



Production questionnaire: plant-based fertiliser

Form approved under the *Biosecurity Act 2015*

Section A: General information

Purpose of this form This form is for completion by facilities involved in the manufacture and export of plant-based fertiliser to Australia. Each facility must complete a separate copy of this form. Submit this form at the same time or following lodgement of the import permit application.

Plant-based fertilisers include:

- foliar fertilisers
- non-mineralised humic-based fertilisers
- soil conditioners
- compost
- growing media.

Before completing this form Ensure you understand Australia's:

- [import requirements for plant-based fertiliser](#)
- [minimum document and import declaration requirements policy](#).

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:

- relevant quality assurance and compliance certification
- a flowchart showing the product manufacturing process
- if relevant, a sample product label or tag.

To submit this form

Option 1 (preferred)

Forward your completed form to the Australian importer for inclusion in their permit application.

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 Facility's name (legal entity name)

2 Facility's physical address

3 Previous import permit reference number (if applicable)

4 Current import permit application reference number (if known)

5 Person authorised to sign this form

Given name(s) _____ Family name _____

Job title/position in company _____

Work phone _____ Mobile phone _____

Email _____ Fax _____



Section C: Product ingredients

6 For each product intended for export to Australia, list all ingredients, their origin, country of origin and percentages in the product and provide processing details if known. (insert more rows if necessary)

Note: Percentages must add up to 100%

Product name	Product form (liquid or solid)	Ingredient name	Origin (animal, plant, microbial, mineral, synthetic, or chemical)	Species of origin (if applicable)	Country of origin (where the plant/animal was grown, or the mineral ingredient is mined)	Percentage (%) in product	Processing details Processing may include milling, boiling, drying, refining and extraction. For any heat treatment, please provide minimum times and temperatures. Provide supporting document as attachments.



7 For any ingredient derived from a fermentation process, please provide production details. (insert more rows if necessary)

Names of the fermentation ingredient	Composition of the culture media	Method of sterilising the culture media including times and temperatures (e.g. autoclave sterilisation at 121°C for 20 minutes)	Method of harvest, extraction and/or purification

8 Do you store, handle or process any material of animal origin, including marine animals and dairy on site? (select 1 box)

No Go to Section D

Yes Please provide details. (insert more rows if necessary)

Name of the animal material	Country of origin of the animal material	Processing method if known	How is this animal material stored and handled?	Is this animal material processed on the same production line as used to process the product for export to Australia? If yes, please provide further information about how to prevent cross contamination

Section D: Manufacturing

9 Have you included a flowchart showing the manufacturing process? (select 1 box)

Yes Go to next question

No Please provide details

10 Has the product been subject to any heat/pressure treatment during the manufacturing process?

No Go to next question

Yes For each heat/pressure treatment, please describe in as much detail as possible (attach more pages if necessary):

- equipment used and type of heat/pressure applied (e.g. moist, dry)
- type and location of temperature/pressure gauges (e.g. inlet, outlet, air or product measurement)
- product minimum core temperature on entry and exit for each heating process
- minimum product core temperatures and exposure duration/retention time for each step heating is applied
- water content of product at the beginning and end of each heating step (if known)
- pressure (in bars or kilopascals) applied to the product and duration during any heating step
- any grinding or chopping **including** the maximum particle size in mm or the meshscreen size the product will pass.

11 Has the product been subject to any chemical treatment during the manufacturing process?

No Go to next question

Yes For each chemical treatment, please describe in as much detail as possible (attach more pages if necessary):

- purpose of the treatment including the relevant step where it is applied
 - the chemical used, concentration of the chemical in the product following its addition and duration/exposure time of the treatment
 - for acid or alkali treatments, the pH of the product during treatment and duration the product is held at this pH
 - procedure used to remove or neutralise the chemical following treatment if applicable.
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12 Is the water used during production and cleaning from a potable (safe to drink) source? (select 1 box)

Yes Go to Section E

No Please provide details

Section E: Packaging and exporting

13 Is the product packaged at the manufacturing facility? (select 1 box)

Yes Go to next question

No Provide details regarding how the product is transported to the packaging facility and what measures are taken to prevent cross contamination during the transportation. **Note**, the packaging facility must complete a separate copy of this form. (attach more pages if necessary)

14 Is the product packed and sealed in clean, new packaging? (select 1 box)

Yes Go to next question

No Please provide details

15 Specify the packaging types and size

For example, 500 gram packets, 5 kilogram bags, 1,000 litre tote bags or 50 litre drums.

16 Does the product have a label or tag? (select 1 box)

No Go to Section F

Yes Please attach a sample copy

Section F: Quality assurance and compliance certification

17 What quality assurance and compliance certification does the facility hold? (select 1 or more boxes and provide a copy)

- Facility is approved and certified against a code of Good Manufacturing Practice
 - Facility is approved and certified against a quality system (e.g. ISO 9001:2015 or HACCP)
 - Facility is inspected and approved by the relevant national or regional veterinary service or department of animal health
 - Facility is inspected and approved by the relevant national or regional department of agriculture
 - Facility is inspected and approved by an independent auditing company
 - Facility is approved and certified against an organic standard or code of practice
 - Other, including self-regulatory quality assurance programs. Please provide details.
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Section G: Facility's declaration

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

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 H: 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 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 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 2015*.

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).