



Australian Government

Department of Agriculture,  
Fisheries and Forestry

# **Competency and Assessment Requirements**

## **FOP3003: Export inspection of processed forest products**

Version 1.0

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### Version History

Version	Date	Comments
1.0	17/11/2022	First publication of this document.

### Application

This unit describes the skills, knowledge and attributes required of an Authorised Officer (AO) candidate to successfully complete actions and tasks involved in inspecting processed forest products for export from Australia in a competency-based assessment.

It applies to individuals with export inspection responsibilities.

To be found competent in this job function, candidates are expected to describe and demonstrate the scope and criteria required to conduct a processed forest product inspection.

Candidates will be required to demonstrate compliance with legal/statutory requirements, organisational protocols and industry standards. Candidates will be asked to describe a process, demonstrate process tasks and record the inspection.

### Unit Sector

Assessment

### Competency Standards and Competency Criteria

COMPETENCY STANDARDS	COMPETENCY CRITERIA
<i>Standards describe the essential outcomes.</i>	<i>Competency criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Work effectively in an export environment	1.1 Demonstrate compliance with export legislation, Australian Public Service (APS) Values and Code of Conduct, departmental instructional material and workplace health and safety (WHS) requirements. 1.2 Apply effective communication, conflict management and decision-making techniques. 1.3 Verify all required export documentation has been completed and/or lodged.

COMPETENCY STANDARDS	COMPETENCY CRITERIA
2. Conduct pre-inspection tasks	2.1 Receive and validate export documentation. 2.2 Determine and assess any importing country requirements. 2.3 Obtain inspection record or access (Plant Exports Management System (PEMS)). 2.4 Obtain relevant instructional and reference material. 2.5 Collect required tools and equipment. 2.6 Check inspection area is WHS compliant and fit for purpose.
3. Conduct the flowpath inspection tasks	3.1 Inspect commodity flowpath including inspection area. 3.2 Pass or fail the flowpath following correct procedures. 3.3 Check empty containers (if present). 3.4 Obtain vessel approval (if applicable). 3.5 Complete the approved inspection record and distribute and retain as required.
4. Conduct the goods inspection tasks	4.1 Assess the consignment to ensure the inspection can commence. 4.2 Check overall condition of any packaging. 4.3 Draw samples 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 inspection record and distribute and retain as required. 5.3 Ensure passed goods are segregated and clearly distinguished from other goods.
6. Reject the goods following inspection	6.1 Reject the goods based on the relevant tolerances. 6.2 Complete the approved inspection record and distribute and retain as required. 6.3 Ensure the rejected goods are segregated and clearly distinguished from goods that are not valid for export.

COMPETENCY STANDARDS	COMPETENCY CRITERIA
7. Inspect a resubmitted consignment	<p>7.1 Ensure rejected goods have been treated appropriately.</p> <p>7.2 Ensure you sight appropriated documentation before commencing the re-inspection.</p> <p>7.3 Re-inspect the goods following correct procedures.</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Competency Criteria	Description
Reading	1.1, 1.3, 2.1, 2.3, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3	<ul style="list-style-type: none"> <li>Read, interpret and follow policies, procedures and instructions.</li> <li>Verify export documentation is completed/lodged.</li> </ul>
Writing	1.3, 3.2, 5.2, 6.2, 7.1, 7.3	<ul style="list-style-type: none"> <li>Record outcomes of inspections.</li> </ul>
Oral Communication	1.2, 2.4, 2.6, 3.4, 4.1	<ul style="list-style-type: none"> <li>Participate in exchanges about inspection tasks and requirements.</li> <li>Discuss inspection outcomes with relevant parties.</li> </ul>
Navigate the world of work	1.1, 1.2, 1.3, 7.1, 7.2, 7.3	<ul style="list-style-type: none"> <li>Identify, confirm and take responsibility for adherence to legislation, policies, procedures and ethical requirements.</li> </ul>
Interact with others	1.2, 1.3, 2.1, 2.4, 2.6, 3.4, 6.2, 6.3, 7.2	<ul style="list-style-type: none"> <li>Collaborate with supervisors, exporters and the department.</li> </ul>
Get the work done	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.3	<ul style="list-style-type: none"> <li>Plan a process and related tasks with logically sequenced steps, according to defined procedures.</li> <li>Use defensible decision-making processes, identifying information and evaluating inspection outcomes against set policies.</li> </ul>

## Assessment Conditions

Assessors must gather and record evidence from the candidate that demonstrates consistent performance. The assessment conditions must be safe and typical of those experienced in the export environment. This includes access to:

- a quiet, private office area for knowledge assessment
- a relevant processed forest product sample for inspection
- access to the processed forest product production area
- access to inspection area
- inspection equipment
- an internet equipped device.

Candidates must ensure they have allocated sufficient time to participate in assessment and are prepared to demonstrate both their knowledge and performance evidence during this time.

The assessment is open book, and the candidates may refer to any resources they require to provide evidence to the assessor.

Assessors must satisfy the requirements as outlined in departmental policies. Assessors must record sufficient evidence to provide the candidates with an assessment outcome at the end of the assessment. Assessors must not provide any direct feedback to the candidate during the assessment time.

## **Knowledge Evidence**

Candidates must be able to demonstrate essential knowledge to effectively complete the task outlined in the standards and competency criteria of this unit. This includes knowledge of:

- legislation
- the APS Code of Conduct and APS Values
- defensible decision making and consequences of incorrect decisions
- WHS requirements
- identifying products
- inspection requirements for flowpath
- relevant sampling techniques and rates
- inspection requirements for conducting processed forest product inspections
- collection methods of pest specimens
- requirements for checking transport unit
- pests and diseases of quarantine concern
- confirming treatment actions
- effective communication skills and governance processes
- conflict management techniques
- inspection documentation requirements.

## **Performance Evidence**

Candidates must demonstrate the ability to complete tasks outlined in the standards and competency criteria of this unit, including:

- accessing and using legislation

- conducting pre-inspection tasks
- validating supporting documentation
- demonstrating how to
  - work safely and avoid workplace incidents or accidents
  - access departmental policies and procedural documents
  - inspect at least one (1) processed forest product consignment
  - complete at least one (1) inspection record based on a scenario provided
- demonstrating actions taken to
  - pass a consignment
  - reject a consignment
  - complete a reinspection of a consignment.

The evidence requirements for each occasion must include:

- completion of export documentation
- preparing for inspection
- carrying out inspection
- identifying infested consignments
- cleaning and storing equipment and materials following inspection
- accurately recording inspection results
- selecting and applying procedures specific to tasks associated with processed forest product inspections
- using effective communication skills when conducting inspection, including questioning techniques, active listening, clarifying information, consulting with supervisors and exporters and dealing with conflict
- applying appropriate interpersonal skills to work with and relate to people from a diverse range of cultures, social and religious backgrounds.

## Links

Job function prospectus

[FOP3003: Export inspection of processed forest products](#)