



## REPORT SYSTEMS AUSTRALIA (RSA) HANDBOOK SYSTEM

### Professional Pest Managers Overview

#### Introduction

There is now a distinct shift by professional pest managers towards adopting proven work practices to minimise risk and benefit from associated lower insurance premiums.

Ebsworth & Ebsworth Lawyers who have extensive experience in litigation involving the pest control industry and act for underwriters state in a letter dated 25<sup>th</sup> September 2003 “*The RSA reporting formats and guidelines are a valuable part of a risk management program*”.

RSA has developed guidelines and standardised inspection and reporting formats and associated paperwork relating to new and existing buildings.

The inspection system has been verified for technical accuracy by Unisearch Ltd, the University of New South Wales (UNSW). Letters of verification are available on request.

The aim of the handbook guidelines is to help pest managers produce a uniform assessment of a property, thereby reducing the risk of errors or omissions in reports.

The handbooks are invaluable as in-house training manuals and provide on-site guidelines for the carrying out of inspections and the issuing of reports.

#### **Guidelines – Pest Management**

The purpose of these guidelines is to help pest managers meet the reporting requirements of Unit 5 “Modify Environment to Manage Pests” & Unit 6 “Apply Pesticide to Manage Pests” of the current *National Pest Management Industry Competency Standards*.

These guidelines deal with the management and/or treatment of “Pests”, i.e. any pest of commercial significance in an urban environment including – but not limited to – cockroaches, fleas, flies, mites, bees wasps, mosquitoes, spiders, rodents, ants, silverfish, carpet beetles, birds other vertebrates and weeds. The term “Pests” does not include timber pests such as termites, wood borers, fungal decay and chemical delignification.

Standardised reporting documents include “Pest Management Recommendation & Agreement” and “Pest Management Certificate of Treatment”.

#### **Handbook – Termite Reports (Second Edition)**

This handbook has been verified for consistency with Australian Standard AS3660.

The inspection report format is designed for use where the building owner only requires advice on termite related problems.

Documentation is also available in respect of termite treatments in accordance with AS 3660.1-2000 (new building work) and AS 3660.2-2000 (existing buildings).

#### **Handbook – Standard Timber Pest Detection Reports (Second Edition)**

This handbook has been verified for consistency with Australian Standard *Inspections of Buildings. Part 3: Timber Pest Inspection Reports*. AS 4349.3.

When writing these guidelines special consideration was given to the practical on-site implementation of Unit 8 of the *National Pest Management Industry Competency Standards*.

The standardised report format developed by RSA can be used for pre-purchase and maintenance inspections and includes inspection for European House Borer.

### Accreditation / Licence Fee (quoted prices valid until February 2008)

RSA accreditation gives pest managers access to the risk management handbook system including uniform paperwork.

Access to the system requires the payment of an annual accreditation fee appropriate to the pest manager's business (only one of the following fee categories needs to be paid). The fee is inclusive of GST and only one fee is required to be paid per company or franchise – no matter how many employees.

1. **Urban pest and weed control work**
  - one copy of the pest management guidelines
  - access to carbonised pad reporting formats / documentation

\$110.00
2. **Urban pest and weed control work**
  - one copy of the pest management guidelines
  - access to carbonised pad reporting formats / documentation
  - ***access to Microsoft Word reporting formats / documentation***

\$330.00
3. **Termite work (also includes No1 above)**
  - one copy of the pest management guidelines
  - one copy of the current termite handbook
  - access to carbonised pad reporting formats / documentation

\$187.00
4. **Termite work (also includes No 2 above)**
  - one copy of the pest management guidelines
  - one copy of the current termite handbook
  - access to carbonised pad reporting formats / documentation
  - ***access to Microsoft Word reporting formats / documentation***

\$407.00
5. **Timber pest work (also includes No 1 & No 3 above)**
  - one copy of the pest management guidelines
  - one copy each of the current termite & timber pest handbooks
  - access to carbonised pad reporting formats / documentation

\$264.00
6. **Timber pest work (also includes No 2 & No 4 above)**
  - one copy of the pest management guidelines
  - one copy each of the current termite & timber pest handbooks
  - access to carbonised pad reporting formats / documentation
  - ***access to Microsoft Word reporting formats / documentation***

\$484.00

Also, every authorised employee or subcontractor of the pest manager's company carrying out inspections or termite treatments will be required to have their own CURRENT copy of the relevant handbook(s). Handbooks are available at \$77 per copy (including postage / handling / GST).

If you would like to order any of the above options, please confirm your order in writing to P O Box 882 BALGOWLAH NSW 2093, including payment (a cheque made payable to Report Systems Australia Pty Ltd). Alternatively, you can direct debit the Report Systems Australia Pty Ltd bank account: Westpac Manly NSW; BSB 032190; Account No 125192. Please note a Tax Invoice will be sent with the material ordered.

**If you require further information, please phone (02) 9977 4055 or Fax (02) 9977 4011 or Email: [sallen@rsa.net.au](mailto:sallen@rsa.net.au) or write to PO Box 882, BALGOWLAH, NSW 2093**