



**PHARMA DEVILS**  
PERSONNEL AND ADMINISTRATION DEPARTMENT

**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Pest & Rodent Control	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for pest & rodent control with a view to maintain hygiene and sanitation in the factory premises.

**2.0 SCOPE:**

This SOP is applicable for pest & rodent control of following Cockroaches, Bugs, Ants, Silverfish, Rat and Lizards.

**3.0 RESPONSIBILITY:**

Head - HR & Administration  
Head -Operations & Head -QA

**4.0 PROCEDURE:**

**4.1 Name and address of the contractor:**

.....

**4.2 Contract :**

4.2.1 There shall be a written contract between ..... and external agency.

**4.2.2 Contract shall include the following :**

Type of services, frequency, areas covered, pesticides used with their concentration, Disposal of dead or live Rodent, pest control service details, first aid & antidotes for insecticides used for pest control.

4.2.3 Contract shall be renewed annually and shall be available with Head -Operations /QA Head.

**4.3 Rodent Control:**

4.3.1 As per the contract the area / points where rodent control is to be carried out shall be earmarked as mentioned below:

4.3.2 Red colour rectangle painted on floor indicates point where rodent traps shall be placed. The Rodent traps point shall be numbered as RT XX where  
RT= Rodent traps



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XX= serial number starting from "01"

4.3.3 Similarly there shall be yellow colored triangles painted on floor inside the entry points of the main building where gum pads shall be placed for rodent control.

The Rodent Gum pads point shall be numbered as RG XX where

RG= Rodent Gum pads

XX= serial number starting from "01"

4.3.4 HR personnel shall check all the rodent trap points/gum pads for any Rodent trapped in the Trap/ stucked on gum pads on daily basis and record the activity in the Annexure – IV & Annexure VI respectively.

4.3.5 If any rodent is found in the Trap / gum pad, the concerned HR person shall inform to the contractor for the disposal of the rodent.

4.3.6 HR person shall arrange the feed of the trap after disposal of the Trapped Rodent by contractor.

4.3.7 Disinfect 2 to 3 foot area around the trap / gum pad with 70% IPA.

4.3.8 If no rodent is Trapped in the Trap; feed of the trap shall be replaced by HR person after every 7 days.

4.3.9 Head -Operations and Head QA shall verify the activity once in a month.

4.3.10 Refer Schematic drawings of the areas for rodent trap/gum pad and pest control to be performed.

#### **4.4 Pest Control:**

4.4.1 Pest control shall be carried out at the specified areas in the premises.

4.4.2 It shall not be carried out at RM storage, PM storage. FG storage area and production and packaging areas.

4.4.3 It shall be ensured that after pesticide spraying, the area shall be closed for 8-12 hrs, wherever feasible.

4.4.4 Drains/Manholes should be properly sprayed with pesticides to prevent entry of cockroaches and other pest from drain points.

4.4.5 Frequency – Once in a week

#### **4.5 Precautions:**



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- 4.5.1 The pest control /rodent control shall be performed by person of external agency along with our authorized person.
- 4.5.2 An intimation shall be circulated to all the department heads intimating them for pest and rodent control operations to be carried out.
- 4.5.3 Following precautions shall be taken while carrying out pest and rodent control.
- Use of hand gloves and face mask.
  - Air handling system shall be switched off where pest control is being carried out.
  - The material in bags/drums etc. shall be closed with appropriate covers like polybags and lids in case of drums.
- 4.5.4 The devices used for carrying out pest and rodent control shall be dedicated and shall not be stored in factory premises.
- 4.5.5 The containers / bottles containing insecticides and pesticides and devices used for spraying etc. shall be taken back by the external agency after the treatment.
- 4.5.6 Before start of routine activities, ensure that the area is properly cleaned.
- 4.5.7 The employees of the contractor shall use appropriate equipments and clothing while performing pest / rodent control.
- 4.5.8 After carrying out pest control the concerned supervisor/HOD shall be responsible for evaluation of his concerned area for presence of any dead or live insects, pest, etc. and observation shall be recorded in the format.
- 4.5.9 Similarly the contractor also shall provide certificate for completion of activity as per Annexure V
- 4.5.10 Both the reports shall be reviewed and authorized by QA.
- 4.5.11 In case of any observation for live pest & rodent, the same shall be immediately reported to the contractor for taking immediate corrective action and additional pest/rodent control shall be performed.
- 4.5.12 All necessary Antidotes shall be available in case of any emergency for treatment of poisoning due to pesticides as recommended by contractor.
- 4.5.13 In case of observation of dead pest or rodent, it shall be carefully enclosed in a polybag and disposed off either by burying in ground or by incinerating out side the factory premises.



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**Note:** 1. Write down manually when ever new rodent trap and gum pad introduce to facility in the respective Annexures.

### 5.0 ANNEXURE (S):

Annexure – I : Pest & Rodent control where required

Annexure – II : Department wise responsibility.

Annexure – III : Observation report of area after pest control.

Annexure – IV : Observation report of Rodent traps

Annexure – V : Pest and Rodent control service Report

Annexure – VI : Observation report of Gum Pads

### 6.0 REFERENCE (S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

### 7.0 ABBREVIATION (S) / DEFINITION (S):

FG : Finished Goods

GMP : Good Manufacturing Practices

HR : Human Resource

PM : Packing Material

QA : Quality Assurance

RM : Raw Material

RT : Rodent Trap

RG : Rodent gum pads

P : Pest control



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## REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	---	---	New SOP	---



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### ANNEXURE I

#### PEST & RODENT CONTROL WHERE REQUIRED

Floor	Area	Controls Required		
		P	RG	RT
QC Block/ Basement	Surrounding of Building	✓	X	X
	Receiving Bay Area Entry	X	✓	✓
	Finished goods exit	X	✓	✓
	Receiving Platform	X	✓	✓
	QC Entrance	X	✓	✓
Ground Floor	Scrap Exit Door of Soft Gel area	X	✓	✓
	Entrance Lobby of Staff Change Room	✓	✓	✓
	Staff Change room	✓	X	X
	Staff toilets	✓	X	X
	Linen room	✓	X	X
	Entrance of Engineering Service Floor	✓	✓	✓
	Entrance Lobby of Ladies change rooms	✓	✓	✓
	Ladies Change Room & Toilets	✓	X	X
	Entrance Lobby of Zents & Visitor's Change Room	✓	✓	✓
	Zents & Visitor's Change Room & Toilets	✓	X	X
	Scrap Exit Door of Tablet Area	✓	✓	✓
	Surroundings of Ground Floor	✓	X	X
	Surrounding of utilities Building	✓	X	X

S.No.	Abbreviations	Full form
1.	P	Pest Control
2.	RG	Rodent Gum pad
3.	RT	Rodent Trap



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## ANNEXURE II DEPARTMENT WISE RESPONSIBILITY

Floor	Area	Department Responsibility
<b>QC Block/Basement</b>	Surrounding of Building	HR
	Receiving Bay Area Entry	Stores & HR
	Finished goods exit	Stores & HR
	Receiving Platform	Stores & HR
	QC Entrance	QC & HR
<b>GROUND FLOOR</b>	Scrap Exit Door of Soft Gel area	Production & HR
	Entrance Lobby of Staff Change Room	Production & HR
	Staff Change room	Production & HR
	Staff toilets	Production & HR
	Linen room	HR
	Entrance of Engineering Service Floor	HR
	Entrance Lobby of Ladies change rooms	Production & HR
	Ladies Change Room & Toilets	Production & HR
	Entrance Lobby of Zents & Visitor's Change Room	Production & HR
	Zents & Visitor's Change Room & Toilets	Production & HR
	Scrap Exit Door of Tablet Area	Production & HR
	Surroundings of Ground Floor	HR
	Surrounding of utilities Building	Engg & HR



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**ANNEXURE III**  
**OBSERVATION REPORT OF AREA AFTER PEST CONTROL**

**MONTH/YEAR** \_\_\_\_\_

Area	Responsibility	Observation for dead or live Pests				Remarks
		Pest Control 1 <sup>ST</sup>	Sign	Pest Control 2 <sup>ND</sup>	Sign	
<b>Basement</b>	General Premises	HR				
	Qc block	QC				
	PM/RM Receiving Area	Stores				
<b>Ground Floor</b>	Soft Gelatin	Production				
	Production	Production				
	General	HR				
<b>Terrace</b>	General	Engineering				
<b>Utility</b>	Utility building	HR				

Checked By: \_\_\_\_\_  
Head Operations

Checked By: \_\_\_\_\_  
Head – QA.





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### ANNEXURE IV OBSERVATION REPORT OF RODENT TRAPS

MONTH /YEAR OF \_\_\_\_\_

Trap No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RT 01																															
RT 02																															
RT 03																															
RT 04																															
Checked by																															

Legend for Observation record: N: No rodent found Y: Rodent found.

Verified By:

\_\_\_\_\_  
Head Operations

Verified By:

\_\_\_\_\_  
Head – QA







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Floor	Area	Service record 1 <sup>st</sup>			Service record 2 <sup>nd</sup>			Service record 3 <sup>rd</sup>			Service record 4 <sup>th</sup>			Service record 5 <sup>th</sup>		
		P	RG	RT	P	RG	RT	P	RG	RT	P	RG	RT	P	RG	RT
	Checked By: HR /Respective department Sign/Date															

For Pest services  
Date:

Head Operations:  
Date:

Head - QA  
Date:



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### ANNEXURE VI

#### OBSERVATION REPORT OF GUM PADS

MONTH /YEAR OF \_\_\_\_\_

Gum Pad No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RG 01																															
RG 02																															
RG 03																															
RG 04																															
Checked By																															

Legend for Observation record: N: No rodent found Y: Rodent found

Verified By:

\_\_\_\_\_  
Head Operations

Verified By:

\_\_\_\_\_  
Head – QA