

# Title: **BASIS Sites Registration and Inspection**

**Standard Operating Procedure No. TFS - 042**

**Document Overview:** - This document details the protocols and general arrangements for the inspection of agrochemical stores as registered by BASIS (British Agrochemical Standards Inspection Scheme) and subject to the Regulatory Reform (Fire Safety) Order 2005. (The Order).

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This document has been Equality Impact Assessed in accordance with Wiltshire FRS procedure. To view the assessment [click here](#) (to be completed via CRR).

## **1.0 Introduction**

- 1.1 BASIS (British Agrochemical Standards Inspection Scheme) is a system of self-regulation in the agrochemical industry relating to safe storage and transport of pesticides.
- 1.2 BASIS registration will ensure compliance with Part III of the Food and Environmental Protection Act 1985 (FEPA) and the Control of Pesticides 1986 and the Control of Pesticides (Amendment) Regulations 1997, both known as (COPR).
- 1.3 To achieve this, premises who commercially sell, supply or store in excess of 200kg or 200 litres of pesticides, approved for agricultural use, must comply with the Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (known as “The Yellow Code”) and must hold a certificate of competence accordingly.
- 1.4 This code also recommends that the Environment Agency (EA) and the Fire Authority should be consulted during the planning of a new store or the redesigning of an existing one.
- 1.5 Stores can only become certified with BASIS (Registration) Ltd if:
  - I. They pass the annual assessment carried out by BASIS assessors, and
  - II. They have letters of approval from the EA and the Fire Authority, and
  - III. Have a satisfactory staff audit in accordance with the Yellow Code.
- 1.6 The BASIS scheme is not compulsory and storekeepers may use other suitable independent assessors to ensure compliance with FEPA and COPR requirements however this will not routinely involve consultation with either the Environmental Agency or Fire Authority.
- 1.7 The principles of the joint working agreement made between BASIS and CFOA (the Chief Fire Officers Association – circular 2007/1007) have been adopted and applied to this document.

## **2.0 Site Assessment**

- 2.1 BASIS regularly audits their member’s premises to ensure compliance with industry requirements. Part of this audit will also cover fire safety.
- 2.2 BASIS can provide members with a risk assessment model (as a chargeable service) however they are free to use a different model if they wish.
- 2.3 The BASIS assessor determines a risk level based on the volume of stored materials. Less than 60,000lts will be allocated a risk rating of low / medium and over 60,000lts will be risk rated as high.
- 2.4 If a site within Wiltshire is assessed a low or medium risk, a notification of the existence of the store will be sent to Wiltshire Fire and Rescue Service (Wiltshire FRS) in order to inform and update the relevant information systems. A fire safety inspection will not be required however an inspection under section 7.2(d) of the Fire and Rescue Services act 2004 may still be completed for operational information gathering purposes. A five year approval letter for low/medium risk premises is required to be sent as detailed in section 3.3 below.

- 2.5 If a site within Wiltshire is assessed as high risk, a notification will be sent and a visit from a Community Safety Inspector (CSI) or suitably competent Rural Safety Officer (RSO) will be required to complete a full fire safety audit.
- 2.6 All premises will be inspected annually by BASIS. A report will be requested from Wiltshire FRS once every 5 years for all premises that remain in the high risk category however any significant changes identified that could affect existing fire precautions during the annual inspection will be advised to Wiltshire FRS.
- 2.7 For information purposes, the notification documents will also indicate the risk category allocated to the site by the Environment Agency (EA). The rating will be A,B or C (A being the highest) and include the contact details of the Environment Agency inspecting officer and brief details of any restrictions or requirements imposed by them.

### **3.0 Administrative Arrangements**

- 3.1 Where possible, BASIS will endeavour to send notification letters to Wiltshire FRS electronically. In order to avoid the need for regularly updating the contact detail, the designated email contact address will be the mailbox for Technical Fire Safety (TFS) central enquiries this being [TFSCF@wiltsfire.gov.uk](mailto:TFSCF@wiltsfire.gov.uk).
- 3.2 The letter will be forwarded by TFS Central to the fire safety office with responsibility for the geographic area of the store location to enable the premises to be either added to, or updated on, the Community Fire Risk Management Information System (CFRMIS) including the recording of the licence detail in the BASIS licence category. A copy should also be provided to the CRR Station Manager – Special Risks.
- 3.3 For low/medium risk premises, a standard five year approval letter will be sent to the BASIS registrant to confirm that there is no objection to the registration. This letter also confirms that no inspection will be undertaken by Wiltshire FRS. A copy of the letter must also be sent to BASIS by email. [See Appendix A](#)
- 3.4 For high risk premises, a fire safety inspection/audit will be undertaken by a CSI or RSO. This process should be completed and a response provided to the BASIS registrant within 4 weeks of receipt using the standard high risk category notification letter. A copy must also be sent to BASIS by email. [See Appendix B](#)
- 3.5 In the event of a failure of audited premises to satisfy the requirements of The Order preventing the standard acceptance letter from being issued, a copy of any remedial work requirements or other notices, restrictions or prohibitions should be sent to BASIS for their information. The standard high risk category notification letter confirming subsequent compliance should then be provided on completion of the remedial works.

### **4.0 Inspection/Audit Arrangements**

- 4.1 The inspection/audit for a BASIS site should be carried out to the same criteria as any other premises: i.e. the inspector makes an assessment of the general fire precautions and determines whether these are adequate for the hazard. It is not the remit of the fire inspector to assess the appropriateness of the storage facilities or process as these will already have been assessed and approved by BASIS. Approval of premises by BASIS does not preclude the taking of any enforcement action that may be required to comply with The Order.

- 4.2 Any enforcement action required during the initial notification process should be dealt with as detailed in section 3.6 however subsequent issues that may arise from other fire safety activity following registration must be advised to BASIS at the earliest possible moment if such enforcement action could affect the current registration approval.
- 4.3 During the inspection/audit, the CSI/RSO should collect any information required to meet operational planning needs such as access, water supplies, fire fighting hazards etc. and ensure that these are advised to the Communities Risk Registry (CRR) Response Department using the "[CS Info](#)" information exchange form.
- 4.4 Sites will be subject to annual inspection by BASIS however Wiltshire FRS approval will only be requested by BASIS every five years unless required for other reasons.
- 4.5 The CSI/RSO should also consider whether the premises are subject to and compliant with The Dangerous Substances (Notification and Marking of Sites) Regulations 1990, known as NAMOS Regulations (See section 5).

## **5.0 NAMOS Regulations**

- 5.1 NAMOS Regulations, require the person in control of any site or premises where a total quantity of 25 tonnes or more of dangerous substances are used or stored, or are to become used or stored, to give written notification to both the Health and Safety Executive and the Fire Service.
- 5.2 The Health and Safety Executive is the enforcing authority for notification of the storage of dangerous substances and, once notified, the Fire Authority is the enforcing authority for the marking of sites with warning signs.
- 5.3 The Fire Authority is also responsible for giving directions as to the quantity, type and location of signs.
- 5.4 Further guidance on the application of the NAMOS Regulations is available from the Wiltshire FRS standard operating procedure number 137 [Dangerous Substances \(Notification and Marking of Sites\) Regulations 1990](#).

Please ask for:  
Tel No:  
Email:  
Our Reference:  
Your Reference:  
Date:

Copy via email to;

BASIS (Registration) Ltd  
St Monica's House Business Centre  
37-39 Windmill Lane  
Ashbourne  
Derbyshire  
DE6 1EY  
[Rita@basis-reg.co.uk](mailto:Rita@basis-reg.co.uk)

Dear Sir/Madam

**Subject: BASIS (Registration) Limited – Inspection Scheme for Agrochemical Stores**

Name & Address of Registrant

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Name & Address of Premises/Site

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Following the receipt of notification from BASIS of the registration of the above premises, received on [Insert date], the Fire Authority has no objection to the premises / site being registered under the above scheme. Due to the premises being of medium/low risk, an inspection has not been undertaken.

**You are reminded that in order to ensure continued compliance with Fire Safety legislation you have an ongoing duty to regularly review your fire safety arrangements by means of Risk Assessment**

Yours faithfully

Community Safety Inspector

Please ask for:  
Tel No:  
Email:  
Our Reference:  
Your Reference:  
Date:

Copy via email to;

BASIS (Registration) Ltd  
St Monica's House Business Centre  
37-39 Windmill Lane  
Ashbourne  
Derbyshire  
DE6 1GH  
[Rita@basis-reg.co.uk](mailto:Rita@basis-reg.co.uk)

Dear Sir/Madam

**Subject: BASIS (Registration) Limited – Inspection Scheme for Agrochemical Stores**

Name & Address of Registrant

Name & Address of Premises/Site

Following an inspection of the above premises on [Insert date] by [Insert inspector's name] you are hereby informed that safety arrangements made in connection with the following are considered satisfactory:

I. Regulatory Reform (Fire Safety) Order 2005

N/A

II. Dangerous Substances Notification and Marking of Sites Regulations

III. Section 7(2)(d) of The Fire and Rescue Services Act 2004

The Fire Authority therefore has no objection to the premises / site being registered under the above scheme.

**You are reminded that in order to ensure continued compliance with Fire Safety legislation you have an ongoing duty to regularly review your fire safety arrangements by means of Risk Assessment**

Yours faithfully

Community Safety Inspector