

SFV Notification Advice Form

This template enables SFV to collect information relevant to assessing the severity of an incident, and to ensure appropriate corrective actions are taken by the licensee.

Note that the information provided will be treated in confidence, however it may also be shared with other regulatory agencies in some cases (e.g. Victorian Department of Health and Human Services, Commonwealth Department of Agriculture).

Please complete this **Notification Advice Form** by inserting information relevant to the incident in the shaded fields and return it to SFV at notify@dairysafe.vic.gov.au as soon as practicable.

Company information	Place cursor over relevant box and type text. Use Tab key to move between text boxes
Company name	
SFV licence number	
Export Establishment number	
Company address	
Phone (include afterhours contact)	
Email	
Contact name and company title	
Product information	
Product name & product description	
Product size(s)	
Date(s) of manufacture (or date imported, if applicable)	
Batch No./Lot code	
Use-by/Best-before date	
Quantity of product manufactured	
Time manufactured	
Ingredients	
Instructions for use and storage	
What is the product used for?	

Incident information	
Incident type	
How was incident identified?	
Illness or injury claimed?	
Provide a brief timeline of events leading up to and following the incident	
Please provide details of root cause investigation.	
Other product made/packed on the same line since last clean?	
Has any testing / inspection of surrounding batches occurred?	
Date and time of last clean	
Other information, including corrective actions	
Control of product	
Is all implicated product still on site?	
Has all implicated off-site product been traced?	
A recall initiated or planned?	
Has FSANZ &/or Victorian DHHS been contacted?	
What do you intend to do with implicated product?	
Chemical or physical analyses	
Product compositional results (where available & relevant for risk assessment purposes)	
Other measurements/analyses	
Where possible, please attach a photo of the implicated product/contaminant, including the product label.	
Date	
Prepared by	