



Australian Government

Department of Agriculture

# CANDIDATE ADVICE

## PLANT EXPORT OPERATIONS BRANCH

### HAS3001: INSPECTION OF HAY AND STRAW

#### Competency Standard

##### Purpose:

This unit describes the process for conducting sampling and inspection of hay and straw 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 (PE001)  
Grain & Horticulture (PE003)  
Grain (PE006)  
Grain – Hay and Straw (PE011)



**Competency Standard**

<b>1. Work effectively in an export environment</b>	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
<b>2. Conduct pre-inspection tasks</b>	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 standards and PPE requirements
<b>3. Conduct flowpath inspection tasks</b>	3.1 Inspect flowpath
	3.2 Pass or fail the entire flowpath
	3.3 Inspect empty containers (if present)
	3.4 Complete the approved Export Compliance Record and distribute and retain as required
<b>4. Conduct goods inspection tasks</b>	4.1 Assess the goods to ensure the inspection can commence



<b>Competency Standard</b>	
	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
<b>5. Pass the goods after inspection</b>	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
<b>6. Reject the goods following inspection</b>	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
<b>7. Reinspect the resubmitted goods</b>	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 Work Health and Safety 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 HAS3001 Inspection of Hay and Straw**

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 Work Health and Safety, 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"> <li>• Conduct pre-inspection tasks</li> <li>• Conduct flowpath inspection tasks</li> <li>• Conduct goods inspection tasks</li> <li>• Pass the goods after inspection</li> <li>• Reject the goods after inspection</li> <li>• Reinspect the resubmitted goods</li> </ul>	<ul style="list-style-type: none"> <li>• Give me a summary of the process you would follow to prepare for and conduct an Inspection of hay and straw</li> </ul>



## Candidate Advice - Demonstration

### Competency name HAS3001: Inspection of Hay and Straw

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



<b>Competency Criteria:</b>	<b>Demonstration</b>
<b>Conduct goods inspection tasks</b>	<ul style="list-style-type: none"><li>• Show me how you start your inspection</li><li>• Demonstrate the sampling methodology and rate you would use when carrying out an inspection of hay and straw</li><li>• Demonstrate the inspection technique you would use when carrying out an inspection of hay and straw</li><li>• What additional requirements are there for hay and straw exports to China?</li></ul>
<b>Pass the goods after inspection</b>	<ul style="list-style-type: none"><li>• Demonstrate what you would do to pass the goods</li></ul>
<b>Reject the goods after inspection</b>	<ul style="list-style-type: none"><li>• Demonstrate the rejection procedure for hay and straw</li></ul>
<b>Reinspect the resubmitted goods</b>	<ul style="list-style-type: none"><li>• Tell me how you would reinspect the resubmitted goods</li></ul>



**Title: Candidate Advice HAS3001: Inspection of Hay and Straw**

<b>Version Number</b>	<b>Date</b>	<b>Details of Amendment</b>	<b>Document Owner</b>	<b>Author</b>
V1.0: HAS3001	05/01/2012	FINAL	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: HAS3001	20/07/2012	Updated to include China requirements	Plant Export Operations Branch, DAFF	Jenny Dunn
V3.0: HAS3001	02/10/2012	Revised WI	Plant Export Operations Branch, DAFF	Patricia Voigt
V4.0: HAS3001	22/08/2013	All AOs can inspect for China	Plant Export Operations Branch, DAFF	Patricia Voigt
V4.1: HAS3001	04/10/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture”	Plant Export Operations Branch, Department of Agriculture	Galen Waterford