



# Production questionnaire: animal feed imports

Form approved under the *Biosecurity Act 2015*

## Section A: General information

**Purpose of this form** This form is for completion by facilities that manufacture and/or export animal feed to Australia. Submit this form at the same time or following lodgement of an import permit application.

Animal feed includes:

- stockfeed, stockfeed ingredients, additives and supplements
- pet food, including bird food and fish food
- aquarium, hatchery or aquaculture feed.

Facilities may be subject to an audit.

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**Before completing this form** Ensure you understand our:

- requirements for overseas manufacture of [plant-based animal feed](#) and [feed of animal or microbial origin](#).
- [minimum document and import declaration requirements policy](#).

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**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

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**The completed form must include** English language versions of:

relevant quality assurance and compliance certification

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a flowchart showing the product manufacturing process

if relevant, a sample product label or tag.

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**To submit this form**

**Option 1 (preferred)**

Forward your completed form to the Australian importer for inclusion in their permit application.

**Option 2 (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, Water and the Environment  
GPO Box 858  
Canberra ACT 2601

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

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**More information**

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

Web [agriculture.gov.au](http://agriculture.gov.au)

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## Section B: Facility details

### 1 Facility's name (legal entity name)

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### 2 Facility's physical 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: Products and ingredients at the facility

### 4 Provide details of all products manufactured or stored at the facility. (insert more rows if necessary)

Products intended for export to Australia must match those listed by the importer on their permit application.

Product name	Is the product intended for export to Australia (Yes/No)

### 5 Provide details of all raw or processed ingredients that the facility uses or stores. Include ingredients for products that are not intended for export to Australia. (insert more rows if necessary)

Ingredient name	Origin (e.g. plant, animal, microbial, mineral, synthetic or chemical)	Country of origin (EU is not a country)	Genus and species of origin (e.g. Bos taurus)


## Section D: Export details

### 6 Will the products intended for export to Australia be exported directly by the facility?

No  Go to question 7

Yes  Go to question 8

### 7 Exporter

Exporter's name (legal entity name) \_\_\_\_\_

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

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

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

### 8 Importer

Importer's name \_\_\_\_\_

Import permit application number (if known) \_\_\_\_\_

### 9 In the last 2 years, has the facility exported any products to Australia?

No  Go to [Section E](#)

Yes  Go to question 10

### 10 List the names of the products that the facility has exported to Australia in the last 2 years. (insert more rows if necessary)

Product name

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**11 In the last 2 years, has the facility changed any of the products or ingredients that it manufactures, uses or stores, including the country of origin of an ingredient? (select 1 box)**

No

Yes  Provide details (attach more pages if necessary)

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**12 In the last 2 years, has the facility changed any manufacturing, storage or loading processes for the products exported to Australia? (select 1 box)**

No

Yes  Provide details (attach more pages if necessary)

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**13 In the last 2 years, has the facility changed its name, ownership or management? (select 1 box)**

No

Yes  Provide details (attach more pages if necessary)

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## Section E: Quality assurance and compliance certification

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

Facility is approved and certified against a code of Good Manufacturing Practice

Facility is approved and certified against a quality system (e.g. ISO 9001:2015 or HACCP)

Facility is inspected and approved by the relevant national or regional veterinary service or department of animal health

Facility is inspected and approved by the relevant national or regional department of agriculture

Facility is inspected and approved by an independent auditing company

Facility is approved and certified against an organic standard or code of practice

Other, including self-regulatory quality assurance programs

**15 List the names of each current certificate of registration or approval, and attach copies. (insert more rows if necessary)**

Certificate name

**Section F: Product end use**

**Instructions: Complete sections F, G, H and I separately for each product intended for export to Australia. (attach more pages if necessary)**

**16 Product name**

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**17 What is the product's intended end use? (select 1 or more boxes)**

- Stockfeed (including stockfeed ingredients, additives or supplements)
  - Pet food
  - Aquaculture feed
  - Birdseed
  - Other (provide details)
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**18 If relevant, what is the intended method, dosage and frequency of feeding?**

For example, 'Blend with feed to form a maximum 1% of feed. Administer a maximum of 50 grams per head per day.'

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**22 Provide details of all ingredients used in all in the culture media used to propagate the microorganisms. (insert more rows if necessary)**

Name of culture media type (e.g. seed media of <i>Saccharomyces cerevisiae</i> )		Details		
Ingredient name	Composition in culture media (%)	Origin (e.g. plant, animal, microbial, mineral, synthetic or chemical)	Country of origin (EU is not a country)	Genus and species of origin (e.g. <i>Bos taurus</i> )

**23 Describe the method of sterilisation of all the culture media, including times and minimum temperatures. (insert more rows if necessary)**

Name of culture media (e.g. seed media of <i>Saccharomyces cerevisiae</i> )	Sterilisation method

**24 Describe the method of extraction from the culture media and/or purification of the ingredients derived from fermentation.**

## Section H: Product manufacturing process

This application must include a flowchart that describes each stage of the manufacturing process, from receipt of raw materials to loadout of the finished product ready for export. The flowchart should be on manufacturer’s letterhead, signed and dated within the last 6 months.

**25 Have you included a flowchart showing the manufacturing process?**

No  Please do not submit this form

Yes  Go to question 26

**26 Which treatments are used to manufacture the product? (select 1 or more boxes)**

Heat  Go to question 27

Chemical  Go to question 28



Mechanical  Go to question 29

Other  Provide details (attach more pages if necessary)

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## **27 Heat treatments (attach more pages if necessary)**

For each heat treatment, describe:

- equipment used, such as batch heater or conveyor system
  - type of heat applied, such as moist or dry heat
  - type and location of temperature and moisture gauges, such as inlet, outlet, air or product temperature measurement, relative humidity or absolute moisture
  - product minimum temperature (in Celsius or Fahrenheit) on entry and exit for each heating process
  - product minimum temperatures (in Celsius or Fahrenheit) 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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## **28 Chemical treatments (attach more pages if necessary)**

For each chemical treatment, describe:

- the purpose of the chemical treatment 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
  - if applicable, the procedure used to remove or neutralise the chemical following treatment.
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## **29 Mechanical treatments (attach more pages if necessary)**

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

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## **30 Is water used in the manufacturing process, such as for production or cleaning? (attach more pages if necessary)**

No  Go to question 32

Yes  Go to question 31

**31 Is the water potable (safe to drink)?**

Yes  Go to question 32

No  Provide details, including:

- which stages of the manufacturing process use water
  - the source and quality of the water
  - how the water is treated (if applicable)
  - any microbial or safety testing undertaken.
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**32 During and in post-production, how is the product protected from contamination with extraneous materials, including soil, faeces, feathers, insects, whole seeds, grains or bark? (attach more pages if necessary)**

Include any cleaning procedures, pest control or other processes in place to protect the product.

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**33 During and in post-production, how is the product protected from contamination with other products and ingredients that the facility uses or stores? (attach more pages if necessary)**

If relevant, describe:

- how the product (including ingredients used to produce the product) is kept separate from other products and ingredients
  - whether equipment used to process, dispense, pack or handle the product is also used for other products and ingredients
  - how equipment used for multiple products or ingredients is cleaned or flushed before the product is handled, and how these procedures are verified.
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**Section I: Packaging and export**

**34 Is the product packaged at the manufacturing facility? (select 1 box)**

No  Go to question 38

Yes  Go to question 35

**35 Is the product sealed in clean, new packaging?**

No

Yes

**36 Specify the packaging types and size (for example, 500 gram packets, 5 kilogram bags, 1,000 litre tote bags or 50 litre drums).**

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**37 Does the product have a label or tag?**

No

Yes  Attach a sample copy

**38 How does the product leave the facility? (select 1 box)**

In lined shipping containers for direct export to Australia  [Go to Section J](#)

In unlined shipping containers for direct export to Australia  [Go to Section J](#)

Bulk packed into the ship's hold for direct export to Australia  [Go to Section J](#)

Other  Go to Question 39

If 'other', provide details. For example, 'bags are loaded on shrink-wrapped pallets, then transported by truck' or 'product is transported bulk in trucks, rail cars or barges'.

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**39 Is the product handled, stored or repackaged at another facility before export to Australia?**

No

Yes  If the facility is not the same as the manufacturing facility, the packaging facility must complete a separate copy of this form.

**40 How is the finished product protected from contamination during transport from the manufacturing facility to the point of export? (attach more pages if necessary)**

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## 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 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).