

SOP: Pest Control Program

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Purpose

To ensure an effective pest management program is in place that supports food safety and complies with regulatory and third-party audit standards.

Scope

This SOP applies to all pest control activities, documentation, and verification procedures at the facility.

Responsibilities

- QA Team: Oversight, verification, and trend reporting
- Facility Management: Structural monitoring and corrective actions
- PCO (Pest Control Operator) ORKIN: Service execution and accurate documentation

Procedure

- Conduct monthly reconciliation between the site pest map and the PCO's service report trap list.
- Require trap catch locations to be documented for each pest incident.
- Generate quarterly internal trend analysis reports using collected pest data.
- Review each PCO service report to ensure structural inspections are noted and all data fields are completed.
- Maintain a monthly internal pest control review checklist verifying:
 - Trap count accuracy
 - Documentation of pest catches
 - Trend report updates and archive
 - Review of any structural concerns
- Train QA and facility management personnel on the pest documentation and verification expectations.
- Conduct an annual review meeting with the PCO to assess program performance and service expectations.