Compliance audit checklist

What a client or auditor will expect to see. Anything in the No column needs an action.

Organisation or site _____ Checked by _____ Date _____

Check	Yes	No	Action needed
People			
Every operator holds a certificate of competence for the equipment they use	☐	☐	
The operator competence register is up to date	☐	☐	
Records			
An integrated pest management plan for the site, completed by the landowner or their representative	☐	☐	
An application record for every treatment, kept for at least three years	☐	☐	
A hazardous substance assessment for each product used	☐	☐	
Risk assessments and method statements for the work	☐	☐	
Products and store			
Every product in use is approved, or still within its grace period	☐	☐	
A label and safety data sheet for every product	☐	☐	
The store is secure, signed and able to contain a spill	☐	☐	
The stock record is up to date	☐	☐	
A spill kit is in place and the spill procedure is on display	☐	☐	
Equipment			
Sprayers are calibrated and the calibration is recorded	☐	☐	
Sprayers other than knapsacks and hand-held kit are tested at the required interval	☐	☐	
Protective equipment is provided, in good condition and matches the label	☐	☐	
Waste and the public			
Empty containers are rinsed and removed by a licensed contractor	☐	☐	
Waste paperwork is kept on file	☐	☐	
Signs are used where people could be affected	☐	☐	

Anything in the No column? We put compliance records and operator training in place, built around what an auditor asks for. Call 01580 212 519 or visit weedmanagement.co.uk.

A checklist, not legal advice. Based on the Plant Protection Products Regulations, the Sustainable Use Regulations 2012, the Control of Substances Hazardous to Health Regulations and the Code of Practice for using plant protection products.