



Australian Government

Department of Agriculture

CANDIDATE ADVICE

PLANT EXPORT OPERATIONS BRANCH

ECI3001B: INSPECTION OF EMPTY CONTAINERS

Competency Standard

Purpose:

This unit describes the process for conducting inspection of empty containers 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 container inspection tasks
- Pass the container
- Reject the container
- Re-inspect the resubmitted container
- Cancel the container approval

eLearning requirements:

Core Modules (Course PE001)
Empty Container Inspections (Course PE002)



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 Obtain relevant instructional and reference material
	2.3 Collect required tools/equipment
	2.4 Check site WH&S and PPE requirements
	2.5 Ensure the facility is adequate
3. Conduct container inspection tasks	3.1 Inspect all exterior and interior parts of the container following correct procedures
	3.2 Inspect container for live pests, vermin and contaminants and apply relevant tolerances
4. Pass the container	4.1 Pass container based on the relevant tolerances
	4.2 Ensure the passed container is labelled and sealed as required
	4.3 Complete the approved Container Approval Record and distribute and retain as required
5. Reject the container	5.1 Reject container based on the relevant tolerances



Competency Standard	
	5.2 Complete the approved Container Approval Record and distribute and retain as required
6. Re-inspect the resubmitted container	6.1 Ensure rejected containers are treated appropriately
	6.2 Ensure you sight appropriate documentation before commencing the re-inspection
	6.3 Re-inspect the container following correct procedures
7. Cancel the container approval	7.1 Identify when the condition of a container has changed since the container approval was issued
	7.2 Cancel container approval



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 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 Tool - Question and Answer

Competency name ECI3001B Inspection of Empty Containers

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 inspection methodology
- conduct inspections, complying with the Department of Agriculture and importing country requirements
- pass or reject containers based on relevant tolerances
- 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 container inspection tasks • Pass the container • Reject the container • Reinspect the resubmitted container • Cancel container approval 	<ul style="list-style-type: none"> • Give me a summary of the process you would follow to prepare for and conduct an inspection of an empty container



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Candidate Advice - Demonstration

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- 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
	<ul style="list-style-type: none"> • Explain to me the different requirements for containers to be loaded with: <ul style="list-style-type: none"> • A) non-consumable goods • B) consumable goods
Conduct container inspection	<ul style="list-style-type: none"> • Show me how you conduct your inspection



Competency Criteria:	Demonstration
tasks	
Pass the container	<ul style="list-style-type: none">• Demonstrate what you would do to pass the container
Reject the container	<ul style="list-style-type: none">• Demonstrate what you would do to reject the container
Reinspect the resubmitted container	<ul style="list-style-type: none">• Discuss how the re-inspection of an empty container differs from an initial inspection
Cancel container approval	<ul style="list-style-type: none">• Discuss why and how you would cancel a container approval



Title: Candidate Advice ECI3001B Inspection of Empty Containers

Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: ECI3001	24/01/2012	Original Draft	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: ECI3001A	17/05/2012	Realignment #1	Plant Export Operations Branch, DAFF	Patricia Voigt
V3.0: ECI3001B	22/04/2013	Amended instructional and reference material	Plant Export Operations Branch, DAFF	Patricia Voigt
V3.1 ECI3001B	27/09/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture”	Plant Export Operations Branch, Department of Agriculture	Galen Waterford