



**Australian Government**

# **FWPCOT5206 Implement forestry chain of custody certification system**

**Release: 2**

# FWPCOT5206 Implement forestry chain of custody certification system

## 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.

## Application

This unit of competency describes the outcomes required to manage operational logistics to implement forestry chain of custody certification systems for certified wood and forest products. It can apply to the full scope of forestry industry workplaces and to operations of all sizes.

The unit applies to job roles including Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, and Technical Services Manager.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Unit Sector

Common Technical

## Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Confirm system	1.1 Identify key requirements of relevant laws to confirm

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
requirements	<p>understanding and ensure consistency of interpretation and application to chain of custody requirements.</p> <p>1.2 Clarify the relationship between chain of custody certification and forestry certification systems to ensure integration and compatibility of both systems.</p> <p>1.3 Review traceability chain for documentation to ensure compliance with appropriate standards.</p> <p>1.4 Review chain of custody certification system manual for applicability to work areas within the organisation.</p>
2. Comply with system requirements	<p>2.1 Arrange internal auditors for chain of custody system and conduct appropriate training.</p> <p>2.2 Distribute traceability chain records and instruct appropriate personnel on how to enter relevant information.</p> <p>2.3 Conduct training and induction on chain of custody certification system manual for work areas covered by the chain of custody system.</p> <p>2.4 Manage chain of custody activities and audits across work areas to minimise non-compliance.</p> <p>2.5 Report incidents of non-compliance in line with legal and organisational requirements.</p> <p>2.6 Complete traceability chain records and store in line with chain of custody certification system manual requirements.</p> <p>2.7 Report inadequacies in chain of custody certification system manual which may contribute to non-compliance.</p>
3. Provide system support	<p>3.1 Incorporate audit recommendations into a system improvement plan to rectify non-compliances and improve processes.</p> <p>3.2 Contribute to continuous improvement process to ensure system remains effective.</p>
4. Document the operation and monitoring of the system	<p>4.1 Prepare information on system operation and disseminate to relevant internal and external personnel in line with system communication plan.</p> <p>4.2 Periodically prepare reports on system operation identifying operational problems and disseminate to relevant internal and external personnel.</p> <p>4.3 Prepare reports on any identified breaches of compliance and disseminate to relevant internal and external personnel.</p>

## Foundation Skills

<i>This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.</i>	
Oral communication skills to:	<ul style="list-style-type: none"> <li>Provide clear unambiguous instructions on the chain of custody system and its requirements to the full scope of organisational employees.</li> </ul>
Reading skills to:	<ul style="list-style-type: none"> <li>Interpret complex and sometimes unfamiliar information to ensure compliance with chain of custody certification systems:               <ul style="list-style-type: none"> <li>laws or plain English equivalent documents</li> <li>Australian Standards</li> <li>internal system manuals</li> <li>audit reports.</li> </ul> </li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>Develop and document comprehensive information in chain of custody records and reports.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>Source, collect and organise a range of data to inform compliance activities.</li> <li>Efficiently and logically manage operational logistics for organisational compliance with chain of custody certification systems.</li> </ul>
Technology skills to:	<ul style="list-style-type: none"> <li>Use a computer, keyboard and software to prepare and maintain records and reports.</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT5206 Implement forestry chain of custody certification system Release 2	FWPCOT5206 Implement forestry chain of custody certification system Release 1	Minor typographical errors corrected	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>