

FIELD BIOLOGISTS' PORTFOLIO OF EVIDENCE 2022



You are required to submit a Portfolio of at least three inspection audit reports demonstrating practical experience of Inspections and Quality of Reports for ANY of the following categories:-

- Food Manufacturing
- Retail outlets
- Warehouses.
- Cook- Chill Catering Units.

All submissions must be presented in the **structured format** outlined below submitted in an electronic format. Please ensure reports are spell checked and presented in a professional manner. Hand written submissions will **not** be accepted. Your portfolio of reports must be received by **2nd December 2022**. Portfolio Reports must be returned via e-mail to info@pestni.com

Your reports will be assessed by our independent experts to ensure they meet Auditor requirements. Reports will not be assigned a marked. However, you will receive formal feedback on the standard of your report writing in accordance with the Industry standard and you will be advised on where enhancements are required, if any.

If possible, all reports must contain photographs and a sketched plan of baiting strategy on site. If this is not possible to provide this please be advised that photographic evidence will be required for actual Field Biologist Audit reports in order to meet auditor standards.

Structure of Field Biologist Reports should include the following:-

Front Page- Location and Date of Field Biologist Compliance Visit. Name of Company and Inspector (Field Biologist).

Site location and type of food premises.

- 1. Introduction-** Background of Food Premises and history of Integrated Pest Control regime in place onsite. Pest Control Contract onsite, Risk Assessments, COSHH, Environmental Risk Assessments and Pest Control Monitoring Folder.
- 2. Inspection-** Overview of your visit. Observations including examples of good Pest Control practices for Invertebrates and Vertebrates. Critical Control Points can be mentioned as part of the overall HACCP Plan, however only in relation to Pest Control. Risk Assessments reviewed alongside Pest Control Risk Assessments meeting legislative requirements.
- 3. Findings-** Summary of evidence presented onsite in relation to Pest Control practices and clearly identifying Pest Control **non-compliance issues**.
- 4. Recommendation-** Clearly stating “solutions” to the non-compliance issues, recommending reasonable time scale for improvement clearly stating who is responsible for the improvement.
- 5. Conclusion-** Summarise your inspection visit and revisit to monitor for continual compliance of the Food Premises.
- 6. Sign OFF-** All Field Biologist reports must be signed off by you and dated.

Example

Joe Blogs

Certified Field Biologist

(RSPH Level 2 Award in Pest Management OR IPCA Diploma

RSPH Level 3 in Health & Safety

RSPH Level 3 in HACCP)

Appendices- Photographs and Sketch Bait Layout.

Please consult with **BRC Best Practice Guidelines** (online pre learning list) before writing your report. Remember sometimes less is more, keep your report factual, independent and evidence based.