



## PRODUCTION QUESTIONNAIRE FOR THE FOLLOWING IMPORTED PRODUCTS:

- **Animal baits/attractants (includes rodent baits, insect baits)**
- **Biological control agents**
- **Bioremediation agents (includes wastewater treatments and cleaning products)**
- **Herbicides, insecticides and pesticides**
- **Goods for environmental and/or industrial use (includes dairy, gelatine and tallow- based goods)**
- **Fertilisers (containing animal and/or microbial derived ingredients)**

Form approved under the *Biosecurity Act 2015*.

### Questionnaire requirements:

- This questionnaire must be completed by the MANUFACTURER of the goods intended for export to Australia.
- This questionnaire must be submitted with the application for a permit to import any of the goods outlined above into Australia.
- The information collected will be used to determine import conditions for these goods.
- Please provide additional attachments if there is insufficient space below.

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**Please consider all information provided in this questionnaire carefully. Failure to complete the questions or provide supporting documentation will result in delays in the processing of the import permit application.**

1. **Import Permit Application reference number** (if known): \_ \_ \_ \_ \_

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

Name			
Address			
	City:	Country:	
	Phone:	Fax/email:	

3. **Exporter's Details**

Name			
Address			
	City:	Country:	
	Phone:	Fax/email:	

#### 4. Importer's Details

Name			
Address			
	City:	Country:	
	Phone:	Fax/email:	

#### 5. Name of product(s) to be imported (Please list all products below or attach a list)

a.		b.	
c.		d.	
e.		f.	

#### 6. List all ingredients in each product referenced in point 5 - a separate table is required for each product (Please list all raw ingredients below or attach a list – please include percentages adding up to 100%)

Ingredient	Composition in product (%)	Animal, plant, microbial, synthetic or chemical origin	Country and species of origin (animal derived material)

#### 7. Are any of the ingredients derived from fermentation? (Fermentation derived ingredients can include bacteria, microbial derived enzymes, etc)

- ☐ Yes
- ☐ No

If yes, please provide details below:

If yes, please attach a separate sheet with the following details:

- a list of ALL ingredients in each of the fermentation media (please indicate the origin of each ingredient (i.e. animal, plant, synthetic, etc));
- country of origin for any animal derived ingredients;
- details of the sterilisation of the media (i.e. temperature and duration) before start of fermentation;
- a list of ALL microorganisms (identify down to species level) used;
- sourcing details of any microorganisms (e.g. culture collection, isolated from mother culture stock, drawn from a previous production batch)
- method of harvest for final product (i.e. direct harvest from production vats or harvest using purification/concentration procedure)

8. **a. Does the manufacturing facility store or use any animal derived materials?** (including materials derived from marine animals or dairy)

☐ **Yes**

☐ **No** (Go to question 10)

If yes, please provide details below:

If yes, please provide a description of how animal derived materials are segregated from all other materials on site:

9. **Are the animal derived materials processed on the same production lines as those used for manufacturing of product for Australia?**

☐ **Yes**

☐ **No**

If yes, please describe the controls that are in place to manage the risk of contamination of Australian product with animal derived materials:

10. **Please attach a Certificate of Analysis (or equivalent quality system document) for each product intended for export to Australia.**

The Certificate of Analysis is an authenticated document, supported by an effective quality management system, attesting to various critical parameters of the product.

11. **Please attach a manufacturing flow chart that outlines the manufacturing process for the product intended for export to Australia.**

The flow chart should provide detail on the processing of raw material through to the finished product. Please include all mechanical, chemical and physical treatments and their respective measurement parameters (e.g. temperatures, pressures, durations, concentrations).

**12. Is a system in place to protect the product, during and post-production, from contamination with extraneous materials, including soil, faeces, feathers, insects, viable seeds or bark?**

- ☐ Yes  
☐ No

If yes, please describe the system below:

**13. Does the manufacturing facility have a certificate of Good Manufacturing Practice (GMP) compliance and/or certificates of other quality assurance programs (e.g. ISO, HACCP)?**

- ☐ Yes (If yes, please attach photocopies of approval)  
☐ No

If no, please describe/provide detail on any internal QA/QC systems in place at the manufacturing facility below:

**14. How is the product packaged?** (Please provide details on the package size as this is relevant to the biosecurity risk assessment)

a.	Packaged in new packaging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	What form are the goods being imported in?	<input type="checkbox"/> Fully finished for retail sale <input type="checkbox"/> BULK for further processing/packaging	
c.	What is the volume of each individually packaged unit?	..... (Specify volume in kg or litres)	
d.	Bulk packed into shipping containers at the production facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e.	Bulk packed into shipping containers elsewhere (not at the production facility)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f.	Bulk packed directly into the ship's hold	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g.	Other (please specify):		

**15. Is the product ever stored at any location other than at the manufacturing facility and the wharf at the point of export?**

- ☐ Yes  
☐ No

If yes, please provide details below:

**16. Please attach a sample copy of the product label or tag.**

**Please note:** Animal baits, bioremediation agents and other environmental/industrial use products present a high level of biosecurity risk based on the potential for indirect exposure of Australian production animals to imported agents of biosecurity concern.

Goods that contain live microorganisms are of particular concern and therefore manufacturers must provide to the department a defined list of microorganisms that may be contained in their products. This list will be assessed against current scientific policy advice to determine whether the microorganisms present a significant risk to Australia's animal and plant health status.

Applications not accompanied by all requisite information, including, where applicable, a defined list of microbial ingredients, will be refused.

Manufacturers must operate in accordance with appropriate quality standards applicable to the goods they produce which must include measures for prevention of contamination, maintenance of batch production records, and quality control.

Import permits will not be issued for goods where the manufacturer cannot demonstrate appropriate levels of production quality or product integrity.

**General note:** Information provided in this questionnaire will be used to assess the biosecurity risk of goods proposed for export to Australia. The findings of this risk assessment will be used to determine whether conditions can be applied to an import permit to allow the relevant product(s) to be imported into Australia.

Biosecurity officers have powers under section 131 of the *Biosecurity Act* to inspect, sample, test, and/or treat imported goods to mitigate biosecurity risk. These powers will be used where a biosecurity officer is of the opinion that imported goods may present an unacceptable level of biosecurity risk. These powers are distinct from those related to the import permit process.

Biosecurity officers may contact government competent authorities offshore to verify information provided by overseas manufacturers.

## Manufacturer's declaration

**This section must be completed by the authorised representative of the manufacturer identified under point 2 above.**

It is a criminal offence under Division 136 of the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a potential penalty of 12 months' imprisonment.

I declare that the information in this form is true and accurate to the best of my knowledge. 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.

If the department issues an import permit for products referred to in this form, I declare that the products exported to Australia will comply with all conditions on that import permit.

If manufacturing processes change so that products are no longer compliant with all conditions on the import permit, I will provide details of the change to the Australian importer so that a new application for an import permit (or an application to amend the current import permit) can be submitted to the department.

I have read and understood the privacy notice and [Privacy Policy](#) and the commercial-in-confidence notice.

**Signature (type or sign your name)** \_\_\_\_\_

**Full name** \_\_\_\_\_

**Date (dd/mm/yyyy)** \_\_\_\_\_

## Privacy notice

Personal information means any information or 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 Biosecurity Act.

The Department of Agriculture, Water and the Environment is authorised under the Act to collect your personal information for the purposes of determining import conditions for your goods and for other 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 in accordance with provisions under the Act. The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for these purposes. It will not usually be disclosed overseas. It will only be disclosed if authorised under the Act.

See our [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on 1800 900 090 (or +61 3 8318 6700 outside Australia).

## Commercial-in-confidence notice

Commercial-in-confidence information made available to the department is protected against unauthorised disclosure to any other party under Australian Federal Law.

**For notification of any changes in above details, please contact:**

**Department of Agriculture, Water and the Environment**

**Animal and Biological Imports Branch**

Phone: 1800 900 090

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