



1.0 PURPOSE

To establish the general requirements and responsibilities for pest control program.

2.0 RESPONSABILITIES

- Quality Assurance manager shall: coordinate the pest control program, establish the frequencies of the service, establish the general requirements to the supplier, and coordinate the corrective and preventive action generated during inspections.
- It will be responsibility of all employees of National Pecan Shelling Operations LLC maintain the condition of the pest control devices and report any incident related to pest.
- Contractor shall coordinate the activities related to the pest control in whole plant, maintenance the service according the original contract, provide the list of chemicals approved for use in the plant, maintain service records generated, provide and maintain the SDS and chemical specifications in place, clean and dispose any material generated during the service, notify the Quality Assurance manager any incident related to pest control program and provide training in the basic concepts of pest control to employees.

3.0 APLICABLE DOCUMENTS:

F.QA.N5.103 Pest Control Service Recommendations and Incident Report
Supplier's manual

4.0 PROCEDURE

4.1 Information required to the contractor

Quality assured pest management this should has:

- Pest Control services company information
- Service Program specifications.
- Service Procedure
- Certificate of liability insurance
- Business License
- Schedules and contract of service signed per both sides
- Chemical list used; this should be signed per both sides/ should be updated at least every year
- Labels and MSDS
- Forms used.
- Maps
- Material usage log

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- xii. Pest Management and sanitary log report
- xiii. Trend Analysis

4.2 Frequency: this should be according the schedule (weekly) or when required.

Reports: the contractor should generate a report or each service provided (Detailed Service Report), this report should contain:

- a) General Comments
- b) Material summary (material Applied): Active ingredient (dilution factors), Finish quantity (undiluted Qty), Application Methods, Weather.
- c) Open deficiencies/ Observations.
- d) Areas Inspected.
- e) Device Inspections Details (device name and device type).
- f) Activity
- g) Pest findings
- h) Time

Note: The QA manager should sign all weekly pest control reports, corrective actions and recommendations provided by the supplier should be coordinated and verified by the QA department.

4.3 Activity Summary: the supplier must provide a summary of activity for both mice and insects inside and outside the plant.

4.4 Corrective action: the quality assurance manager should coordinate all corrective and preventive action generated during the internal or external audit and during inspections, this corrective and preventive action should be documented.

4.5 Internal Monitoring: the QA manager should coordinate the internal inspections, that includes the verification of pest control devices used on the plant, evaluate the service, and conduct internal inspections at least every month.

4.6 Maintenance of Devices: all devices as traps (inside and outside), insectronic and bulbs should be maintained on good condition, the insectronic and bulbs should be change yearly; when these are change, must include the date.

4.7 Training: at least every year should generate employee training which must contain at minimum:

- The importance of pest control.
- Your responsibility in the program
- Preventive systems
- Sanitation Practices
- How to maintain the pest control devices.

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