# 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.
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| 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

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

2. Manufacturer details Note: Only the manufacturer of the final product, or their head office, should be listed below and will be included on the permit.

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

3. Manufacturer’s Administrative Office details Note: Only necessary if import documentation will be provided from an alternative location (e.g. head office)

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

## **4. Country of export** Note: The country of export must provide the Official Veterinary Health Certificate (unless your permit specifically states otherwise).

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| --- | --- |
| **Country** |  |

## Section C: Product

5. 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 |
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6. Product ingredients

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| --- | --- | --- | --- | --- | --- |
| 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 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. | ProcessingDescribe how individual animal ingredients are cooked (must be in Celsius), treated, etc.Pasteurisation temperature and time must be provided for all dairy ingredients and include the state of the dairy ingredient e.g. raw milk, whey, cream, dairy mixture. The examples provided in the table below provide further guidance. Permits will be refused if the temperature, time and state of the dairy is not provided. Note: Spray drying cannot be considered in biosecurity assessments. |
| e.g. Milk | 60% | Not applicable | Bovine milk (cow) | Italy | Raw milk was pasteurised at a minimum temperature of 72°C for at least 15 seconds.  |
| e.g. Vanilla cream powder | 35% | Cream 15% | Bovine (cow) | USA and Canada | Example 1 = The raw milk used to produce the cream was pasteurised at a minimum temperature of 72°C for at least 15 seconds. Example 2 = The raw milk used to produce the cream was not pasteurised, the cream was heat treated at a minimum temperature of 95°C for at least 20 seconds.Example 2 =  |
| Skim milk 10% | Ovine (sheep) | Italy | The raw milk was not pasteurised.  |
| Vanilla 5% | Vanilla | Not required for plant ingredients | 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 |
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7. 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 the stage at which the heat treatment occurred, the minimum core temperature (in Celsius) and the minimum time held at this core temperature.
* Pasteurisation – Clearly indicate the stages at which pasteurisation occurs for all dairy ingredients, including the minimum temperature (in Celsius) and time.
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8. 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 above in Q6). 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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