



Australian Government

**Assessment Requirements for
FWPCOT4223 Assess requirements of
chain of custody certification scheme for
forest and wood products**

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Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 8.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and documented the certification requirements for one chain of custody certification scheme applicable to a wood products business in relation to the following:

- standards to be met
- certification process
- legislation, standards and codes of practice relevant to chain of custody operations
- roles and responsibilities of personnel, suppliers and contractors
- sources of supply and destinations of certified products
- certification logos, trademarks and labels
- documentation to be maintained.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of chain of custody certification
- distinction between forest management certification and chain of custody certification
- objectives of chain of custody certification
- legislation, standards and codes of practice relevant to chain of custody operations
- social, economic and environmental benefits of chain of custody for forest and wood products industry, enterprises and consumers
- features, requirements and relative benefits of certification schemes
- chain of custody certification standards
- chain of custody certification bodies, including:
 - role

- objectives
- functions in chain of custody schemes, including:
 - standards setting
 - certification
 - accreditation functions
- key components of chain of custody system, including:
 - system for purchasing, acquiring and receipting certified materials
 - system for handling certified material, including methods for keeping them separated from non-certified materials
 - system for providing certified material to customers
- roles and responsibilities of personnel responsible for chain of custody implementation and monitoring in the workplace
- chain of custody certification process and period of chain of custody certification
- chain of custody certification requirements, including:
 - workplace chain of custody procedures
 - due diligence
 - responsible sourcing, including information requirements and verification of certification claims by suppliers
 - classification of materials (certified, neutral and other)
 - controlled sources
 - traceability
 - chain of custody implementation methods (physical separation, percentage and credit method)
 - record-keeping, including storage, retrieval and minimum maintenance period
 - staff and management training plan and training materials
 - subcontracting and outsourcing arrangements
- product groups, including:
 - types of product groups
 - certification requirements
 - procedures for identifying products covered by chain of custody certificates
 - procedures for sites that use different chain of custody methods for different product groups
- types, meaning and conditions of use of chain of custody logos and labels
- format, content and use of chain of custody workplace documents used for certification, audit and quality purposes, including:
 - timber source documents
 - processing records
 - quality records
 - numbering and labelling documents
- chain of custody internal audit processes, including:
 - purpose of internal audits

- scheduling of audits
- role of internal auditors
- process, documentation and reporting
- requirements for and methods of responding to non-compliances and process improvements identified by audit
- audit requirements for contractors and outsourcing arrangements
- chain of custody external audit processes, including:
 - purpose
 - timing and procedures
 - role of workplace personnel in external audits.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in timber and wood product work environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - internet access and computer equipment to research information on chain of custody certification scheme
- specifications:
 - chain of custody certification scheme documentation including policy, procedures and standards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>