



PGG3001: EXPORT INSPECTION OF PRESCRIBED GRAIN AND PLANT PRODUCTS

Competency Standard

Purpose:

This unit describes the process for conducting sampling and inspection of prescribed grain and plant products for export including packaged, bulk into containers and bulk into bulk vessels.

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 after inspection
- Reject the goods after inspection
- Reinspect the resubmitted goods

eLearning requirements:

- Plant Export Essentials
- Importing country requirements for plant and plant product exports
- Inspection of grain and plant 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 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 WHS and PPE requirements
3. Conduct the flowpath inspection tasks	3.1 Inspect flowpath including inspection area and bench
	3.2 Pass or fail the flowpath following correct procedures
	3.3 Check empty containers (if present)
	3.4 Obtain vessel approval
4. conduct the goods inspection tasks	4.1 Assess the consignment to ensure the inspection can commence
	4.2 Check trade description and overall condition of any packaging



Competency standard	Competency criteria
	4.3 Draw sample randomly using relevant sampling techniques and rate
	4.4 Inspect the sample for live pests or contaminants following correct procedures
	4.5 Use appropriate collection methods to support the identification of pest specimens
5. Pass the goods after inspection	5.1 Pass inspection based on the relevant tolerances
	5.2 Complete the inspection record and distributes and retains as required
	5.3 Ensure the consignment is segregated and clearly distinguished from other goods
6. Reject the goods following inspection	6.1 Fail inspection based on the relevant tolerances
	6.2 Complete the inspection record and distributes and retains as required
	6.3 Ensure the rejected consignment is segregated and clearly distinguished from goods that are export valid
	7.1 Ensure rejected goods have been treated appropriately
	7.2 Receive and validate treatment documentation
	7.3 Inspect 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 PGG3001:EXPORT INSPECTION OF PRESCRIBED GRAIN AND PLANT PRODUCTS

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
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
Conduct goods inspection tasks	<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



PGG3001: Export Inspection of Prescribed grain and plant products

	<ul style="list-style-type: none">• Describe how you would ensure a transport unit is suitable for loading• Demonstrate how you would sample and inspect a consignment
Pass the goods after inspection	<ul style="list-style-type: none">• Explain how you would pass the inspection• Outline the process you would take in you were to find pests and/or contaminants during inspection
Reject the goods after inspection	<ul style="list-style-type: none">• Outline and explain the rejection principles including relevant tolerances• Describe the process of determining and applying the cumulative rejection limit
Reinspect the resubmitted goods	<ul style="list-style-type: none">• Explain how you would withdraw an inspection• Outline how to reject a consignment• Explain how you would prepare to inspect resubmitted goods



PGG3001: Export Inspection of Prescribed grain and plant products

Title: Assessment Tool PGG3001: Export Inspection of Prescribed Grain and Plant Products				
Version Number	Date	Details of Amendment	Document Owner	Author
V1.0: PGG3001	24/01/2012	Original Draft	Plant Export Operations Branch, DAFF	Patricia Voigt
V2.0: PGG3001A	16/05/2012	Realignment #1	Plant Export Operations Branch, DAFF	Patricia Voigt
V3.0: PGG3001B	25/03/2013	Amended Reference Material	Plant Export Operations Branch, DAFF	Patricia Voigt
V3.1: PGG3001B	04/10/2013	Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture”	Plant Export Operations Branch, Department of Agriculture	Galen Waterford
V4.0: PGG3001	29/01/2013	Changed layout on Assessor Verification NYC page	Plant Export Operations Branch, Department of Agriculture	Carrie Westphal
V4.1: PGG3001	07/03/2014	Updated to meet privacy reforms	Plant Export Operations Branch, Department of Agriculture	Jesse Riddell
V5.0: PGG3001	26/09/2014	Updated to Change expiry period for Container Approval Include section to ‘Inspect Packaging’	Plant Export Operations Branch, Department of Agriculture	Patricia Voigt
V5.1: PGG3001	30/05/2016	Added Industry Advice Notices and re-branded	Plant Export Operations Branch, Department of Agriculture and Water Resources	Linda Magee
V6.0 PGG3001 (d)	20/12/2018	Draft from new PGG instructional material in new DAWR templates- K Cuthbert /M. Fragnito	Plant Export Operations Branch, Department of Agriculture and Water Resources	Karen Webster
V6.1 PGG3001 (draft)	16/07/2019	Re-draft based on new PGG3001 instructional material.	Plant Export Operations Branch, Department of Agriculture	Stacey Lingard
V7.0: PGG3301	08/02/2021	Legislation updates	Plant Export Operations Branch, Department of Agriculture, Water and the Environment	IMT