



# Application for approval of Quality System Recognition

*Export Control (Prescribed Goods – General) Order 2005*

**PLEASE COMPLETE SECTIONS A – D (Please use block lettering)**

SECTION A - APPLICANT DETAILS											
Name and address of export registered establishment (ERE)											
Department of Agriculture ERE registration number											
ACN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
ABN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
Name of the Occupier/Owner											
Contact Details											
Business Address of Occupier: _____											
_____ State _____ Postcode _____											
Phone: _____ Fax: _____ Mob: _____											
Email: _____											
Alternative trading names of occupier (if any)											
Products	<input type="checkbox"/> Macadamia nut kernels <input type="checkbox"/> Rolled oats <input type="checkbox"/> Flour <input type="checkbox"/> Plant based oils <input type="checkbox"/> Other. Please specify.....										
Packaging material (include photographs as an attachment)											
SECTION B - MANAGEMENT DETAILS											
List all persons who manage or control the day to day operations of the establishment, or substantial part of the	<b>Names</b>	<b>Signatures</b>									

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

<p>operations, and any person who has the authority to direct such persons. Include the person who will sign the application.</p> <p>Note: For the purpose of the <i>Export Control (Prescribed Goods – General) Order 2005</i>, a person is taken to be a person who manages or controls, or is to manage, or control the operations carried on, or to be carried on, in an establishment if the person has or would have authority to:</p> <p>(a) direct the operations, or an important or substantial part of the operations; or</p> <p>(b) direct a person who has kind of authority referred to be in paragraph (a) in the exercise of that authority or proposed authority.</p>		

**SECTION C - DECLARATION**

The person who signs this declaration **MUST** be included in those listed in Management and Control of the establishment’s registration. Before signing this declaration please ensure that you have completed each section requested in the application classification box.

I \_\_\_\_\_ being the person whose name, or being the representative of the company in whose name the establishment is, or is sought to be registered **DECLARE** that I have read the information and that the information provided in and with this application is true in every details.

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

Name in full: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADDITIONAL COMMENTS (IF ANY) Add a separate sheet if required**

**SECTION D – CHECK LIST**

Attached a plan of the establishment showing major items and the product flow path	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provided detail of the quality systems in place, including their audit	<input type="checkbox"/> Yes <input type="checkbox"/> No

schedule and standards that are audited		
Listed processes that would remove or destroy pests and contaminants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provided details of storage facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provided details of packing process and type of secure packaging that will be used	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provided details of an identity preservation system for product traceability	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provided details of record keeping processes in place for the quality systems at the establishment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provided the quality system audit history from the last 2 years (if audit history for this period of time is unavailable, the department will accept a written explanation and inclusion of any available audit history within this timeframe)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attached an organisational chart	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SECTION E - SUBMISSION OF APPLICATION</b>		
Completed application form to be sent to:	Grain and Seed Exports Program Department of Agriculture PO Box 858 Canberra ACT 2601 <a href="mailto:grain.export@agriculture.gov.au">grain.export@agriculture.gov.au</a>	
Contact for further information	T: (02) 6272 3229 E: <a href="mailto:grain.export@agriculture.gov.au">grain.export@agriculture.gov.au</a>	
<b>SECTION F - OFFICE USE ONLY</b>		
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No    Date ___/___/_____	
	Signature: _____ Name: _____  Department of Agriculture Stamp	
If not approved	Corrective Actions Proposed:	

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## Privacy Notice

The collection of personal information by the Department of Agriculture in relation to this application form is for the purposes of assessing suitability of establishments to meet departmental requirements. If the relevant personal information requested in this application form is not provided by you, the department will be unable to proceed with assessing this application.

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

The department's Privacy Policy, including information about access to and correction of your personal information is available on the departmental website at privacy policy (<http://www.agriculture.gov.au/about/accessing-information/foi/ips/operational-information/privacy-policy>)

To contact the department about your personal information or to make a complaint:

**Telephone:** Switchboard +61 2 6272 3933

**Email:** [privacy@agriculture.gov.au](mailto:privacy@agriculture.gov.au)

**Post:** Privacy Contact Officer,

Department of Agriculture

GPO Box 858, Canberra ACT 2601.