



## Procedure For Pest Control Services

<b>Compilation Date</b>	08 Feb 2019	<b>Revision date</b>	08 Feb 2019
<b>Controlling Officer</b>	QA Manager	<b>Sign</b>	<b>Document Ref. No.</b> SOP 2.8
<b>Approval Officer</b>	MD	<b>Sign</b>	<b>Revision Number</b> 000

**Purpose:** The purpose of this standard operating procedure is to establish an effective pest control program. The aim of the documented pest control programme will be to identify product and sight related pests and the effective control thereof.

**Scope:** All services and devices provided by external services provider(s) as well as all the functions performed by identified internal staff at the Deli-Co Meat facility. An effective pest control program that is not limited to pest control chemicals shall be documented and implemented. All food handling areas shall be kept pest free.

**Definitions:** As per document DEF 001

**Applicable legislation:** As per document LEGIS 002

### 1. PROCESS AREAS, STORAGE AREAS AND OFFICES

- 1.1 **Deli-Co Meat** is retaining the services of a registered Pest control contractor called Pest Elite.
- 1.2 Pesticides shall not be used in food handling areas while preparation, processing, and packaging are in progress, and precautionary measures shall be taken to ensure that equipment and work surfaces are kept free from pesticide residues.
- 1.3 Only registered pesticides shall be used in accordance with manufacturer's instructions and shall be applied by a suitable trained and qualified pest control operator. (Refer to Pest Elite – Integrated Pest Management File in the Receptionist Office.)
- 1.4 The current certified copy of the pest control operator's qualification shall be held by **Deli-Co Meat**.
- 1.5 Pesticides and cleaning chemicals shall at no time be allowed to come into contact with wrapping materials, containers, raw materials or the food product. Insecticides and rodenticides that look similar to the product or are in similar containers to those used for packaging shall not be used.
- 1.6 Pesticides are not kept on site but will remain in the control of the pest control contractor (Pest Elite).
- 1.7 Bait stations used shall be of a lockable type, and shall not be placed in food handling areas where food could be contaminated.
- 1.8 External doors is rodent-proof and shall be maintained (i.e. gaps not exceeding 6 mm)
- 1.9 The areas both inside and outside the facility shall be kept clean to reduce attracting pests.
- 1.10 All packing material received by **Deli-Co Meat** are inspected for signs of pests by the procurement manager or his designate before accepted into storage. This monitoring will be kept on file in the Production Managers' Office.

### 2.0 APPLICATION OF PEST CONTROL ACTIVITIES

- 2.1 **Deli-Co Meat** shall maintain a sighting log in the instance of pests sighted and report it to assist Pest Elite in providing an effective service.
- 2.2 Written records of action taken by Pest Elite shall be maintained in the Production Managers' Office.
- 2.3 There shall be a site plan that indicates pest traps and related pest control equipment, Pest traps shall be numbered, and the site plan updated accordingly.
- 2.4 Sample labels or product specs (or both) as well as the MSDS of all pesticides used shall be available on site in the IPM File of Pest Elite.



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- 2.5 Accurate and complete service records shall at least address the following:
- 2.5.1 Material used
  - 2.5.2 Targeted pest
  - 2.5.3 Quantity of pesticide / insecticide applied
  - 2.5.4 Specific areas where the pesticide / insecticide was applied.
  - 2.5.5 Method of application and the device used.
  - 2.5.6 Date and time of treatment
  - 2.5.7 Appliers signature
  - 2.5.8 A copy of the liability insurance of the external service provider
- 2.6 The food handling areas shall be inspected at pre-determined frequencies (minimum every month), based on pest activity. If evidence of infestation is found, action shall be taken and the results recorded.
- 2.7 The Hygiene Assistant shall regularly verify the effectiveness of the pest control activities. Records of such verifications shall be maintained. This verification will be done on all records completed by the Hygiene Assistant during a survey.

### 3. ANT CONTROL

- 3.1 A trained person from Pest Elite manages the control of ants and sprays around the facility as soon as ant activity is reported by **Deli-Co Meat**.

### 4. MOUSE AND RAT STATIONS

- 4.1 Monitoring of the different Bait Stations will be carried out at least monthly. Pest Elite will phone to confirm the date of survey with the Hygiene Manager. Firstly Pest Elite inspects around the building, thereafter open all the bait stations to see if there is any activity of mice or rats. The old (sometimes moist) wax blocks will be taken out and will be replaced with new wax blocks.
- 4.2 The colour of the wax blocks are light blue (Toxic). The rest of the inside of the bait station will be cleaned. A register will be completed to indicate the level of infestation and will be registered in the Integrated Pest Management file and the date of application/inspection will be included onto the disc inside the bait station. Checks will be done by the Pest Control Officer weekly on all bait stations and recorded on a Weekly Pest Control Verification Record which is kept in the Production Managers' Office.

### 5. COCKROACH CONTROL

- 5.1 Pest Elite also does a check for the activity of cockroaches and treats accordingly. They will apply gel bait as listed (data sheets included) around the offices, cloakrooms, toilets and around the premises if required after they finalized an inspection. If activities of cockroaches are found inside the processing areas, immediate action will be taken and they will immediately open an action report, apply bait and follow up weekly until no activity is confirmed. This is filed in the Receptionists' office.



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### 6. BIRD CONTROL

- 6.1 Measure is taken to keep all waste bins and waste transporting bins closed and not leave product open outside to attract birds. Birds' nests observed will be removed immediately.

### 7. PREVENTIVE PEST CONTROL

- 7.1 **Deli-Co Meat** has implemented a procedure to reduce the risk of pests from coming into contact with the product, therefore preventing the cross-contamination risk from carried bacteria to enter the food processing areas as well as the physical hazard of a pest.
- 7.2 All doors are kept closed and are sealed at the bottom with rubber to prevent rodents and birds from entering. All product moved to the waste area will be kept closed and when disposed will stay closed in the bins. All areas inside and outside will be cleaned continuously and deep cleaning done by Deli-Co Meat (designated personnel) will be monitored every morning before production starts.
- 7.3 Waste will be removed on a daily basis to a designated area segregated from the production area and the waste disposal area will be cleaned daily to prevent odours that may attract pests. All animal waste from the waste area will be removed daily after stored in the condemn room to a lockable skip off site which is removed by Maintenance once/twice or if required more frequently to an approved landfill site, and the general waste will be removed by Maintenance daily.
- 7.4 The Pest Control Officer does a weekly check on the rodent bait stations / fly activity and will notify the other Management of any non-conformances or increased activity of pests.
- 7.5 Hazardous Substances aren't stored on site and is only supplied by Hygiene Manager when a service is conducted. Pest control operator's wears the applicable protective clothing during application of the substances and are all trained accordingly.

### 8. CORRECTIVE ACTION

Any non-conformity, for instance; pest infestation will be reported to the QA Manager who will report it to Pest Elite and they follow it up through opening an action report. Bait will be applied accordingly and activity will be checked weekly until pest infestation is no longer visible. All documents applicable to this is recorded and put on file, which is kept in the Receptionists' Office available for the registered inspector during inspections or visits.

If any meat or meat products was harmed due to pest infestation it will be totally condemned by a meat examiner / meat inspector after he / she conducted an inspection and discussed this with the Area Manager and/or Supervisor.



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Specific Responsibility	Designated To:
Sighting and reporting of pests	All Personnel
Documenting of sightings of pests	QA Manager
Control of Pests	Pest Elite

Supporting Documents:	Doc. Ref. Number
Resource Provision	SOP 1.6
Document Control	SOP 1.7
Building Design	SOP 2.3
Refer to Pest Elite File	

Supporting Records:	Doc. Ref. Number
Refer to Pest Elite File	

Process	Lower Limit	Upper Limit	Verification	Frequency	Correction
Sighting of pests - notify Hygiene Assistant - complete pest activity record - Notify Pest Elite	n/a	n/a	REC 2.8.1 REC 2.8.2	Every time a pest is sighted, unless a record has been completed for it previously or recently.	Complete a record and notify the QA Manager

Required Training For Specific Responsibility:
Completion of pest sighting records.
Inspection for pests.