

REFERENCE

Documentation checklist for plant exports

##

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## Purpose of this document

To assist Authorised Officers (AOs) and Documentation Assessment Officers (DAO) to determine the documents required for plant export consignments. It also specifies at which point in the export process the documentation is required by the department.

## Definitions

The following table defines terms used in this document. Additional terms and definitions relating to certification for plant export are captured in Reference: [*Plant export certification and system terms and definitions*.](#_Related_material)

| Term | Definition |
| --- | --- |
| Consumption | Prescribed goods that may be consumed by humans or livestock with or without further processing. |
| Full Container Load (FCL)  | A full container load of product.  |
| Gas free/clearance certificate | A certificate attesting to the freedom of harmful gases used to fumigate goods for phytosanitary purposes, for a particular consignment.  |
| Less Container Load (LCL) | A container load that has less than a full load of product.  |
| Prescribed grain | Seed or grain of any of the following kinds: barley, canola, chickpeas, dried field peas, faba beans, lentils, lupins, oats, sorghum, soybeans, split vetch, whole vetch, wheat.  |

## Cotton

The following table lists the documents required for cotton consignments.

|  |  |
| --- | --- |
| Cotton product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| All | Not for consumption | All | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container –FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – LCL | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Forest products

The following table lists the documents required for forest consignments.

|  |  |
| --- | --- |
| Forest product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| All | Not for consumption  | All | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg (wood chips) | Not for consumption | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg (other than woodchips) | Not for consumption | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Forest product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Fruit and vegetables

The following table lists the documents required for fruit and vegetable consignments.

|  |  |
| --- | --- |
| Fruit and vegetable product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Horticulture product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Less than 10kg | Consumption | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container – FCL | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container –LCL  | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Fruit and vegetable product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Horticulture product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Grains (excluding prescribed grain)/seeds/nuts/dried vegetables

The following table lists the documents required for grains, seed, nuts and dried vegetable consignments.

|  |  |
| --- | --- |
| Grain (excluding prescribed grain)/seed/nut/dried vegetable product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Less than 10kg | All | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | All | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | All | All | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | All | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Grain (excluding prescribed grain)/seed/nut/dried vegetable product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Processing | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Processing | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Processing | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Grain (excluding prescribed grain)/seed/nut/dried vegetable product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Sowing | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sowing | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sowing | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Empty Vessel Hold | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Prescribed grains

The following table lists the documents required for prescribed grains consignments.

|  |  |
| --- | --- |
| Prescribed Grain product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Less than 10kg | All | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | All | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | All | Air/Mail Transport | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container –LCL | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | Sea Transport: Shipping Container (FULL CONTAINER LOAD) | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Prescribed Grain product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Processing | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Processing | Sea Transport: Shipping Container – LCL | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Processing | Sea Transport: Shipping Container – FCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Shipping Container – LCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Research | Sea Transport: Shipping Container – FCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sowing | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sowing | Sea Transport: Shipping Container – LCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Prescribed Grain product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Sowing | Sea Transport: Shipping Container – FCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Shipping Container - LCL | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Sprouting | Sea Transport: Shipping Container – FCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Hay and straw

The following table lists the documents required for hay and straw consignments.

|  |  |
| --- | --- |
| Hay and straw product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Less than 10kg | Stockfeed | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Stockfeed | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Stockfeed | Air/Mail Transport | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Stockfeed | Sea Transport: Empty Vessel Hold | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Stockfeed | Sea Transport: Shipping Container – FCL | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Stockfeed | Sea Transport: Shipping Container – LCL  | N/A | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Nursery stock and cut flowers

The following table lists the documents required for nursery stock and cut flower consignments.

|  |  |
| --- | --- |
| Nursery stock and cut flowers product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Horticulture inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Less than 10kg | Not for consumption | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Air/Mail Transport | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – FCL  | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – LCL  | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Air/Mail Transport | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

|  |  |
| --- | --- |
| Nursery stock and cut flowers product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Horticulture inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – FCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Not for consumption | Sea Transport: Shipping Container – LCL  | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Plant based oils

The following table lists the documents required for plant-based oil consignments.

|  |  |
| --- | --- |
| Plant based oil product criteria | Departmental requirements |
| **Micor Plants case** | **Notice of intention to export** | **Marine surveyor certificate** | **Inspection records and running records** | **Export permit** |
| **Bulk vessel inspection record** | **Grain and plant product inspection record** | **Bulk vessel loading record** | **Container inspection record: consumable** | **Container inspection record: non-consumable** |
| **Size of consignment** | **End use** | **Transport method** | **Phytosanitary Certificate required?** | Required before product inspection | Required before product inspection | Required before product inspection | Required before product inspection | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification | Required at time of certification |
| All | Consumption | All | No | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Less than 10kg | Consumption | All | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |
| Greater than 10kg | Consumption | All | Yes | **** | **** | **** | **** | **** | **** | **** | **** | **** |

## Treatments

The following table lists the treatment documents required depending on the treatment type, treatment reason.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of treatment | Reason for treatment | Time of application | Treatment certificate | Gas free/Clearance certificate |
| Onshore voluntary treatment | Applied at the initiative of the exporter | Before inspection | N/A | Before inspection |
| Onshore voluntary treatment | Applied at the initiative of the exporter | After inspection | N/A | N/A |
| Onshore mandatory treatment | Required following a rejection for live insects | Before inspection | Before inspection | Before inspection |
| Onshore mandatory treatment | Required to meet importing country requirements | Before inspection | Before inspection | Before inspection |
| Onshore mandatory treatment—stack or permanent chamber fumigation | Required to meet importing country requirements | After inspection | At time of certification | N/A |
| Onshore mandatory treatment—other than stack or permanent chamber fumigation | Required to meet importing country requirements | After inspection | At time of certification | At time of certification**Note:** A gas free/clearance certificate is not required if this information is already in the treatment certificate. |
| In-transit mandatory treatment | Required to meet importing country requirements | After inspection | At time of certification**Note:** A treatment calibration record is the required document not a treatment certificate.  | N/A |

## Related material

The following related material is available on the [Instructional Material Library](http://iml.agdaff.gov.au/Pages/Home.aspx):

* Guideline: *Issuance of certification for plant exports*
* Guideline: *Supporting documents for plant exports*
* Reference: *Plant export certification and system terms and definitions*.

## Document information

The following table contains administrative metadata.

|  |  |
| --- | --- |
| Instructional Material Library document ID | Instructional material owner |
| IMLS-9-4210 | Director, Business Systems Program |

## Version history

The following table details the published date and amendment details for this document.

| Version | Date | Amendment details |
| --- | --- | --- |
| 1 | 1/07/2020 | First publication of this reference.  |
| 2 | 28/09/2020 | * Addition of a row to the Grains (excluding prescribed grain)/seeds/nuts/dried vegetables.
* Amendment to the Plant based oils table.
 |
| 3 | 19/07/2022 | Corrected requirements for stockfeed—FCL consignments require a consumable level container approval record, LCL consignments do not require a consumable level container approval record. |