



# Third party auditor application form: processed plant-based stockfeed

## Form approved under the *Biosecurity Act 2015*

### Section A: General information

**Purpose of this form** To seek information from a prospective third party auditor that will enable the Department of Agriculture, Fisheries and Forestry to determine their suitability to undertake audits of overseas facilities used in the manufacture and export of processed plant-based stockfeed to Australia.

**Before completing this form** Ensure you have read and understood our:

- [infographic - importing processed plant-based animal feed](#)
- [requirements for facilities manufacturing and exporting processed plant-based stockfeed and their ingredients to Australia](#)
- [guideline for third party audits of processed plant-based stockfeed facilities.](#)

**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

**First time applicants must include** English language versions of:

- ☐ history of relationship with the facility (if required)
- ☐ Accreditation certificates for FAMI-QS or FSSC 22000 or GMP+ FSA certification body or ISO/IEC 17021-1:2015 and ISO/TS 22003:2013

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- ☐ For non-FAMI-QS, non-FSSC 22000 and non-GMP+ FSA certified auditors, a list of potential auditors and their audit qualifications and experience
- ☐ For non-FAMI-QS, non-FSSC 22000 and non-GMP+ FSA certified auditors, performance appraisals for potential auditors
- ☐ A copy of a recent redacted audit report relevant to food/feed safety
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**To submit this form**

**Option 1**

**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, Fisheries and Forestry  
GPO Box 858  
Canberra ACT 2601

Email [imports@agriculture.gov.au](mailto:imports@agriculture.gov.au)

**Option 2**

Forward your completed form and supporting documents (referencing the import permit application number) to the importer.

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**More information**

Phone 1800 900 090 (within Australia)  
+61 3 8318 6700 (outside Australia)

Web

[agriculture.gov.au/import/goods/plant-products/stockfeed-supplements](http://agriculture.gov.au/import/goods/plant-products/stockfeed-supplements)

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## Section B: General information

### 1 Name (audit company/auditor's legal name)

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### 2 Address(es)

Addresses for the location of the auditor(s) and their parent company must be included.

#### Auditor

Street address \_\_\_\_\_

Town/city \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

#### Parent company

Street address \_\_\_\_\_

Town/city \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

### 3 Person authorised to sign this form

Please provide details of the company representative. If you are a sole trader, please provide your details.

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Job title/position in company \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

### 4 Import permit application details

These details can be requested from the Australian importer.

Import permit applicant name \_\_\_\_\_

Import permit application number \_\_\_\_\_

Names of facilities to be audited \_\_\_\_\_

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## Section C: Previous approvals

**5 Have you previously been approved by the department to undertake site audits of overseas facilities used in the manufacture and export of processed plant-based stockfeed to Australia?**

No ☐ Go to Section D

Yes ☐ Please provide the import permit application number for the most recently completed audit and then go to Section E

Import permit application number (most recently completed audit) \_\_\_\_\_

## Section D: Impartiality and Competence

**6 Are you currently accredited as a FAMI-QS, FSSC 22000 or GMP+ International certification body?**

No ☐ Go to question 7

Yes ☐ Please provide a copy of your accreditation certificate and go to Section E

**7 Are you currently accredited as an ISO/IEC 17021-1:2015 or ISO/TS 22003:2013 certification body?**

No ☐ Please do not submit this form. You do not meet the minimum requirements to undertake audits on behalf of the department.

Yes ☐ Please provide a copy of your accreditation certificate(s) and go to Question 8.

**8 Please provide a list of potential auditors, their qualifications and their experience auditing the animal feed sector or food safety management systems.**

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**9 Please attach a copy of a recent audit report relevant to food/feed safety.**

Personal and commercial information can be removed from the audit report.

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## Section E: Declaration

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

I declare that I have read and understood the following:

- [Infographic - importing processed plant-based animal feed](#)
- [Requirements for facilities manufacturing and exporting processed plant-based stockfeed and their ingredients to Australia](#)
- [Guideline for third party audits of processed plant-based stockfeed facilities.](#)

I declare that the information I have provided in this form 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, Fisheries and Forestry 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 F: 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* (the Act) 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 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 6272 3933 (or +61 3 8318 6700 outside Australia).