



Australian Government

Department of Agriculture

CANDIDATE ADVICE

PLANT EXPORT OPERATIONS BRANCH

FOP3003: INSPECTION OF FOREST PRODUCTS PROCESSED PRODUCTS

Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of forest products: processed products for export.

This unit defines the standard required to:

- define the scope and criteria to conduct an inspection
- define the hazards and risks to occupational safety and the environment
- comply with legal/statutory requirements, organisational protocols and industry standards and
- document and record the inspection.

Key Accountabilities:

- Work effectively in an export environment
- Conduct pre-inspection tasks
- Conduct flowpath inspection tasks
- Conduct goods inspection tasks
- Pass the goods after inspection
- Reject the goods after inspection
- Reinspect the resubmitted goods

eLearning requirements:

Core Modules (Course PE001)
Grain and Horticulture (Course PE003)
Grain – Forest Products (Course PE013)



Competency Standard	
1. Work effectively in an export environment	1.1 Follow and comply with export legislation, APS Values and Code of Conduct , work instructions and relevant WH&S standards and industry requirements
	1.2 Apply effective communication, conflict management and decision-making techniques
	1.3 Ensure all required export documentation has been completed and/or lodged.
2. Conduct pre-inspection tasks	2.1 Receive and assess export documentation
	2.2 Check for and assess any importing country requirements
	2.3 Obtain relevant instructional and reference material
	2.4 Check registration status of export registered establishment
	2.5 Collect required tools/equipment
	2.6 Check site WH&S and PPE requirements
3. Conduct flowpath inspection tasks	3.1 Inspect flowpath
	3.2 Pass or fail flowpath
	3.3 Inspect empty containers (if present)
	3.4 Obtain vessel approval
	3.3 Complete the approved Export Compliance Record and distribute and retain as required
4. Conduct goods inspection tasks	4.1 Assess the goods to ensure the inspection can commence



Competency Standard	
	4.2 Check the overall condition of any packaging
	4.3 Draw sample randomly using relevant sampling methodology and rate
	4.4 Inspect the samples following correct procedures
	4.5 Inspect samples for live pests, vermin and contaminants and apply relevant tolerance levels
5. Pass the goods after inspection	5.1 Pass goods based on the relevant tolerances
	5.2 Complete the approved Export Compliance Record and distribute and retain as required
	5.3 Ensure the passed goods are segregated and clearly distinguished from goods that are not export compliant
6. Reject the goods following inspection	6.1 Reject goods based on the relevant tolerances
	6.2 Complete the approved Export Compliance Record and distribute and retain as required
	6.3 Ensure the rejected goods are segregated and clearly distinguished from goods that are export compliant
7. Reinspect the resubmitted goods	7.1 Ensure rejected goods have been treated appropriately
	7.2 Ensure you sight appropriate documentation before commencing the re-inspection
	7.3 Re-inspect the goods following correct procedures



Competency Standard

Required knowledge:

- Access and use legislation
- Apply defensible decision making
- Follow WH&S requirements
- Identify products, pests and diseases
- Confirm treatments actions
- Use effective communication skills & apply governance processes
- Apply conflict management techniques
- Apply correct sampling and inspection techniques
- Complete export certification documentation

Required skills:

- Completion of export documentation
- Prepare for inspection
- Carry out inspection
- Identifying infested produce
- Treatment/Recondition procedures
- Clean and store equipment and materials following inspection
- Use literacy skills to read, interpret and follow organisational policies, procedures, instructions.
- Record accurately and legibly information collected.
- Select and apply procedures for a range of tasks.
- Use communication skills to fulfil job role including questioning techniques, active listening, clarifying information, consulting with supervisors, dealing with conflict and using technology
- Use numeracy skills to estimate, calculate and record routine workplace measures.
- 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 - Question and Answer

Competency name FOP3003 Inspection of forest products: processed products

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 inspection
- apply and follow WHS, risk management and environmental procedures associated with the inspection
- determine sampling and inspection methodology
- conduct inspections, complying with the Department of Agriculture and importing country requirements
- pass or reject consignments based on relevant tolerances
- evaluate treatment for resubmitted goods
- document the inspection/re-inspection to defend the decision-making process.

Competency Criteria:	Question/Discussion
<ul style="list-style-type: none"> • Conduct pre-inspection tasks • Conduct flowpath inspection tasks • Conduct goods inspection tasks • Pass the goods after inspection • Reject the goods after inspection • Reinspect the resubmitted goods 	<ul style="list-style-type: none"> • Give me a summary of the process you would follow to prepare for and conduct an inspection of xxx (nominate product)



Candidate Advice - Demonstration

Competency name FOP3003 Inspection of forest products: processed products

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 inspection
 - apply and follow WHS, risk management and environmental procedures associated with the inspection
 - determine sampling and inspection methodology
 - conduct inspections, complying with the Department of Agriculture and importing country requirements
 - pass or reject consignments based on relevant tolerances
 - evaluate treatment for resubmitted goods
- document the inspection/re-inspection to defend the decision-making process.

Competency Criteria:	Demonstration
Working in an export environment	<ul style="list-style-type: none"> • Name at least two pieces of legislation and that govern your role as an AO • Name at least three actions that are in accordance with the APS Code of Conduct/APS Values • What should you do to avoid an unnecessary workplace incidents or accidents? • If you find yourself in a conflict situation how should you manage it? • How do you ensure that you make the best defensible decision? • What are the potential consequences for making an incorrect decision?
Conduct pre-inspection tasks	<ul style="list-style-type: none"> • Outline the tasks you would undertake prior to an inspection
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Show or explain to me where you would find the importing country requirements for xxx (nominate grain). How do you know if a country has a defined pest list? • Show me how and discuss why you inspect the inspection area, flowpath and empty container/empty bulk vessel



Competency Criteria:	Demonstration
Conduct goods inspection tasks	<ul style="list-style-type: none">• Show me how you start your inspection• Demonstrate the sampling methodology and rate you would use when carrying out an inspection of processed products• Demonstrate the inspection technique you would use when carrying out an inspection of processed products
Pass the goods after inspection	<ul style="list-style-type: none">• Demonstrate what you would do to pass the goods
Reject the goods after inspection	<ul style="list-style-type: none">• Demonstrate the rejection procedure for processed products into:<ul style="list-style-type: none">a) packagedb) bulk into containersc) bulk into vessels
Reinspect the resubmitted goods	<ul style="list-style-type: none">• Tell me how you would reinspect the resubmitted goods



Title: Candidate Advice Tool FOP3003 Inspection of Forest Products Processed Products

Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: FOP3001/FOP3002	16/02/2012	Original Draft	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.1: FOP3003	18/10/2013	Updated Template & Job Function Codes Rebranded to 'Department of Agriculture'	Plant Export Operations Branch, Department of Agriculture	Patricia Voigt
V3.0: FOP3003	06/05/2014	Updated work instruction and PEOM released	Plant Export Operations Branch, Department of Agriculture	Patricia Voigt