



Australian Government
Department of Agriculture

QUESTIONNAIRE FOR THE EVALUATION OF SPRAY DRIED WHOLE EGG OR EGG YOLK POWDER EXPORT TO AUSTRALIA FROM ITALY

Facility Component

Objective

The Australian Government Department of Agriculture (the department) routinely reviews trade in animals and animal products imported into Australia. Export of spray dried whole egg and egg yolk powder from Italy has been identified for review.

This questionnaire is designed to support Italian egg powder manufacturers to provide the information required by the department for its evaluation of spray dried whole egg or egg yolk powder exports to Australia. This includes an evaluation of the manufacturers' ability to meet Australian import requirements.

Scope

For the purpose of this questionnaire, spray dried whole egg and egg yolk powder will be referred to as 'egg powder'. This questionnaire seeks information about the manufacturers' business operations as follows:

- General background information, including:
 - o stakeholder details
 - o product description
 - o organisational structure
 - o accreditations
- Description of the facility and staffing
- Raw material sourcing and production/processing methods
- Product identification and traceability
- Heat treatment equipment and processes
- Quality Management System (QMS) including hazard analysis and critical control points (HACCP) program
- Certification — facility approval and for exported product

Instructions

- The completion of the questionnaire is the responsibility of the manufacturer.
 - Questions are designed for facilities currently exporting egg powder products to Australia or who wish to do so in the future. If the facility does not currently export products to Australia, questions should be answered as if the facility were to begin exporting.
 - The requested information should be provided in English.
 - The provided information should be as complete as possible and, where necessary, be accompanied by relevant documents.
- » References should be provided where available as separate files/documents or website addresses.

The completed questionnaire should be sent by 1 March 2020 to the department through our office in Brussels:

Agriculture Section
Australian Embassy
Avenue des Arts 56
1000 Brussels Belgium

QUESTIONNAIRE

1. GENERAL INFORMATION

7.1. *Manufacturer and stakeholder details*

Provide details for the following:

- (a) Name, address and contact details of manufacturing facility.

Facility name:			
Address:			
	City:	Country:	
	Phone:	Fax:	

If applicable:

- (b) Department of Agriculture import permit number(s) or import permit application number(s).
(c) Name, address and contact details of importer(s).

Importer name:			
Address:			
	City:	Country:	
	Phone:	Fax:	

- (d) Name, address and contact details of exporter(s).

Exporter name:			
Address:			
	City:	Country:	
	Phone:	Fax:	

7.7. *Organisational structure*

Provide details for the following:

- (a) Organisation chart for key personnel at manufacturing facility, including key areas of responsibility and reporting lines.
(b) Number of production lines.
(c) Number of employees.

2. FACILITY / STAFFING

2.1. *Facility security*

- (a) Describe the facility's security systems, including how personnel are identified (e.g. staff, visitors) and enter/exit the facility. Describe any record keeping procedures.
- (b) Describe the process for ensuring that only appropriate personnel have access to production and restricted areas and how this is monitored.

2.2. *Staff training*

- (a) Describe systems for staff training including induction, ongoing/refresher training, identification of training needs and assessment for ongoing competence. Describe any record keeping procedures.

In ensuring Australia's biosecurity, it is important for the department to know that there are no ineligible eggs or egg products entering the supply chain of egg powder destined for Australia. Ineligible egg and egg products include those from countries we have not specifically approved to export to Australia and those from birds that may be affected by diseases of biosecurity concern.

The following questions cover several areas relevant to ineligible eggs or egg products. Please feel free to include additional information relevant to this issue if that would assist the department to understand how your manufacturing systems ensure Australia's import conditions are met.

3. PRODUCTION PROCESSES

3.1. Production lines at facility

- (a) Provide the name and description (including packaging size and type) of the product(s) manufactured at the facility. Indicate which egg powder products are eligible for export to Australia.
- (b) Describe the management of production lines and/or equipment used for the preparation and manufacture of product eligible for export for Australia versus product destined for other markets with different import requirements. Your description may include the measures you implement to ensure that product for export to Australia is not contaminated with ineligible product.
- (c) Provide processing details and flow charts for each manufactured product eligible for export for Australia, including all ingredients from receipt of raw material to final load out. Include in this relevant manufacturing process and any heat treatment that the product undergoes.

3.2. Receiving and storage of ingredients

- (a) Describe the process and procedures for receiving and storing ingredients, including systems for monitoring and recording receipt of raw materials. If the facility manufactures product intended for markets with different import requirements to Australia, describe any processes for segregation of raw material.
- (b) Describe arrangements and requirements for sourcing these raw materials, including the:
 - i. origin of the raw ingredients
 - ii. supplier(s) of the raw ingredients
 - iii. transportation of the raw ingredients from origin/supplier(s) to the facility
- (c) Describe systems for approval and review of suppliers, and how you ensure that compliance with sourcing requirements is achieved.

3.3. Product flow and facility hygiene / sanitation

- (a) Describe how facility layout, product flow and personnel movement are designed to minimise risk of cross contamination during production.
- (b) Describe procedures that are in place for general hygiene requirements for staff and visitors entering and exiting the plant.
- (c) Provide information on procedures for facility cleaning/sanitisation of equipment.

(d) Describe procedures to prevent cross contamination in post manufacturing storage.

3.4. *Non-conforming product*

(a) Describe processes in place for egg powder products to be exported to Australia that are non-conforming, both final product and raw ingredients. Include in this corrective actions taken when product is identified to be non-conforming.

3.5. *Pest control*

(a) Describe the pest control system in place.

4. INGREDIENT(S)

4.1. Traceability and identification of product

- (a) Describe the system in place for the identification and traceability of product, from sourcing of raw materials for manufacturing to the dispatch of final product. List all ingredients derived from animals, plants and micro-organisms that are held at the facility by completing the following tables.

Table 1 - Ingredients of animal or microbial origin used in products eligible for export to Australia. Please include any coating (i.e. flavour enhancer) used on the final product.

Ingredient	Species	Country of origin (animal derived ingredients only)	Supplier

Table 2 - Ingredients of animal or microbial origin held at manufacturing facility but not used in products eligible for export to Australia.

Ingredient	Species	Country of original (animal derived ingredients only)	Supplier

Table 3 - Summary of all ingredients of plant origin held in manufacturing facility.

Ingredient	Species	Supplier

5. HEAT TREATMENT

J.1. Heat treatment processes, equipment and records

- (a) What is the minimum CORE temperature and time parameters used for processing all animal derived ingredients used in egg powder eligible for export to Australia? Provide a summary in Table 4.

Table 4 - Heat treatments applied to ingredients of animal origin in egg powder manufactured for export to Australia.

Ingredient	Heat treatment		Facility where treatment applied (if off-site facility is used)
	Minimum core temperature	Time at core temperature	

- (b) If off-site heat treatment is applied (e.g. raw material is treated at another facility), describe systems to ensure compliance with Australian import requirements is achieved.
- (c) List all heat treatment equipment used in the manufacture of products eligible for export to Australia.
- (d) How is the production team/management alerted to instances of equipment malfunction, including when the equipment is in operation? Describe actions taken in events of equipment malfunction, including if the minimum core temperature of product is not reached.
- (e) Describe procedures for equipment repair and maintenance, including record-keeping of service logs. Describe the servicing schedule for all equipment listed in response to Question 5.1(c).
- (f) If applicable, detail training and qualification requirements of staff involved in repair of equipment and/or making decisions on product viability in the event of equipment malfunction.
- (g) Describe calibration procedures for temperature sensors/probes in the heat treatment equipment, including the frequency of calibration and who performs it.
- (h) Provide an example of a heat treatment record kept during manufacture of product eligible for export to Australia.

6. QUALITY CONTROL/ASSURANCE AND DOCUMENTATION

6.1. *Quality management systems and audits*

- (a) List the Quality Management System (QMS) and hazard analysis and critical control points (HACCP) programs in place. Include the contact details of the QMS/Quality Assurance Manager. Provide copies of QMS accreditation certificates.
- (b) Provide details of current government approvals of the facility, including those for export of egg powder products. Provide copies of certificates of approval. What is the frequency of government audits?
- (c) Provide dates of audits/inspections carried out within the past two years.
- (d) Describe internal verification methods for production and processing parameters, including how critical control points are monitored/verified, and actions taken when these critical parameters are not achieved.
- (e) Provide a copy of the most recent relevant Italian government authority audit report.

6.2. *Documentation processes*

- (a) Describe how Australia's labelling requirements for products destined for Australia, including raw materials and packing materials, are met.
- (b) Describe the process for creation and approval of new documentation, including instructional material (i.e. standard operating procedures/SOPs).
- (c) How are staff informed of, and if applicable to operational roles, trained in new documentation?
- (d) Describe your system for version control of documents, such as to ensure that all instructional material is current.
- (e) How long are records held?
- (f) Provide names of current SOPs for egg products eligible for export to Australia by completing Table 5.

Table 5 - Summary of SOPs used in manufacture of products eligible for export to Australia.

SOP Number:	SOP Title