

# The Pickapeppa Company Limited

## Pest Control

### Internal Audit Report

Audit Dates: October 13, 2020 - December 1, 2020

Audit Report: Pest Control Internal Audit  
Company Limited

Audit: Report No. 285

Audited Facility: Company Limited

Address:

Audit Team: Khamisha Williams, Tiffani Stewart, Majorie Jennings-Dawkins,  
Oshayne Malcolm, Clayton Berry

Date Of Audit: October 13, 2020 - December 1, 2020

Scope Of Audit: The Pest Control Programme at The Pickapeppa company Limited

Contact Person:

### Summary of Non-Conformities Identified in The Internal Audit Process

Process #	Process Names	Non Confor mances
1	Pest Control	1
	TOTAL	1

### Summary of Conformities Identified in The Internal Audit Process

Process #	Process Names	Conformanc es
1	Pest Control	7
	TOTAL	7

### Summary of Opportunities for Improvement Identified in The Internal Audit Process

Process #	Process Names	Conformanc es
1	Pest Control	1
	TOTAL	1

## AUDIT BRIEF

Audit Ref	1602617392	Audit of:	Pest Control
Date Scheduled	October 13, 2020 - December 1, 2020	Locations	All areas of the facility
Audit Team: Khamisha Williams, Tiffani Stewart, Najorie Jennings- Dawkins, Oshayne Malcolm, Clayton Berry  Audit Team Leader: Khamisha Williams	Process Owner(s):	Khamisha Williams-Quality Assurance Manager Tiffani Stewart-Product Development Specialist Najorie Jennings-Dawkins- Production Manager Dianna Tomlinson-General Manager	
Purpose:  To determine conformity, effectiveness, opportunity for improvement and to report non-conformity where deviations are identified.			
Background and Context:  In keeping with the context of auditing of status and importance based on the potential risk posed by the process to the product.			
Scope:  The Pest Control Programme at The Pickapeppa company Limited			
Criteria:  PRP 1030, ISO 22002-1:2009			
Objectives:  To identify conformances, non-conformances effectiveness and opportunities for improvement.			

## Company Limited Audit Plan

### Opening Meeting:

Who: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry, Dianna Tomlinson, Georgette Clarke

When: Thursday, `October` `15`, 2020

Where: Board Room

What to cover: Audit Plan

The Audit  
Audit Plan

### Closing Meeting:

Who: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry, Dianna Tomlinson, Georgette Clarke

When: To be determined

Where: Board Room

## AUDIT SCHEDULE

Processes	Auditor	Auditee	Date/Time
Pest Control	Najorie Jennings-Dawkins	Georgette Clarke	October 28, 2020 10:37 AM - FOctober 28, 2020 2:37 PM

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.1	Auditees: Georgette Clarke
<p>Audit Evidence:</p> <p>According to the inventory clerk, all items are properly checked before they are put in storage. This information was also confirmed by the pest control applicator.</p>			
Evaluation:			
Effectiveness:			

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.2	Auditees: Georgette Clarke
<p>Audit Evidence:</p> <p>The Approved Chemical List, PRP-116, shows the different approved chemicals, the vendors and their addresses. Sectocide, a pesticide found on a form in the chemical log folder was found to be on the approved list of chemicals.</p>			
Evaluation:			
Effectiveness:			

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.5	Auditees: Georgette Clarke
<p>Audit Evidence:</p> <p>According to the pest control applicator, internal bait traps are set on a monthly basis while external baits are set twice for the month. When checks were done it was seen that Pesticide Activity Register- Internal, PRP 1073 and Pesticide Activity Register- external, PRP 1052, were up to date for the year 2020. On both internal and</p>			

external forms the pest activities were recorded and corrective actions noted.

Evaluation:

Effectiveness:

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.6	Auditees: Georgette Clarke
Audit Evidence:  External application records from Central Pest control and Maintenance showed that on the 03/07/2020 one of the insecticides used was 4 gallons of Actellic 50 EC. The application rate was 8-1 and all the areas inside and outside the facility were shown to have been treated. Application methods included spraying and fogging and target pests were roaches, flies, ants, weevils and mosquitoes. All the other records were checked and all relevant information found.			
Evaluation:			
Effectiveness:			

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.6	Auditees: Georgette Clarke
Audit Evidence:  A Certificate for Pest Control Applicator, Certificate no 04203C03, was found for Isaac Scott, one of the pest control applicators. This certificate expires on February 18, 2021. There was also a certificate for Roge Scott as Pest Control Applicator, No. 32002C15, which expires on the 18/02/2021. A certificate for Walton Nettleford as serviceman was also available. The certificate, SERVMOO51K, expired on the 13/09/2020.			
Evaluation:			
Effectiveness:			

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### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: N/A	Auditees: Georgette Clarke
<p>Audit Evidence:</p> <p>According to the pest control applicator, the effectiveness of a pesticide is determined after the facility is sprayed and the amount of dead pests are found on site after observation is done, usually within a 24 hour period. If a lot of pests such as cockroaches are found then the pesticide is deemed effective. If no dead pests are found after using the pesticide for some time then the pesticide is not reused.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

### CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO/TS 22002-1:2009; 12.6	Auditees: Georgette Clarke
<p>Audit Evidence:</p> <p>In an interview with the pest control applicator it was revealed that if there is evidence of insect infestation the factory is sprayed with an approved chemical or if rats are the reason for the infestation the number of bait blocks per bait station would be increased. The external register shows that the number of baits for the old kitchen for example were increased following an increase in pest activity between September and October 2020.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

### NONCONFORMITY REPORT

Incident Identification Number: 000000.00001		
Non-Conformity Report	Auditor (s): Najorie Jennings	Date: October 28, 2020



#: 1	Dawkins	
Audit of : Pest Control	Audit Criteria: ISO/TS 22002-1:2009; 12.3	
<p>Statement of Nonconformity:</p> <p>A walkthrough was done of the facility and there were areas that had openings and served as pest entry sites. Some areas were found to be in nonconformance to the standard that states that " all holes and potential pest control points should be sealed. These areas were: 1. Entrance- The sheets of zinc that are at the side contained small holes 2. Onion House- Light was seen coming through the eave 3. Barrel storage- An opening that leads out to the elements was seen at a beam where the windows were located. 4.Processing Area- The side of a beam near the cooking kettle, an opening through which a pipe runs from a panel, an opening around the large boiler pipe. 5.Preprocessing- Light seemed to be coming from the eave 6.Vinegar- openings at the sides of the door 7. Barrel storage 2- Light coming through the door and at the eaves 8. Area behind barrel storage 2- Light coming through the eaves 9. Door behind kitchen- Cannot be properly closed 10-Workshop-The mesh on the outside of the workshop walking from the pot washing area is not secured properly.</p>		
Responsible Party: Tiffani Stewart		
Auditor Signature:		Signature:

OPPORTUNITY REPORT		
Incident Identification Number: 000000.00001		
Opportunity Report #: 1	Auditor (s): Najorie Jennings- Dawkins	Date: October 28, 2020
Audit of : Pest Control	Audit Criteria: ISO/TS 22002-1:2009; 12.5	
<p>Statement of Opportunity:</p> <p>The bait station map is not sufficiently labelled to identify the different areas where the baits are found.</p>		
Responsible Party: Tiffani Stewart		
Auditor Signature:		Signature: