# *Production questionnaire for products exported to Australia*

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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 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.
* Please submit this questionnaire with the application for a permit.
* A separate questionnaire is to be completed for each product intended for export to Australia.
* 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), after the permit application has been submitted.
 |
| 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, Fisheries and Forestry 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.
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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, Fisheries and Forestry — Animal and Biological Imports Branch**Phone: **1800 900 090** or Email **imports@agriculture.gov.au**  |

Animal based flavours (products containing meat derivatives and no discernible pieces) including meat floss, animal fats, tallows and oils

## Section B: Importer and Manufacturer

1. Importer details

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| --- | --- |
| Importer company 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 |  | Fax |  |
| Email  |  |

If import documentation will be provided from an alternative location (e.g. head office) please provide details below.

3. Administrative Office details (If different from Manufacturer details)

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

## Section C: Product

4. Product details

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| Product name | Package type | Package size | End use |
| E.g. Old Style Chicken Soup | Polyethylene sachet | 2 kg | Human Consumption |
|  |  |  |  |

5. Product ingredients

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IngredientsPlease list all ingredients below, including added water.  | % must add up to 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. | Heat treatmentPlease include:- The minimum **CORE** temperature applied to the ingredient before adding to final product- The minimum time the ingredient is held at that temperature for**Please make sure to refer to the CORE temperature.**  | Country of heat treatment- country in which heat treatment applied to meat.- country/ies in which any additional heat treatment/s were applied. |
| e.g. Chicken meat powder | 60% |  | Avian | Spain | Meat reached a minimum core temperature of 85°C for at least 35 minutes | Chicken meat powder heat treated in Spain |
| e.g. Spices | 35% | Rosemary 20% |  |  |  |  |
| Thyme 10% |  |  |  |  |
| Salt 5% |  |  |  |  |
| e.g. Flavouring | 5% | Beef extract 3% | Bovine | New Zealand | 1. Beef extract reached a minimum core temperature of 110°C for at least 45 minutes.2. Beef extract reached a minimum core temperature of 85°C for at least 35 minutes. | 1. Beef stock heat treated in New Zealand.2. Product retorted in Spain. |
| Dextrin 2% |  |  |  |  |
|  |  |  |  |  |  |  |
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6. Please confirm that there are no discernible pieces of meat in the product.

[ ]  Check if there are NO discernible pieces of meat in the product.

7. Heat treatments

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| **Has the product undergone any additional heat treatment steps once the ingredients that have been listed above are mixed together?**[ ]  No[ ]  Yes - if yes please provide details below,  |
| **Heat Treatment Details:**For example: Once all the ingredients have been mixed together as stated in the below flow chart, the final product is heat treated for a minimum core temperature \_\_\_\_\_degrees Celsius for a minimum of \_\_\_\_\_minutes. |

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 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 - including thermocouple data gathered during the retort process
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## Section D: Manufacturer’s 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, Fisheries and Forestry.

|  |  |  |  |
| --- | --- | --- | --- |
| **Manufacturer’s Signature** |  | **Date** (dd/mm/yyyy) |  |
| **Full Name** |  | **Email** |  |
| **Position: state company name and position** |   |
| This declaration must be dated within the last six months and be free from erasures and uncertified alterations. Additional information must be in the form of a manufacturer’s declaration. For further information on documentation requirements please refer to the [Minimum documentary and import declaration requirements policy - DAFF (agriculture.gov.au)](https://www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy) The Department of Agriculture, Fisheries and Forestry is required to source and assess data on a range of products to ensure that they do not pose a risk to Australia's biosecurity status.  All information made available to the department remains strictly commercial-in-confidence and is protected against unauthorised disclosure by the department to any other party under Australian Federal Law.  With this in mind, manufacturers or exporters may prefer to provide information directly to Department of Agriculture, Fisheries and Forestry. Questionnaires can be emailed to imports@agriculture.gov.au and must contain the BICON application number. |

## 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, Fisheries and Forestry (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](http://www.agriculture.gov.au/about/privacy), 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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