Assessment Requirements for FWPCOT5206 Implement forestry chain of custody certification system

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Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Coordinate all aspects of a chain of custody certification system to ensure traceability of chain of custody system documentation and compliance with appropriate standards.
- Develop and deliver one training session for operators in one work area on chain of custody systems and their role in completing and lodging required documentation.
- Develop and deliver internal auditor training to three internal auditors.
- Coordinate all processes for one internal chain of custody certification system audit including:
  - preparation of all required documents
  - responding to audit reports and providing clear evidence of remedial actions taken for non-compliant issues.
- Complete the following reports:
  - system improvement plan for an audit
  - a report on periodic system operation
  - a report on breaches of compliance.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content and of the Illegal Logging Prohibition Act 2012 or superseding law.
- Purpose and key content of forestry certification standards and systems:
  - Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products

- Forestry Stewardship Council.
- Contents, at an in-depth level of understanding, and use of the chain of custody systems manual.
- Industry and organisational standards for managing the traceability chain of custody certification system documents.
- Format, content and use of documents and register used for certification, audit and quality purposes, including:
  - timber source documents
  - processing records
  - quality records
  - numbering and labelling documents.
- Internal audit processes, including:
  - purpose of internal audits
  - scheduling requirements for audits
  - role of internal auditors
  - process for preparing and presenting required documents
  - requirements for and methods of responding to non-compliances and process improvements identified by audit.
- Organisational and legal requirements for reporting incidents of non-compliance.
- Format, content and use of the following plans and reports:
  - audit reports
  - system improvement plans
  - reports on system operation
  - reports on breaches of compliance.
- Organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare chain of custody records and reports.
- Chain of custody systems manual.
- Template documents and register used for certification, audit and quality purposes:
  - timber source documents
  - processing records
  - quality records
  - numbering and labelling documents.
- Documents and proformas commonly used for chain of custody certification systems, including:
  - audit reports

- improvement plans
- periodic reports on system operation
- reports on breaches of compliance.
- Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products.
- Forestry Stewardship Council certification documents.
- Illegal Logging Prohibition Act 2012 or superseding law or plain English documents issued by the government regulator.
- organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47