



Processing questionnaire: imported plant material

Form approved under the *Biosecurity Act 2015*

Section A: General information

Purpose of this form To obtain information from facilities seeking to apply for an approved arrangement (AA) class 3.0 for [processing imported plant material on arrival in Australia](#). Submit the form **before** applying for an approved arrangement. If you also require an import permit please submit this form at the same time or following lodgement of your import permit application.

Information provided on this form will be used to:

- determine whether the biosecurity risks associated with the proposed import can be managed to achieve [Australia's appropriate level of protection](#) through processing at the facility; and if so
- to develop conditions that must be met to be an approved arrangement.

Before completing this form Ensure you understand our:

- import conditions for plant material requiring processing as outlined on the department's [Biosecurity Import Conditions system \(BICON\)](#).
- [approved arrangement class 3.0 conditions](#).

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:

- ☐ Site plan
- ☐ Current photographs of each of the areas indicated on the site plan
- ☐ Detailed process flow diagram
- ☐ Photographs of key processing equipment
- ☐ Details of key processing steps

To submit this form

Post or email the completed form (referencing the import permit application number where relevant) to:

Plant Import Operations
Department of Agriculture, Water and the Environment
GPO Box 858
Canberra ACT 2601

Email imports@agriculture.gov.au (Please put 'attention: plant tier 2' in the subject line).

More information

Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)
www.agriculture.gov.au

Section B: Facility details

1 Facility's name (legal entity name)

2 Facility's address

Street address _____

Town/city _____ Country _____ Postcode _____

3 Person authorised to sign this form

Given name(s) _____ Family name _____

Job title/position in company _____

Work phone _____ Mobile phone _____

Email _____ Fax _____

Section C: Quality assurance and compliance certification

4 What quality assurance and compliance certification does the facility hold? (select 1 or more boxes)

☐ Good Manufacturing Practice certification

☐ HACCP certification

☐ ISO 22000:2018 – Food Safety Management

☐ ISO 9001:2015 – Quality Management Systems

☐ Other (please describe how operational procedures and training are managed)

Section D: Site plan and photos

This form must also include a site plan that clearly indicates the receipt and intake areas, flow/transfer paths, storage areas for inputs and finished products, processing areas, waste collection areas, loading and dispatch areas, site entry points, access roads, and the function and location of other structures on the site. This form must also include current photographs of each of the areas indicated on the site plan.

5 Have you included a site plan?

No ☐ Please do not submit this form

Yes ☐ Go to question 6

6 Have you included current photographs of the site?

No ☐ Please do not submit this form

Yes ☐ Go to question 7

Section E: Site details

7 Provide details of all land uses adjacent to the facility

Please include supporting information e.g. map of the surrounding area, names of any occupying businesses.

8 Are animals kept on site at the facility?

No ☐ Go to question 9

Yes ☐ Provide details below

Section F: Inputs and outputs

9 Provide details of all imported inputs that the facility uses or stores. (insert more rows if necessary)

Please include any imported inputs that have been purchased from domestic suppliers.

Input	Country of origin	Supplier name	Import Permit Number (if known)

10 Provide details of all Australian origin inputs that the facility uses or stores. (insert more rows if necessary)

Input	Supplier name

11 Provide details of all outputs that the facility produces. (insert more rows if necessary)

Please include finished products, by-products and waste products.

Output	Derived from inputs that have been or will be imported? If yes, please indicate which imported inputs.	Proposed end use

Section G: Receival and storage of inputs**12 Please describe how imported inputs will be unloaded from conveyances and where they will be stored at the facility.**

Please include whether domestic products will be stored in the same structure or area.

Attach more pages if necessary.

13 How will imported inputs be stored until required for processing?

Transferred into bulk storage (e.g. into silos) ☐

Stored in original bags ☐

14 Please list any handling equipment or storages that will handle both domestic and imported inputs.

Attach more pages if necessary.

15 Please describe existing controls to manage dust during handling of inputs.

Attach more pages if necessary.

16 Please describe existing or proposed controls to manage cross-contamination of imported and domestic inputs.

Section H: Processing details

This form must include:

- A detailed process flow diagram from receipt of inputs to the release of outputs from the facility
 - All the equipment used (e.g. conveyors, elevators, augurs, storage bins, scales, front end loaders) must be referenced.
 - If a processing step includes heating or the use of steam or pressure please indicate core temperatures reached, pressures reached and duration on the diagram.
- Photographs of key processing equipment
- Details of any thermal, chemical, mechanical or propagation processes

17 Have you included a detailed process flow diagram and photographs of key processing equipment?

No ☐ Please do not submit this form

Yes ☐ Go to question 18

18 Please describe any cleaning or preparation of inputs prior to processing.

Attach more pages if necessary.

19 Which processes are used? (select 1 or more boxes)

- | | |
|--|--|
| Heat | <input type="checkbox"/> Go to question 20 |
| Chemical | <input type="checkbox"/> Go to question 21 |
| Mechanical | <input type="checkbox"/> Go to question 22 |
| Production of sprouts and microgreens | <input type="checkbox"/> Go to question 23 |
| Other (attach more pages if necessary) | <input type="checkbox"/> Provide details below |
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-
-

20 Heat (attach more pages if necessary)

For each heating step, describe:

- equipment used, such as batch heater or conveyor system
 - type of heat applied, such as moist or dry heat
 - product minimum temperature (in Celsius) on entry and exit for each heating process
 - product minimum temperatures (in Celsius) achieved and the duration (in minutes or hours) the product is held at this temperature
 - if applicable, the water content of the product at the beginning and end of each heating step.
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21 Chemical (attach more pages if necessary)

For each chemical process, describe:

- the purpose of the chemical and the chemical used
 - concentration of the chemical and the duration or exposure time (in minutes or hours) of the treatment
 - for acid or alkali treatments, the pH of the product during treatment and duration the product is held at this pH
-

22 Mechanical (attach more pages if necessary)

Describe any milling, grinding or chopping treatments. Include the maximum particle size (in millimetres) or the size of mesh screen that the product will pass through.

23 Production of sprouts and microgreens (attach more pages if necessary)

For the process of using imported seeds for production of sprouts and microgreens for human consumption, please describe:

- how imported seeds are germinated and grown including details of pre-germination disinfection treatments, production systems and growing media
 - how and when sprouts or micro-greens are harvested
 - how production with imported and domestic material will be segregated
 - How plant diseases are monitored and managed during production
 - Controls to prevent contamination of harvested sprouts or micro-greens with un-germinated seed
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24 How are processing parameters measured and monitored?

Please provide a list of all measuring equipment used and their location, resolution and accuracy.

Please include information on any alarms that alert operators when minimum requirements have failed during processing.

Attach more pages if necessary.

25 Will domestic inputs be handled using the same processing equipment?

No ☐ Go to question 26

Yes ☐ Please indicate:

- if domestic inputs will be handled and processed the same as imported inputs; **OR**
- how equipment will be cleaned or flushed between use with imported and domestic inputs.

Attach more pages if necessary.

26 Describe how outputs are packaged and stored.

Attach more pages if necessary.

Section I: By-products and waste

27 Please describe how by-products and waste are currently managed or disposed of.

Please include whether by-products and waste are currently sold for animal feed, fertiliser or green waste/compost.

Attach more pages if necessary.

Section J: 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 K: 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 Act.

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 2 6272 3933 (or +61 3 8318 6700 or 1800 900 090 for outside Australia).