

Guidance for Completing Forms 7 & 9 – Application for listing for the export of
non-viable fish & fish products to Vietnam

Aquaculture products

Form 7

List of Food Production and Business Establishment Registered to Export to
Vietnam

No.	Name of Establishment	Code (Reg. Est. No.)	Address	Products registered to export to Vietnam	Note
1.	As appears on Certificate of Registration If this is a vessel – also include vessel name	Reg. Est. No.	Physical address of establishment If a vessel – this is the address that appears on the Certificate of registration	List products (should be the same as listed on Form 8 at Item 3.)	

.....date.....month.....year.....
Competent authority on food safety of exporting countries
(sign and stamp)

Department of Agriculture, Water and the
Environment to sign and stamp

Brief Information on Food Safety Conditions of Food Production and Business Establishment

This questionnaire is to be completed by each establishment seeking listing with the Vietnamese authorities to export non-viable (i.e. not live) fish and fish products for consumption within Vietnam.

1. Business name:

Please insert your business name.

2. Address:

Please insert your business address.

3. Products:

Please list all products that you will manufacture for export to Vietnam.

Keep the category details broad so that it covers groups of fish or fish products by type and does not contain packaging details..

Include the product and scientific name for example:

- 'frozen raw prawns - whole, cutlets and meat'
 - Banana Prawns (*Penaeus merguensis*)
- 'frozen abalone meat'
 - Blacklip abalone (*Haliotis rubra rubra*)
 - Greenlip abalone (*Haliotis laevis*)
- 'frozen fish – whole, gilled and gutted, fillets'
 - Albacore (*Thunnus alalunga*)
 - Alfonsino (*Beryx splendens*)

4. Production conditions (production chain and export)

To complete the following sections the specific information requested is to be inserted into the document. Keep responses short and concise.

Applications that include large attachments, entire sections of quality documentation or approved arrangements as appendix will be returned to the applicant for amendment and re-submission.

In this section include details specific to how your establishment operates and manages food safety risks. A general statement about the regulatory environment for aquaculture may be useful, for example:

Australian state and territory governments regulate and license aquaculture farms in Australia. Aquaculture farms are subject to strict controls including animal health surveillance and reporting obligations, control of agricultural and veterinary chemicals and environmental controls.

4.1 Farming and processing areas

FARMING

In this section you must document the following:

1. The name and address of all farms supplying aquaculture product to your establishment and species/type of fish supplied. Provide aquaculture licence details and reference to the state/territory legislation that provides for licencing of aquaculture farms.
2. For each farm give a brief description of the farming area and the farming method e.g. consider if there is a hatchery onsite/where juvenile stock are sourced from , if fish are farmed in ponds or sea-cages and if recirculating systems, marine or fresh water etc. is used.

PROCESSING

In this section, include information stating that your:

Establishment is registered in accordance with the *Export Control Act 2020* (the Act) and subject to audit to verify ongoing compliance with the approved documented food management system. The facility is also audited for compliance with structural requirements for processing areas, surrounds to processing areas and requirements for effective maintenance of all equipment used in production.

4.2 Farming, harvesting, preparation and processing methods

Please insert, where applicable, information about your farming, harvesting, preparation and processing methods.

FARMING

Information for this section to contain:

1. Your approved supplier requirements and approved supplier program. Describe how you meet the legislative requirements for sourcing fish (i.e. check of farms, only receive from registered est.s).
2. Additional information provided by the supplying farms about their controls and compliance with any standards, including how your suppliers farm and harvest the fish.
3. Describe how the fish are transported to the establishment/temperature controls and how the fish are protected from contamination.

PREPARATION AND PROCESSING METHODS

Include:

The Export Control (Fish and Fish Products) Rules 2021 require the occupier of an establishment engaged in the preparation of fish and fish products for export to have entered into an 'Approved Arrangement' (AA) with the Department of Agriculture, Water and the Environ (the department). A kev element of an AA is a documented food safetv management system.

Please insert details about your food management system.

The following additional information is also required as a minimum:

1. Preparation and processing flow charts for each product and a description of the process and process controls including CCP's and monitoring. **Do not include hazard analysis and HACCP tables.**
2. Product specifications sheet including micro standards for each product line
3. Factory layout

It is also recommended that you make reference to the fact that your:

Documented food safety management system is regularly audited by government approved auditors against requirements of the export legislation, including importing country requirements.

4.3 Feed handling and control measures applied in farming process

Please insert information about how you or your suppliers manage:

1. Feed handling including: what types of feeds are used, who manufacturers them, fitness for purpose and storage conditions.
2. Animal husbandry practices including a description of the control used to prevent contamination of the fish through contaminated feed or inappropriate use of veterinary medicinal products.

4.4 Packing (labeling), transport and distribution methods

Please insert information about your:

1. Information about your packaging and labelling – provide examples of the labelling or tabulate the labelling information for each product line.
2. Product labels for Vietnam MUST include a start date (pack date, process date, catch date) and end date (use by, best before) as “XX/XX/XXXX”, for example: 01/03/2021
3. Provide a description of the transport and distribution methods including maintenance of the cold chain for export of fish and fish products to Vietnam.

4.5 Quality management

Please insert information about your quality management system (documented food management system), such as what it contains with particular reference to HACCP plans.

If your system is accredited under other standards, then it may be advisable to include that reference here also.

4.6 Sampling and Monitoring

Provide details of sampling frequency and monitoring results of micro-organisms and residues.

Can be in table form e.g.

Note: Information in the table needs to match information in product specifications and flow diagrams and examples must be provided as attachments.

Stage of processing	Sampling / monitoring conducted	Frequency	Responsibility	Results
Receipt of abalone from harvest	Sensory inspection - Non-conforming product rejected	Every receipt of product		Recorded by See attachment A
Washing	Wash water tested for E.coli (nil per 100ml)		Laboratory details	Held on file
Finished p	Chemicals Antibiotics	Annual National	Department of Agriculture,	As attached

	Heavy Metals	Residue Survey (NRS)	Water and the Environment	
Microbiological				

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