1. **[Company Name]** is dedicated to having an effective pest prevention programme in place.
2. This entails preventing contamination and adulteration of its products by pests.
3. Management therefore will provide a budget for the use of an external pest prevention service provider, as well as provide any other resource that may be required.
4. To this effect appropriate procedures and guidelines are compiled to ensure an effective and continuous program on the entire premises and facility.
5. A company of who the service men are registered at the Department of Agriculture will be appointed to handle Pest Control.
6. A file with a bait map will be available as well as pests identified and type of chemicals used.
7. The Quality Assurance Manager is the responsible person for the pest control programme on the premises. He will be trained by the appointed company and will do weekly inspections on the internal and external areas of the buildings. Records of the inspections and corrective actions of incidents will be kept.
8. All incoming goods will be inspected for pest infestation.
9. All employees are encouraged to complete the pest sighting log if any pests are observed.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |