



**Australian Government**

# **FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace**

**Release 1**

## **FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace**

### **Modification History**

| <b>Version</b> | <b>Comments</b>                                                                                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version 1.1    | Released with FPI11 Training Package Version 2.<br>Reference added to specific legislation in required knowledge, and minor change to application.<br>Equivalent to FPICOT6202A Develop and manage a Forestry Chain of Custody certification process for the workplace. |
| Version 1      | First released with FPI11 Training Package Version 1.                                                                                                                                                                                                                   |

### **Unit Descriptor**

**Unit descriptor**                      This unit describes the outcomes required to develop and manage an appropriate system for chain of custody certification which will enable the organisation to fulfil its obligations and responsibilities under applicable certification requirements.

## Application of the Unit

**Application of the unit** The unit involves developing and managing a process for forestry chain of custody certification in a variety of work settings including:

- forest environment (native and plantation)
- 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 applicable settings such as farms, agriculture, workshops, domestic, nursery, local council applications

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

General workplace legislative and regulatory requirements apply to this unit. Specific requirements apply to OHS and environmental requirements and are referred to in Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products.

## 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 applicable certification requirements               | <p>1.1. Applicable <b>Occupational Health and Safety</b> (OHS), <b>legislative, environmental</b> and <b>organisational requirements</b> relevant to managing a process for forestry chain of custody certification are identified and followed</p> <p>1.2. Chain of custody <b>certification requirements</b> and <b>forestry certification systems</b> are reviewed and certification requirements interpreted to ensure compatibility between the systems</p> <p>1.3. Document <b>traceability chain</b> is interpreted for certification requirements applicable to the organisation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. Develop a chain of custody certification management system | <p>2.1. Each area and operation applicable to certification management is investigated to determine options for a certification management system that is consistent with legislative requirements</p> <p>2.2. Components for the effective and efficient operation of the proposed certification management system are investigated</p> <p>2.3. Potential internal certification system auditors are identified and suitable training options selected and implemented</p> <p>2.4. Strategies for developing a chain of custody certification management culture in the organisation are developed in collaboration with relevant internal and external personnel</p> <p>2.5. Induction process for all staff is developed and implemented in collaboration with relevant internal and external personnel</p> <p>2.6. Processes and procedures for identifying and managing breaches are identified and documented</p> <p>2.7. Reporting requirements are determined and suitable processes and procedures developed to meet requirements</p> <p>2.8. Resources to ensure implementation are budgeted and assigned</p> <p>2.9. Chain of custody certification plan is developed and approval for the plan sought from management</p> |
| 3. Document chain of custody certification management system  | <p>3.1. Specifications for the various components of the chain of custody certification management system are documented in line with organisational and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## ELEMENT

## PERFORMANCE CRITERIA

- |                                                                           |                                                                                                                                                                                  |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                           | legislative requirements                                                                                                                                                         |
|                                                                           | 3.2. Action schedule for implementing, reviewing and maintaining the system is documented                                                                                        |
|                                                                           | 3.3. External certification entities with the necessary authority to issue chain of custody certification to the relevant Australian Standard are contacted to review the system |
|                                                                           | 3.4. <b>Values statement</b> is written in consultation with management that covers the necessary elements of the chain of custody certification management system               |
| 4. Establish the planned chain of custody certification management system | 4.1. Management and operations personnel are trained before they assume certification management responsibilities                                                                |
|                                                                           | 4.2. Components of the certification system are established in collaboration with assigned staff                                                                                 |
|                                                                           | 4.3. Operation of the certification system is monitored in collaboration with assigned staff in line with the approved plan                                                      |
|                                                                           | 4.4. Periodic reviews of the certification system are conducted in collaboration with assigned staff in line with the approved plan                                              |
|                                                                           | 4.5. Reports are prepared on the operation and review of the certification system in line with established procedures and regulatory and compliance obligations                  |

## **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 relate how the requirements of AS 47072006 Chain of custody for certified wood and forest products apply to an organisation
- Communication skills sufficient to explain AS 47072006 Chain of custody for certified wood and forest products and its requirements to all personnel within the workforce; conduct periodic reviews of the chain of custody certification management system
- Literacy skills sufficient to write a values statement and systems manual for the chain of custody certification process and subsequent documentation; prepare reports for management on the review of the chain of custody certification management system
- Numeracy skills sufficient to prepare a budget for the implementation of the chain of custody certification management system
- Problem solving skills sufficient to apply the requirements of AS 47072006 Chain of custody for certified wood and forest products to a specific workplace/s

#### **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 developing forestry chain of custody certification management system, including the Illegal Logging Prohibition Act 2012 and related or superseding legislation
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for developing and managing a process for forestry chain of custody certification
- Environmental risks and hazards
- Minimising environmental impact
- Using energy effectively and efficiently
- Using material effectively and efficiently
- All stages of the work flow and its likely impact on a chain of custody process
- Principles of auditing to a standard
- AS 47072006 Chain of custody for certified wood and forest products
- Continuous improvement processes and systems
- How a chain of custody process fits into forestry certification systems
- How the chain of custody process and a traceability chain operates in the workplace to meet the requirements of the appropriate standard
- Established communication channels and protocols

## **REQUIRED SKILLS AND KNOWLEDGE**

- Problem identification and resolution strategies
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for budgeting and calculating rolling percentage averages
- Procedures for recording and reporting workplace 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 develop and manage a process for chain of custody certification for 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 developing and managing a process for forestry chain of custody certification
- following organisational policies and procedures relevant to developing and managing a process for forestry chain of custody certification
- comprehensive understanding of AS 47072006 Chain of custody for certified wood and forest products and the requirements for developing and managing a process for chain of custody certification in the workplace that meets the requirements of this standard
- planning for and setting up a chain of custody certification management system for an actual workplace or simulated workplace in collaboration with relevant personnel
- preparing documentation for a chain of custody certification management system
- writing a values statement in consultation with relevant personnel covering the necessary elements of the chain of custody certification management system
- monitoring and reviewing a chain of custody certification management system in collaboration with relevant personnel
- preparing reports for management on the chain of custody certification management system

#### Context of and specific resources for

- Competency is to be assessed in the workplace or

## EVIDENCE GUIDE

### assessment

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 undertaking work applicable to this unit
  - specifications and work instructions
  - access to relevant information on chain of custody certification requirements

### 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 employability skills
- 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

## **EVIDENCE GUIDE**

- 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

#### **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

## RANGE STATEMENT

**Organisational requirements** may include:

- legal
- organisational and site guidelines
- 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, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

**Certification requirements** may include:

- internal and external authorities
- risks involved
- ways of ensuring compliance
- penalties for non-compliance
- areas and operations most affected

**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

**Values statement**

is a summary of the organisation's values in relation to forest and forest product certification

## Unit Sector(s)

Not Applicable

## Competency field

Competency field                      Common Technical