

**Modification history**

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

<b>FWPCOT4XXX</b>	<b>Assess requirements of chain of custody certification scheme for forest and wood products</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to identify and review the requirements of a chain of custody certification scheme operated by existing certification bodies for application in a forest or wood products business.</p> <p>The unit applies to staff who are responsible for the implementation and monitoring of chain of custody certification in forest and wood procurement, processing, sales and distribution operations.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Common Technical (COT)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Confirm purpose, key functions and distinct features of chain of custody certification schemes	1.1 Distinguish between forest management certification and chain of custody certification 1.2 Outline the objectives of chain of custody certification and benefits for different stakeholders 1.3 Assess the features, relative benefits and requirements of chain of custody certification schemes 1.4 Distinguish between standards setting, certification and accreditation functions in chain of custody schemes 1.5 Assess features and benefits of chain of custody implementation methods including physical separation, percentage and credit methods 1.6 Assess position of own organisation in supply chain, determine current and likely future sources of supply and destinations of certified products, and relevance of each scheme to own organisation
2. Review chain of custody certification scheme requirements	2.1 Investigate components of chain of custody scheme and roles and responsibilities of personnel required to support chain of custody implementation and monitoring in the workplace 2.2 Confirm the chain of custody certification process and period of certification 2.3 Identify standards that must be met to achieve and maintain chain of custody certification 2.4 Identify types and purposes of documents and registers that must be maintained for certification 2.5 Identify product groups covered by chain of custody certification 2.6 Confirm types, meanings and conditions of use of chain of custody logos, trademarks and labels 2.7 Access and assess sources of information on chain of custody certification
3. Gather information on internal and external audit processes chain of custody certification scheme	3.1 Confirm internal audit requirements for own organisation, suppliers and contractors for relevant chain of custody certification scheme 3.2 Identify external audit requirements for relevant chain of custody certification scheme

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Read and comprehend chain of custody certification documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Take notes on requirements of chain of custody certification</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Ask questions using technical language to clarify requirements of chain of custody certification</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOT4XXX Assess requirements of chain of custody certification scheme for forest and wood products	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit.	New unit

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

<b>TITLE</b>	<b>Assessment requirements for FWPCOT4XXX Assess requirements of chain of custody certification scheme for forest and wood products</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has identified the certification requirements for one chain of custody certification scheme applicable to a wood products business in relation to the following:</p> <ul style="list-style-type: none"> <li>standards to be met</li> <li>certification process</li> <li>roles and responsibilities of personnel, suppliers and contractors</li> <li>sources of supply and destinations of certified products</li> <li>certification logos, trademarks and labels</li> <li>documentation to be maintained.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>purpose of chain of custody certification</li> <li>distinction between forest management certification and chain of custody certification</li> <li>objectives of chain of custody certification</li> <li>social, economic and environmental benefits of chain of custody for forest and wood products industry, enterprises and consumers</li> <li>features, requirements and relative benefits of certification schemes</li> <li>chain of custody certification standards</li> <li>chain of custody certification bodies             <ul style="list-style-type: none"> <li>role</li> <li>objectives</li> </ul> </li> <li>functions in chain of custody schemes:             <ul style="list-style-type: none"> <li>standards setting</li> <li>certification</li> <li>accreditation functions</li> </ul> </li> <li>key components of chain of custody system:             <ul style="list-style-type: none"> <li>system for purchasing, acquiring and receipting certified materials</li> <li>system for handling certified material including methods for keeping them separated from non-certified materials</li> <li>system for providing certified material to customers</li> </ul> </li> <li>roles and responsibilities of personnel responsible for chain of custody implementation and monitoring in the workplace</li> <li>chain of custody certification process and period of chain of custody certification</li> <li>chain of custody certification requirements:             <ul style="list-style-type: none"> <li>workplace chain of custody procedures</li> <li>due diligence</li> <li>responsible sourcing including information requirements and verification of certification claims by suppliers</li> <li>classification of materials (certified, neutral and other)</li> <li>controlled sources</li> <li>traceability</li> <li>chain of custody implementation methods (physical separation, percentage and credit method)</li> <li>record keeping including storage, retrieval and minimum maintenance period</li> <li>staff and management training plan and training materials</li> <li>subcontracting and outsourcing arrangements</li> </ul> </li> <li>product groups             <ul style="list-style-type: none"> <li>types of product groups</li> <li>certification requirements</li> </ul> </li> </ul>	

<b>Knowledge Evidence</b>	
<ul style="list-style-type: none"><li>• procedures for identifying products covered by chain of custody certificates</li><li>• procedures for sites that use different chain of custody methods for different product groups</li><li>• types, meaning and conditions of use of chain of custody logos and labels</li><li>• format, content and use of chain of custody workplace documents used for certification, audit and quality purposes, including:<ul style="list-style-type: none"><li>• timber source documents</li><li>• processing records</li><li>• quality records</li><li>• numbering and labelling documents</li></ul></li><li>• chain of custody internal audit processes, including:<ul style="list-style-type: none"><li>• purpose of internal audits</li><li>• scheduling of audits</li><li>• role of internal auditors</li><li>• process, documentation and reporting</li><li>• requirements for and methods of responding to non-compliances and process improvements identified by audit</li><li>• audit requirements for contractors and outsourcing arrangements</li></ul></li><li>• chain of custody external audit processes<ul style="list-style-type: none"><li>• purpose</li><li>• timing and procedures</li><li>• role of workplace personnel in external audits.</li></ul></li></ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"><li>• physical conditions:<ul style="list-style-type: none"><li>• skills must be demonstrated in a work environment or an environment that accurately represents workplace conditions</li></ul></li><li>• resources, equipment and materials:<ul style="list-style-type: none"><li>• internet access and computer equipment to research information on chain of custody certification scheme</li></ul></li><li>• specifications:<ul style="list-style-type: none"><li>• chain of custody certification scheme documentation including policy, procedures and standards.</li></ul></li></ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volume implementation guides are found in VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>