



Application for approval of a laboratory to be appointed as an analyst

Form approved under section 34 of the *Imported Food Control Act 1992*

Section A: General information

Purpose of this form	<ol style="list-style-type: none">1 To apply to become an appointed analyst for the Imported Food Inspection Scheme.2 To apply for re-appointment as an analyst.3 To change details of an existing appointed analyst.
Before applying	<ul style="list-style-type: none">• Ensure you meet the conditions of appointment as an analyst• Ensure you have the technology to report test results through the Department of Agriculture, Water and the Environment eResults system.
To complete this form	<p>Electronically You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.</p> <p>Manually Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross</p>
Your application must include	<p>To apply to become an appointed analyst for the Imported Food Inspection Scheme or to apply for re-appointment as an analyst</p> <ul style="list-style-type: none">a completed and signed application forma completed imported food testing capability application formcurrent scope of accreditation:<ul style="list-style-type: none">• for laboratories in Australia – National Association of Testing Authorities (NATA)or• for laboratories in New Zealand – International Accreditation New Zealand (IANZ). <p>To change details of an existing appointed analyst</p> <ul style="list-style-type: none">a completed and signed application form
Email your application	<p>Laboratory Contact Officer Imported Food Department of Agriculture, Water and the Environment GPO Box 858 Canberra ACT 2602</p> <p>Email AppointedAnalysts@awe.gov.au Phone 02 6272 5488</p>

Section B: Applicant

1 Purpose of the application

To become an appointed analyst for the Imported Food Inspection Scheme

To be re-appointed as an analyst

To change details of an existing appointed analyst

2 Business name (legal entity name)

Trading name (if different from business name)

Australian Business Number (ABN)

Australian Company Number (ACN)

3 Business address

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

4 Contacts

Nominated contact person

Liaises with the department on the [conditions of appointment as an analyst](#) and any changes to the testing of samples under the Imported Food Inspection Scheme. This person will be the point of contact for all laboratory locations listed in section D.

Given name(s)

Family name

Position title

Work phone (include area code)

Mobile phone

Email

eResults contact person

Liaises with the department on implementation and maintenance of the eResults system.

Given name(s)

Family name

Position title

Work phone (include area code)

Mobile phone

Email

Section C: Information for importers

5 The department will include these details on the laboratory nomination form and on its website to help importers select an appointed analyst.

Email (generic)

Phone (general inquiries, include area code)

States and territories serviced by your organisation

ACT	NSW	NT	Qld
SA	Vic	WA	Australia wide

Section D: Laboratory locations and status

6 Provide details for all laboratories where Imported Food Inspection Scheme testing will occur. Attach evidence of NATA/IANZ scope of accreditation. If the laboratory is a class 5 Approved Arrangement (AA) site, include relevant details.

Laboratory 1

Street address (PO box will not be accepted)

Suburb/town/city	State/territory	Postcode
NATA/IANZ accreditation no.	NATA/IANZ site no.	Date issued (dd/mm/yyyy)
AA site no. (if applicable)	AA class	

Laboratory 2

Street address (PO box will not be accepted)

Suburb/town/city	State/territory	Postcode
NATA/IANZ accreditation no.	NATA/IANZ site no.	Date issued (dd/mm/yyyy)
AA site no. (if applicable)	AA class	

Laboratory 3

Street address (PO box will not be accepted)

Suburb/town/city	State/territory	Postcode
NATA/IANZ accreditation no.	NATA/IANZ site no.	Date issued (dd/mm/yyyy)
AA site no. (if applicable)	AA class	

Section E: Management and control

7 List a director, manager or senior executive who is authorised to sign the application for the applicant and who has responsibility for business operations.

Given name(s)

Family name

Position title

Work phone (include area code)

Mobile phone

Email

Section F: Applicant declaration

To be completed by the person listed in section E of this application.

I declare, for and on behalf of the applicant, that:

- a. the information provided in this application and all associated documentation is true, correct and complete.
- b. the applicant will comply with the conditions for appointment as an analyst under section 34 of the *Imported Food Control Act 1992* and all associated requirements.
- c. all relevant individuals in the business understand and execute their responsibilities.
- d. the eResults specifications and software testing system are viable.

I request that the department assess this application and associated documentation to determine whether these comply with the criteria for appointment.

Signature (type or sign your name)

Date (dd/mm/yyyy)

Full name

Section G: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

The collection of personal information by the Department of Agriculture, Water and the Environment in relation to this application is authorised under the *Imported Food Control Act 1992* and is for the purposes of assessing your application and related purposes. If the relevant personal information requested in this application is not provided by you, the department will be unable to assess your eligibility to be, or continue as, an appointed analyst.

Personal information may be disclosed to other Australian agencies, including the National Association of Testing Authorities, Australia (NATA), persons or organisations where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Privacy Principles.

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.