



Australian Government
Department of Agriculture,
Fisheries and Forestry

CANDIDATE ADVICE

PLANT EXPORT OPERATIONS BRANCH

BVI3001: EXPORT INSPECTION OF EMPTY BULK VESSELS

Competency Standard

Purpose:

This unit describes the process for conducting the export inspection of empty bulk vessels.

This unit defines the standard required to:

- define the scope and criteria to conduct an inspection
- define the hazards and risks to work, health and safety
- comply with legislative requirements, departmental policies and industry standards
- document and record the inspection.

Key Accountabilities:

- work effectively in an export environment
- conduct pre-inspection tasks
- conduct vessel inspection tasks
- issue vessel approval
- withhold vessel approval
- re-inspect the vessel
- suspend the vessel approval
- cancel the vessel approval

eLearning requirements:

Plant Export Essentials
Bulk Vessel Inspection

Prerequisite requirements:

Current First Aid – Provide First Aid HLTAID003/HLTAID006
Current Working Safely at Heights – RIIWHS204D
Current Identify Confined Space – DEFWHS010/RIIWHS202D
Current medical clearance –Fitness to perform inspection
Current Marine Security Identification Card (MSIC)

Competency Standard	
1. Work effectively in an export environment	1.1 Complies with: <ul style="list-style-type: none"> • export legislation • APS Values and Code of Conduct • departmental instructional material • Work Health & Safety requirements
	1.2 Applies effective communication, conflict management and good decision-making techniques
	1.3 Ensures all required export documentation has been completed and/or lodged
2. Conduct pre-inspection tasks	2.1 Receives and validates export documentation
	2.2 Obtains relevant instructional material
	2.3 Collects required tools/equipment
	2.4 Checks site WHS and PPE requirements
3. Conduct vessel inspection tasks	3.1 Inspects vessel holds
	3.2 Inspects other sites on bulk vessel
4. Issue vessel approval	4.1 Records the results of the inspection on the Bulk Vessel Approval Record (BVAR)
	4.2 Issues a Bulk Vessel Approval
5. Withhold vessel approval	5.1 Records reason/s for withholding a Bulk Vessel Approval and/or for not passing holds on the BVAR
	5.2 Issues a Bulk Vessel Approval including the details of corrective actions, failure types and locations
6. Re-inspect the vessel	6.1 Re-inspects the vessel hold/s and/or other sites on the bulk vessel following treatment
	6.2 Records the results of the inspection on a blank BVAR
7. Suspend the vessel approval	7.1 Identifies when the condition of a vessel has changed since the Bulk Vessel Approval was issued

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	7.2 Informs client of suspension of Bulk Vessel Approval
	7.3 Re-inspects vessel hold/s and/or other sites on bulk vessel
	7.4 Records the results of the inspection on the BVAR
	7.5 Revokes the suspension of the Bulk Vessel Approval if the inspection requirements are met
8. Cancel the vessel approval	8.1 Cancels the Bulk Vessel Approval if the inspection requirements are not met
	8.2 Informs client of the cancellation of the Bulk Vessel Approval

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Required knowledge:

- Plant export legislation.
- Good decision making.
- WHS requirements.
- Sites and structures of a vessel.
- Treatments.
- Effective communication skills.
- Governance processes.
- Conflict management techniques.
- Correct inspection techniques.
- Export documentation.

Required skills:

- Complete export documentation.
- Prepare for inspection.
- Conduct inspection.
- Understand treatment/reconditioning procedures.
- Appropriately clean and store equipment following inspection.
- Use literacy skills to read, interpret and follow instructional material.
- Record information accurately and legibly.
- Select and apply procedures for a range of tasks.
- Use communication skills to fulfil job role including questioning techniques, implement active listening, clarify information, consult with supervisors, and deal with conflict.
- Use information technology to access plant export instructional material and information.
- Use numeracy skills to estimate, calculate and record routine workplace measurements.
- Use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds.

Required attitude:

- Behave honestly and with integrity.
- Act with care and diligence.
- Treat everyone with respect and courtesy, and without harassment.
- Comply with all applicable Australian laws.
- Comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent).
- At all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS.
- Perform function in an impartial and professional manner.
- Be openly accountable for your actions.
- Be responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs.

Candidate Advice - Demonstration

Competency name BVI3001: Export Inspection of Empty Bulk Vessels

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the competency criteria and required skills, knowledge and attitude and include achievement of the following:

- define the scope and criteria on which to base an inspection
- apply and follow WHS requirements associated with the inspection
- determine inspection methodology
- conduct inspection, complying with the department requirements
- validate supporting documentation for inspection/re-inspection of vessel holds or other areas
- pass or fail the inspection
- document the inspection to defend the decision-making process.

Competency Criteria:	Demonstration
<p><input type="checkbox"/> Theory Work effectively in an export environment (in office/training room)</p>	<p><input type="checkbox"/> Name at least two pieces of legislation and that govern your role as an AO.</p> <p><input type="checkbox"/> Name at least three behaviours that are in accordance with the APS Code of Conduct/APS Values.</p> <p><input type="checkbox"/> What can you do to avoid unnecessary workplace incidents or accidents?</p> <p><input type="checkbox"/> Describe how the buddy system works when inspecting empty bulk vessels.</p> <p><input type="checkbox"/> If you find yourself in a conflict situation how should you manage it?</p> <p><input type="checkbox"/> How do you ensure that you make the best defensible decision?</p> <p><input type="checkbox"/> What are the potential consequences for making an incorrect decision?</p>
<p><input type="checkbox"/> Theory Conduct pre-inspection tasks (in office/training room)</p> <p><input type="checkbox"/> Practical Conduct pre-inspection tasks (on vessel)</p>	<p><input type="checkbox"/> Outline all the tasks you would undertake to prepare for an empty bulk vessel inspection.</p> <p><input type="checkbox"/> Demonstrate the tasks you perform prior to an empty bulk vessel inspection.</p>

Competency Criteria:	Demonstration
<input type="checkbox"/> Theory Conduct vessel inspection tasks (in office/training room) <input type="checkbox"/> Practical Conduct vessel inspection tasks (on vessel)	<input type="checkbox"/> Explain how you would conduct an empty bulk vessel inspection. <input type="checkbox"/> Provide answers about tolerances and appropriate action for infestations, residues and contaminants. <input type="checkbox"/> Demonstrate how you conduct your inspection and record your findings on a BVAR.
<input type="checkbox"/> Theory Issue vessel approval (in office/training room)	<input type="checkbox"/> Using the scenario provided, explain to your assessor how to issue the vessel approval and complete a BVAR.
<input type="checkbox"/> Theory Withhold vessel approval (in office/training room)	<input type="checkbox"/> Using the scenario provided, explain to your assessor how to withhold the vessel approval and complete a BVAR.
<input type="checkbox"/> Theory Re-inspect the vessel (in office/training room)	<input type="checkbox"/> Validate the sample treatment certificate provided and verify its suitability to address non-compliance. <input type="checkbox"/> Using the scenario provided, explain to your assessor how to reinspect the vessel and complete a BVAR.
<input type="checkbox"/> Theory Suspend vessel approval (in office/training room)	<input type="checkbox"/> Explain why and how you would suspend a vessel approval?
<input type="checkbox"/> Theory Cancel vessel approval (in office/training room)	<input type="checkbox"/> Explain why and how you would cancel a vessel approval?

Title: Candidate Advice BVI3001 Inspection of Empty Bulk Vessels

Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: VFE3001	23/01/2012	Original Draft	Plant Export Operations Branch	Patricia Voigt
V2.0: VFE3001A	24/04/2013	Realignment #1	Plant Export Operations Branch	Patricia Voigt
V3.0: VFE3001	05/12/2013	Realignment #3	Plant Export Operations Branch	Darren Mietzel
V4.0: BVI3001	12/12/2017	New instructional and training material. Job function title change	Plant Export Operations Branch	IMT
V4.1: BVI3001	08/05/2018	Change to pre-requisites for the job function	Plant Export Operations Branch	IMT