

Production questionnaire: Third-party facility

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 animal feed, animal cosmetic use and 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 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: 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>		
Phone:		
Fax/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 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 9.

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

Name of the animal material	Species of origin (Provide genus and species name e.g. <i>Bos taurus</i>)	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 used on the same production line as goods destined for the Australian market?	If yes, provide information about any controls in place to prevent cross-contamination with product for Australia.

9. Does the 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 10.
- ☐ Yes. Provide details below. (Insert additional rows if required)

Name of the whole seed/ grain of plant origin <i>(e.g. wheat, maize, soybeans)</i>	Country of origin

10. 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

11. Is the 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 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 F: Transport and logistics

12. Provide details about how the product is transported to the point of export and what measures are taken to prevent cross contamination during transport.
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Section G: Facility 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).