



# Application form: Third-party audit service providers

Form approved under the *Biosecurity Act 2015*

## Section A: General information

**Purpose of this form** For prospective third-party audit (TPA) service providers to provide information to the Australian Government Department of Agriculture, Fisheries and Forestry (the department) for the purpose of determining their suitability to undertake audits of facilities manufacturing and exporting biological goods to Australia.

This form must be completed by the lead auditor in the audit team that is seeking endorsement from the department to undertake biosecurity audits on behalf of an Australian importer.

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**Before completing this form** Ensure you have read and understood the department's:

- Guidelines for Engaging Third-Party Service Providers for Audits of Overseas Manufacturers
- Site Audit Criteria for Offshore Manufacturing Facilities Exporting Biological Goods to Australia

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**To complete this form** **Electronically**

Download the document to your computer and save any changes.

**Manually**

Use black or blue pen

Print in BLOCK LETTERS

Mark boxes with a tick or a cross

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**Applicants must include** English language versions of the following documents:

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Evidence that the TPA service provider operates in accordance with ISO/IEC 17021-1:2015 and/or ISO/TS 22003:2013

Evidence of competence of the service provider to audit against recognised standards/systems e.g., bsi, Bureau Veritas, FAMI-QS, FeedSafe®, FSSC 22000 Food Safety Management Systems, APVMA GMP, GMP+ Feed Certification, LRQA ISO 9001 Quality Management Systems, SGS

Details of the import permit application to which this TPA service provider application relates.

NB. It is mandatory for an Australian importer to submit an import permit application to the department before this application will be considered.

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**To submit this form**

**Option 1**

**Forms containing commercial-in-confidence information**

Email or post the completed form (referencing the import permit application number and marked 'commercial-in-confidence' where relevant) to:

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

Or

Animal and Biological Imports Branch  
Department of Agriculture, Fisheries and Forestry  
GPO Box 858  
Canberra ACT 2601

**Option 2**

Forward your completed form and supporting documents (referencing the import permit application number) to the importer.

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**More information**

Phone 1800 900 090 (within Australia)  
+61 3 8318 6700 (outside Australia)

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## Section B: General information

### 1 Name (audit company/auditor's legal name)

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### 2 Address(es)

Addresses for the office location of the auditor(s) and their parent company must be included.

#### Auditor

Street address \_\_\_\_\_

Town/city \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

#### Parent company

Street address \_\_\_\_\_

Town/city \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

### 3 Person authorised to sign this form (i.e., the lead auditor)

Provide details of the company representative. If you are a sole trader, please provide your details.

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Job title/position in company \_\_\_\_\_

Work phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

### 4 Import permit application details

These details can be requested from the Australian importer.

Import permit applicant name:

Import permit application number:

Names of facility(ies) to be audited:

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## Section C: Previous approvals

### **5 Have you been previously approved by the department to perform site audits of facilities manufacturing and exporting biological goods to Australia?**

No  Go to Section D

Yes  Provide the import permit application number for the most recently completed audit and then go to Question 6

Import permit application number (for most recently completed audit):

### **6 Have you or any members of your audit team previously audited the specific facility to which this TPA service provider application relates?**

No  Go to Section D

Yes  Provide the dates of the last audit. Dates:

## Section D: Impartiality and Competence

### **7 ISO/IEC 17021-1:2015 and/or ISO/TS 22003:2013 compliance**

Provide evidence that the TPA service provider operates in accordance with ISO/IEC 17021-1:2015 and/or ISO/TS 22003:2013 audit standards.

### **8 Competence to audit standards/systems**

Provide evidence of the competence of the audit team to an audit standard relevant to the commodity proposed for export to Australia e.g., bsi, Bureau Veritas, FAMI-QS, FeedSafe®, FSSC 22000 Food Safety Management Systems, APVMA GMP, GMP+ Feed Certification, LRQA ISO 9001 Quality Management Systems, SGS.

### **9 Provide details of the members of the audit team, their qualifications and their experience auditing the biological goods sector or food safety management systems.**

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**10 The TPA service provider must not allow commercial, financial or other pressures to compromise their impartiality. The service provider must have in place a policy for managing impartiality and processes to manage and address conflicts of interest. Describe below how audit services are delivered in an impartial way.**

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**11 Describe below the processes the TPA service provider has in place for determining and evaluating the competency of audit personnel.**

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**12 Provide the details of 3 audits recently completed by members of the audit team for the relevant commodity proposed for export to Australia.**

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## Section E: Declaration

### To be completed by the person named in section B of this form.

I declare that I have read and understood the following:

- Guidelines for Engaging Third-Party Service Providers for Audits of Offshore Manufacturers of Biological Goods (excluding plant-based stockfeed)
- Site Audit Criteria for Offshore Manufacturing Facilities Exporting Biological Goods to Australia

I declare that the information I have provided in this form is true and correct. I understand that giving false or misleading information is a serious offence.

If I become aware that the information I have provided is incomplete or incorrect, I will notify the Australian Government Department of Agriculture, Fisheries and Forestry as soon as practicable.

I have read and understood the [Privacy notice](#) and [Privacy Policy](#).

Signature:

Full name:

Position title:

Date (dd/mm/yyyy):

## Section F: Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* (the Act) is also 'protected information' under the Act.

The Australian Government Department of Agriculture, Fisheries and Forestry (department) collects your 'protected information', including personal information in relation to this form, as required under the Act for the purposes of determining import conditions for your animal feed and related purposes. If you fail to provide some or all of the relevant personal information requested in this form, the department may be unable to process the import permit application that relates to this form. Information collected by the department will only be used or disclosed as authorised under the Act and under other relevant laws, particularly the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

The department may disclose your personal information to other Australian Government agencies, persons or organisations. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Act.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933 (or +61 3 8318 6700 outside Australia).