

## **BASIS (Registration) Limited Store Inspection and Assessment Scheme**

BASIS® is an independent registration, standards and certification scheme serving pesticide, fertiliser and allied organisations and interests, recognised under the Food and Environment Protection Act 1985. It was started in 1977 by the trade organisations in the crop protection industry at the behest of the Government and was incorporated in April 1978. Interest in non-agricultural pesticides was included from 1991, and BASIS became a registered charity in 1999.

The organisation also provides a forum for the industry's trade associations and individuals to discuss all matters relating to the maintenance and improvement of professional standards.

The BASIS Store Inspection and Assessment Scheme (hereinafter the BASIS Scheme) is operated by a management team that employ the services of independent, experienced, trained assessors, examiners and industry professionals, responsible for inspecting stores in a given area of the UK (including Northern Ireland) and reporting to the central office in Ashbourne, Derbyshire, where the Logistics Manager co-ordinates these activities to ensure uniform standards throughout the country.

The BASIS Scheme is administered by a Board of Management consisting of the following Directors:

- a] independent Chairman;
- b] one person nominated by each of the following trade associations:
  - The Crop Protection Association Limited
  - The National Association of Agricultural Contractors Limited
  - The National Farmers' Union
  - The Agricultural Industries Confederation
  - The Association of Independent Crop Consultants
  - A representative of Local Authorities;and an observer from the Chemicals Regulation Directorate (CRD);
- c] three nominated directors of registered distributors elected by those distributors;
- d] Chairmen of the BASIS Logistics Committee, Education & Training Committee, Professional Matters Committee and FACTS Management Committee.

Details are kept under review by five committees that report to the Board:

1. the Logistics Committee, which considers the siting and construction of storage premises and methods of storage; safety precautions and hygiene; labelling and disposal of containers; records and transport; the assessment of these and compliance with all related regulations and legislation;
2. the Education & Training Committee, which considers the standards to be met by sales representatives, advisers, agronomists, storekeepers and drivers and their examination and certification;
3. the Professional Matters Committee, which registers technically qualified individuals on an annual basis on evidence of recognised Continuing Professional Development (CPD) training;
4. the FACTS Management Committee, which considers and sets the standards to be met by sales representatives and advisers in the fertiliser industry (FQAs\*) and their examinations and certification;
5. the BASIS PROMPT® Committee, which considers and sets the standards to be met by Pest Control Technicians and their managers and their examinations and certification.

\* FQA is a 'new' title which refers to FACTS Qualified Advisers.

A FACTS Qualified Adviser is an individual who has obtained the FACTS qualification and is either a member of the BASIS Professional Register (for Plant Nutrition) or a member of the FACTS Annual Scheme.

**The BASIS Store Inspection and Assessment Scheme  
is a registration scheme for distributors of and advisers on pesticides  
as defined in the Food & Environment Protection Act 1985;  
plant nutrition and associated agricultural interests including  
Amenity and Public Health Pest Control**

**PART 1 - Description of the BASIS Scheme**

**1. OBJECTIVES**

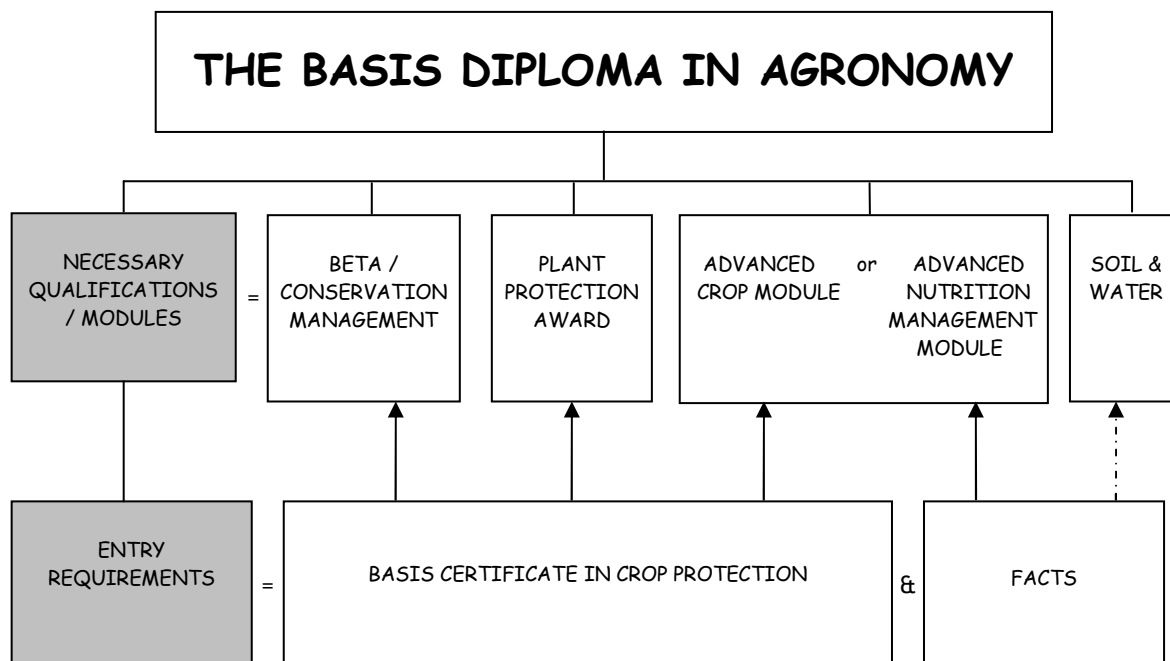
The aim of this Scheme is to ensure i) a high standard of safety in the storage, distribution and contract application of pesticides; ii) a due regard for the protection of the environment; iii) that people offering advice on pesticides, plant nutrition (fertilisers) and certain other matters have received proper training and have achieved proficiency in their field.

To achieve these objectives:

- a] A Registration Board has been established as provided for in the Articles and Memorandums of the Company, with an independent chairman;
- b] The Board maintains lists of registered companies selling and/or advising on pesticides and of the premises at which such products are stored and from which they are distributed; it arranges audits and assessments of these premises annually and certifies that the Government standards defined under the Food and Environment Protection Act 1985 and the Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (yellow code), either have or have not been met;
- c] The Board maintains a register of staff employed by distributors and advisers who are engaged in selling and/or advising on the use of pesticides, fertilisers and plant nutrition; it checks their qualifications annually and approves appropriate training schemes;
- d] The Board has defined the obligations of the distributors and advisers in Parts II, III, IV, V, VI and VII of this booklet;
- e] The Board has encouraged the establishment of training schemes leading to the award of the BASIS Certificates for Field Sales and Technical Staff (FSTS) and the BASIS Certificate of Competence for Nominated Storekeepers (NSK), which are recognised by the Chemicals Regulation Directorate (CRD). The certificates are recognised by Ministers as meeting the certificate of competence requirements under the Control of Pesticides Regulations 1986 and Code of Practice (yellow code);
- f] The Board, through the FACTS Management Committee has established a Training Scheme leading to the award of a certificate for field advisers and sales people in the fertiliser industry. It also operates the FACTS Annual Scheme on behalf of the fertiliser industry, administered through the FACTS Management Committee;
- g] The BASIS Diploma in Agronomy is available to qualifying individuals;

## THE BASIS DIPLOMA IN AGRONOMY

The breadth and scope of knowledge needed for crop protection sales and advice grows every year. New products, new techniques and the way that crop protection fits with other farm and crop management activities all add to the skills needed by those involved in sales and advice for Crop Protection. To cover the range of factors involved, the new BASIS Diploma in Agronomy, as set out below, gives a comprehensive training and qualification framework for those involved in on-farm advice and sales.



### TOPICS COVERED

**ADVANCED CROP MODULE / ADVANCED NUTRITION MANAGEMENT MODULE** Weed, Pest & Disease Control, Crop Protection Programmes, Marketing, Food Industries, Crop Assurance, Nutrient Management

**BETA / CONSERVATION MANAGEMENT** Environment, Biodiversity, EIS's, CPMP's, ICM, Climate Change

**PLANT PROTECTION AWARD (PPA)** Systems & Society, Formulation, Mode of Action, Application, Health & Safety

**SOIL & WATER** Cultivation Types and Properties, Cropping Systems, Water Quality, Drainage, Pollution/Waste, Plant Nutrition

For the PPA and the Advanced Crop Module the prior achievement (by examination, exemption or validated certificate) of the BASIS Certificate in Crop Protection is an entry requirement. For the Advanced Nutrient Management Module the prior achievement of the FACTS qualification is required.

The FACTS qualification is a requirement for successful completion of the BASIS Diploma and strongly recommended for those wishing to train for the Soil and Water Management certificate.

Prior qualification of the BASIS Certificate in Crop Protection (or exemption or validated certificate) or the Crop Protection Management and / or POWER Certificates are required for the BETA examination. In some circumstances, it may be possible for other types of prior qualification to be taken into account for BETA examination eligibility. BASIS Approved Trainers must be assured that in such cases, the prospective candidate is capable of assimilating the knowledge imparted during the BETA course tuition and also capable of passing the BETA examination.

It is **strongly** recommended that candidates should have had at least two years experience of on-farm practical agronomy before attempting any of the modules which contribute towards the BASIS Diploma in Agronomy, but in particular before taking the Plant Protection Award.

BASIS CPD points are available for training and certification in all modules of the BASIS Diploma.

Further details of the BASIS Diploma in Agronomy can be obtained from the BASIS office or by e-mail to [sue@basis-reg.co.uk](mailto:sue@basis-reg.co.uk) or [steph@basis-reg.co.uk](mailto:steph@basis-reg.co.uk)

The accreditation process for our qualifications has enabled BASIS to demonstrate a high standard of training and certification for our BASIS courses. The BASIS Diploma comprises a number of modules and 6 are required to complete the qualification.

A further consequence of accreditation by HAUC and the Higher Education qualifications framework has been the development by HAUC of a Graduate Diploma in Agronomy with Environmental Management.

BASIS courses have all been awarded a number of credits based on the time spent on the course (Targeted Learning Hours). This is a recognised formula including face to face tuition time, research, reading and experiential learning. The credits are awarded at a level that reflects the intensity / difficulty of the learning materials, for example A level equivalent or 1st, 2nd or final year honours degree etc.

The qualifying BASIS courses with credits and levels awarded are shown below:

<b>FACTS</b>	
<b>Credit Value</b>	15
<b>Level</b>	Intermediate

<b>SOIL &amp; WATER</b>	
<b>Credit Value</b>	15
<b>Level</b>	Honours

<b>BASIS CROP PROTECTION</b>	
<b>Credit Value</b>	30
<b>Level</b>	Honours

<b>BASIS PLANT PROTECTION AWARD</b>	
<b>Credit Value</b>	15
<b>Level</b>	Honours

<b>BASIS ADVANCED MODULES / ADVANCED NUTRIENT MANAGEMENT MODULE</b>	
---	--

Credit Value	15
Level	Honours

BETA / CONSERVATION MANAGEMENT	
Credit Value	15
Level	Intermediate

Intermediate = 2<sup>nd</sup> or 3<sup>rd</sup> year of university degree qualification.

Honours level - final year university degree.

Eg. FACTS 15 credits = 150 hours notional teaching time

The six modules required for the BASIS Diploma add up to 105 credits. In order to qualify for the HAUC Graduate Diploma in Agronomy with Environmental Management, candidates will need to accumulate 120 credits (ie one extra 15 credit module in addition to the BASIS Diploma). This can be any of the Advanced Crop Modules or the new Nutrient Management Planning qualification, available from September 2009.

## 2. DEFINITIONS

In this document, and any amendments thereto:-

- a] **"The Board"** means the Registration Board of BASIS (Registration) Limited
- b] **"Pesticides"** means those products identified in the Food & Environment Protection Act 1985, Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997;
- c] **"Distributor"** means any company, individual, group or other organisation involved in one or more of the following activities in the course of supplying (including by wholesaling) or applying pesticides to or for an end user:
  - i) delivering any such products, either by his own, hired or other transport under his control;
  - ii) storing such products prior to delivery;
  - iii) giving advice or recommendation in connection with the use of such products;
  - iv) applying such products by a contract application service;
  - v) applying such products to seed;
- d] **"Director"** means a director or other suitable senior executive who has been designated by the certificated distributor as having responsibility for implementing the Registration Scheme within their organisation, and for monitoring its progress, for updating when necessary, and for appropriate staff communications in relation to the Scheme;

- e] **"Nominated Storekeeper"** means a person (or persons) responsible to the Director for the implementation of conditions applicable to the storage of these products. Such a person or persons will hold a certificate of competence issued by the Registration Board;

All nominated storekeepers must have obtained a Certificate of Competence:

- i) having a Letter of Exemption granted to those having three years experience of storage and handling of pesticides prior to 31 December 1980;

OR

- ii) have attended a training course organised by BASIS and passed the Nominated Storekeeper examination;

- f] **"Field sales and technical staff"** are those employed by a Distributor who are involved in the sale and/or application of pesticides and/or giving advice on the use of such products;

Field sales and technical staff are required to sit an examination for a certificate recognised by the Registration Board within three years of employment within the pesticide industry and must work "under supervision" until such time as they obtain the certificate;

**"Working under supervision"** means that the member of staff new to the pesticide industry will have received induction training by the company and will have been accompanied by a BASIS qualified member of staff on several sales/advisory visits. All subsequent visits and recommendations made unaccompanied will be monitored by a BASIS qualified member of staff until such time as the trainee obtains the BASIS Certificate. See the Defra Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry PB3529 (Yellow Code);

- g] **"Field sales and technical staff (Seed Treatment)"** are those persons who are involved in the sale of and/or the giving of advice in the use of seed treatments, coatings and admixture products (the 'Seed Sellers' qualification is for people who sell and give advice on pre-treated seed);

Field sales and technical staff are required to sit an examination for a certificate within three years of employment within the crop protection industry and must work "under supervision" until such time as they obtain the certificate.

Copies of the BASIS syllabus booklets as follows:

Training Requirements for Field Sales and Technical Staff

Information  
Seed Treatment  
Commercial Horticulture  
Indoor Landscaping  
Seed Sellers  
Vegetables  
Potatoes  
Grassland & Forage Crops  
Amenity Horticulture  
Forestry  
Aquatics  
Integrated Crop Management  
POWER  
FACTS  
FACTS Horticulture  
Floriculture

from:  
BASIS (Registration) Limited  
Email: sue@basis-reg.co.uk  
Website: www.basis-reg.com  
Tel: 01335 343945

- h] An "**independent consultant**" is a person who has no conflict of interest through the sale of products or services that could benefit from recommendations to end users, nor is hired or rewarded by a company which is involved in the sale of products or services, other than for the provision to that company of unbiased product or marketing recommendations;
- i] "**Agents**" means persons independent of distributing, contracting or manufacturing companies who offer advice on pesticides to end users and who promote such products for financial gain, relying on other distributors to store and to distribute them to the end users.

### 3. PROCEDURES

- a] Distributors are registered annually by the Board. Company Registration is granted on receipt of:
- i) the registered name and address of the distributor;
  - ii) the name of the nominated director;
  - iii) the names and addresses of all sales and/or storage points of the Distributor where pesticides are proposed to be handled or stored, or where seed is treated with crop protection products;
  - iv) an annual staff audit listing the names and qualifications of nominated storekeepers, field sales and technical staff;

- v) an undertaking in writing to abide by Part II, Part III, Part IV, Part V, Part VI or Part VII of the Scheme, as applicable, and any amendments or additions made at a later date;
  - vi) a satisfactory report from a BASIS Assessor, following an annual assessment of stores within the defined period.
- b] Company Registration is for one year and renewable annually, for which an annual fee is payable and upon receipt of which a certificate for the appropriate year will be issued, once the conditions in a] have been met. The appropriate fee is payable in respect of each store/sales outlet operated by that distributor. The decision of the Board in terms of fees payable by a distributor shall be final;
- c] The Professional Register Manager will maintain a list of all persons/firms holding BASIS Certificates, which will be made available to relevant authorities, including CRD, HSE and Local Authorities;
- d] Assessors appointed by the Board will assess annually all listed premises. All relevant premises, vehicles and records must be open to assessment at any time during normal business hours;
- Assessors will report any contravention of the Scheme to the BASIS office via the BASIS Logistics Manager;
- e] The Board will submit annually a list of registered distributors to CRD, HSE, Local Authorities, Fire Authorities, the Environment Agency (EA), Scottish Environment Protection Agency (SEPA) and Northern Ireland EA.

## PART II - OBLIGATIONS OF DISTRIBUTORS OF CROP PROTECTION PRODUCTS

The Distributor will undertake:

1. to adhere to the Defra / HSE Regulations, Codes of Practice and Guidance Notes for Storage and Transport of Pesticides;
2. to ensure that there is at least one qualified Nominated Storekeeper at each distribution point when 200lt/kg or more are stored;
3. to ensure that drivers and staff are trained to observe all the relevant safety regulations regarding the correct handling of containers during the loading, stacking and off-loading of goods and to ensure that they are aware of the correct actions to be taken in the event of spillage;
4. to ensure that pesticides are transported in a safe manner only by responsible carriers and that those carriers are informed of the nature and hazards of the goods carried, particularly in relation to mixed loads;
5. to ensure that all personnel newly concerned with the handling, storage and transport of pesticides attend appropriate training courses and achieve the required standard of competence as recognised by BASIS, and that appropriate literature for reference is readily available (see Appendix I);
6. to ensure that all premises display the appropriate safety sign (BS5378);
7. to ensure that all field sales and technical staff involved in pesticides are qualified to the required BASIS standard;
8. to comply with the requirements of the Defra and British Codes of Advertising Practice. No claims must be made for products except those based on the manufacturers' recommendations;
9. to produce evidence, if required by the Board, that the Scheme is being fully implemented;
10. to comply with the Control of Pesticides Regulations 1986, Plant Protection Products Regulations 1997 and any other relevant HSE legislation, along with relevant transport regulations.

### **PART III - OBLIGATIONS OF DISTRIBUTORS WHO ARE INVOLVED IN SEED TREATMENT AND/OR DISTRIBUTE SEED TREATMENT CROP PROTECTION PRODUCTS**

Distributors who treat seed and/or distribute seed treatment crop protection products will undertake:

1. to adhere to the Defra "**Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry**" (PB3529), the yellow code;
2. to ensure that there is at least one qualified nominated storekeeper present at each distribution point when 200lt/kg or more are stored;
3. to ensure that there is at least one technical member of staff qualified to the required BASIS standard at each seed sales organisational base;
4. to ensure that drivers and staff are trained to observe all the relevant safety regulations regarding the correct handling of containers during the unloading, stacking and loading of goods, and to ensure that they are aware of the correct actions to be taken in the event of spillage;
5. to ensure that pesticides are transported in a safe manner only by responsible carriers and that those carriers are informed of the nature and hazards of the goods carried, particularly in relation to mixed loads;
6. to ensure that all personnel newly concerned with the handling, storage and transport of seed treatment pesticides attend appropriate training courses and achieve the required standard of competence as set by BASIS, and that appropriate literature for reference is readily available;
7. to ensure that all premises display the appropriate safety sign (BS5378);
8. to comply with the requirements of Defra and the British Codes of Advertising Practice. No claims must be made for products except those based on the manufacturers' recommendations;
9. to produce evidence, if required by the Board, that the Scheme is being fully implemented;
10. to comply with the Control of Pesticides Regulations 1986, Plant Protection Products Regulations 1997 and any other relevant HSE legislation, along with relevant transport regulations.

## **PART IV - OBLIGATIONS OF DISTRIBUTORS APPLYING PESTICIDES (including the treatment of seed by mobile treatment plants)**

The Distributor will undertake:

1. to adhere to the Defra / HSE Codes of Practice and guidance notes for storage and transport of pesticides;
2. to ensure that there is at least one qualified Nominated Storekeeper at each distribution point when 200lt/kg or more are stored;
3. to ensure that all staff involved in the application of pesticides are trained to observe all relevant health and safety legislation eg; The Health and Safety at Work etc, Act 1974 and regulations made under it, the requirements of Civil Aviation Authority's Aerial Application Certificate, and any other relevant legislation, including the Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997;
4. to ensure, in the case of mobile seed treatment operators, that there is at least one technical member of staff who is qualified to the required BASIS standard within each company organisational base and/or sales base;
5. to ensure that all staff are trained to observe all the relevant safety regulations regarding the wearing of the correct protective clothing, the correct handling of containers during the unloading, stacking and loading of goods, and to ensure that they are aware of the correct actions in the event of spillage;
6. to ensure that pesticides are transported in a safe manner only by responsible carriers and that those carriers are informed of the nature and hazards of the goods carried, particularly in relation to mixed loads;
7. to ensure that all personnel concerned with the application, handling, storage and transport of pesticides attend appropriate training courses and achieve the required standard of competence recognised by Ministers under the Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997 or are working under the direct supervision of a certificate holder;
8. to ensure that all premises display the appropriate safety sign (BS5378);
9. to ensure that all equipment is maintained to a standard that will ensure safe and efficient application of pesticides and in accordance with the Codes of Practice published by Government;
10. to comply with the requirements of the Defra and the British Codes of Advertising Practice. No claims must be made for products except those based on the manufacturers' recommendations;
11. to produce evidence, if required by the Board, that the Scheme is being fully implemented;
12. to comply with the Control of Pesticides Regulations 1986, Plant Protection Products Regulations 1997 and any other relevant HSE legislation, along with relevant transport regulations.

## **PART V - OBLIGATIONS OF INDEPENDENT CONSULTANTS**

Consultants will undertake to ensure that they and their staff who give advice are holders of the BASIS Certificate for Field Sales and Technical Staff relative to their area of expertise (eg Agriculture, Commercial, Horticulture, Field Vegetables, etc).

## **PART VI - OBLIGATION OF AGENTS**

Agents will undertake to ensure that they are holders of the BASIS Certificate for Field Sales and Technical Staff relative to their area of expertise (eg Agriculture, Commercial, Horticulture, Field Vegetables, etc).

## **PART VII - OBLIGATIONS OF DISTRIBUTORS AND CONTRACTORS WHO ARE INVOLVED IN THE AMENITY / INDUSTRIAL AND RAILWAYS PESTICIDE SECTOR**

Distributors and Contractors will undertake:

1. to comply with the Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997 as it applies to the non-agricultural sector;
2. to abide by the HSE Recommendations for Training Users of Non-Agricultural Pesticides (Health & Safety Commission 1990);
3. to ensure that there is at least one qualified Nominated Storekeeper responsible for each distribution point;
4. to ensure that all staff involved in the application of pesticides are trained to observe all relevant legislation and be qualified with the relevant National Vocational Qualification;
5. to ensure that pesticides are transported in a safe manner only by responsible operators, and that those operators are aware of the nature and of the hazards of the goods carried;
6. to ensure that all personnel concerned with the application, handling, storage and transport of pesticides attend appropriate courses and receive suitable and sufficient information, instruction and training as required under the approved Code of Practice for using Plant Protection Products. Where appropriate, personnel should achieve the required certificate of competence recognised by Ministers or work under the direct supervision of a certificate holder;
7. to ensure that all premises display the appropriate safety sign (BS 5378);
8. to ensure that all equipment required for pesticide application is maintained to a standard that will ensure safe and efficient application of pesticides in accordance with the Codes of Practice published by Government;
9. to comply with the requirements of HSE and the British Codes of Advertising Practice. No claims must be made for products except those based on the manufacturers' recommendations;
10. to produce evidence, if required by the Board, that the Scheme is being fully implemented;
11. to comply with the Control of Substances Hazardous to Health Regulations 2002 where they apply to the non-agricultural sector.

# APPENDIX 1

## Accountabilities of "Nominated Storekeepers"

The BASIS Nominated Director has overall responsibility for the operation of the BASIS staff registration and Store Inspection Scheme. This responsibility extends to ensuring that the duties of the Nominated Storekeeper must include paragraphs (i), (iv), (v) and (vi) as set out below. The remaining duties may, if so desired, remain the responsibility of the Director.

- i) The handling of products in and out of the store, and correct completion of all documentation in relation to the movement of goods.
  - Record, move and stock all incoming goods.
  - Select, assemble and dispatch all orders.
  - Ensure correct recording, stock-keeping and control.
  - Ensure that all products are clearly labelled.
- ii) The transport of all goods in and out of the store, the control of the loading of vehicles, and ensuring delivery notes are signed by customers.
- iii) Liaising with customers (where necessary and appropriate) in order to provide an efficient service.
- iv) Observe all safety practices in accordance with the Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997 and the Health and Safety at Work Act (1974), the Control of Substances Hazardous to Health Regulations 2002, relevant transport Regulations and other appropriate regulations.
  - Ensure that the poisons regulations are strictly observed in so far as storage, transport and delivery to the end-user is concerned.
  - Arrange for the containment of leaking containers and waste.
  - Strictly observe Company safety regulations.
- v) The security, maintenance and cleanliness of the depot in accordance with Company regulations.
- vi) Observe the proper emergency procedures as laid down by the Company.

## ANCILLARY INFORMATION

- 1 The annual registration certificate for companies, issued by BASIS, is recognised by CRD, HSE and Local Authorities in the statutory "Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry" (PB3529), the Yellow Code, as proof that distributors who hold a certificate have taken reasonable precautions to ensure that high standards are maintained in respect of storage, transport and competence of their staff.
- 2 The BASIS Certificates for Field Sales and Technical Staff and Certificate of Competence for Storekeeping have been recognised by Ministers as meeting the Certificate of Competence requirements in the Control of Pesticides Regulations 1986 and Plant Protection Products Regulations 1997.
- 3 The BASIS Certificate for Field Sales and Technical Staff has been adopted as a training requirement (Part I) by the Crop Protection Association. This must be held by any CPA member company staff giving advice on crop protection products to a distributor or an end user. The Association of Independent Crop Consultants, British Institute of Agricultural Consultants, ADAS, the various Environmental Agencies and others, also require staff who give advice on crop protection to hold the relevant BASIS Certificate.
- 4 Particulars of the BASIS Store Inspection Scheme have been submitted to the Office of Fair Trading who confirm that it is not one to which the Restrictive Trade Practices Act 1976 applies.
- 5 The FACTS Certificate of Competence for Sales and Technical Staff in the fertiliser industry has been recognised as meeting the needs of the industry for training to the approved standard.