



Production questionnaire: Third-party facility – Plant-Based Goods for Environmental Purposes

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 handling (e.g. storage and packaging) and export of goods for environmental purposes. 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.

The completed form must include

English language versions of:

- ☐ relevant quality assurance and compliance certification
- ☐ flowchart showing the product handling process
- ☐ a sample product label or tag.

All documentation supplied in support of an import permit application is required to meet the [Minimum documentary and import declaration requirements policy - DAFF](#)

More information

Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)
Email imports@aff.gov.au
Web www.agriculture.gov.au

Please note: This form will only be accepted if all sections are completed, and it is signed and dated within 6 months of the application submission.

Section B: Function of the third-party facility

1. Select which option(s) best describes the function performed at the facility:

- ☐ Warehouse storage only
- ☐ Manufacture/ further processing
- ☐ Packaging product into the final retail packaging
- ☐ Re-packaging
- ☐ Other (provide details)

Section C: Facility details

2. Name and address of the third-party facility:

Facility name		
Address: <i>(Include City and Country)</i>	No. Street. City. State. Country. Postcode	
Phone:		
Email:		
Authorised person to sign this form <i>(must be an employee of the facility)</i>	Full name:	Position in company/Job title:

Section D: Product details - Products on the application

3. Product name(s): _____

4. Attach a flow chart and/or provide a detailed description of the process at the third-party facility in the box below or as an additional document:

5. Provide details of how the product is handled at the facility (including how the product is inspected and received).

6. Is the product packed and sealed in clean, new packaging?

(Note: Recycled IBC's are not considered new packaging.)

- ☐ Yes.
- ☐ No. Provide details on the packaging below.

7. Does this product have a label or tag?

☐ Yes. Provide a copy of the label or tag in the box below or as an additional document.

☐ No. Explain how the product can be visually identified in the box below.

8. Does the manufacturing facility store, handle or process any **animal material**? Material of terrestrial, avian or marine animal origin (e.g. dairy, oils, protein meals)?

① Animal material can be a source of contamination of product destined for the Australian market. A biosecurity risk assessment will include a review of measures that are in place to mitigate this risk.

- ☐ No. Continue to question 10.
- ☐ Yes. Provide details below. (Insert additional rows if required)

Name of the animal material	Species of origin <i>Provide genus and species name e.g. - Bos taurus</i>	Country of origin <i>Please note: EU is not a country</i>	Product form <i>e.g. powder, liquid)</i>	How is this animal material stored and handled at the site?	Is this animal material processed on the same production line as that used to produce goods for the Australian market?	If yes, provide information about any controls in place to prevent cross-contamination with product for Australia.

9. What cleaning processes are used on the production line at the facility between handling of different products to prevent cross-contamination?

10. Does the manufacturing facility store, handle or process whole **seeds and/or grains** that are not a part of the product?

① Plant material can be a source of contamination of product destined for the Australian market. A biosecurity risk assessment will include a review of measures that are in place to mitigate this risk.

- ☐ No. Continue to question 12
- ☐ Yes. Provide details below. (Insert additional rows if required)

Name of the seed or grain	Species of origin <i>Provide genus and species name</i> <i>e.g.</i> <i>- Panicum miliaceum</i>	Country of origin <i>- Please note: EU is not a country</i>	Product form <i>e.g. powder, liquid)</i>	How is this seed or grain material stored and handled at the site?	Is the seed or grain processed on the same production line as that used to produce goods for the Australian market?	If yes, provide information about any controls in place to prevent cross-contamination with product for Australia.

11. What cleaning processes are used on the production line at the facility between handling of different products to prevent cross-contamination?

Section E: Quality assurance and compliance certification

You may need to provide proof that manufacturing facility is certified compliant with a code of Good Manufacturing Practice (GMP), Standard operating Procedures (SoP), cleaning procedures and/or other quality management system (e.g. GMP+, ISO, HACCP, government registration, licenses).

NOTE: This can include an excerpt from the quality manual, or a list of standard operating procedures relating to quality assurance, quality control and change control.

12. Please advise that you can provide these certificates if required.

☐ Yes.

☐ No. Provide details of internal quality management systems in place at the manufacturing facility below:

Section F: Transport and logistics

13. Provide details about how the product is transported to the point of export and what measures are taken to prevent cross contamination during transport.

Section G: Privacy notice

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

By completing and submitting this form, you consent to the collection of all personal information contained in this form. The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form, as required under the *Biosecurity Act 2015*, for the purposes of assessing your application and related purposes. 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 Australian Government agencies, persons, or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be handled in accordance with the Australian Privacy Principles and the Biosecurity Act 2015.

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.

Section H: Facility declaration

To be completed by the authorised person listed in Section C of this questionnaire.

By submitting this form, the applicant declares the information provided is true and correct at the time of submission and that it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to an Australian Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months’ imprisonment.

I will notify the Australian Government Department of Agriculture, Fisheries and Forestry as soon as possible if I become aware that the information I have provided is incomplete or incorrect.

I have read and understood the privacy notice and privacy policy.

Full name _____

Signature _____

Date (dd/mm/yyyy) _____