

SOP: Pest Control and Facility Inspection Guidelines

This SOP provides comprehensive **pest control and facility inspection guidelines**, detailing routine inspection schedules, identification of common pests, implementation of integrated pest management strategies, maintenance of facility cleanliness and structural integrity, proper use of pesticides and safety protocols, documentation and reporting procedures, and staff training requirements. The goal is to minimize pest-related damages, ensure a safe and hygienic environment, and maintain compliance with health and safety regulations.

1. Purpose

To establish standardized procedures for effective pest control and regular facility inspections, ensuring a safe, clean, and compliant environment.

2. Scope

This SOP covers all areas within the facility including production, storage, staff areas, and external perimeters.

3. Responsibilities

- **Facility Manager:** Oversee implementation and compliance with pest control measures.
- **Maintenance Staff:** Conduct routine inspections and report issues.
- **External Pest Control Provider:** Perform specialized treatments as required.
- **All Employees:** Follow cleanliness standards and promptly report pest sightings.

4. Routine Inspection Schedule

Area	Inspection Frequency	Responsible Party
Production & Storage Areas	Weekly	Maintenance Staff
Staff Rooms & Kitchens	Bi-weekly	Facility Manager
External Perimeter	Monthly	Maintenance Staff/External Provider

5. Identification of Common Pests

- Rodents (rats, mice)
- Insects (ants, cockroaches, flies, beetles)
- Birds (pigeons, sparrows)
- Stored Product Pests (moths, beetles)
- Other regional or facility-specific species

6. Integrated Pest Management (IPM) Strategies

- Identify and eliminate entry points (gaps, holes, drains)
- Remove food and water sources
- Apply physical controls (traps, barriers)
- Use chemical controls only when necessary, as per guidelines
- Monitor pest activity via traps and regular inspections

7. Facility Cleanliness and Structural Maintenance

- Daily cleaning protocols for all facility areas
- Prompt repair of leaks, cracks, and structural damage
- Correct waste management practices
- Proper storage of raw materials and finished goods

8. Use of Pesticides and Safety Protocols

- Only licensed personnel to apply pesticides
- Follow all manufacturer instructions and legal restrictions
- Ensure proper PPE (Personal Protective Equipment) is used
- Post-treatment areas clearly marked and access restricted as required
- Maintain Safety Data Sheets (SDS) for all chemicals used

9. Documentation and Reporting

- Maintain pest sighting and treatment logs
- Keep inspection checklists and corrective action reports
- Document staff training and attendance
- Report major pest incidents to management immediately

10. Staff Training Requirements

- Annual pest awareness and reporting training for all staff
- Specialized training for maintenance and cleaning personnel
- Document completed trainings in staff records

11. Compliance and Review

- Review SOP annually or upon regulation changes
- Update procedures as necessary to meet legal and industry standards

12. References

- Local Health and Safety Regulations
- Applicable Food Safety Standards
- Pesticide Safety Guidelines