

Insert Company Letterhead  
(must include the company's name AND address)

## Biosecurity Risk Management & Contingency Plan Application Form For Single-Location Supply Chains

This application form is for importers, importing goods from suppliers with **single-premise supply chains**—including **manufacturing, packaging, transport, storage and loading for export**—conducted on one premises. Your detailed response supports the integrity of the **Safeguarding Arrangements 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, and the operations of your supplier.

### 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 Supplier 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 the Supplier location and Australian unpacking locations

Supplier Name: \_\_\_\_\_

Supplier ID: \_\_\_\_\_

Supplier address: \_\_\_\_\_  
\_\_\_\_\_

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

- Name of Facility: \_\_\_\_\_
- Address: \_\_\_\_\_
- Ownership Type: ☐ Importer - Owned & Operated    **OR**    ☐ Third-Party Owned & Operated

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

### 1. Manufacturing Stage (at Manufacturing Site(s))

When 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.

**RESPONSE:** \_\_\_\_\_

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## **1.2. Internal movement Stage (from Manufacturing to Storage location)**

### **Internal 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?
- Is the storage building separate from the manufacture building?
  - Will the goods require movement outdoors to reach the storage building?
  - How are goods protected from contamination (e.g., from weather, pests, foreign matter) during transit between facilities?

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### 1.3. Storage Stage (at Storage/Loading)

#### 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.

RESPONSE: \_\_\_\_\_

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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?

RESPONSE: \_\_\_\_\_

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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)?

**RESPONSE: (only required if goods are stored outdoors at any point of the supply chain)** \_\_\_\_\_

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#### **1.4 Packaging Stage (where goods are finally prepared for export)**

##### **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.

**RESPONSE:** \_\_\_\_\_

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#### **1.6. Unpacking Stage (Once the container arrives in Australia)**

**Facility Names and addresses:** \_\_\_\_\_

Where multiple facilities are listed, please identify the processes undertaken at each facility.

#### **Unpacking / deconsolidation processes in Australia:**

- While unpacking is handled in Australia, do you have any specific processes or requirements for the unpacking process that would help mitigate biosecurity risks (e.g., special handling instructions for packaging, waste disposal)?



RESPONSE: \_\_\_\_\_

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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? If so, briefly describe the training content and frequency for each site.

### 2. Pest management:

- What pest management protocols are in place for this premise? What is the frequency of these protocols? Please provide most recent pest inspection report.

### 3. 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?

### 4. 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?
- Contingency Measures (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?

**5. Contingency Measures (Unpacking) of the Australian based locations:**

- If a biosecurity risk is detected during unpacking in Australia (by us 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?
- 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?

**6. Post-Incident Review:**

- Do you have a process for reviewing biosecurity incidents and updating procedures across your multi-locational supply chain to prevent recurrence?
- What records are kept regarding biosecurity incidents, findings, and corrective actions taken at the storage stage? 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?
- How are incidents reported internally and externally (including to us), and how is communication coordinated with other relevant supply chain parties?

**RESPONSE:** \_\_\_\_\_

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Company representative signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Company position: \_\_\_\_\_

Date: \_\_\_\_\_