



Production questionnaire for products exported to Australia

Composite food products for human consumption

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	<ul style="list-style-type: none">• It is the responsibility of the manufacturer of the product(s) intended for export to Australia to complete this questionnaire.• Please submit a separate questionnaire for each product intended for export to Australia with the 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	<ul style="list-style-type: none">• 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.• 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.
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 (ABIB) Phone: 1800 900 090 or Email: imports@agriculture.gov.au .



Section B: Importer and Manufacturer

1. Importer details

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		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: 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	



Australian Government
**Department of Agriculture,
Fisheries and Forestry**

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

Yes	If no, please state the country of export:
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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

Brand name	Product name	Package type	Package size	End use
E.g. ITALIA	E.g. Ricotta and tomato pasta	Glass Jar	400g	Human Consumption

5. Example only – go to Q6 to complete product ingredients and processing for specific products

Ingredients Please list all ingredients below, including any added water.	% (Must total 100%)	Sub-ingredients Please include percentages adding up to the same % as the ingredient they form.	Species of origin e.g. bovine, ovine (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.	Processing Core temperature and time must be provided for all egg ingredients. Pasteurisation temperature and time must be provided for all dairy ingredients. Heat treatments applied to the core of the meat, egg or baked goods. Any additional heat treatments applied. Be sure to state at what stage of manufacture all heat treatments occur.
e.g. Egg pasta	44%	Whole eggs 30%	Gallus gallus (chicken)	Italy	pasteurisation 64°C for 2.5 minutes and pasta is dried at a minimum core temperature of 80°C for 3 minutes
		Durum wheat 14%	Plant	Not required for plant ingredients	
e.g. Ricotta cheese	25%	Whey	Bovine (cow)	Italy, Austria, Germany	Raw Milk Pasteurisation: 72°C for 15 seconds
		Cream	Bovine (cow)	Italy	Raw Milk Pasteurisation: 72°C for 15 seconds
		Milk	Bovine (cow)	Austria, New Zealand	Raw milk Pasteurisation: 72°C for 15 seconds
		Salt			
e.g. Tomato	5.5%	Not applicable			



e.g. Sunflower seed oil	5.5%	Maltodextrin 2%	Not required	Not required for highly processed ingredients	Not required
e.g. Beef extract	11%		Bovine	Australia	100°C for 30 minutes
e.g. Flavouring: Tomato Flavour	9%	Natural flavouring Substances 35-45%	Vegetable		
		Flavourings preparations <2%	Yeast extracts (Saccharomyces spp.)		
		Maltodextrin 50-60%	Potato (Solanum tuberosum)		
		Silicon dioxide E551 5%	Synthetic		
		Arabic gum E414 <2%	Acacia spp.		
		Vegetable oils <2%	Palm (Elaeisis guineensis)		

6. Product ingredients

Ingredients Please list all ingredients below, including any added water.	% (Must total 100%)	Sub-ingredients Please include percentages adding up to the same % as the ingredient they form.	Species of origin e.g. bovine, ovine (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.	Processing Core temperature and time must be provided for all egg ingredients. Pasteurisation temperature and time must be provided for all dairy ingredients. Heat treatments applied to the core of the meat, egg or baked goods. Any additional heat treatments applied. Be sure to state at what stage of manufacture all heat treatments occur.



7. Manufacturing Overview (for all products)

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 information

Please 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



8. Dairy or meat traceability (for all products – if dairy or meat ingredient in the products)

Has the dairy or meat undergone any further processing in any additional countries (other than those specified as the country of origin listed at 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.

9. Enzymes and Microorganisms (for all products – if enzyme or microorganism ingredients present)

Are any microorganisms used in the manufacture of the product?

- no
 yes

If yes, please provide details of the genus and species:

e.g. The Flavourings preparations are derived from Yeast extracts (*Saccharomyces* spp.)



Are there any enzymes are used in the manufacture of the product?

- no
 yes

If yes, please list enzyme/s used, % in final product and species of origin:

e.g. Product contains 0.1% lactase derived from bovine (cow).



Section D: Manufacturer 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			
<p>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.</p> <p>For further information on documentation requirements please refer to the Minimum documentary and import declaration requirements policy - DAFF (agriculture.gov.au)</p> <p>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.</p> <p>Questionnaires can be emailed to imports@agriculture.gov.au and must contain the BICON application number.</p>			



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, 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

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