Production questionnaire: Goods for Animal Consumption, Animal Cosmetic Use or 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 manufacture and export of goods to Australia for animal feed, animal cosmetic use and environmental purposes. Each manufacturing 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 manufacturing process ☐ a sample product label or tag. All documentation supplied in support of an import permit application is required to meet the department's minimum documentary and import declaration requirements policy
More information	Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Email imports@agriculture.gov.au Web agriculture.gov.au

Section B: Preliminary information

1. How will the product be used in Australia? Please select all relevant options:

ⓘ How goods are used once they are imported into Australia is relevant to the level of biosecurity risk associated with those goods and the conditions needed to mitigate this risk.

☐ Aquaculture, aquatic bait

☐ Food for pet fish in enclosed aquaria

☐ Stockfeed

☐ Bulk for further processing

☐ Pet food

☐ Cosmetic use or soap

☐ Environmental purposes (including baits and lures for pest animal control, biological control agents, bioremediation agents, detergents, fertiliser, herbicides, insecticides, and pesticides)

☐ Other (provide details)

Section C: Facility details

2. Where is the product manufactured? (Please provide name and address of the facility)

Facility name		
Address: *(Include City and Country)*		
Phone:		
Email:		
Authorised person to sign this form *(must be an employee of the facility)*	**Full name:**	**Position in company/Job title**

Section D: Product details

3. Product name(s): _____

4. Product ingredients – Provide the list of ingredients for each product exported to Australia (insert additional rows if required).

ⓘ The ingredients in a product define the scope of the department's risk assessment. Different ingredients present a different biosecurity risk based on their origin (synthetic/biological, species, country) and how the ingredient is produced. Certain treatments (e.g. thermal processes) can be expected to have a noxious effect on potential contaminating infectious agents.

Product name	**Product form** *(Liquid or solid)*	**Ingredient name**	**Origin of ingredient** *(Animal, plant, microbial, mineral, synthetic, or chemical)*	**Species of origin** *(Provide genus and species name* of biological ingredients *e.g. Saccharomyces cerevisiae, Bos taurus)*	**Country of origin** *(Where the plant/animal was grown, or the mineral ingredient is mined)* ***Please note: EU is not a country***	**Percentage (%) of the product (percentages should add up to 100%)**	**Processing details** *(Processing may include milling, boiling, drying, refining and extraction.* *For any heat treatment, please provide minimum times and **core** temperatures achieved.* *Provide supporting documents as attachments.)*

5. Are any of the ingredients derived from microbial propagation (e.g. bacterial cultures, enzymes derived from microbes)?

☐ No. Continue to question 7.

☐ Yes.

6. Provide production details for ingredients derived from microbial propagation. (Insert additional rows as required or attach supporting documents)

ⓘ Microorganisms grown at an industrial scale are commonly used to produce commercial goods (e.g. amino acids, vitamins, enzymes). The manufacturer must provide information about the growth media, sterilisation processes, and processes of purification to allow assessors to quantify the level of biosecurity risk. Certain infectious agents (e.g. prions) are resistant to standard processing techniques. If different media are used for storage, mother stock, working seed, and production of the microbial culture, provide a different table for each.

Names of the microbial ingredient *(As listed in question 4)*	**List all ingredients contained in the growth media**	**Origin of culture media ingredients (animal, plant, mineral synthetic or chemical)**	**Country of origin**	**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**
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				
	1.				
	2.				
	3.				

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

ⓘ *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 8.

☐ Yes. Provide details below. (Insert additional rows if required)

Name of the animal material	**Species of origin** *(Provide genus and species name e.g. Bos taurus)*	**Country of origin of the animal material**	**Product form** *(e.g. powder, liquid)*	**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.**

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

ⓘ *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 9.

☐ Yes. Provide details below. (Insert additional rows if required)

Name of the whole seed/ grain of plant origin *(e.g. wheat, maize, soybeans, etc.)*	**Country of origin**

Section E: Manufacturing process

9. Attach a flow chart of production and/or provide a detailed description of the manufacturing process below.
   Include in the description a reference to all facilities involved in the supply chain, including manufacturers, storage warehouses, packaging facilities, etc.

ⓘ Manufacturing processes may include heat and/or chemical treatments that can have a noxious effect on any contaminating infectious agents. A detailed assessment of treatment processes as they relate to individual ingredients in a product can change conditions required to mitigate biosecurity risk or change the outcome of the biosecurity risk assessment. Supporting documents must be signed and dated within 6 months of the date of application submission.

10. Has the product been treated using heat and/or pressure during the manufacturing process?

☐ No.

☐ Yes. Provide details below, including:

a) Equipment used, such as batch heater or conveyor system.
b) The type of heat applied (i.e. moist or dry heat).
c) Minimum core temperatures of the product (in degrees Celsius or Fahrenheit) and the duration (hours, minutes) the product is held at this temperature.
d) The water content of the product at the beginning and end of each heating step.

11. Has the product been treated using chemicals during the manufacturing process?

☐ No.

☐ Yes. Provide details below, including:

a) The purpose of the chemical treatment and the chemical used.
b) The concentration of the chemical and the duration or exposure time (hours, minutes) of the treatment.
c) For acid or alkali treatments, the pH of the product during treatment and exposure time of the treatment.
d) The procedure used to remove or neutralise the chemical following treatment, if applicable.

12. Have ingredients in the product been subjected to mechanical treatment/s during the manufacturing process (i.e., accepted mesh or particle size)?

ⓘ *The department requires this information to assess whether the biosecurity risk, particularly with respect to the viability of any seeds or grains, has been effectively managed through mechanical processing where an ingredient has not undergone sufficient thermal or chemical processing.*

☐ No.

☐ Yes. Provide details below.

13. Is water used during the manufacturing process, including water for cleaning?

ⓘ *Water from rivers, lakes or other untreated sources presents a risk of introducing waterborne pathogens and contamination. The department requires this information to assess whether the water treatments to non-potable water have sufficiently managed the associated biosecurity risk.*

☐ No. Continue to question 15.

☐ Yes.

14. Is this water potable (safe to drink)?

☐ Yes.

☐ No. Provide details of treatments employed to make water fit for production (e.g. cleaning, filtration).

Section F: Packaging and export

15. Is the finished product packaged for direct retail sale?

ⓘ The goods require no further processing or packaging to be sold directly to the consumer.

☐ Yes.
☐ No. Provide details of how the goods have been packaged for export to Australia.

_____

_____

16. Is the finished product packaged ready for export at the manufacturing facility?

ⓘ The potential for goods to be contaminated after any treatment processes is a critical part of the biosecurity risk assessment.

☐ No. A third-party facility questionnaire will need to be supplied by the other facility handling the goods. Continue to question 19.
☐ Yes.

17. Are the goods packaged into the final packaging immediately after processing at the manufacturing facility?

ⓘ The potential for goods to be contaminated after any treatment processes is a critical part of the biosecurity risk assessment.

☐ Yes. Continue to question 19.
☐ No.

18. In post-production, how is the product protected from contamination with extraneous materials, including soil, faeces, feathers, insects, whole seeds, grains or bark? Provide a detailed response below.

_____

_____

19. Does this product have a label or tag?

☐ Yes. Attach 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.

20. In what way is the product packaged for export?

I.	Packaged in clean, new packaging. *(Please note: Intermediate Bulk Containers (IBC's) that have been recycled are not considered to be new)*	☐ Yes	☐ No
II.	What is the volume of each individually packaged unit? *Please specify size e.g. 250g retail-ready bags, 5-20kg lined bags, 1000kg bulk bags, flexi-liners/ flexi-bags and iso-tanks*		
III.	Loose product filled directly into a shipping container at the manufacturing facility.	☐ Yes	☐ No
IV.	Loose product filled directly into a shipping container at another facility.	☐ Yes	☐ No
V.	Bulk packed directly into the ship's hold.	☐ Yes	☐ No
VI.	Other (please specify):		

21. Prior to export to Australia, is the product handled, stored or packaged at a facility that is not the manufacturing facility or the wharf at the point of export?

ⓘ *Where there are multiple facilities that handle, store or package the final product, the likelihood of cross-contamination can increase. The department requires this information to ensure the import conditions accurately reflect the movement of the goods post-processing.*

☐ Yes. A third-party facility questionnaire will need to be supplied by this facility.
☐ No.

Section G: Quality assurance and compliance certification

22. Is the manufacturing facility certified compliant with a code of Good Manufacturing Practice (GMP) and/or other quality management system (e.g. GMP+, ISO, HACCP, government registration, licenses)?

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

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.

Section H: Authorised person's declaration

To be completed by the authorised person listed in Section C of this questionnaire.
I declare that the information I have provided is true and correct. I understand that giving false or misleading information is a serious offence.
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.

Signature _____

Date (dd/mm/yyyy) _____

Full name _____

Section I: 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, Fisheries and Forestry collects your 'protected information', including personal information in relation to this form, as required under the Biosecurity 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 Biosecurity 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.
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).