



March 2026

## *Inorganic Fertiliser Management Policy suite*

# Attachment 2: Independent third-party on-site audit template

Under the [Imported Inorganic Fertiliser Management Policy](#), the department requires entities seeking Level 1 or Level 2 registration to undergo pre-registration and regular audits to ensure they can effectively manage biosecurity risks across their supply chain.

The independent third-party on-site audit assures the department that Level 1 and Level 2 registered entities have the necessary systems, processes and agreements in place to effectively manage biosecurity risks. The audit confirms these measures have been verified by a suitably qualified auditor and are being implemented in line with the information assessed and approved by the department.

This template outlines the minimum auditing requirements set out by the department.

Email audits in English to our Audit and Assurance Branch at [AuditServices@aff.gov.au](mailto:AuditServices@aff.gov.au).

For more information about auditing requirements, see [Imported Inorganic Fertiliser Management Policy](#) or email [AuditServices@aff.gov.au](mailto:AuditServices@aff.gov.au).

## Inorganic fertiliser entity details

Name of offshore entity	[insert details]
Physical address of entity	[insert details]
Google Earth URL	[insert details]
Contact email address (generic)	[insert details]

## Independent third-party audit details

Audit reference number	[insert details]
Name of auditing company	[insert details]
Name of auditor	[insert details]
Contact email address	[insert details]
Date audit began (dd/mm/yyyy)	[insert details]
Time audit began (24-hr 00:00 hrs)	[insert details]
Comments	[insert details]
Date audit completed (dd/mm/yyyy)	[insert details]
Time audit completed (24-hr 00:00 hrs)	[insert details]
Comments	[insert details]

## Inorganic fertiliser source details

Provide photographic evidence where possible.

<b>Types of fertilisers manufactured by entity</b>	<b>Source of fertiliser – include product name, city and country</b>	<b>Mined or chemically or synthetically produced</b>	<b>Is fertiliser sourced and manufactured at same location? If yes, describe storage conditions for raw product (e.g. undercover in warehouse) before manufacturing or processing</b>	<b>How is fertiliser segregated from other products or potential contaminants at source location?</b>
[insert details of fertiliser 1]	[insert details]	[insert details]	[insert details]	[insert details]
[insert details of fertiliser 2]	[insert details]	[insert details]	[insert details]	[insert details]
[insert details of fertiliser 3]	[insert details]	[insert details]	[insert details]	[insert details]
[insert details of fertiliser 4]	[insert details]	[insert details]	[insert details]	[insert details]

## Manufacturing, storage and loading details

Provide photographic evidence where possible.

<b>How is raw product transported to manufacturing location?</b>	[insert details]
<b>How does entity reduce risk of contamination to product during transport?</b>	[insert details]
<b>Is raw product received bagged or loose? If bagged, are bags clean and new?</b>	[insert details]
<b>Is raw product receival area clean and free from contaminants?</b>	[insert details]
<b>Is receival area inspected by staff prior to receiving product?</b>	[insert details]
<b>What conditions is the raw product stored in prior to manufacturing (e.g. under cover, warehoused or outside and exposed, storage surface impermeable)?</b>	[insert details]
<b>How are raw products segregated from each other or other products to reduce risk of contamination?</b>	[insert details]
<b>Is fertiliser screened prior to manufacturing? If so, how is this achieved?</b>	[insert details]
<b>Provide details of the manufacturing systems used onsite (e.g. pay loaders, conveyor systems).</b>	[insert details]
<b>Are manufacturing systems used onsite clean and free from contamination?</b>	[insert details]
<b>Is the fertiliser screened for contaminants during or following manufacture? If so, outline how this is achieved.</b>	[insert details]

Attachment 2: Independent third-party on-site audit template

<p><b>What conditions is fertiliser stored in following manufacture (e.g. under cover, warehoused or outside and exposed)?</b></p> <p><b>Is the storage surface impermeable (e.g. solid concrete)?</b></p>	[insert details]
<p><b>How are manufactured products segregated from other products to reduce risk of contamination?</b></p>	[insert details]
<p><b>What other goods are manufactured or handled onsite?</b></p>	[insert details]
<p><b>Do any other products manufactured or handled onsite present a possible contamination risk?</b></p> <p><b>What are these products and how is this risk being managed?</b></p>	[insert details]
<p><b>Do any vehicles using the site present a contamination risk to inorganic fertiliser onsite?</b></p> <p><b>If so, how is this risk managed?</b></p>	[insert details]
<p><b>Is manufacturing site in an overall clean and tidy state?</b></p>	[insert details]
<p><b>Is fertiliser moved to an intermediate site for storage prior to export to Australia?</b></p>	[insert details]
<p><b>If fertiliser is moved to an intermediate site prior to export, what type of site is this (e.g. terminal storage, container terminal, storage shed at port)?</b></p>	[insert details]
<p><b>Physical address of intermediate sites</b></p>	[insert details]
<p><b>Google Earth URL of intermediate sites</b></p>	[insert details]
<p><b>Is storage or receiving area inspected prior to receiving product? If so, who performs this inspection?</b></p>	[insert details]
<p><b>Is manufactured product inspected at storage site prior to loading? If so, who performs this inspection?</b></p>	[insert details]
<p><b>Is storage or receival area cleaned in between cargoes? If so, who performs this?</b></p>	[insert details]
<p><b>Is the storage or receival area inspected between cargoes? If so, who performs this inspection?</b></p>	[insert details]
<p><b>How does entity maintain storage area to prevent contamination of fertilisers intended for export to Australia?</b></p>	[insert details]
<p><b>Outline storage conditions, including any terminal storage, container terminals and cleaning processes.</b></p> <p><b>Are the areas clean and free of contaminants?</b></p>	[insert details]
<p><b>Outline container or vessel loading facilities, including bottom dumpers, hoppers, grabs,</b></p>	[insert details]

front-end loaders, conveyor belts and any other transfer equipment.

Are the areas clean and free from contaminants?

If containers are used to export fertiliser, does entity: [insert details]

- have control over storage conditions of containers
- inspect containers prior to loading
- have a rejection policy in place for containers that are damaged or contaminated?

Is storage area (or nearby storage areas) used to store products other than the inorganic fertilisers manufactured by the entity? [insert details]

If so, list these products.

Does the port or wharf load any bulk in-ships-hold commodities other than inorganic fertiliser? [insert details]

What berths are used for the export of the inorganic fertiliser? [insert details]

## Contamination risk management and staff training

Outline supply chain contamination risk mitigation processes for each site, including how entity reduces contamination risk. Source: [insert details]  
 Manufacturer: [insert details]  
 Storage: [insert details]  
 Transport: [insert details]  
 Loading: [insert details]

Does entity have evidence of staff training procedures relating to contamination risk mitigation? If so, how is this monitored and recorded? [insert details]

Outline supply chain contamination contingency processes for each site, including how entity responds to, or would respond to, contamination incidents if they occur. Source: [insert details]  
 Manufacturer: [insert details]  
 Storage: [insert details]  
 Transport: [insert details]  
 Loading: [insert details]

Does entity have evidence of staff training procedures relating to contamination contingency plans for each site? If so, how is this monitored and recorded? [insert details]

Does entity undertake regular pest or vermin inspection and treatment activities? [insert details]

Does entity maintain records of contamination concerns? [insert details]

## Auditor declaration

I hereby declare that the information provided is true and correct at the time of auditing.

Lead auditor full name (printed)

Signature

\_\_\_\_\_

\_\_\_\_\_

Date (dd/mm/yyyy)

\_\_\_\_\_

## Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture, Fisheries and Forestry collects the personal information of offshore inorganic fertiliser manufacturing or supplying entities and their Australian sponsor representatives, in relation to this audit, for the purposes of determining the suitability for registration of these offshore entities to receive reduced intervention of exported consignments on arrival in Australia.

If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be handled in accordance with the Australian Privacy Principles. We are unlikely to disclose your information overseas.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or make a complaint. Alternatively, email our Privacy Officer at [Privacy@aff.gov.au](mailto:Privacy@aff.gov.au).

### Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia’s agriculture, fisheries and forestry industries.

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