



**STANDARD OPERATING PROCEDURE**

**Title:** Pest and Rodent Control

<b>SOP No.:</b>		<b>Department :</b>	PA
		<b>Effective Date :</b>	
<b>Revision No.:</b>		<b>Revision Date :</b>	
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**1.0 OBJECTIVE:**

To lay down a procedure for Pest and Rodent Control.

**2.0 SCOPE:**

This SOP is applicable for Pest and Rodent Control at .....

**3.0 RESPONSIBILITY:**

Officer / Executive HR

**4.0 ACCOUNTABILITY:**

Head- HR

**5.0 ABBREVIATIONS:**

HR	Human Resource
SOP	Standard Operating Procedure
QA	Quality Assurance
QC	Quality Control
No.	Number
Ltd.	Limited
WHO	World Health Organization

**6.0 PROCEDURE:**

- 6.1** The service for Pest and Rodent Control / Disinfection shall be arranged on Contractual Agreement with Professional Organization.
- 6.2** The service covers disinfection of all Pests, like Cockroaches, Rodents, White Ants, and Silver Fish etc.
- 6.3** The required documentation shall be maintained by the house keeping personnel. These documents shall be signed by a person, section In-Charge of that department after verification.
- 6.4** In case of any complaint after servicing, the contractor sends a responsible person from their office to attend the same and render additional service for effective control.
- 6.5** Pest & Rodent control contractor shall carry out pest control and rodent control as per the frequency mentioned as per the **Annexure-VII**, Titled **“Handling and Usage of Chemical Pest Control”**. However if required they shall carry out extra treatment to eliminate / reduce the menace of the pest and rodent in the premises.
- 6.6** Pest & Rodent control contractor shall exclusively use ISI marked and approved by WHO for public health program, insecticides.



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- 6.7** Pest & Rodent control contractor shall carry out all spray based chemicals diluted exclusively with water and in no circumstances kerosene will be used as diluting media; however kerosene can be used only outside the office buildings.
- 6.8** Pest & Rodent control contractor shall take all possible precautions and ensure no contamination of chemical spray into in-process materials, water and raw material kept open inside the premises.
- 6.9** Pest & Rodent control contractor shall not be provided with any manpower from our and therefore they have to carry out all activity related to above work.
- 6.10** Pest & Rodent control activity shall be performed by trained person of contractor.
- 6.11** Pest & Rodent control contractor shall be solely responsible for any kind of accident / loss / injury to them personnel during treatment operations in factory premises.
- 6.12** Pest & Rodent control contractor shall submit a safety policy of his organization in they letterhead and personnel has to abide by the said policy.
- 6.13** Pest & Rodent control contractor shall also abide by the safety Rules of ....., and shall follow all safety norms and work permit system prevailing at .....
- 6.14** Pest & Rodent control contractor shall submit a copy of they license from Central / State Government toward use of Insecticides for carrying out the aforesaid work.
- 6.15** All chemicals insecticides required for pest control shall remain in custody of contractor person, responsible for Pest & Rodent control activity.
- 6.16** Pest & Rodent control contractor shall mark on plant layout plan about the area where they will be spraying chemicals & fixing the Rodent Box.
- 6.17** The work will be supervised directly by them visiting the factory minimum twice a month or weekly or early, as per the requirement of the factory.
- 6.18** Pest & Rodent control contractor have to dispose of empty container of insecticide.
- 6.19** Verification of bills as per the work done at factory and as per the bill submitted by Pest & Rodent control contractor.
- 6.20** Record the Pest & Control Activity in “**Pest Control/Rodent Control Record**” as shown in **Annexure-I** to **Annexure-VI**.
- 6.21** **Numbering System for Rodent Control Box:**

**P/X/NNN**  
**Where,**



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- P Denotes Pharmadevils  
/ Separator  
X Denotes Block Code (Refer Point No. 5.21.1).  
NNN Sequential serial number i.e. 001, 002..etc. (Every block serial number start 001)

**6.21.1 List of Block/Department/Area Code:**

S.No.	Block/Department/Area	Code
1.	Dry Powder Injection-I (Cephalosporin Block)	C
2.	Dry Powder Injection-II (Penicillin Block)	P
3.	Cold Utility Block	W
4.	QA & QC Block	F
5.	General Block	G
6.	Hot Utility Block	H
7.	Plant Premises Area	HR

**6.22** To show Rodent Control Box location index in **Annexure-VIII**.

**7.0 ANNEXURE:**

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Pest and Rodent Control of Cephalosporin Block	
Annexure-II	Pest and Rodent Control of Penicillin Block	
Annexure-III	Pest and Rodent Control of General Block	
Annexure-IV	Pest and Rodent Control of FG Store & QA / QC Area	
Annexure-V	Pest and Rodent Control of Cold Utility Block	
Annexure-VI	Pest and Rodent Control of Hot Utility Block	
Annexure-VII	Handling and Usage of Chemical Pest Control	
Annexure-VIII	Index of Rodent Control Box	

**8.0 DISTRIBUTION:**

- Controlled Copy No. 01 Head HR
- Master Copy Quality Assurance Department

**9.0 REFERENCES:**

Not Applicable

**10.0 REVISION HISTORY:**



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## CHANGE HISTORY LOG

<b>Revision No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>
00	New SOP	Introduction of New SOP		



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### ANNEXURE – I

#### PEST AND RODENT CONTROL OF CEPHALOSPORIN BLOCK

Specified Area of Services →	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date:</b>							
<b>1. Ground Floor</b>							
All Entry & Exit Door							
Gents Toilet							
Ladies Toilet							
Gents Change Room							
Ladies change room							
Main corridor & Lift side area							
R.M. Store A.H.U. service area							
P.M. Store & surrounding area							
<b>2. 1st Floor</b>							
Out side of production area.							
Main corridor & surrounding area							
Lift & chemist room area							

Specified Area of Services →	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date:</b>							
<b>3. IInd Floor ( AHU Services Area)</b>							



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AHU outside area							
AHU inside area							
Filter washing & surrounding area							

### 4. Basement ( Canteen Area)

Stair & Main hall canteen area							
Canteen washing & surrounding area							
<b>Operation Done By:</b> <b>(Sign &amp; Date)</b>							
<b>Checked By (HR):</b> <b>(Sign &amp; Date)</b>							

**Note:** If Observation Done comply **OK** in specified column.  
If Observation Not Done comply **NA** in specified column.



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**ANNEXURE – II**

**PEST AND RODENT CONTROL OF PENICILLIN BLOCK**

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date :</b>							
<b>1. Ground Floor</b>							
All Entry & Exit Door							
Gents Toilet							
Ladies Toilet							
Gents Change Room							
Ladies change room							
Main corridor & Lift side area							
R.M. Store A.H.U. service area							
P.M. Store & surrounding area							
<b>2. Ist Floor</b>							
Out side of production area.							
Main corridor & surrounding area							
Lift & chemist room area							

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date:</b>							
<b>3. IInd Floor ( AHU Services Area)</b>							



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AHU outside area							
AHU inside area							
Filter washing & surrounding area							

### 4. Basement ( Canteen Area)

Stair & Main hall canteen area							
Canteen washing & surrounding area							
<b>Operation Done By:</b> <b>(Sign &amp; Date)</b>							
<b>Checked By (HR):</b> <b>(Sign &amp; Date)</b>							

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**ANNEXURE – III**

**PEST AND RODENT CONTROL OF GENERAL BLOCK**

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date :</b>							
<b>1. Ground Floor</b>							
All Entry & Exit Door							
Gents Toilet							
Ladies Toilet							
Gents Change Room							
Ladies change room							
All Main corridor & Lift side area							
R.M. Store A.H.U. service area							
P.M. Store & surrounding area							
<b>2. Ist Floor ( Production area)</b>							
Out side of production area.							
Main corridor & surrounding area							
Lift & chemist room area							
Canteen & surrounding area							
<b>Specified Area of Services</b>	<b>House Fly Control</b>	<b>Lizard Control</b>	<b>Cockroach Control</b>	<b>Mosquito Control</b>	<b>Rat Control</b>	<b>Termite Treatment</b>	<b>Remarks</b>
<b>Date :</b>							
<b>3. IInd Floor ( AHU Services Area)</b>							



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AHU outside area							
AHU inside area							
Filter washing & surrounding area							

### 4. IIIrd Floor ( Office Area)

Main hall & Toilet area							
Post treatment water system G- block area							
Surrounding area of wall							
<b>Operation Done By: (Sign &amp; Date)</b>							
<b>Checked By (HR): (Sign &amp; Date)</b>							

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### ANNEXURE – IV

#### PEST AND RODENT CONTROL OF FG STORE & QA / QC AREA

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date :</b>							
<b>1. Ground Floor</b>							
All Entry & Exit Door							
Gents Toilet							
Lift side area							
F.G. Store A.H.U. service area							
Material loading platform							
<b>2. 1<sup>st</sup> Floor</b>							
Stability & control sample area							
Canteen area							
Change room & surrounding area							
Main corridor Q.A./Q.C area							
Q.C. hot zone area							
Chemical / Instrumental area							
Service & washing area							
Q.A. documentation area							
All the surrounding wall Q.A./Q.C.							
<b>Operation Done By: (Sign &amp; Date)</b>							
<b>Checked By (HR): (Sign &amp; Date)</b>							
<b>Note:</b> If Observation Done comply <b>OK</b> in specified column. If Observation Not Done comply <b>NA</b> in specified column							



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## ANNEXURE – V

### PEST AND RODENT CONTROL OF COLD UTILITY BLOCK

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date :</b>							
<b>1. Ground Floor</b>							
Main door & surrounding wall							
Pre-Treatment water system area							
Drain point surrounding floor & wall surface							
Air Compressor area							
<b>2. 1<sup>st</sup> Floor</b>							
Chilled water system area							
Rest house area- I							
Rest house toilet area							
<b>3. IInd. Floor</b>							
Cooling Tower area							
Rest house & toilet area- II							
Rest house corridor							
Stair & surrounding area							
<b>Operation Done By:</b> <b>(Sign &amp; Date)</b>							
<b>Checked By (HR):</b> <b>(Sign &amp; Date)</b>							

**Note:** If Observation Done comply **OK** in specified column.  
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## ANNEXURE – VI

### PEST AND RODENT CONTROL OF HOT UTILITY BLOCK

Specified Area of Services	House Fly Control	Lizard Control	Cockroach Control	Mosquito Control	Rat Control	Termite Treatment	Remarks
<b>Date :</b>							
<b>1. Ground Floor</b>							
Main door & surrounding wall							
Boiler area							
Drain point surrounding floor & wall surface							
DG set & electrical panel area							
<b>2. I<sup>st</sup> Floor</b>							
Stair & surrounding wall							
Maintenance service floor							
Toilet area							
<b>3. II<sup>nd</sup> Floor</b>							
Post- Treatment water system block-DPI-1							
Post- Treatment water system Block-DPI-2							
Drain point surrounding floor & wall surface area							
Toilet area							
Stair & surrounding area							
<b>Operation Done By: (Sign &amp; Date)</b>							
<b>Checked By (HR): (Sign &amp; Date)</b>							
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## ANNEXURE – VII

### HANDLING AND USES OF CHEMICAL PEST CONTROL

S.No.	Name of Chemicals	Purpose	Dilution	Anti-Dotes	Frequency
1.	Cypermethrin 10%	Flying Crawling insects.	15 ml/L Spray	Atropine Sulphate & PAM	Daily
		Lizard Control	30 ml/L Spoon Spray	Atropine Sulphate & PAM	Fortnightly
		Spider Control	15 ml/L Spray	Atropine Sulphate & PAM	Quarterly (Apr, July, October, January)
2.	Deltamethrin 2.8%	Flying Crawling Insects. (Including Weevils) & Cockroaches.	5 ml/L Spray	Antihistaminic Diazepam & other symptomatically	Fortnightly
3.	Bromadilone 0.005%	Rats, Mice bandicoots Rodents	0.005%	Vitamin K & K1	Fortnightly Inspection & maintains.
4.	Chloropyriphos 20%	Snake repellent	50 ml/L	Atropine Sulphate & PAM	July to Sep (Fortnightly service) & Oct to June (Quarterly services) (April, October, June.)
5.	Glue Traps	Rats, Mice, Bandicoots, Rodent	NA	NA	Fortnightly Inspection & maintains.

**Caution:** Utmost care should be taken that all product containers are closed and no material is left exposed during operation.



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**ANNEXURE – VIII**

**INDEX OF RODENT CONTROL BOX**

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S. No.	Block/Area	Location	Box ID No.	Remarks
1.	W	Near Water System Main Entry Gate Left Side		
		Near Water System Main Entry Gate Right Side		
		Near Cold Utility Main Entry Gate Left Side		
		Near Cold Utility Main Entry Gate Right Side		
		Near Compress Air System Right Side		
2.	F	Near Main Entry Gate Right Side		
		Near Main Entry Gate Left Side		
		Near FG Store Left Side		
		Near FG Store Left Side		
		Near FG Store Right Side		
		Near CB Room & Receiving Bay Store Left Side		
		Near CB Room & Receiving Bay Store Right Side		
		Near Recall Area Right Side		
3.	H	Near Back Left Side of FG Store		
		Near Back Right Side of FG Store		
		Near Left Side of Material Lift		
		Right Corner of Material Lift		
		Near Right Side of Diesel Generator Room		
4.	C	Near Back Right Side of Diesel Generator Room		
		Near Left Side of Panel Room		
		Near Left Side of Main Entry Gate		
		Near Right Side of Main Entry Gate		
		Left Corner of Receiving Bay Area		
		Near Left Down Side of Receiving Bay Area		
		Near Left Up Side of Receiving Bay Area		
5.	P	Near Right Up Side of Receiving Bay Area		
		Near Right Down Side of Receiving Bay Area		
		Near Left Up Side of Receiving Bay Area		
		Near Left Down Side of Receiving Bay Area		
		Right Corner of Receiving Bay Area		
		Left Corner of Receiving Bay Area		
6.	G	Corner of Solvent Storage Area		



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S. No.	Block/Area	Location	Box ID No.	Remarks
		Near Left Side of Solvent Storage Area		
		Near Right Side of Solvent Storage Area		
		Near Left Side of Three Piece Emergency Door		
		Near Right Side of Scrap Out Door		
		Near Left Down Side of Packing Material De-Dusting Tunnel		
		Near Left Up Side of Packing Material De-Dusting Tunnel		
		Near Right Up Side of Packing Material De-Dusting Tunnel		
		Near Right Down Side of Packing Material De-Dusting Tunnel		
		Near Right Side of General Block Emergency Door		
		Near Right Side of Service Floor Stairs		
		Near Right Side of General Block Emergency Door		
		Near Left Side of General Block Emergency Door		
		Near Left Down Side of Raw Material De-Dusting Tunnel		
		Near Left Up Side of Raw Material De-Dusting Tunnel		
		Near Right Up Side of Raw Material De-Dusting Tunnel		
		Near Right Down Side of Raw Material De-Dusting Tunnel		
		Near Right Side of Raw Material De-Dusting Tunnel		
		Right Corner of Raw Material De-Dusting Tunnel		
		Near Right Side of Production Main Entry Gate		
		Near Right Side of Admin Main Entry Gate		
		Near Right Side of Dispensary Main Entry Gate		
		Near Right Side of Three Piece Emergency Door		
7.	Plant Premise	Near Punching System Right Side		
		Near Punching System Left Side		
		Near Main Gate Entry Right Side		
		Near Main Gate Entry Left Side		