Australian Government
Department of Agriculture,
Fisheries and Forestry

REFERENCE

Documentation checklist for plant exports

In this document

This document contains the following topics.

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.*

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.

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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								
							Inspection records and running records					
Size of consignment	End use	Transport method	Phytosanitary Certificate required?	Micor Plants case	Notice of intention to export	Marine surveyor certificate	Bulk vessel inspection record	Grain and plant product inspection record	Bulk vessel loading record	Container inspection record: consumable	Container inspection record: non-consumable	Export permit
				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
Size of consignment	End use	Transport method	Phytosanitary Certificate required?				Bulk vessel inspection record	Grain and plant product inspection record	Bulk vessel loading record	Container inspection record: consumable	Container inspection record: non-consumable	
				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](#):

- 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-12-3894	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.