

## Standard Operating Procedure (SOP) – Pest Control

**Effective Date:** 01/02//2026

**Revision:** 1

### **Purpose:**

To prevent and control pest activity within the facility, ensuring a clean, sanitary, and safe environment in compliance with regulatory requirements.

### **Scope:**

This SOP applies to all areas of the facility, including production, storage, and administrative areas.

### **Responsibilities:**

- **Management:** Oversee the pest control program, conduct inspections, and ensure corrective actions are implemented.
- **Staff:** Report any evidence of pests (e.g., droppings, damage, sightings) to management immediately.

### **Procedure:**

1. **Routine Inspections:** Conduct inspections of the facility at least once per month, or more frequently as needed. Document findings in the Pest Control Log.
2. **Preventive Measures:**
  - Maintain cleanliness and proper waste disposal.
  - Seal cracks, doors, and entry points to prevent pest entry.
  - Store materials off the floor and away from walls.
3. **Corrective Actions:**
  - If pest activity is observed, implement immediate control measures using approved internal methods or licensed pest control providers.
  - Document all actions taken in the Pest Control Log.

#### **4. Monitoring:**

- Management reviews pest control records quarterly to ensure effectiveness.
- Adjust preventive measures based on inspection results or observed trends.

#### **Records:**

- Pest Control Log
- Inspection Reports
- Corrective Action Reports

#### **Review & Revision:**

- SOP is reviewed annually or when changes to facility layout, operations, or regulations occur.