



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT5206A Implement Forestry Chain of Custody certification system

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to implement a forestry chain of custody certification system

General workplace legislative and regulatory requirements apply to this unit. Subject to enterprise requirements specific licences/certification may be required in the following areas: all occupational health and safety and environmental requirements that are raised in the Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products

Application of the Unit

Application of the unit

The unit involves implementing forestry chain of custody certification system/s in a variety of work settings including:

- forest environment
- saw mill
- wood chip mill
- veneer mill
- board/plywood mill
- timber treatment plants
- downstream processing of timber
- timber and wood products production
- timber and wood products sales and service
- other settings such as farms, agriculture, workshops, domestic, nursery, local council applications, as applicable to the unit

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. Confirm system requirements	1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental, legislative</i> and <i>organisational requirements</i> relevant to implementing a forestry chain of custody certification system are identified and followed 1.2. Key requirements of the legislation are clarified to confirm understanding and ensure consistency of interpretation and application 1.3. Relationship between chain of custody certification and <i>forestry certification systems</i> is clarified to ensure integration and compatibility of both systems 1.4. Documentation requirements for <i>traceability chain</i> are reviewed to ensure effective workplace implementation to appropriate standards
2. Comply with system requirements	2.1. <i>Systems manual</i> is reviewed for applicability to work areas within the organisation 2.2. <i>Internal auditors</i> of the chain of custody system are appointed and appropriate training conducted 2.3. Traceability chain records are distributed and appropriate personnel instructed on how to enter relevant information 2.4. Training and induction on systems manual is conducted for work areas covered by the chain of custody system 2.5. Chain of custody activities are managed across work areas so that non-compliance is minimised 2.6. Incidents of non-compliance are reported in line with legislative and workplace requirements 2.7. Traceability chain records are completed and stored in line with systems manual requirements 2.8. Inadequacies in systems manual which may contribute to non-compliance are raised in line with workplace procedures
3. Provide system support	3.1. <i>Audit recommendations</i> are incorporated into <i>improvement plans</i> to rectify non-compliance or improve processes 3.2. Contributions are made to the <i>continuous improvement process</i> to ensure the system remains effective
4. Document the operation and	4.1. Information on the operation of the system is prepared and disseminated to relevant internal and

ELEMENT**PERFORMANCE CRITERIA**

monitoring of the system

external personnel in line with the system communication plan

4.2. Periodic reports on the operation of the system identifying any operational problems are prepared and disseminated to relevant internal and external personnel

4.3. Reports on any identified breaches of compliance are prepared and disseminated to relevant internal and external personnel

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Technical skills sufficient to implement the requirements of the chain of custody system in the workplace
- Communication skills sufficient to explain the chain of custody system and its requirements to all elements of the workforce; conduct training/information sessions for internal and external personnel on the requirements of the system
- Literacy skills sufficient to prepare the appropriate information and reports for the chain of custody system
- Numeracy skills sufficient to understand the number of personnel that are required in the implementation of the chain of custody system
- Problem solving skills sufficient to implement the chain of custody system as required in the workplace, minimising non-compliance

Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for implementing forestry chain of custody certification system
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for implementing forestry chain of custody certification system
- Environmental risks and hazards
- Minimising environmental impact
- Using energy effectively and efficiently
- Using material effectively and efficiently

REQUIRED SKILLS AND KNOWLEDGE

- Ability to implement the workplace chain of custody system
- All stages of the workplace flow and its likely impact on the chain of custody system
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace 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 understand what is required to implement a chain of custody system in their workplace to meet AS 47072006 Chain of custody for certified wood and forest products

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 implementing a forestry chain of custody certification system
- following organisational policies and procedures relevant to implementing a forestry chain of custody certification system
- an understanding of the key legislative requirements for implementing a forestry chain of custody system in their workplace
- reviewing the system manual for applicability to work areas
- providing training and induction on the chain of custody system to internal auditors and other personnel in the workplace
- managing chain of custody activities across work areas so that non-compliance is minimised
- reporting incidents of non-compliance in line with legislative and workplace requirements
- providing support to the chain of custody system to ensure that it remains effective
- preparing reports on the operation and monitoring of the chain of custody system for internal and external personnel
- 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

Context of and specific resources for assessment

EVIDENCE GUIDE

environmental constraints

- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

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 may 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.

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

Environmental requirements
may include:

- legislation
- organisational policies and procedures
- workplace practices

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

RANGE STATEMENT

Organisational requirements
may include:

- relevant industry codes of practice
- duty of care
- legal
- organisational and site guidelines
- AS 47072006 Chain of custody for certified wood and forest products
- policies and procedures relating to own role and responsibility
- procedural manuals
- continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

Forestry certification systems
must include:

- Australian Forestry Standard
- Forestry Stewardship Council

Traceability chain

is a register of documents used for certification, audit and quality purposes, and may include:

- timber source documents
- processing records
- quality records
- numbering/labelling systems

Systems manual

is a manual detailing the chain of custody certification system and its application to the workforce including processes and procedures

Internal auditors

are people identified within an organisation to conduct auditing to ensure compliance with the system

Audit recommendations

are recommendations or rectifications made by internal or external auditors to ensure compliance with the chain of custody system

Improvement plans

are internal documents written to ensure a process for implementing audit recommendations

RANGE STATEMENT

Continuous improvement process may include:

- quality circles
- after action reviews
- improvement plans

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical