



Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of forest products – logs 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 - Logs
- Pass the inspection
- Reject an inspection
- Inspect a resubmitted consignment

eLearning requirements:

- Plant Export Essentials
- Importing country requirements for plant and plant product exports
- Inspection of forest 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 Inspect flowpath including inspection area
	3.2 Pass or fail flowpath
	3.3 Check empty containers (if present)
	3.4 Obtain vessel approval
	3.5 Complete the approved inspection record and distribute and retain as required
4. Conduct goods inspection	4.1 Assess the goods to ensure the inspection can commence



Competency standard	Competency criteria
	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
5. Pass the 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 goods that are not valid for export
6. Reject an inspection	6.1 Reject 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
7. Inspect a resubmitted consignment	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		
<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 FOP3002: EXPORT INSPECTION OF FOREST PRODUCTS – LOGS

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 all the tasks you would undertake to prepare for an inspection • Show me 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 • Discuss reference material available to assist with inspections
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Show me how, and discuss why, you inspect the flowpath and inspection area • Outline the process to reject and reinspect the flowpath • Discuss how you would ensure an empty container or bulk vessel is approved for loading



Competency Criteria:	Demonstration
Conduct goods inspection	<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 inspection	<ul style="list-style-type: none"> • Explain how you would pass an inspection
Reject an inspection	<ul style="list-style-type: none"> • Explain how you would reject the inspection • Outline and explain the rejection principles including relevant tolerances
Inspect a resubmitted consignment	<ul style="list-style-type: none"> • Explain how you would conduct an inspection of a resubmitted goods

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V1.0: FOP3001/FOP3002	16/02/2012	Original draft	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.1: FOP3002	18/10/2013	Updated Template & Job Function Codes Rebranded to 'Department of Agriculture'	Plant Export Operations Branch, Department of Agriculture	Patricia Voigt
V3.0: FOP3002	06/05/2014	Updated work instruction and PEOM released	Plant Export Operations Branch, Department of Agriculture	Patricia Voigt
V4.0: FOP3002	18/03/2021	Legislation updates and revised into updated format	Plant Export Operations Branch, Department of Agriculture, Water and the Environment	IMT