

Company Name	Standard Operating Procedure on Pest Control		Date Orig. Issue:		
SOP Number			Date Revised: Revision Number:		
Author	Date	Dept. Approval Signature	Date	Q.A. Approval Signature	Date

I. Purpose

To prevent access, deny harbourage and eradicate any infestation of manufacturing area of health supplement products by pests.

II. Scope

This standard operating procedure applies to the health supplement manufacturing area and their surrounding of **XXX Company**.

III. Responsibilities

XXX Company Pest Control Qualified Technician

XXX Company QA Technician

IV. Procedure

Inspect both outside and inside of the facility **weekly** for signs of pests and record in the Pest Control Inspection Record (**Form-XX1**).

Each pest control devices that are laid out in and around the facility must have an unambiguous serial number labeled on it. Pest Control Qualified Technician and QA Technician shall check date and sign off on labels inside all traps/baits. Record any presence of pests found in traps/baits in Pest Control Monitoring Record (**Form-XX2**). The designated traps/baits locations e.g. walls should also be marked to allow easy identification of the pest traps/baits locations for any employees **in XXX-Company**.

Interior of the facility

No poisonous baits are allowed to be used inside the facility.

Rodent control:

a. Rodents are controlled by mechanical traps. Interior mechanical traps shall be positioned at **5-10** meters intervals along the interior

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perimeter of the building, especially near the entrance leading to the outside of the building.

- b. Traps are inspected **every week**. There are **XXX** traps in the facility.
- c. Emptying traps in small garbage can and dispose of rodents directly into the outside garbage. Traps are scraped and cleaned periodically. Traps should be inspected and tested to ensure they are functioning properly.

Flying insect control:

- a. Insects are controlled by electric insect eradicators. Ensure electric insect eradicators are not above or within three meters of health supplement manufacturing, packaging or storage areas.
- b. All lights remain on 24 hours a day. Catch trays should be emptied **weekly** while catch tray with sticky pads should be monitored and replaced **when appropriate**.

Exterior and perimeter of the facility

Bird control:

- a. Monitor the activities of birds; any bird activity is not allowed near and around any raw material, in-process material, packaging and storage processing areas.
- b. Install sufficient sized meshes to external air inlets and outlets to protect any bird entry.

Rodent control:

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- a. All exterior bait stations contain poison. Bait stations should be secured to sufficiently heavy object to prevent from blowing away and displaced.
- b. Bait stations are to be placed tight to wall with opening parallel and nearest to wall.
- c. Bait stations should be inspected **every other week**. There are **XXX** bait stations in the **XXX-Company**.
- d. Take a small garbage can to dispose of old empty packages immediately after bait station inspection. Then dump directly into outside garbage.

V. Monitoring

Pest Control Qualified Technician and QA Technician shall check date and sign off on labels inside all traps to be placed around the facility. Pest Control Qualified Technician inspects traps, baits and electric insect eradicators **every week**. QA Technician checks interior traps, baits and electric insect eradicators **every other week**.

VI. Corrective Action

1. The QA Manager will change the pest control program if the current program is ineffective.
2. Pest control Technician will
 - increase the rate of monitoring if there is evidence of activity
 - add additional traps or baits if required
 - replace broken or lost traps or baits
3. QA Technician and/or Pest control Technician will record the description of nonconformity, the cause of the problem, and the corrective action taken with the date of action on Pest Control Monitoring Record (**Form-XX2**).

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4. QA Department will retrain employees found not following the procedures in this SOP.

VII. Reference to Other Documents

Pest Control Inspection Record (Form-XX1)

Pest Control Monitoring Record (Form-XX2)

VIII. END OF DOCUMENT

REVISION HISTORY

Rev No:	Document Change Number:	Author	Effective Date	Remarks of Revision
001	XXX	YYY	DD-MMM-YYYY	New Document.

APPROVAL

Date Implemented:

By:

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By: