



Australian Government

Department of Agriculture

CANDIDATE ADVICE

PLANT EXPORT OPERATIONS BRANCH

RBC3001A: INSPECTION OF RAW BALED COTTON

Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of raw baled cotton 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 following inspection
- Reject the goods following inspection
- Re-inspect the resubmitted goods

Training requirements:

Core Modules (Course PE001)
Grain and Horticulture (Course PE003)
Grain (Course PE006)
Grain – Raw Baled Cotton (Course PE012)



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
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 entire flowpath
	3.2 Pass or reject the entire flowpath
	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
	4.2 Check the overall condition of any packaging
	4.3 Draw sample using relevant sampling methodology and rate



Competency Standard	
	4.4 Ensure selected sample is random
	4.5 Inspect the samples following correct procedures
	4.6 Inspect samples for live pests, vermin and contaminants and apply relevant tolerance levels
5. Pass the goods following 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. Re-inspect the resubmitted goods	7.1 Ensure rejected goods are 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 RBC3001A: INSPECTION OF RAW BALED COTTON

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 OHS, risk management and environmental procedures associated with the inspection
- determine inspection methodology
- conduct inspections, complying with statutory requirements, enterprise protocols, importing country requirements and industry standards
- reject consignments for non-compliance and/or non-conformance
- evaluate treatment and/or reconditioning
- document the inspection/re-inspection and record follow up actions to defend the decision 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 following inspection • Reject the goods following 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 cotton



Candidate Advice - Demonstration

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- evaluate treatment and/or reconditioning
- document the inspection/re-inspection and record follow up actions to defend the decision 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 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"> • Show or explain to me where you would find the importing country requirements for cotton. How do you know if a country has a defined pest list?
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Show me how and discuss why you inspect the inspection area, flowpath and empty container



Competency Criteria:	Demonstration
Conduct goods inspection tasks	<ul style="list-style-type: none"> • Show me me how you start your inspection. • Demonstrate the sampling methodology and rate you would use when carrying out an inspection on raw baled cotton and mote cotton. • Demonstrate the inspection technique you would use when carrying out an inspection of raw baled cotton and mote cotton.
Pass the goods following inspection	<ul style="list-style-type: none"> • Demonstrate what you would do to pass the goods
Reject the goods following inspection	<ul style="list-style-type: none"> • Demonstrate the rejection procedure for a cotton lot/consignment
Reinspect the resubmitted goods	<ul style="list-style-type: none"> • Discuss how the re-inspection of cotton differs from an initial inspection of cotton

Title: Candidate Advice RBC3001A: Inspection of Raw Baled Cotton

Version Number	Release Date	Details of Amendment	Document Owner	Author
V1.0: RBC3001	24/01/2012	Original	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: RBC3001A	16/05/2012	Realignment #1	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.1: RBC3001A	01/10/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the	Plant Export Operations Branch, Department of Agriculture	Galen Waterford



Australian Government
Department of Agriculture

Candidate Advice Tool
Plant Export Operations Branch
RBC3001A: Inspection of Raw Baled Cotton

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