



Pest Control Inspection Sheet

SQF 11.2.4

Pest Control/QA Inspector

Date Inspected

Time of Inspection

1	Inspection and Monitoring	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Are all pest control devices identified correctly and in-line with the on-the-floor plan?					
1.1.1	Are all pest control devices serviced by the pest control company (third-party) at least every two weeks?					
1.1.2	Are all pest control devices labeled with service information (Pest Control Company, Phone No., Address, Pest Control Tech Name, Device Name, Serial No. Model No. Location No.)?					
1.1.3	Are on-site pest control chemicals stored securely?					
1.1.4	Are all rodent bait stations tamper-resistant and secured to the ground?					
1.1.5	Are rodent baits in good shape and not heavily chewed or missing?					
1.1.6	Are rodent bait stations free of decomposed rodents or other animals?					
1.1.7	Are there any signs of pest activity, such as droppings or gnaw marks?					
1.1.8	Are monitoring devices, like traps and bait stations, in place and properly maintained?					
1.1.9	Are exterior areas, like loading docks and dumpsters, free from pest harborage?					

2	Sanitation and Maintenance	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
2.1	Are food storage areas clean and properly sealed?					
2.2	Are garbage bins and dumpsters tightly sealed and located away from the facility?					
2.3	Are entry points, such as cracks and gaps, sealed to prevent pest entry?					
3	Documentation and Records	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
3.1	Are pest control logs and records accurately maintained and up-to-date?					
3.2	Are any pest sightings or issues promptly documented and addressed?					
3.3	Are corrective actions taken to address identified pest-related issues?					
3.4	Are Safety Data Sheets (SDS) and labels on file for all pesticides used on-site?					
3.5	Are pest sighting logs and trend data up-to-date?					
3.6	Is there a Corrective Action and Preventive Action Report available and up-to-date?					
3.7	Are employees trained in pest awareness and prevention practices?					
3.8	Are regular pest control service visits scheduled and documented?					
4	Prevention and Treatment	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
4.1	Are treatment methods, including chemical applications, used safely and appropriately?					
4.2	Are pest control service reports reviewed and followed up on as needed?					
5	Doors	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time

5.1	Are exterior doors equipped with tight-fitting seals to prevent gaps where pests could enter?					
5.2	Are doors kept closed when not in use, with the use of automatic closing mechanisms if necessary?					
5.3	Are door sweeps or thresholds installed to minimize gaps between the door and the floor?					
5.4	Are screens or air curtains installed on doors that need to remain open for ventilation, preventing pests from entering?					
6	Windows	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
6.1	Are windows equipped with screens to prevent insects from entering the facility?					
6.2	Are windows sealed properly to prevent gaps that pests could exploit?					
6.3	Are windows kept closed when not in use, especially during pest activity periods?					
7	Vents	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
7.1	Are vents equipped with proper covers or screens to prevent entry of pests while still allowing for ventilation?					
7.2	Are vents inspected regularly to ensure that seals and screens are intact and effective?					
7.3	Are exhaust vents positioned to direct airflow away from areas where pests may enter, such as loading docks or waste disposal areas?					
8	Inspection and Maintenance	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
8.1	Are regular inspections conducted to identify and repair any damage to entry points that could compromise their security?					

8.2	Are maintenance personnel trained to recognize signs of pest activity around entry points and take appropriate action?					
9	Training and Awareness	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
9.1	Are employees trained to recognize and report any issues with entry points that could allow pests to enter the facility?					
9.2	Are employees aware of the importance of keeping doors and windows closed and properly sealed to prevent pest entry?					

Verified By	
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