

Application for Accreditation

Seafood Food Safety Scheme

This application does not operate as an accreditation. You are reminded that in South Australia it is an offence to carry on the business without approved accreditation.

This form is to be completed and signed by the owner, director or partners in the business seeking accreditation pursuant to the Primary Produce (Food Safety Schemes) (Seafood) Regulations 2017 that establishes the Seafood Food Safety Scheme for bivalve mollusc producers.

The application must be completed when:

- applying for accreditation as a seafood processor
- a business changes ownership, relocates to another site; or
- a business seeks to add an activity to a current accreditation (Vary their Food Safety Arrangement).

The completed application, along with all the relevant fees is to be returned to:

Post	Email
Administrative Officer, PIRSA Food Safety Program, GPO Box 1671, Adelaide 5001	pirsa.foodsafety@sa.gov.au

Please pay the application fee using the details on the last page of the application form.

Payment receipt is to be attached to the application form.

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Government of South Australia
Department of Primary Industries
and Regions

1. Business Details

Location of Operations, shore-based facility where bivalve molluscs are packed for sale for human consumption (site address / physical location)

Note: if packing occurs on a vessel, indicate address where the vessel is moored.

Street			
Suburb/town			
State		Post code	

For producers currently holding accreditation

Accreditation Number	
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Please list all directors of the company registered with Australian Securities and Investments Commission (ASIC) or partners in a partnership or trustees of a trust.

Accreditation can only be granted to an individual, partners, trustee(s) or body corporate (a ASIC registered company)

Trading Name			
☐ Individual / Sole Trader (e.g. John Smith) <i>Complete section 1 (a).</i>	☐ Company (e.g. ABC Pty Ltd) <i>Complete section 1 (b).</i>		
☐ Partnership (e.g. Jo Smith & Mary Jones) <i>Complete section 1 (c).</i>	☐ Trustee(s) (e.g. John Smith as Trustee for Smith Family Trust) <i>Complete section 1 (d).</i>		

Applicant Details

1 (a). Individual / Sole Trader

ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

1 (b). Company	
Legal Entity Name	
ACN	
ABN	
Phone	
Email	
List ALL Directors and Position in Company	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
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Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	
Name (First name & Surname)	
Position (as per ASIC)	

1 (c). Partnership				
ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

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1 (d). Trustee(s)				
ABN				
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	
First Name				
Last Name				
Phone				
Email				
Address	Street			
	Suburb/town			
	State		Post code	

Is the company registered with the Commonwealth Department of Agriculture Fisheries and Forestry under the Commonwealth <i>Export Control Act 2020</i> .	Yes	No
If you answered Yes to the above question; Does your company trade meat or meat products on the domestic market (i.e. locally or interstate)?	Yes	No

2. Aquaculture or Fisheries Licence

A prerequisite of accreditation under the Seafood Food Safety Scheme is that the applicant holds an aquaculture or fisheries licence authorising the farming or taking of bivalve molluscs.

Please indicate the licence number(s) for your business issues by the Department of Primary Industries and Regions:

Licence Number(s)	

3. Key Contacts

Primary Contact				
All correspondence regarding the accreditation will be addressed to this person. <i>In the case of an individual, this is the designated accreditation holder.</i>				
Full Name				
Position / Job Title				
Phone				
Email				
Postal Address	Street			
	Suburb/town			
	State		Post code	
Food Safety Contact				
Same as Primary	Yes	No	if no, please complete below	
Full Name				
Position / Job Title				
Phone				
Email				
Accounts Payable Contact				
Same as Primary	Yes	No	if no, please complete below	
Phone				
Email				

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In the last five years, have you, the company, any partners of the partnership / directors of the company / trustees of the trust:

ever been convicted of:		
An offence against the Primary Produce (Food Safety Schemes) Act 2004, or the Food Act 2001, or any related Commonwealth, Territory or State law	☐ Yes	☐ No
An offence of dishonesty	☐ Yes	☐ No
An indictable offence	☐ Yes	☐ No
ever committed an offence against:		
the Primary Produce (Food Safety Schemes) Act 2004 State law	☐ Yes	☐ No
the Food Act 2001,	☐ Yes	☐ No
any related Commonwealth, Territory or State law	☐ Yes	☐ No
A law of the Commonwealth or any State or Territory of the Commonwealth that corresponds to any of the above Acts	☐ Yes	☐ No
an offence of dishonesty	☐ Yes	☐ No
Have you /any director of the body corporate or entity which you/ they operate or have operated ever been the subject of any investigation/disciplinary/regulatory or legal process under a regulatory scheme relating to food or food production in South Australia or any other State or Territory of the Commonwealth?	☐ Yes	☐ No

If the answer is **YES** to any of the above questions, please provide details of the offence and any penalties imposed. *Please attach any relevant supporting documentation.*

Have you, or the company, previously held accreditation under the <i>Primary Produce (Food Safety Schemes) Act</i> ?	Yes	No
If yes, what was the name of the business or operation accredited?		
Is the operation under a QA or HACCP food safety program audited by another company?	Yes	No
If Yes, please name the company auditing your QA or HACCP program.		

4. Food Safety Arrangement

All producers are required to propose a Food Safety Arrangement. A Food Safety Arrangement is a set of processes adopted by a producer to apply to the production of primary produce for the safety and suitability of the produce.

Generic Food Safety Arrangement and HACCP plans for activities of (Raw and further processing of raw meat and poultry; Cooked, Heat Treated, Salted and Cured Meats; In-pack surface pasteurisation; Dry Cured Meats; Dried Meats; Cold Storage and Distribution; Transporting Meat and Meat products) are available on the PIRSA website, [Meat - PIRSA](#).

The details of your proposed Food Safety Arrangement will be reviewed at time of assessment.

Proposed Food Safety Arrangement		
Utilise the PIRSA templates. <i>If you choose to utilise these templates confirm all steps listed are applicable to your operations and all processes proposed to be undertaken are included.</i>	Yes	No
Alternative Food Safety Arrangement (examples include Approved Arrangement (Export); BRC; SQF; ISO 22000) <i>If yes, provide details:</i>	Yes	No

EXPORTING		
Is the company registered with the Commonwealth Department of Agriculture Fisheries and Forestry under the Commonwealth <i>Export Control Act 2020</i> .	Yes	No
If you answered Yes to the above question; Does your company trade meat or meat products on the domestic market (i.e. locally or interstate)?	Yes	No

5. DECLARATION OF APPLICANT

NOTE: *For Partnership, EACH partner must sign the declaration.*

For Company, a director must sign the declaration.

For Trust, a trustee must sign the declaration.

By signing, I (*name(s)*).....

of (*Legal entity to be accredited*).....

located at (*site location*)

declare I am the applicant, or I am authorised to complete this application on behalf of the
Partnership/Company/Trust and all information provided in this application is true and correct.

I make this declaration with the understanding that it is an offence under Section 38 of the *Primary Produce (Food Safety Schemes) Act 2004* to provide false or misleading statements in connection with information provided under the Act.

Signature of Director/Trustee/Partner..... **Date**

Signature of Partner(s) **Date**

6. FEES AND CHARGES TO ACCOMPANY THIS APPLICATION

If you require further clarification or assistance in completing the application form please contact the Administrative Officer, Food Safety Program at pirsa.foodsafety@sa.gov.au or 8429 0867.

The completed application, together with the relevant fee is to be returned to:
Administrative Officer, Food Safety Program, G.P.O. Box 1671, ADELAIDE, SA, 5001
An assessment of premises is normally carried out prior to approval of accreditation. The assessment and other audits and/or inspections carried out by the Food Safety Program are charged at **\$350.20 per hour**.
Fees and charges to accompany this application.

Application Fee **\$662.00**

Assessment of Premises **To be invoiced**

The application fee is to accompany this application. This application does not operate as accreditation. You are reminded that in South Australia it is an offence to carry on the applied for activity without approved accreditation.

Only when the Food Safety Program has received all the relevant fees will the application be processed. The applicant will be invoiced separately for the annual fee based on the information contained in the application.

PIRSA BANKING DETAILS

The applicant can use their bank's facilities to make an electronic funds transfer (EFT) from their bank account directly into the PIRSA bank account.

Various bank's electronic funds transfer facilities offer one or two short description fields to convey information from the customer to PIRSA. If the applicant provides insufficient or ambiguous descriptive information with their EFT payment, then PIRSA will have difficulty in allocating the money correctly. Please quote enough information to match the EFT with this application.

Bank	Australia and New Zealand Banking Group (ANZ)
BSB	015-101
Account	838531884
Account Name	PIRSA Collection Account
In Reference	Please include your name and "Application Fee"

7. Privacy Statement

PIRSA Food Safety collects personal information relating to accredited operators to fulfill its requirements under the Primary Produce (Food Safety Schemes) Act 2004. Personal information collected may include but is not limited to, information such as:

- Name, address, and contact details
- Information regarding the operations of your business

PIRSA Food Safety is committed to protecting personal information. Information provided by the applicant will be used to provide accreditation and monitoring services, administer, and manage administrative systems, and provide information to accredited businesses.

Information will be managed per the Privacy Act 1988 and the Freedom of Information Act 1991. For public health and safety reasons and for managing food safety generally, PIRSA Food Safety may disclose personal information to other agencies or entities. Information may also be used for statistical research or related purposes.

Additionally, section 40 of the Primary Produce (Food Safety Schemes) Act 2004 addresses confidentiality and requires:

A person must not divulge any information relating to business processes or financial information obtained (whether by that person or some other person) in the administration or enforcement of this Act except—

- a) as authorised by or under this Act; or
- b) with the consent of the person from whom the information was obtained or to whom the information relates; or
- c) as reasonably required in connection with the administration or enforcement of this Act; or
- d) for the purpose of any legal proceedings arising out of the administration or enforcement of this Act.

Maximum penalty: \$10,000