



Competency Standard

Purpose:

This unit describes the process for conducting inspection of horticulture products 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 horticulture inspection
- pass or fail the inspection
- inspect a resubmitted consignment

eLearning requirements:

- Plant Export Essentials
- Importing country requirements for plant and plant product exports
- Inspection of horticulture 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 Applies effective communication, conflict management and good decision-making techniques
	1.3 Ensures all required export documentation has been completed and/or lodged
2. Conduct pre-inspection tasks	2.1 Receives and validates export documentation
	2.2 Checks for and assesses any importing country requirements
	2.3 Obtains relevant instructional material
	2.4 Checks site WHS and PPE requirements
	2.5 Collects required tools/equipment
3. Conduct flowpath inspection tasks	3.1 Inspects flowpath including inspection area and bench
	3.2 Passes or fails the flowpath following correct procedures
4. Conduct horticulture inspection	4.1 Assesses the consignment to ensure the inspection can commence
	4.2 Checks trade description and the overall condition of any packaging
	4.3 Draws samples using relevant sampling techniques and rate
	4.4 Inspects the samples for live pests or contaminants following correct procedures
	4.5 Uses appropriate collection methods to support the identification of pest specimen



Competency standard	Competency criteria
5. Pass or fail the inspection	5.1 Passes or fails inspection based on the relevant tolerances
	5.2 Completes the inspection record and distributes and retains as required
	5.3 Ensures the consignment is segregated and clearly distinguished from other goods
6. Inspect a resubmitted consignment	6.1 Ensures rejected goods have been reconditioned
	6.2 Receives and validates treatment documentation
	6.3 Inspects the resubmitted consignment following correct procedures



Competency Standard		
<p>Required knowledge:</p> <ul style="list-style-type: none"> • Access and use plant export 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 • Appropriately clean and store equipment and materials following inspection • Use literacy skills to read, interpret and follow organisational policies, procedures, instructions. • Record information accurately and legibly • 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 information technology to access plant export instructional material and information • 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 HOR3002: EXPORT INSPECTION OF FRUIT AND VEGETABLES	
<p>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:</p> <ul style="list-style-type: none"> • 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
Conduct flowpath inspection tasks	<ul style="list-style-type: none"> • Show me how, and discuss why, you inspect the flowpath and inspection area
Conduct horticulture inspection	<ul style="list-style-type: none"> • Tell me the tasks you would do to start your inspection • Explain the trade description requirements for a consignment



	<ul style="list-style-type: none">• What would you do if some of the consignment had not arrived yet?• How would you know if a consignment has a phytosanitary status and what are you looking for if it does?• How would an AO confirm a transfer record is valid?• Demonstrate how you would sample a consignment of product using a:<ul style="list-style-type: none">○ 2% rate (end-point sampling)○ 600 unit rate (end-point sampling)○ 2% rate (in-line sampling)○ 600 unit rate (in-line sampling)• Calculate the number of sample packages and the units to inspect based on the scenario provided• List the 4 approved sampling techniques and tell me about how to use one of them• What pest and disease symptoms and contaminants would you look for when inspecting horticultural products?• Demonstrate the inspection technique you would use when carrying out an inspection of a facilitator nominated product• If a client wants to have a live larvae identified how would you prepare it?
Pass or fail the inspection	<ul style="list-style-type: none">• Describe what you would do to pass the consignment• Describe what you would do to fail the consignment using<ul style="list-style-type: none">○ End-point sampling○ 600 unit in-line sampling○ 2% in-line sampling
Inspect a resubmitted consignment	<ul style="list-style-type: none">• Explain what must happen in order for failed consignments to be resubmitted



Title: Candidate Advice HOR3002: Export Inspection of Fruit and Vegetables				
Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: HOR3002	05/01/2012	FINAL	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: HOR3002	18/09/2013	Format Review & Addition of CORE Questions	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.1: HOR3002	02/10/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture”	Plant Export Operations Branch, Department of Agriculture	Galen Waterford
V3.0: HOR3002	12/09/2017	Revised due to instructional material review and updated training and assessment material	Plant Export Operations Branch, Department of Agriculture and Water Resources	IMT
V4.0: HOR3002	04/02/2021	Updated departmental branding and legislation references	Plant Export Operations Branch, Department of Agriculture, Water and the Environment	IMT