



Application for Department of Agriculture Approved Auditor

Export Control (Eggs and Egg Products) Orders 2005
Export Control (Fish and Fish Products) Orders 2005
Export Control (Meat and Meat Products) Orders 2005
Export Control (Milk & Milk Products) Orders 2005
Export Control (Poultry Meat and Poultry Meat Products) Orders 2010 and / or
Export Control (Wild Game Meat and Wild Game Meat Products) Orders 2010

Use **BLOCK LETTERS**. Mark check boxes with a cross (X). X
 Illegible / incomplete forms will be returned.

1. Personal Details	
Title: (Mr, Mrs etc.)	
Surname:	
First Name:	
Second Name:	
Date of Birth:	
Please provide certified copies of identification documents to provide 100 points – see section 19 for examples of documentation to establish proof of identify. See sections 21 and 22 for information on certification of copies of documents.	

2. Contact Details	
Residential Address:	
State:	Post Code:
Postal Address: If same as residential address write 'As Above'	
State:	Post Code:
Phone Number:	
Mobile Number:	
Work Email:	

3. Publication of information	
I consent to my name, contact numbers, email address, commodity risk classification (audit scope) and region of operation approval being published by the Department of Agriculture (the Department) on the public Approved Auditor Register.	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. Citizenship / Visa Details	
I am:	
<input type="checkbox"/> A citizen of Australia.	
<input type="checkbox"/> A foreign national holding an appropriate visa which allows me to work in Australia.	
In you are not a citizen of Australia, please attach certified copies of your passport and visa allowing you to work in Australia	

Application for Appointment as an Approved V1.4

5. Approved Auditor identification requirements

Please provide four (4) standard passport photos, one of which will be attached to the Approved Auditor ID Card – see section 20 for photo requirements.

Please sign your name within the confines of the box below using BLACK INK before returning your application form. Your signature may be scanned and appear on your Identity Card. If the signature is not within the confines of the box the application will be returned.

6. Commodity Risk Classifications

For further information relating to commodity risk refer to the Approved Auditor Manual.

Please specify the commodity and risk classification(s) that you are applying to audit:

Low Risk – Stores (dry, cold, Freezer) Freight forwarders, packing live fish

Medium Risk Eggs Fish Meat
 Poultry Wild Game

High Risk Dairy Eggs Fish
 Meat Poultry Wild Game

- Heat Treatment
- Cook Chill
- Ready to Eat (Meat, Poultry & Wild Game only)
- Bivalve Molluscs (Fish only)
- Ready to Eat Products (Eggs, Fish & Dairy only)

7. Auditing / Commodity Experience

List your auditing experience and any experience to support your knowledge of the commodities and processes applied for. Provide specific details of experience in each of the commodity risk classifications listed in section 6. If the space below is insufficient, please provide on a separate sheet.

8. Units of Competency (Qualifications)

Please specify the units of competency you have attained:

Minimum requirements for all risk scopes

- FDFFSACA / FDFAU4001A – Assess compliance with food safety program
This competency may be superseded the competency FDFFSFCSAA / FDFAU4003A
- FDFFSCOMA / FDFAU4002A– Communicate and negotiate to conduct food safety audits
- FDFFSFCSAA / FDFAU4003A – Conduct food safety audits
- FDFFSCHZA / FDFAU4004A – Identify, evaluate and control food safety hazards

The RABQSA issued units of competency NFS 1-4 will be accepted as equivalent to the above where an auditor is applying for either low or medium risk.

Requirements for medium and / or high risk scope

- Certificate IV or higher in food science or related field including 40 hours microbiology

Requirements for high risk scopes*

- FDFFSCC4A / FDFAU4006A– Audit a cook chill process
- FDFFSHT4A / FDFAU4007A– Audit a heat treatment process (retort & pasteurization)
- FDFFSME4A / FDFAU4008A – Audit manufacturing of ready-to-eat meat products
- FDFFSBM4A / FDFAU4005A– Audit bivalve mollusc growing & harvesting operations

* These units of competency form the basis of issuing high risk endorsements to auditors. If you have not completed the necessary unit of competency, you may still apply as a low or medium risk regulatory food safety auditor until such time as you achieve the competency.

Please attach certified copies of your statements of attainment / qualifications provided by a Registered Training Organisation or RABQSA.

9. Which State / Territory do you intend to service?

- | | |
|---|--|
| <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> South Australia |
| <input type="checkbox"/> New South Wales | <input type="checkbox"/> Tasmania |
| <input type="checkbox"/> Northern Territory | <input type="checkbox"/> Victoria |
| <input type="checkbox"/> Queensland | <input type="checkbox"/> Western Australia |

10. Professional Indemnity Insurance

Are you covered by Professional Indemnity Insurance?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, how much is your coverage for?

\$

Who is the insurance provider?

Please provide certified copies of your insurance certificate.

11. Disclosure of Conflict of Interest

You are required to provide details of any conflict of interests (real or perceived) that may exist, or may be likely to arise (including any services provided under a contract or consultancy arrangement i.e. internal audit / documenting Approved Arrangements), if you are appointed as a Approved Auditor to perform regulatory audits at any Registered Establishments. This must include detail of any positions of management or control that you currently hold, or have been offered or have previously held, in regard to the operations carried on in any Export Registered Establishment.

If the space below is insufficient, please provide on a separate sheet.

12. Pending Criminal Charges / Denial of Approval

In the past 2 (two) years:

- have you been convicted of any criminal offence in any state or federal court?
- have you been denied approval to undertake the role of a food safety auditor, or had an auditing accreditation or registration suspended or cancelled by any licensing authority in Australia or New Zealand?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If the answer to either of the above questions is yes, please provide details on a separate sheet.

13. Australian Federal Police National Police Check

Approval as an Approved Auditor is subject to the Department's satisfaction that the applicant is a suitable person to be appointed as a Approved Auditor.

As part of the application process, you are required to provide a certified copy of an Australian Federal Police (AFP) National Police Check (NPC). The application form is available from the AFP website at:

www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx

Please download the NPC application form, complete and forward to the AFP. The AFP advises that processing takes up to fifteen (15) working days.

The following information is to be provided on the application for a NPC:

Section 1 Purpose of NPC – the Code Number is 30.

If you have undergone an APF NPC within the last 2 (two) years a certified copy of that Police certificate will be accepted. Details of any charges or convictions during that time must be provided in section 12

NOTE: A criminal conviction or pending charge will not automatically exclude you from being appointed as an Approved Auditor. Nonetheless, the Department may be concerned that a particular charge or conviction reflects on your fitness to perform the services required or may affect the integrity and reputation of the Department.

14. Processing Fee (Non-refundable)**\$480.00** GST nil

Payment may be by cheque, money order or credit card.
 Payment must accompany application.
 Application will only be processed upon receipt of payment.

15. Payment

I have attached a cheque or money order for \$480.00 payable
 to the Department of Agriculture

I authorise the Department of Agriculture to debit the processing fee of \$480.00 to my Credit Card

Card Type: Visa
 American Express
 MasterCard

Card Number			
Cardholder's Name			
Expiry Date		Payment Amount	\$
Cardholders Signature			

16. Applicant Declaration

I, (clearly print full name) _____
 being the applicant, apply for approval as a Approved Auditor under schedule 10 of the *Export Control (Eggs & Egg Products) Orders 2005*, *Export Control (Fish & Fish Products) Orders 2005*, *Export Control (Milk & Milk Products) Orders 2005* and / or schedule 9 of the *Export Control (Meat and Meat Products) Orders 2005*, *Export Control (Poultry Meat and Poultry Meat Products) Orders 2010* and *Export Control (Wild Game Meat and Wild Game Meat Products) Orders 2010* and confirm that:

- I understand that a 100 point identity check, qualifications check and other checks will be undertaken by the Department as part of the application process.
- I am a citizen of Australia or New Zealand or have provided a copy of my passport and relevant visa which allows me to work in Australia.
- I understand that my name, contact details, auditing scope and approval details will be published on a public register of approved auditors.
- I have read, understood and will comply with all aspects of the Department's Approved Auditor Code of Conduct when undertaking regulatory audits as an approved auditor.
- I will comply with any procedures and instructions issued by the Department in relation to the conduct of regulatory audits.
- I have read and understood all information in the Approved Auditor manual and will, in conducting audits, comply with that manual (as amended by the Department from time to time), as it sets out the documented procedures for the conduct of audits by me.
- all information that I have given and the statements that I have made in, or in connection with, this application are true and correct. I understand giving false or misleading information to the Commonwealth is a serious offence.

Signature:		Date:	
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17. Protecting your privacy

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

The collection of personal information by the Department in relation to this form is for the purposes of assessing your application for approval as an Approved Auditor. If the relevant personal information requested in this form is not provided by you, the department will be unable to assess your eligibility as an Approved Auditor.

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, contained in this form.

The department's Privacy Policy, including information about access to and correction of your personal information, can be found at:

<http://www.daff.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: +61 2 6272 3933
Email: privacy@daff.gov.au
Post: Privacy Contact Officer
Department of Agriculture
GPO Box 858
Canberra ACT 2601.

18. Check your application

Please check that you have completed all required sections of this form and attached certified copies of required documents.

Please do not provide original copies of any documents. All photocopies of documents supplied with this application must be certified copies – sections 21 and 22 provide guidance on the certification of copies.

- Certified copies of 100 point ID check documents provided (section 1)
- Consented to the publication of my details on the Approved Auditor Register (section 3)
- Certified copy of Passport and Visa attached, as required (section 4)
- Four (4) standard passport photographs provided (section 5)
- Signature block completed (section 5)
- Evidence of relevant experience, knowledge and qualifications provided (sections 6 and 8)
- Certified copy of professional indemnity certificate of insurance (section 10)
- Provided details of pending criminal charges or denied applications for approval (section 12)
- Provided a certified copy of an AFP NPC (section 13)
- Signed and dated the Applicant Declaration (section 14)
- Enclosed cheque for \$480.00 or authorised the Department to charge my Credit Card (section 15)
- All required sections completed

Completed application form to be sent to: Senior Commodity Officer
Dairy, Egg and Fish Export Program
Department of Agriculture
PO Box 222
HAMILTON CENTRAL QLD 4007

19. Examples of documents to be included for a 100 point identification check

If a document is not in English it must be accompanied by an official translation of the document from a National Accreditation Authority for Translators & Interpreters (NAATI) accredited provider.

Primary Documents

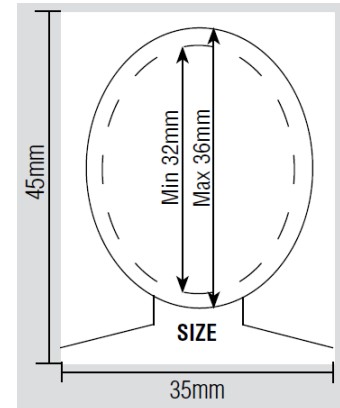
NOTE: One document must be supplied from this category. No additional points for multiple documents

Point value	Document Details
70 Points	<p>Document</p> <ul style="list-style-type: none"> • Full Birth Certificate • Citizenship Certificate • Current Passport • Expired passport which has not been cancelled and was current within the preceding 2 years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Secondary Documents	
NOTE: One document from each point category can be used for the additional point score.	
Point value	Document Details
40 Points	<p>Document – must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Licence or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
35 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 Points	<p>Document – must have a name and signature</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Drivers Licence • Medicare Card (signature not required on Medicare card) • Membership to a Registered Club • Membership to a Motoring Organisation (i.e. NRMA, RACQ) • EFTPOS Card
25 Points	<p>Document – must have a name and address</p> <ul style="list-style-type: none"> • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • Records of a public utility (phone, water, gas or electricity bill) • Records of a financial institution • A record held under a law other than a law relating to land titles • Lease / rent agreement • Rent receipt from a licensed real estate agent
25 Points	<p>Document – must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of primary, secondary or tertiary educational institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

20. Photo requirements

Photos must:

- be 45mm in height and 35mm in width
- have been taken within the past six (6) months
- be colour, in sharp focus and clear
- have applicant's full name on the back of one of the photos
- have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face)
- show you looking straight at the camera, and your head not tilted
- be taken with a neutral expression (not laughing or frowning) with your mouth closed
- be close up so that the head takes up between 32mm and 36 mm of the photo (see diagram)
- show your eyes clearly through glasses – if you wear them – with no flash reflection off the glasses
- show you without any hat or other head covering (if you wear a head covering for religious reasons, a photograph with you wearing it will be accepted, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown)



21. Guidelines for the certification of Copies of Documentation

A certified document is valid when the certifying officer notes that the document is a certified copy of the original, they print their full name, provide their signature, write the date of certification and note their occupation (and length of service in any categories requiring a minimum service period) on the document.

The document must be certified by someone from the approved category of persons, listed on the reverse side of a Statutory Declaration and listed in section 20.

Example:

I certify that this document is an exact copy of the original document I have sighted.

Signature: *J D Smith*

Name in full: John David Smith

Occupation: Bank Officer with 5 or more continuous years service

Date: 1 March 2010

22. Approved Categories of Persons

A statutory declaration under the *Statutory Declarations Act 1959* may be made before:

Part 1 – Members of Certain Professions

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacists
- Physiotherapist
- Psychologist
- Trademarks attorney
- Veterinary surgeon

Part 2 – Other persons

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate

- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution