

BASIS (Registration) Limited

St Monica's House Business Centre, (37-39) Windmill Lane, ASHBOURNE, Derbyshire, DE6 1EY

Web: www.basis-reg.com

Tel: 01335 301201 Fax: 01335 346488 email: karen@basis-reg.co.uk

Annual Staff Audit & Pesticide Storage Depot Return to be completed as at 31 December 2009

In accordance with the obligations of BASIS Registered Distributors, you are required to supply details annually of all nominated storekeepers and field sales and technical staff employed by your company and involved in pesticides (employers and employees). This will enable BASIS to issue your annual registration certificate, which is recognised by Defra in the suppliers' statutory Code of Practice under the Control of Pesticides (Amendment) Regulations 1997.

Guidelines for completion of this form

Nominated Storekeepers (NSK)

Your attention is drawn to the distributors' obligations under the Control of Pesticides (Amendment) Regulations 1997 to ensure that a Certificate of Competence is held by anyone who controls stores, for the purpose of sale or supply, of pesticides approved for use in agriculture, horticulture and forestry. A certificated person should be responsible for all transactions.

- ◇ If you have more than one NSK at your store, please asterisk (*) the senior storekeeper who should be contacted by the BASIS Assessor in your absence.

STAFF WORKING IN A STORE WITHOUT CERTIFICATION, EITHER AS A STOREKEEPER OR SELLING PESTICIDES, EVEN THOUGH NO ADVICE IS GIVEN, MUST BE UNDER THE DIRECT SUPERVISION OF A CERTIFICATE HOLDER.

Field Sales and Technical Staff (FSTS)

Your attention is drawn to the fact that all FSTS who are involved with pesticides and who were in employment as at 1 January 1986 must (by law) be qualified, either by holding the BASIS Certificate in Crop Protection or by a Letter of Exemption. New staff entering the pesticide industry after 1 January 1997 are allowed up to 3 years, working under supervision, before they must sit the examination leading to the BASIS Certificate in Crop Protection. Distributors have an obligation under the Control of Pesticides (Amendment) Regulations 1997 to ensure that staff who sell or supply pesticides hold a Certificate of Competence, or work under the direct supervision of a certificate holder, both within a store and/or in the field.

In accordance with our commitment to the Voluntary Initiative (VI) we are required to collect 'significant activities' and 'age profile' data from all areas of the industry, therefore we require completion of this form please.

- ◇ Please complete details of all FSTS including seed treatment sales and amenity (horticulture) and contracting where advice is given.
- ◇ If you have more than one FSTS at your premises, please asterisk (*) the senior sales person who should be contacted by BASIS in your absence.
- ◇ If the same sales certificated person appears against more than one store, please give details of how direct supervision of sales is implemented.

Please complete the details below and sign the form where indicated when returning.

Nominated Director: _____

Contact Tel No: _____

Contact email: _____

I, being the Nominated Director, certify that the information given is a complete and correct record of all Pesticide Stores **including any Farm Stores used for the purpose of distribution**, and of FSTS and NSK staff employed by this company.

Signed & Dated: _____

Please photocopy this sheet, if necessary, to complete one sheet for each of your premises.

Company: _____

Reg No: _____

Address: _____

Post Code: _____

Please tick here for nil return

