



Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of hay and straw products for export including packaged and bulk into containers.

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 inspection of hay and straw products
- Pass the goods after inspection
- Reject the goods after inspection
- Inspect a resubmitted consignment

eLearning requirements:

- Plant Export Essentials
- Importing country requirements for plant and plant product exports
- Inspection of hay and straw products for export



Competency standard	Competency criteria
1. Work effectively in an export environment	1.1 Complies with: <ul style="list-style-type: none">• Export legislation• APS Values and Code of Conduct• Departmental instructional material• Work Health & Safety (WHS) 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 importing country requirements
	2.3 Obtain inspection record or access 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 flowpath inspection tasks	3.1 Determine the commodity flowpath
	3.2 Inspect commodity flowpath for biosecurity risks (including inspection area, bench and transport unit)
	3.3 Pass or fail the flowpath following correct procedures
	3.4 Check empty container (if present)
4. Conduct inspection of hay and straw products	4.1 Assess the consignment to ensure the inspection can commence
	4.2 Check the trade description matches the consignment presented



Competency standard	Competency criteria
	4.3 Check packaging material is adequate
	4.4 Collect samples using correct sampling rates
	4.5 Inspect the sample for live pests or contaminants following correct procedures
	4.6 Use appropriate collection methods to support the identification of pest specimens
5. Pass the goods following inspection	5.1 Pass goods based on relevant tolerances
	5.2 Record inspection result on the inspection record or in PEMS
	5.3 Ensure the consignment is segregated and clearly distinguished from other goods
6. Reject the goods following inspection	6.1 Fail goods based on relevant tolerances
	6.2 Record rejection of goods on the inspection record or in PEMS
	6.3 Ensure rejected goods are isolated from export valid goods to avoid contamination
	6.4 Withdraw an inspection
7. Inspect a resubmitted consignment	7.1 Receive and validate treatment documentation
	7.2 Ensure rejected goods have been adequately treated
	7.3 Inspect the resubmitted consignment following correct inspection procedures
	7.4 Record reinspection results in PEMS or on the inspection record



Competency Standard		
<p>Required knowledge:</p> <ul style="list-style-type: none"> • 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 	<p>Required skills:</p> <ul style="list-style-type: none"> • 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 	<p>Required attitude:</p> <ul style="list-style-type: none"> • 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 - Demonstration

Competency name HAS3001: EXPORT INSPECTION OF HAY AND STRAW

The evidence required to demonstrate competency in this unit is to 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 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
Work effectively in an export environment	<ul style="list-style-type: none"> • Name at least 2 pieces of legislation that govern your role as an AO • Name at least 3 behaviours that are in accordance with the APS Code of Conduct/APS Values • What can you do to avoid unnecessary workplace incidents or accidents? • If you find yourself in a conflict situation how would 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 to prepare for an inspection • Discuss some supporting documentation you may receive prior to inspection • List some of the equipment that may be required when inspecting a consignment • Demonstrate where you would find the Importing country requirements • How do you know if a country has a defined pest list? • Outline documentation required from the client as per a Micor case • Demonstrate how to locate online resources



Competency Criteria:	Demonstration
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Determine the flowpath for relevant inspection type • Describe how the inspection area should be presented • Show me how, and discuss why, you inspect the flowpath and inspection area • Outline the process to reject and reinspect the flowpath • Describe how you would verify transport unit approval
Conduct inspection of hay and straw products	<ul style="list-style-type: none"> • Tell me the tasks you would do to start your inspection • Explain the trade description and packaging requirements for a consignment • Demonstrate how you would sample and inspect a consignment
Pass the goods following inspection	<ul style="list-style-type: none"> • Explain how you would pass an inspection • Complete an inspection record for passed goods
Reject the goods following inspection	<ul style="list-style-type: none"> • Outline the process for failing an inspection and rejecting goods for export • Complete an inspection record for rejected goods • Explain how you would withdraw an inspection
Inspect a resubmitted consignment	<ul style="list-style-type: none"> • Explain how you would prepare to inspect resubmitted goods

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

Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: HAS3001	12/04/2021	First publication	Plant Export Operations Branch, Department of Agriculture, Water and the Environment	IMT