# Production questionnaire for dairy products exported to Australia

**Form approved under the *Biosecurity Act 2015***

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| Section A: General information |
| Purpose of this form | Information provided in this form will be assessed and used to determine the biosecurity risk of the product and the import conditions that will be applied to the import permit.  |
| Questionnaire requirements | * It is the responsibility of the **manufacturer** of the product(s) intended for export to Australia to complete this questionnaire in full.
* Please submit a separate questionnaire for each product intended for export to Australia with the import permit application.
* Commercial-in-confidence information should be marked as such by the manufacturer and the questionnaire returned directly to the Animal and Biological Imports Branch (ABIB) via email to imports@agriculture.gov.au.
 |  |
| What you must know | * It is the responsibility of the owner and importer to be aware of relevant Australian state, territory and Commonwealth laws.
* In accordance with Biosecurity legislation, Biosecurity officers may decide to suspend, vary or revoke your import permit.
* The Department of Agriculture, Water and the Environment may contact overseas government competent authorities to verify any information provided in this questionnaire.
* It is a criminal offence under 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.
* 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.
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| To complete this form | Enter data in all relevant fields, expand text boxes if space is insufficient, save the document and ensure to include with BICON permit application. If you have any questions please contact:**Department of Agriculture, Water and the Environment** Animal and Biological Imports Branch (ABIB) **Phone**: 1800 900 090 or **Email:** imports@agriculture.gov.au |

## Section B: Importer and Manufacturer

1. Importer details

|  |  |
| --- | --- |
| Importer name |  |
| Import permit application number (if known) |  | Previous import permit number for this product (if applicable) |  |

2. Manufacturer details (establishment where final product is made)

|  |  |
| --- | --- |
| Name of manufacturer  |  |
| Street address |  |
| City |  | Country |  |
| Phone |  |  Email |  |

If import documentation will be provided from an alternative location (e.g. head office) please provide details below. Note only the **manufacturer** of the final product or their head office may be included on the permit.

3. Manufacturer’s Administrative Office details Note: Only necessary if different from Manufacturer details e.g. Head Office address. (If the company name differs please state the relationship between the different companies)

|  |  |
| --- | --- |
| Administrative office |  |
| Street address |  |
| City |  | Country |  |
| Phone |  |  Email |  |

## **Is the country of manufacture the same as the country of export?**

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| --- | --- |
| **Yes** | **If no, please state the country of export:** |

## Please note the country of export is considered the country where the goods are loaded for export to Australia. The country of export must provide the Official Veterinary Health Certificate (unless your permit specifically states otherwise). Goods which fail to meet the import conditions listed on their permit may be re-exported or disposed of at the importer’s expense.

## It is the importer’s responsibility to check that all documentation is correct prior to importing.

## Section C: Product

4. Product details

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| --- | --- | --- | --- | --- |
| Brand name | Product name  | Package type | Package size | End use |
| E.g. JOE’S | E.g. Happy Infant Formula | Tin | 500g | Human Consumption |
|  |  |  |  |  |

5. Product ingredients

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IngredientsPlease list all ingredients below, including any added water. | % (Must total 100%) | Sub–ingredientsPlease include percentages adding up to the same % as the ingredient they form. | Species of origin e.g. bovine, ovine etc.(animal/plant) or**Genus and species** (fungi / microbial) | Country of origin Required for animal derived material only. The country in which the animals resided at the time of collection. Please note: the EU is not a country. | ProcessingPasteurisation temperature and time must be provided for all dairy ingredients. You must specifically state at what stage of manufacture pasteurisation occurs, including whether on the raw milk and/or during manufacture.Please describe how individual animal ingredients are cooked (must be in Celsius), treated etc. |
|  | Processing of raw ingredient e.g. pasteurisation of milk | Further processing of ingredient e.g. spray drying of skim milk powder |
| e.g. Milk | 60% | Not applicable | Bovine milk (cow) | Italy | Bovine milk is pasteurised at 72 ⁰C for 15 sec.  | Bovine milk is also heated to a minimum of 100 ⁰C for a minimum of 20 minutes. |
| e.g. Vanilla cream powder | 35% | Sweet whey 15% | Bovine (cow) | USA and Canada | Bovine milk is pasteurised at 72 ⁰C for 15 sec. | Whey powder spray dried 71.1 ⁰C for 30 minutes. |
| Skim milk 10% | Ovine (sheep) | Italy | Ovine milk is pasteurised at 72 ⁰C for 15 mins. | Ovine skim milk spray dried 71.1 ⁰C for 30 minutes. |
| Vanilla 5% | Vanilla | Not required for plant ingredients | Beans are milled, cold extraction of essence.Note: Please describe whether plant material is whole, milled, dried, cooked, extracted etc. |  |
| Yeast 5%Note: The total of these sub-ingredients adds up to 35%. | *Saccharomyces cerevisiae* | Not required for microbial ingredients | Not required | Not required |
| e.g. FlavouringNote: The milk powder, vanilla cream powder and the flavouring add up to 100% | 5% | Cream 3% | Bovine (cow) | USA | Cream separated from raw milk | Cream is pasteurised at 95⁰C for 2 sec. Then further heated to 100⁰C for 2 minutes. |
| Maltodextrin 2% | Not required | Not required for highly processed non-animal ingredients | Not required |  |
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6. Manufacturing Overview (for all products)

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| Please insert here (electronically) either a manufacturing flow chart or a robust description of the manufacture of this product including CORE temperature and time and indicate at what stage heat treatments occur during manufacture.[ ]  Check if Commercial-in-confidence informationPlease provide an overview of how the above ingredients are combined to form the final product. Please include any additional treatments that the product is exposed to as part of the manufacturing process, for example:* Cooking - including minimum temperature held (in Celsius) and the minimum time held at this temperature
* pH treatments - including pH value and minimum time held at this pH
* Sterilisation – for heat treated products, please ensure that you clearly label **at what stage** the heat treatment (retort) occurs. Please label the most conservative (i.e. the coolest point) **core temperature and time that the product was heated to during the retort phase**, e.g. The core of the product was heated to reach a minimum time and temperature and of 110 °C for 20 minutes during the retort process.
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7. Dairy traceability (for all products)

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| Has the dairy undergone any further processing in any additional countries (other than those specified as the country of origin and country of manufacture listed at Q5.) NOTE: Processing includes manufacturing, packaging, labelling and storage:[ ]  No[ ]  Yes If yes, please provide details: e.g. The ‘Whey Powder’ was processed in Croatia using milk collected from animals which resided in the USA.  The ‘Sweet Way’ was processed in the USA and then stored in Germany prior to being manufactured into the ‘Happy Infant Formula’.  The milk was manufactured in Italy then the final product re-labelled in New Zealand then sent to Australia. |

## Section D: Applicant declaration

To be completed by the **Manufacturer** listed in Section B of this application.

I declare that the information above is true and accurate to the best of my knowledge.

If manufacturing processes change, so that product is 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 import permit (or an application to amend the current import permit) can be submitted to the Department of Agriculture, Water and the Environment.

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| --- | --- | --- | --- |
| Manufacturer’s Signature |  | Date (dd/mm/yyyy) |  |
| Full Name |  | Email |  |
| Position |  |

## Section E: Privacy notice

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

‘Sensitive personal information’ means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The collection of personal information by the Department of Agriculture, Water and the Environment (the department) in relation to this application 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 application.

Personal information may be disclosed to other Australian agencies, 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.

By completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form. The department’s Privacy Policy, including information about access to and correction of your personal information, is available on the department’s website. To contact the department about your personal information or to make a complaint:

**Phone** +61 2 6272 3933

**Email** privacy@agriculture.gov.au

**Post** Privacy Contact Officer

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