

Pest Control Audit Folder Checklist

Every document your auditor expects to find in the pest control file

Use this checklist to check your pest control file before an audit or inspection. It follows the evidence BRCGS, SALSA, AIB, ISO 22000, FSSC 22000, Red Tractor and retailer auditors look for. Tick each item when it is in the file, current and matches what is on site.

Site		Date	
Standard(s)		Completed by	

1. Contract and contacts

	Document	What the auditor checks	Notes
☐	Current pest control contract and specification	Scope, pests covered, areas, visit frequency justified by the risk assessment, response times and reporting duties.	
☐	Emergency and out-of-hours contacts	Current phone numbers for the contractor, including out of hours, and who on site calls them.	
☐	Named site contact	The person responsible for pest control on site and for liaising with the contractor.	
☐	Customer and retailer requirements	Any retailer code or customer specification written into the contract and scope.	

2. Competence and insurance

	Document	What the auditor checks	Notes
☐	Trade body membership	Current certificate showing the contractor belongs to a recognised trade body, such as BPCA.	
☐	Technician qualifications	Training and qualification records for every technician who visits, e.g. RSPH Level 2, plus CPD.	
☐	Insurance certificates	Current public liability and employers' liability certificates for the contractor.	
☐	Specialist support	Details of the field biologist or pest control expert who carries out the in-depth survey.	

3. Risk assessment and site plan

	Document	What the auditor checks	Notes
☐	Pest risk assessment	Site-specific, zone by zone, signed, dated and reviewed within the last 12 months or since any site change.	
☐	Response matrix	Response times and actions for high, medium and low risk findings.	
☐	Signed, dated site plan	Every numbered device marked, matching what is physically on the wall, reviewed at least annually.	
☐	Device list or bait checklist	A list of every device by number and type that matches the plan.	
☐	Plan amendments	A record of devices added, moved or removed, with the date of each change.	

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SHIELD
PEST MANAGEMENT

4. Visit and survey reports

	Document	What the auditor checks	Notes
☐	Routine visit reports	A report for every scheduled visit, at even intervals, with no unexplained gaps.	
☐	Follow-up and call-out reports	Reports for every additional visit, with the reason for the visit.	
☐	Report content	Findings, products used with quantities and locations, actions taken, recommendations and signatures.	
☐	In-depth survey	A documented survey by a pest control expert at least annually, recording conformity and non-conformity.	
☐	Missed visits	A recorded reason and a catch-up visit for any visit that did not happen.	

5. Monitoring and trend analysis

	Document	What the auditor checks	Notes
☐	Electric fly killer records	Siting away from open product, tube changes on schedule, catch tray contents analysed.	
☐	Insect and pheromone monitor records	Readings recorded at each visit, by device number.	
☐	Trend analysis	Catch data trended over time, with a written interpretation of what it shows.	
☐	Thresholds and actions	Agreed levels of activity that trigger a defined action, and evidence the action was taken.	

6. Sightings, actions and proofing

	Document	What the auditor checks	Notes
☐	Pest sightings log	Location, numbers, time and the name of the person reporting each sighting.	
☐	Open recommendations	Every recommendation with an owner and a target date.	
☐	Closed actions	Completion date and evidence of the fix for every closed recommendation.	
☐	Proofing and hygiene works	Records of repairs to doors, seals, screens, drains and building fabric.	
☐	Management review	Pest issues and outstanding actions reviewed at management meetings.	

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7. Products and safety

	Document	What the auditor checks	Notes
☐	Product list	Every pest control product used on site, with its location of use.	
☐	Safety data sheets	A current data sheet for every product in use, and none for products no longer used.	
☐	COSHH assessments	A COSHH assessment for every product, covering the people who could be exposed.	
☐	Environmental risk assessment	Where rodenticides are used, an assessment of the risk to non-target species.	
☐	Waste records	Waste transfer notes for pest control waste where applicable.	

8. Training and internal audit

	Document	What the auditor checks	Notes
☐	Staff pest awareness training	Training records showing staff can recognise and report signs of pests.	
☐	Internal audit	The pest control system audited on a planned schedule, at least annually.	
☐	Pre-audit review	A check of the site and the file against your standard before the audit date.	

Based on the BRC Best Practice Guideline: Pest Control and the pest control requirements of the main UK food safety standards. Check it against the issue of the standard you are audited to. For a free review of your pest control file, call Shield on 01757 212727 or visit shieldpest.co.uk/free-pest-control-audit/.