






Checklist: Recordkeeping



Indicate if the following requirements are either: Not applicable (N/A), *Satisfactory* (👍), *Needs improvement* (👎). If 'needs improvement' please detail improvements required and date completed.

REQUIREMENT		ACTION REQUIRED		
1.	Is all legislation regarding management and use of pesticides complied with?	N/A	👍	👍 Date completed:
2.	Are applicable industry QA and BMP recordkeeping requirements complied with?	N/A	👍	👍 Date completed:
3.	Are records kept of staff induction and professional/skills development?	N/A	👍	👍 Date completed:
4.	Are records kept of health monitoring of staff using pesticides?	N/A	👍	👍 Date completed:
5.	Is a Register of all pesticides stored and used maintained?	N/A	👍	👍 Date completed:
6.	Are stock control records of pesticides stored kept?	N/A	👍	👍 Date completed:
7.	Are Safety Data Sheets of all pesticides available to everyone in the workplace?	N/A	👍	👍 Date completed:
8.	Are records of risk assessments of all aspects of pesticide management and use kept and regularly reviewed?	N/A	👍	👍 Date completed:
9.	Is a Spray Plan for each job undertaken and kept with application records?	N/A	👍	👍 Date completed:
10.	Are copies kept of Job Orders issued to operators and contractors?	N/A	👍	👍 Date completed:

Checklist: Recordkeeping continued

REQUIREMENT		ACTION REQUIRED		
11. Are records kept of consultation and notification of people potentially affected by spraying?	N/A			Date completed:
12. Are records which comply with legal requirements kept of all application jobs?	N/A			Date completed:
13. Are records kept of all accidents and incidents?	N/A			Date completed:

Checklist completed by:

Date: