 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-001-03	Effective Date:	01.04.2018
	Supersedes :	HR-001-02	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: PEST AND RODENT CONTROL				

1.0 PURPOSE:

To lay down the Procedure for Pest and Rodent control program.

2.0 SCOPE:

This Procedure applies to pest and rodent control in buildings used for the storage of raw materials and packing materials, the manufacturing, processing, packing, and holding areas and laboratory areas at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

- 3.1 The responsibility to maintain pest control program lies with the HR department.
- 3.2 It is responsibility of user department to coordinate with HR department in execution the activity.


4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

- 5.1 Select a suitable outside agency to carry out the Pest and Rodent Control program and monitor the same.
- 5.2 Identifying various locations for pest and rodent control program and shall be marked.
- 5.3 Gum sheets shall be used in the rodent bait station to trap rodents within the building premises at the identified points.
- 5.4 Gum Sheets shall be used in rodent bait station to trap rodents outside the building premises at the identified points.
- 5.5 Pest control chemicals shall be used or sprayed at Boiler, generator room, administration office, workshops, toilets and surrounding areas.
- 5.6 Outside agency personnel shall carry out Pest control program once in every month and shall record the details in pest control record.

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Department	Admin & HR	Admin & HR	Quality Assurance

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- 5.7 Pest control chemicals shall not be carried out inside the production area, finished goods storage areas and warehouse where materials are stored.
- 5.8 Lizard control shall be done for outside areas by spraying Dicloverous as part of Disinfestations.
- 5.9 Observe all gum sheets every day and if any rodents are trapped remove the trap and keep new trouble gum sheet at that point.
- 5.10 The trapped rodents (live or dead) shall be removed by the house keeping personnel and shall dispose at outside of Factory Premises.
- 5.11 The details shall be recorded in Rodent control Record.
- 5.12 Lay out shall be prepared by identifying the pest and rodent control point.
- 5.13 Agreement with External agency for Pest & Rodent control shall be made

6.0 FORMATS / ANNEXURE(S):

- 6.1 Pest Control Record : Annexure-1
- 6.2 Rodent Control Record : Annexure-2

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.09.2009	New SOP	---
01	22.01.2012	Procedure is Updated and Respective formats are included.	---
02	18.12.2014	Revised as per periodical review	---
03	01.04.2018	1. SOP revised in-line with SOP "SOP-QA-001-05" 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

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