Owned & Operated

4. Australian Unpacking Address(es) - list all that apply to this supplier ID:

- **Name of Facility:** _____
- **Address:** _____
- **Ownership Type:** ☐ Supplier - Owned & Operated **OR** ☐ Third-Party Owned & Operated

Section 1: Mitigation and Contingency process for each stage of the supply chain

1.1.1 Manufacturing Stage (at Manufacturing Site(s))

If providing responses for multiple companies, please ensure you clearly identify the company the process applies to.

Manufacturing processes

- What procedures are in place to inspect incoming raw materials, components, and primary packaging for biosecurity risks (e.g., pests, soil, foreign matter)?
- How are non-compliant or potentially contaminated materials managed upon receipt?
- How do you ensure that goods remain free from biosecurity risks during the manufacturing process?
- Are there specific control points or inspections during production to monitor for pest or other contaminants?
- What pest management protocols are in place for this premise? What is the frequency of these protocols? Please provide most recent pest inspection report.

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1.1.2 Contingency Measures (Manufacturing):

- What specific procedures are followed if a potential biosecurity risk (e.g., pest, contamination) is detected during the manufacturing process or on incoming materials at this site?
- How are affected materials or production lines isolated and contained at this stage?
- What typical corrective actions are taken (e.g., re-cleaning, destruction, re-work)? Do you (or the third party) have access to necessary treatments if required at this stage?

- How is this incident reported internally and externally (including to DAFF) from the manufacturing stage, and how is communication coordinated with other relevant supply chain parties?
- What records are kept regarding biosecurity incidents, findings and corrective actions taken at the manufacturing stage?

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1.2. Internal Transport Stage (from Manufacturing to Storage/Loading)

If providing responses for multiple companies, please ensure you clearly identify the company the process applies to.

1.2.1 Transport controls

- What measures are taken to ensure the cleanliness and pest-free status of vehicles/containers used for transporting goods between your manufacturing and storage facilities?
- How are goods protected from contamination (e.g., from weather, pests, foreign matter) during transit between facilities?
- Are there inspection points or quality checks at the handover between locations to verify goods remain protected?

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1.2.2 Contingency Measures (Internal Transport):

- What specific procedures are followed if a potential biosecurity risk (e.g., pest, contamination, breach) is detected during internal transport or at a handover point between facilities?
- How are affected goods or vehicles isolated and contained during transit or at a handover point?
- What typical corrective actions are taken (e.g., vehicle diversion, re-packaging, cleaning)? Do you (or the third party) have access to necessary treatments if required?
- How is this incident reported internally and externally (including to DAFF) from the internal transport stage, and how is communication coordinated with other relevant supply chain parties?
- What records are kept regarding biosecurity incidents, findings, and corrective actions taken at the internal transport stage?

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1.3.1 Storage Stage (at Storage/Loading Facility(ies))

If providing responses for multiple companies, please ensure you clearly identify the company the process applies to.

a. **Overarching Storage Environment Controls:**
   - Describe how your storage areas are maintained to prevent biosecurity risks (e.g., temperature/humidity controls, segregation from high-risk items, physical barriers against pests).
   - Will the goods be stored in the same facility as other non-safeguarded goods or with other goods from other supply chains/companies?
   - How are goods protected from potential contamination from the external environment or other goods within the facility during storage?
   - Do you utilise indoor, outdoor, or a combination of both for storing goods intended for export to Australia? Please specify for each facility.
   - What pest management protocols are in place for this premise? What is the frequency of these protocols? Please provide most recent pest inspection report.

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b. For indoor storage facilities

- Are the indoor storage areas fully controlled (e.g., enclosed, temperature/humidity controlled, pest-proofed with screens, sealed doors)? Please describe any specific environmental controls in place.
- How are goods protected from potential contamination from the external environment or other goods within the indoor facility during storage (e.g., fully wrapped, covered, in pest-proof containers)?
- Do you have a documented routine for inspecting stored goods and their immediate storage areas (both indoor and outdoor, if applicable)?
- What is the frequency of these inspections for indoor storage areas and goods?
- What is the scope of these inspections (i.e., what specific areas and items are checked for pests, contamination, or damage)?
- What methods are employed during these inspections (e.g., visual checks, trap monitoring, systematic movement of goods, use of inspection checklists)?
- Who performs these inspections (e.g., dedicated internal staff, pest control professionals, third-party auditors)?
- How are inspection findings documented, and how are any detected issues escalated and addressed?
- What is the typical maximum duration that goods intended for export to Australia are stored at this facility?

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c. If outdoor storage is utilised at any point in the supply chain,

- Under what circumstances are the goods stored outdoors? (e.g., routine/regular storage, pending container loading, etc)
- Describe the specific control measures implemented in your outdoor storage areas to protect goods from biosecurity risks.
  This may include:
  - **Site Surface:** What is the type of surface for outdoor storage (e.g., sealed concrete, compacted gravel, natural ground), and how is it maintained to minimize biosecurity risks?
  - **Physical Barriers:** What physical barriers are in place either on or around the goods to prevent pest contamination?
  - **Overhead Protection:** Is there overhead protection (e.g., roofs, durable tarpaulins, solid containerized storage) over goods in outdoor storage?
  - **Vegetation Management:** What are your protocols for regular clearing of surrounding vegetation, weeds, and debris that could harbor pests in outdoor storage areas?
  - **Waste Management:** What protocols are in place for regular and effective waste removal from outdoor storage areas?
- How are goods protected from BMSB and other potential contamination (e.g., pests, weather, soil) while stored outdoors (e.g., fully wrapped in robust material, covered with secure tarpaulins, stored in sealed containers, elevated from the ground)?
- What is the typical maximum duration that goods intended for export to Australia are stored at this facility?
- Do you have a documented routine for inspecting stored goods and their immediate storage areas (both indoor and outdoor, if applicable)?
- What is the frequency of these inspections for outdoor storage areas and goods?

- What is the scope of these inspections (i.e., what specific areas and items are checked for pests, contamination, or damage)?
- What methods are employed during these inspections (e.g., visual checks, trap monitoring, systematic movement of goods, use of inspection checklists)?
- Who performs these inspections (e.g., dedicated internal staff, pest control professionals, third-party auditors)?
- How are inspection findings documented, and how are any detected issues escalated and addressed?
- How are goods segregated, marked, or otherwise managed if contamination is suspected or confirmed during storage?
- Beyond general site pest management, what additional measures are specifically undertaken during routine inspections or continuous monitoring to prevent pest incursions onto or into outdoor stored goods (e.g., regular re-securing of covers, checking for integrity of barriers, targeted baiting/trapping around goods, immediate removal of discovered pests)?

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1.3.2 Contingency Measures (for all storage areas):

- What specific procedures are followed if a potential biosecurity risk (e.g., live pest, unusual contamination) is detected on goods or within the storage facility (indoor or outdoor)?
- How are affected goods, packaging, or storage areas isolated and contained at this stage?
- What typical corrective actions are taken (e.g., re-cleaning, fumigation, destruction, re-packing)? Do you (or the third party) have access to necessary treatments if required for stored goods?
- How is this incident reported internally and externally (including to DAFF) from the storage stage, and how is communication coordinated with other relevant supply chain parties?
- What records are kept regarding biosecurity incidents, findings, and corrective actions taken at the storage stage?

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1.4.1 Packaging Stage (where goods are finally packed for export)

If providing responses for multiple companies, please ensure you clearly identify the company the process applies to.

Packing Controls

- What measures are in place to ensure that packaging materials (e.g., cartons, secondary packaging) are clean and free from pests or contaminants *before* use?
  - If you use timber packaging materials (e.g., pallets, crates), how do you ensure they comply with **ISPM 15 international standards** (e.g., marked with the IPPC stamp)?
  - What steps are taken to prevent the use of contaminated or untreated packaging materials (e.g., straw, bark, untreated wood)?
  - What procedures are in place for regular inspection of stored goods and packaging for signs of pests or contamination?
  - How are goods segregated if contamination is suspected or confirmed during storage?
- What pest management protocols are in place for this premise? What is the frequency of these protocols? Please provide most recent pest inspection report.

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1.3.2 Contingency Measures (Packaging):

- What specific procedures are followed if a potential biosecurity risk (e.g., pest, contamination) is detected during the packaging process or on packaging materials at this site?
- How are affected goods, packaging, or areas isolated and contained at this stage?
- What typical corrective actions are taken (e.g., re-packaging, cleaning, destruction)? Do you (or the third party) have access to necessary treatments if required?
- How is this incident reported internally and externally (including to us) from the packaging stage, and how is communication coordinated with other relevant supply chain parties?
- What records are kept regarding biosecurity incidents, findings, and corrective actions taken at the packaging stage?

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1.6 Unpacking Stage (Once the container arrives in Australia)

If providing responses for multiple companies, please ensure you clearly identify the company the process applies to.

1.6.1 Unpacking / deconsolidation processes in Australia:

- When unpacking is handled in Australia, do you have any specific processes or requirements for the unpacking of containers that would help mitigate biosecurity risks escaping from the container if present (e.g., special handling instructions for packaging, waste disposal)?

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1.6.2. Contingency Measures (Unpacking):

- If a biosecurity risk is detected during unpacking in Australia (by DAFF or our agents), what is your expected communication protocol and level of collaboration to address the issue (e.g., providing information on origin, potential treatments, alternative solutions)?
- What support or information can you provide to assist with corrective actions or investigations related to incidents identified during unpacking?

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Section 2: Overall Biosecurity Governance & Contingency Oversight (Across Your entire Supply Chain)

1. **Staff Training:**
   - Are all supply chain staff trained on biosecurity awareness and their role in preventing contamination throughout all stages and site of the supply chain? If so, briefly describe the training content and frequency for each site.
2. **Detection & Reporting:**
   - What procedures are followed if BMSB or other potential biosecurity risk (e.g., live pest, unusual contamination) is detected on goods, packaging, or within any facility at *any* stage before export?
   - Who is responsible for reporting such findings internally and externally (e.g., to DAFF)?
   - How are biosecurity incidents communicated effectively between your different facilities (e.g., from manufacturing to storage, or to the export team) to ensure a coordinated response?
3. **Record Keeping:**

- What records are kept regarding biosecurity inspections, findings, and corrective actions taken for any identified risks at each location and for each stage of the supply chain?

4. Post-Incident Review:

- Do you have a process for reviewing biosecurity incidents and updating procedures across your multi-locational supply chain to prevent recurrence?

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Company representative signature: _____

Printed name: _____

Company position: _____

Date: _____