



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

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

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Oral communication skills to:	Provide clear unambiguous instructions on the chain of custody system and its requirements to the full scope of organisational employees.
Reading skills to:	- Interpret complex and sometimes unfamiliar information to ensure compliance with chain of custody certification systems: - laws or plain English equivalent documents - Australian Standards - internal system manuals - audit reports.
Writing skills to:	Develop and document comprehensive information in chain of custody records and reports.
Planning and organising skills to:	- Source, collect and organise a range of data to inform compliance activities. - Efficiently and logically manage operational logistics for organisational compliance with chain of custody certification systems.
Technology skills to:	Use a computer, keyboard and software to prepare and maintain records and reports.

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>

Assessment Requirements for FWPCOT5206 Implement forestry chain of custody certification system

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Coordinate all aspects of a chain of custody certification system to ensure traceability of chain of custody system documentation and compliance with appropriate standards.
- Develop and deliver one training session for operators in one work area on chain of custody systems and their role in completing and lodging required documentation.
- Develop and deliver internal auditor training to three internal auditors.
- Coordinate all processes for one internal chain of custody certification system audit including:
 - preparation of all required documents
 - responding to audit reports and providing clear evidence of remedial actions taken for non-compliant issues.
- Complete the following reports:
 - system improvement plan for an audit
 - a report on periodic system operation
 - a report on breaches of compliance.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Purpose and key content and of the Illegal Logging Prohibition Act 2012 or superseding law.
- Purpose and key content of forestry certification standards and systems:
 - Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products
 - Forestry Stewardship Council.

- Contents, at an in-depth level of understanding, and use of the chain of custody systems manual.
- Industry and organisational standards for managing the traceability chain of custody certification system documents.
- Format, content and use of documents and register used for certification, audit and quality purposes, including:
 - timber source documents
 - processing records
 - quality records
 - numbering and labelling documents.
- Internal audit processes, including:
 - purpose of internal audits
 - scheduling requirements for audits
 - role of internal auditors
 - process for preparing and presenting required documents
 - requirements for and methods of responding to non-compliances and process improvements identified by audit.
- Organisational and legal requirements for reporting incidents of non-compliance.
- Format, content and use of the following plans and reports:
 - audit reports
 - system improvement plans
 - reports on system operation
 - reports on breaches of compliance.
- Organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare chain of custody records and reports.
- Chain of custody systems manual.
- Template documents and register used for certification, audit and quality purposes:
 - timber source documents
 - processing records
 - quality records
 - numbering and labelling documents.
- Documents and proformas commonly used for chain of custody certification systems, including:
 - audit reports
 - improvement plans

- periodic reports on system operation
- reports on breaches of compliance.
- Australian Standard (AS) 47072006 Chain of custody for certified wood and forest products.
- Forestry Stewardship Council certification documents.
- Illegal Logging Prohibition Act 2012 or superseding law or plain English documents issued by the government regulator.
- organisational standards, requirements, policies and procedures for implementing forestry chain of custody certification system.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

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