



Australian Government

FWPCOT6202 Develop and manage a forestry chain of custody certification process

Release: 1

FWPCOT6202 Develop and manage a forestry chain of custody certification process

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6202B Develop and manage a forestry chain of custody certification process for the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to develop and manage a system for chain of custody certification for wood and forest products.

This unit applies to job roles at senior management level across the full scope of forestry industry workplaces and to operations of all sizes.

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 certification requirements	1.1 Identify key requirements of relevant laws to confirm 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.

ELEMENTS	PERFORMANCE CRITERIA
	1.3 Investigate each operational area for applicability to certification requirements under law and determine management system options. 1.4 Identify organisational requirements for traceability chain of documentation and all other required components.
2. Develop chain of custody certification system	2.1 Design all required components of certification system for effective and efficient operation and document all specifications. 2.2 Write a values statement, in consultation with senior managers, that outlines the organisation's commitment to certification. 2.3 Develop policies and procedures for completing and maintaining required traceability chain documents. 2.4 Develop policies and procedures for meeting reporting requirements. 2.5 Develop policies and procedures for auditing processes and managing and documenting breaches. 2.6 Document a process for evaluating system effectiveness. 2.7 Prepare a chain of custody certification systems manual to compile all documents. 2.8 Request authorised external entities to review chain of custody certification system and make any necessary adjustments.
3. Develop chain of custody certification system	3.1 Develop an implementation plan and budget and allocate resources, roles and responsibilities. 3.2 Develop strategies for promoting a positive organisational culture at all employee levels to ensure certification system effectiveness. 3.3 Appoint internal auditors for chain of custody system and coordinate training. 3.4 Develop an induction and training process for auditors, system managers and operational personnel. 3.5 Consult with system managers to ensure effective implementation of certification system. 3.6 Prepare operational reports and those for identified compliance breaches and disseminate to relevant internal personnel and external certification authorities.
4. Evaluate system	4.1 Monitor and review operation of certification system in line with system and regulatory requirements. 4.2 Analyse audit and other operational data. 4.3 Consult with auditors and system managers to seek feedback on

ELEMENTS	PERFORMANCE CRITERIA
	operational effectiveness of system. 4.4 Make required changes to system based on consultation and analysis. 4.5 Prepare reports on review of certification system in line with system and regulatory requirements.

Foundation Skills

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

Numeracy skills to:	Develop complex budgets for the implementation of certification systems across organisational operations.
Oral communication skills to:	- Provide clear and unambiguous information about certification requirements, policies and procedures to system managers. - Hold high-level consultative discussions to generate feedback on certification systems and ideas for changes.
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 - audit reports.
Writing skills to:	- Develop and document comprehensive plans requiring complex language structures and precision of expression. - Develop and document policies and procedures requiring the presentation of complex information, using simple language structures and precision of expression for use by the full scope of organisational employees.
Planning and organising skills to:	- Source, collect and organise a range of data to inform compliance activities. - Plan and organise collection of all required information and manage own timing and productivity to design and implement certification systems.
Technology skills to:	Use a computer, keyboard and software to prepare and maintain plans, policies, procedures and reports.

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>