



Objective And Scope

WHAT

This procedure identifies the steps that are to be followed to ensure that the company premises are kept free of all animals and pests other than live product.

WHEN

This procedure shall be followed at all times and in particular at monthly and quarterly inspection periods.

WHERE

This procedure shall be throughout the entire business premises.

WHY

This procedure shall be followed in order to ensure that the effectiveness of the HACCP Plan is not compromised and to ensure that the company complies with Standard 3.2.2 of the Food Standards Code.

VERIFICATION

Compliance with this procedure shall be verified annually during Internal Audit.

REFERENCES

CAC/RCP 1-1969, Rev. 3 (1997), Amended 1999 and Hazard Analysis & Critical Control Point (HACCP) System & Guidelines for its application – Annex to CAC/PCP 1-1969, Rev. 3 Section 6.3

PROCEDURE DETAILS

STEP ACTIVITY OUTLINE

RESPONSIBLE OFFICER

- | | |
|---|--|
| <p>1 Having regard to the age and design of the premises take all practicable measures to prevent animals entering areas in which food is handled.</p> <p>D1 Detailed Instructions</p> <p>To the extent that is practicable, ensure that all entry points to the building are secured in such a manner as to prevent access by animals when the premises are unattended.</p> | <p>Managing Director ,
Quality Manager .</p> |
| <p>2 Having regard to the age and design of the premises take all practicable measures to ensure that pests are prevented from entering the premises.</p> <p>D2 Detailed Instructions</p> <p>To the extent that is practicable, ensure that all doors and windows have screens or other barriers to entry fitted and that these screens or barriers are clean, in good condition and undamaged. (Barriers to entry may include Self closing doors, double doors, air curtains or strip curtains. To the extent that is practicable, ensure that there are no unsealed gaps in walls, floors or ceilings.</p> | <p>Managing Director ,
Quality Manager .</p> |
| <p>3 Having regard to the age and design of the premises take all practicable measures to ensure that harbourage of pests is eradicated and prevented</p> <p>D3 Detailed Instructions</p> <p>Ensure that the premises and vehicles are kept clean in accordance with cleaning procedures, that no food is stored on floors and that no items of unnecessary equipment are stored on or around the food premises.</p> | <p>Managing Director ,
Quality Manager .</p> |



PROCEDURE MANUAL
South Coast Business Solutions Evaluation Only
Demonstration Purposes Only

Function: HACCP SUPPORT PROGRAMS

Proc No 110

Title: Pest Control

PROCEDURE DETAILS

STEP ACTIVITY OUTLINE

RESPONSIBLE
OFFICER

- 4** Conduct monthly inspections of the premises to check for signs of infestation and to ensure that installed pest control measures are working correctly.

Managing Director ,
Quality Manager .

D4 Detailed Instructions

Complete monthly inspection checklist and record results on form No 110-01

Attached Documents

[Attach\ProcSteps\Proc Step Attachment 2.doc](#)

- 5** Conduct quarterly "Sticky Board Tests" to ascertain if any pests are present in the premises. Record results on Form No 110-01 and take whatever steps are necessary to ensure their eradication.

Quality Manager .

Forms attached to this procedure

Form No.	Form Name (Consult Master Document Register for Issue and Revision status)
110-01	Pest Control Inspection & Sticky Board Tests
110-02	Bait Maps