

Standard Operating Procedure (SOP)

Initial Site Inspection and Pest Identification Procedure

This SOP details the **initial site inspection and pest identification procedure**, covering the systematic assessment of the site conditions, identification of pest types and habitats, documentation of pest activity, and evaluation of potential risk factors. The goal is to accurately identify pest infestations early, enabling effective and targeted pest management strategies to protect the site and prevent further damage.

1. Purpose

To provide a standardized process for conducting an initial site inspection and identifying pest presence, types, and risk factors, ensuring appropriate pest management measures are taken promptly and efficiently.

2. Scope

This procedure applies to all personnel involved in pest management services and is relevant for all new and existing client sites requiring an initial assessment.

3. Responsibilities

- **Inspection Team:** Carry out the inspection as per this SOP, record findings, and report to relevant stakeholders.
- **Supervisors/Managers:** Ensure all inspection personnel are trained and the procedure is adhered to.

4. Procedure

1. Preparation

- Review site history and previous pest control reports.
- Gather tools and materials (e.g., flashlight, camera, notebook, PPE).
- Notify client/site contact of inspection schedule.

2. Initial Site Walkthrough

- Conduct a systematic walkthrough of the entire site, including interior and exterior areas.
- Focus on high-risk areas such as kitchens, storage rooms, waste disposal sites, entry points, and damp zones.

3. Pest Identification

- Identify and record signs of pest activity (e.g., droppings, nests, damages, live/dead insects).
- Note the types of pests detected (e.g., rodents, cockroaches, ants, flies, stored product pests).
- Collect samples or photographic evidence where necessary.

4. Habitat and Risk Factor Assessment

- Identify pest harborage areas, food sources, water sources, and potential entry points.
- Evaluate factors contributing to infestations (e.g., poor sanitation, structural gaps, excess moisture).

5. Documentation

- Record all findings using the inspection checklist or reporting template.
- Map site areas with significant pest activity or vulnerabilities.
- Take and archive photographs of notable findings.

6. Reporting and Recommendations

- Compile an inspection report summarizing observations, pest types, risk factors, and recommended actions.
- Share the report with the client and internal pest management team.

5. Documentation and Records

- Inspection checklists and site maps
- Pest identification logs and photographic evidence
- Inspection reports (retain as per company policy)

6. Safety

- Wear appropriate personal protective equipment (PPE) during inspection.
- Follow site safety protocols, especially in hazardous or restricted areas.

7. References

- Company Pest Management Policy
- Local regulations and standards for pest control
- Pest identification guides and databases