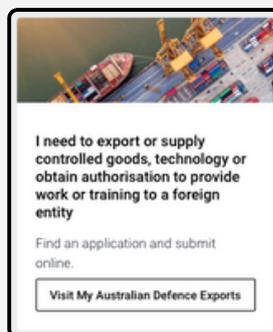**DEFENCE EXPORT CONTROLS**
COMPLIANCE

# How to conduct a **DEC Self-Audit**

Defence Export Controls offers easy-to-follow guidelines to help organisations conduct voluntary internal self-audits. This approach allows entities to proactively identify and address any issues through voluntary disclosure or other measures.

**1**

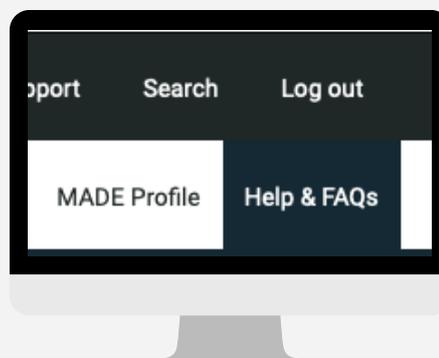Navigate to the Service Connect Page and continue with your digital identity.

I need to export or supply controlled goods, technology or obtain authorisation to provide work or training to a foreign entity

Find an application and submit online.

Visit My Australian Defence Exports

**2**

Select the My Australian Defence Exports service.

**3**

At the dual choice landing page, select the MADE portal option.
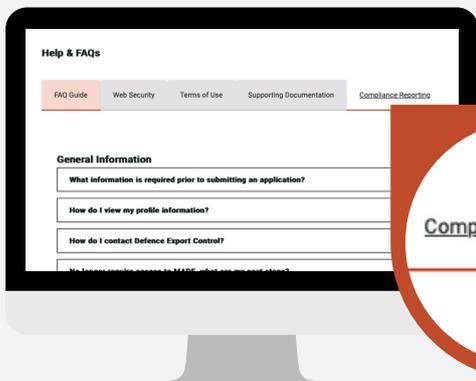
Search     Log out

MADE Profile     Help & FAQs

**4**

Locate the menu bar on MADE landing page, and select Help and FAQs.

**Contact us**

defence.gov.au/business-industry/export/controls
exportcontrols@defence.gov.au
1800 DEFENCE

## Help & FAQs

FAQ Guide | Web Security | Terms of Use | Supporting Documentation | Compliance Reporting

### General Information

What information is required prior to submitting an application?

How do I view my profile information?
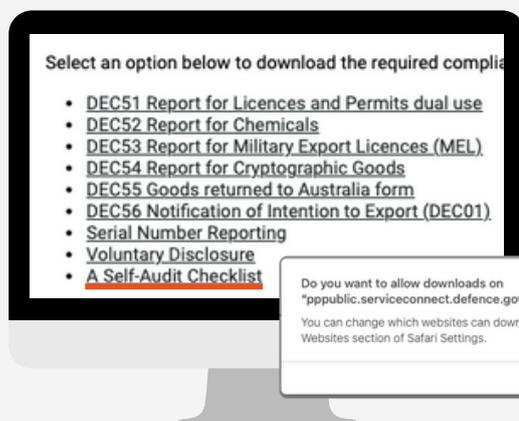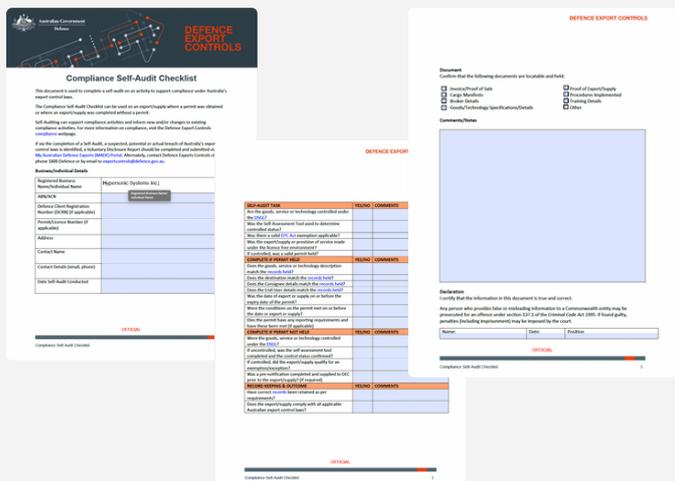
How do I contact Defence Export Control?

Compliance Reporting

**5**

Locate the Compliance Reporting tab and select. This will take you to a list of compliance reporting templates.

Select an option below to download the required complia

- DEC51 Report for Licences and Permits dual use
- DEC52 Report for Chemicals
- DEC53 Report for Military Export Licences (MEL)
- DEC54 Report for Cryptographic Goods
- DEC55 Goods returned to Australia form
- DEC56 Notification of Intention to Export (DEC01)
- Serial Number Reporting
- Voluntary Disclosure
- A Self-Audit Checklist

Do you want to allow downloads on "pppublic.serviceconnect.defence.gov.au"?

You can change which websites can download files in the Websites section of Safari Settings.

Cancel    Allow

**6**

Select the Self-Audit Checklist option to download the Checklist as a document to your drive. You may get a prompt asking you to allow downloads, if so select Allow.

**7**

You will then be able to start filling out your Self-Audit Checklist!

**Should an issue arise (suspected, potential or actual breach of export control legislation), notify DEC Compliance as soon as possible by submitting a Volutary Disclosure report through the MADE portal.**

**Contact us**

defence.gov.au/business-industry/export/controls
exportcontrols@defence.gov.au
1800 DEFENCE

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