

FREE OPERATIONAL TEMPLATE

Bait Station Inspection Checklist

Use this 60-point checklist to inspect bait-station maps, station security, placement, bait condition, consumption, rodent activity, contamination risk, contractor records, corrective actions, verification, and route sign-off.

SITE / LOCATION	Enter	INSPECTION DATE / TIME	Enter	INSPECTOR	Enter	MANAGER / PROVIDER	Enter
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1. Program setup, route map, inspection rules, and ownership

1

Confirm the site, route, inspection date and time, inspector, site manager, pest-control provider, and areas included in the inspection.

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

2

Verify a documented bait-station program defines target pests, station types, inspection frequency, responsibilities, records, and review requirements.

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

3

Confirm the current site map shows every station with a unique ID, exact location, indoor or outdoor status, and approved device type.

BAIT STATION INSPECTION

Compliant

Partial

Non-compliant

N/A

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

4

Review previous activity, bait consumption, captures, damaged or missing stations, complaints, contractor findings, and overdue corrective actions.

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

5

Define critical escalation conditions for exposed bait, unsecured stations, contaminated food or packaging, heavy consumption, tampering, or widespread activity.

CRITICAL

BAIT STATION INSPECTION

STATION ID

Enter

CONSUMPTION

Enter

LOCATION

Enter

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

6

Assign named ownership for product protection, station replacement, cleaning, proofing, contractor callout, verification, escalation, and closure.

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

Execution tip:

Confirm the approved station plan, inspection frequency, and escalation rules before the route begins.

2. Station construction, identification, security, and tamper resistance

7

Confirm each station type is suitable for its location, target pest, weather exposure, operating conditions, and approved pest-management program.

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

8

Verify tamper-resistant stations are used wherever required by the product label, site risk assessment, customer standard, or local requirement.

CRITICAL

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

9

Check each station is closed, locked or otherwise secured, anchored where required, and cannot be opened without the approved key or tool.

CRITICAL

BAIT STATION INSPECTION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

10

Confirm bait blocks, trays, rods, or other bait forms are securely fixed inside the station and cannot be easily removed or scattered.

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

11

Verify the station body, hinges, locks, lid, internal fittings, drainage, and weather protection are intact and free from cracks or sharp damage.

BAIT STATION INSPECTION

STATION ID

Enter

CONSUMPTION

Enter

LOCATION

Enter



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

12

Check the external station ID, warning label, service marker, contact details, and other required information are present, legible, and current.

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip:

Treat every station as a controlled device: identifiable, secured, serviceable, and appropriate for its location.

3. Placement, accessibility, contamination prevention, and route control

- 13** Verify each station matches the approved map location and can be found quickly without moving stock, dismantling equipment, or entering an unsafe area. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

- 14** Confirm stations are positioned along likely rodent travel routes, walls, entry points, service lines, waste areas, or harbourage zones identified by risk assessment. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

- 15** Check stations are separated from exposed food, ingredients, food-contact surfaces, utensils, packaging, and any route that could spread bait or contamination. CRITICAL BAIT STATION INSPECTION

Compliant	Partial	Non-compliant	N/A
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

- 16** Verify stations are not placed where flooding, wash water, drainage, vibration, vehicles, doors, forklifts, or cleaning activity can dislodge or damage them. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

- 17** Confirm stations are protected from unauthorised access, customers, children, pets, livestock, wildlife, and other non-target animals where applicable. CRITICAL BAIT STATION INSPECTION

STATION ID	Enter	CONSUMPTION	Enter	LOCATION	Enter
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

- 18** Check vegetation, stock, pallets, waste, equipment, construction materials, or seasonal displays do not hide, obstruct, or prevent safe inspection of the station. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Place stations where rodents travel while preventing contamination, obstruction, customer access, and accidental disturbance.

4. Exterior perimeter stations, environmental risks, and activity evidence

19 Inspect stations around external walls, loading bays, waste compounds, utility entries, drains, doors, fences, landscaping, and other perimeter risk points. BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

20 Verify the number and spacing of exterior stations remain consistent with the approved site plan, risk assessment, label directions, and service specification. BAIT STATION INSPECTION

Acceptable Needs action Critical Add

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

21 Check exterior stations are anchored, stable, weather-resistant where needed, and positioned so rain, irrigation, heat, or standing water does not affect bait or access. BAIT STATION INSPECTION

Compliant Partial Non-compliant N/A

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

22 Record bait condition, bait consumption, gnawing, station damage, nesting material, insects, non-target disturbance, and any signs of attempted entry. BAIT STATION INSPECTION

Acceptable Needs action Critical Add

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

23 Inspect the area around each station for burrows, droppings, rub marks, tracks, vegetation tunnels, food debris, water, harbourage, and structural openings. CRITICAL BAIT STATION INSPECTION

STATION ID Enter CONSUMPTION Enter LOCATION Enter

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

24 Record environmental changes such as construction, landscaping, waste buildup, drainage failure, stored materials, nearby food sources, or severe weather that may increase risk. BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Inspect the perimeter route systematically and record station condition, activity, bait status, and environmental changes at every point.

5. Interior monitoring, traps, food-area controls, and service frequency

25 Inspect approved interior monitoring points in receiving, storage, plant rooms, corridors, service voids, false ceilings, staff areas, and other rodent-risk zones. BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

26 Confirm rodenticide bait is used indoors only where approved by the pest-management program, product label, customer rules, and applicable requirements. CRITICAL BAIT STATION INSPECTION

Acceptable Needs action Critical LIVE PHOTO Add

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

27 Check non-toxic monitoring blocks, multi-catch traps, snap traps, glue boards, or other devices are correctly set, identified, serviceable, and used under approved procedures. BAIT STATION INSPECTION

Compliant Partial Non-compliant N/A

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

28 Verify no station, trap, bait, or captured pest is positioned above exposed food, packaging, clean utensils, food-contact equipment, or a contamination pathway. CRITICAL BAIT STATION INSPECTION

Acceptable Needs action Critical LIVE PHOTO Add

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

29 Record captures, partial captures, carcasses, hair, droppings, footprints, gnawing, bait marks, and fresh activity, then remove or handle evidence using the approved safe procedure. CRITICAL BAIT STATION INSPECTION

STATION ID Enter CONSUMPTION Enter LOCATION Enter

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

30 Confirm inspection frequency is increased after activity, treatment, proofing failure, construction, seasonal pressure, complaint, or other elevated-risk event. BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Use the approved monitoring or control method for each interior zone and prevent devices from becoming a contamination risk.

6. Bait condition, consumption, replenishment, and abnormal activity

- 31 Open the station safely and confirm the bait type, formulation, placement, quantity, identification, batch or service details where required, and approved use location. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

- 32 Verify bait remains secured inside the station, identifiable, and free from loose fragments, spills, tracking, or movement outside the controlled device. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

- 33 Record consumption as none, low, moderate, heavy, or by the approved measurement method, and compare the result with previous inspection records. CRITICAL BAIT STATION INSPECTION

Compliant	Partial	Non-compliant	N/A
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

- 34 Inspect bait for mould, moisture, insects, contamination, dust, ageing, heat damage, odour loss, or other deterioration that may affect safety or palatability. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

- 35 Replace, replenish, rotate, or remove bait only according to the product label and approved service plan, and record the actual quantity or action completed. BAIT STATION INSPECTION

STATION ID	Enter	CONSUMPTION	Enter	LOCATION	Enter
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

- 36 Investigate unusual depletion, repeated heavy consumption, scattered bait, station gnawing, missing bait, non-target access, or a sudden change across neighbouring stations. CRITICAL BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Record actual bait consumption, damage, contamination, captures, and fresh activity rather than writing only "checked".

7. Station hygiene, surrounding conditions, proofing, and maintenance

- 37 Clean the station exterior and interior at the approved frequency after recording activity, consumption, contamination, damage, and other evidence needed for investigation. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

- 38 Remove dead pests, insects, nesting material, faecal contamination, water, mud, leaves, grease, and debris using appropriate PPE and hygienic disposal procedures. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

- 39 Inspect the surrounding area for food debris, spills, waste, standing water, dense vegetation, cardboard, clutter, damaged stock, or other attraction and harbourage sources. BAIT STATION INSPECTION

Compliant	Partial	Non-compliant	N/A
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

- 40 Check nearby doors, wall gaps, pipe entries, drains, vents, service ducts, floor-wall junctions, and damaged proofing for openings linked to station activity. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

- 41 Confirm the station is returned to its exact approved position, locked, anchored, clearly visible for servicing, and not creating a trip, cleaning, or operational hazard. BAIT STATION INSPECTION

STATION ID	Enter	CONSUMPTION	Enter	LOCATION	Enter
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

- 42 Record repairs, replacement, relabelling, relocation, map updates, proofing, sanitation, drainage, vegetation, or waste actions needed to restore effective control. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Clean and maintain the station and surrounding area without destroying evidence needed for investigation.

8. Critical findings, product protection, escalation, and root-cause action

43 Treat exposed or spilled bait, an unlocked station, missing secured bait, or a station damaged in a food area as an urgent contamination and safety finding. **CRITICAL** BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

44 Hold and assess food, ingredients, packaging, utensils, equipment, or other materials that may have been contaminated by bait, pests, droppings, urine, hair, or carcasses. **CRITICAL** BAIT STATION INSPECTION

Acceptable Needs action Critical LIVE PHOTO Add

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

45 Escalate heavy bait consumption, repeated captures, fresh droppings, active burrows, daytime sightings, multiple affected stations, or rapid spread between zones. **CRITICAL** BAIT STATION INSPECTION

Compliant Partial Non-compliant N/A

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

46 Notify the site manager, food safety or quality owner, pest-control provider, and other required teams, and trigger emergency response within the approved timeframe. **CRITICAL** BAIT STATION INSPECTION

Acceptable Needs action Critical LIVE PHOTO Add

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

47 Create corrective actions for proofing, sanitation, storage, waste, drainage, equipment, vegetation, contractor response, employee practice, and product disposition. BAIT STATION INSPECTION

STATION ID Enter CONSUMPTION Enter LOCATION Enter

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

48 Inspect adjacent stations and nearby areas to define the extent of activity, confirm whether control has been lost, and set the required follow-up frequency. BAIT STATION INSPECTION

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Contain food or packaging risk immediately, preserve evidence, and escalate abnormal activity before continuing the route.

9. Contractor service, pesticide records, map reconciliation, and data integrity

- 49 Confirm each service record includes the site, date, time, technician, route, station IDs, bait or device used, findings, actions, recommendations, and site acknowledgement. CRITICAL BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

- 50 Verify the pest-control provider and technician hold required approvals, training, licences or certifications, insurance, and site-specific authorisation where applicable. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

- 51 Check approved rodenticide labels, safety data sheets, product authorisations, active ingredients, expiry details, storage controls, and site product list are current. CRITICAL BAIT STATION INSPECTION

Compliant	Partial	Non-compliant	N/A
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

- 52 Confirm bait issue, replenishment, removal, damaged bait, unused product, carcass handling, waste disposal, and pesticide container records are complete and traceable. BAIT STATION INSPECTION

Acceptable	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

- 53 Reconcile the approved map, inspection route, physical station count, missing devices, new devices, relocations, removed stations, and changes to unique IDs. BAIT STATION INSPECTION

STATION ID	Enter	CONSUMPTION	Enter	LOCATION	Enter
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

- 54 Review electronic scans, timestamps, geolocation where used, photographs, comments, signatures, missed stations, edited records, and exceptions for data completeness and integrity. BAIT STATION INSPECTION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Verify that every pesticide, service action, and contractor record matches the approved program, product label, and local requirements.

10. Risk classification, corrective actions, verification, trends, and sign-off

55

Classify every station finding as critical, major, minor, or observation using approved criteria for activity, contamination potential, tampering, recurrence, and spread.

CRITICAL

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

56

Assign each corrective action to a named owner with priority, due date, temporary control, required evidence, escalation route, and responsible approver.

CRITICAL

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

57

Verify missing, damaged, insecure, contaminated, or incorrectly positioned stations are replaced, cleaned, secured, relabelled, or relocated and the map is updated.

BAIT STATION INSPECTION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

58

Confirm closure through repeat inspection, no fresh activity, stable consumption or capture trend, completed proofing, cleaning records, photos, and product decisions where relevant.

CRITICAL

BAIT STATION INSPECTION

Acceptable

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

59

Review trends by station, zone, pest type, season, consumption, captures, repeated damage, root cause, contractor response time, overdue actions, and closure effectiveness.

BAIT STATION INSPECTION

STATION ID

Enter

CONSUMPTION

Enter

LOCATION

Enter



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

60

Record the final route status, critical findings, unresolved risks, next inspection date, inspector, site manager, pest-control provider reviewer, date, time, and approvals.

CRITICAL

BAIT STATION INSPECTION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip:

Close actions only after repeat inspection confirms the station, activity, root cause, and affected area are under control.

RUN THIS CHECKLIST DIGITALLY

Turn bait-station findings into verified pest control

Use Taqtics to schedule station routes, capture live evidence and consumption, escalate unsecured bait, assign proofing and sanitation actions, verify closure, and compare recurring risk across every location.

Try the Bait Station Inspection Checklist in Taqtics