



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT3250A Prepare timber to meet import/export compliance requirements

Release: 1

FPICOT3250A Prepare timber to meet import/export compliance requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to ensure timber meets compliance requirements for import/export. General workplace legislative and regulatory requirements apply to this unit. Subject to enterprise requirements, specific licences/certification may be required in the following areas: forest sustainability certification, chain of custody certification, phytosanitary certification and other Australian Quarantine and Inspection Service (AQIS) requirements.

Application of the Unit

Application of the unit

The unit involves assessing timber for import/export requirements in a variety of work settings including:

- timber harvesting
- sawmill
- woodchip mill
- veneer mill
- board/plywood mill
- timber and wood products production
- timber and wood products sales and service

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review regulatory requirements for import/export of timber	1.1. Applicable Occupational Health and Safety (OHS), legislative, environmental and organisational requirements relevant to preparing timber to meet import/export compliance requirements are identified and followed 1.2. AQIS requirements relevant to timber import/export are identified 1.3. Specific environmental legislative requirements relevant to timber import/export are identified 1.4. Compliance requirements are interpreted and confirmed 1.5. Compliance requirements for the organisation are examined in terms of critical implications, risks and consequences of possible breaches
2. Ensure timber compliance for import/export	2.1. Timber for import/export is identified and wood properties are recognised 2.2. Timber is examined, biohazards associated with the particular species identified and a risk assessment undertaken 2.3. Need for timber treatment is determined and arrangements made for treatment to ensure compliance 2.4. Need for phytosanitary certificates is established and arrangements made for procurement
3. Document compliance requirements	3.1. Branding of timber is completed and checked in line with regulatory requirements 3.2. Forest certification records are obtained and forwarded to relevant authorities 3.3. Records and reports of compliance requirements are prepared and submitted to appropriate internal and external personnel 3.4. Breaches of compliance requirements are reported to those with sufficient authority to correct them

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- Technical skills sufficient to identify timber species, wood properties and a range of timber biohazards
- Communication skills sufficient to complete process documentation; liaise with AQIS and customs officials; liaise with customers and suppliers, sometimes from different countries and cultures
- Literacy skills sufficient to read and interpret import/export requirements
- Numeracy skills sufficient to calculate timber volumes, costs and treatment strengths
- Problem identification and resolution skills sufficient to negotiate outcomes with officials and customers

Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards and codes of practice and established safe practices relevant to the full range of processes for identifying timber import and export requirements including knowledge of customs and AQIS requirements
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for identifying timber import and export requirements
- Environmental risks and hazards
- Minimising environmental impact
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Timber species identification techniques
- Wood properties and how these relate to fungal and insect risks associated with importing/exporting timber
- Range of timber treatments meeting AQIS requirements
- Branding and labelling requirements to ensure compliance
- Forest certification systems and chain of custody procedures
- Established communication channels and protocols
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting records and information

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can correctly prepare timber to meet import/export compliance requirements within Australia

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to importing/exporting timber
- following organisational policies and procedures relevant to importing/exporting timber
- interpreting regulatory requirements for importing/exporting timber in Australia
- determining compliance requirements for the organisation in relation to importing/exporting timber, and the risks and consequences of breaches
- examining timber and determining the appropriate requirements for compliance
- ensuring appropriate arrangements are made for compliance
- completing all documentation related to compliance
- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to

Context of and specific resources for assessment

EVIDENCE GUIDE

undertaking work applicable to this unit

- specifications and work instructions

EVIDENCE GUIDE

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of key competencies
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT

OHS requirements:

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Legislative requirements:

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes

RANGE STATEMENT

and standards

- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

RANGE STATEMENT

AQIS requirements may include:	• various treatments of the timber • issuing of phytosanitary certificates • chain of custody records
Environmental legislative requirements may include:	• identification of biohazards • forest certification system • identification of hazardous chemicals • risk assessment of material to be imported or exported
Wood properties may include:	• strength • durability • hardness • shrinkage • moisture content • grain • texture • presence of susceptible sapwood • extractives • fibre length and orientation
Biohazards may include:	• pests and diseases with potential for immediate and long-term threats to health or ecosystems
Timber treatment may include:	• heat treatment • chemical treatment • fumigation • irradiation • sterilisation
Phytosanitary certificates	are certificates issued certifying absence of active insect and fungal attack in timber to be imported or exported
Branding	is the process of labelling treated timber to assure customers of treatment
Forest certification	• is certification that material is from sustainably managed forests and may include: • Australian Forestry Standard • Forest Stewardship Council • chain of custody records
Records and reports may	• AQIS records • Customs records

RANGE STATEMENT

include:

- import/export documentation
- chain of custody documentation

and may be:

- manual
- using a computer-based system or other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical