1. SCOPE
2. This procedure applies to all activities involved in minimizing the threat of pests to the operations at Tijule Company Limited.
3. PURPOSE
4. To control pest activities from the outside and prevent them from entering the facility and to minimize contamination of food products or other food materials by preventing pest infestation.
5. DEFINITIONS

N/A

1. PROCEDURE

RESPONSIBILITIES

1. Food Safety Coordinator/Functional Responsibility
   1. To coordinate the measures necessary to ensure that pest are control and to prevent infestation from pests in and around the plant.
2. To monitor and document procedures, control measures and application of pest control applications on the plant.
3. Schedule monthly application/spraying of pest control chemicals.
4. Schedule checks are done fortnightly for the presence of pests and to ensure bait stations remain affixed and anchored and obsolete traps are removed. (Check if baits are missing or bitten)
5. Documentation of pest control activities is done by the Food Safety Coordinator on the appropriate form.
6. Quality Control personnel/Food Safety Coordinator
7. Any employee seeing pests should report the sighting to the Quality Control personnel or the Food Safety Coordinator and should also complete the pest report form.
8. In addition the Quality Control Personnel/Food Safety Coordinator will check the areas listed below on a weekly basis for any sign of pests.
9. When pest are identified eradication must be immediately implemented
10. The areas are:
    * + 1. Drain
        2. Ceiling
        3. Corner of building
        4. Table
        5. Behind equipment

4.2.5 Doors, windows and delivery areas shall be kept closed or screened to prevent the entering of pest.

1. RECORDS

Baiting Monitoring Form

[..\..\..\FORMS\PRP FORMSSS\Pest Control\Baiting Monitoring Form.docx](../../../FORMS/PRP%20FORMSSS/Pest%20Control/Baiting%20Monitoring%20Form.docx)

Monthly Spraying Monitoring Form

[..\..\..\FORMS\PRP FORMSSS\Pest Control\MONTHLY SPRAYING MONITORING FORM.docx](../../../FORMS/PRP%20FORMSSS/Pest%20Control/MONTHLY%20SPRAYING%20MONITORING%20FORM.docx)

Pest Report Form

[..\..\..\FORMS\PRP FORMSSS\Pest Control\PEST REPORT FORM.docx](../../../FORMS/PRP%20FORMSSS/Pest%20Control/PEST%20REPORT%20FORM.docx)

Luminescent Fly Trap Form

[..\..\..\FORMS\PRP FORMSSS\Pest Control\Pest Control Monitoring Form PC - F - 004 (Fly Trap Form).docx](../../../FORMS/PRP%20FORMSSS/Pest%20Control/Pest%20Control%20Monitoring%20Form%20PC%20-%20F%20-%20004%20(Fly%20Trap%20Form).docx)

1. REFERENCES

Database

Pest Control Master Sheet

[..\..\..\FORMS\PRP FORMSSS\Pest Control\PEST CONTROL MASTER SHEET.docx](../../../FORMS/PRP%20FORMSSS/Pest%20Control/PEST%20CONTROL%20MASTER%20SHEET.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Food Safety Team | Owen Glave and Food Safety Team | Food Safety Team | 14/4/2014 |