BRCGS Pest Control Documentation Checklist

Clause 4.14 records, the pest control file, visit reports and the annual review

SHIELD PEST MANAGEMENT

Use this checklist to check your pest control documentation against BRCGS Global Standard Food Safety clause 4.14 and the BRC Best Practice Guideline: Pest Control. Part A covers the minimum records the Standard requires, Part B the contents of the pest control file, Part C every visit report and Part D the annual review of the system.

Site		**Date**	
BRCGS issue		**Completed by**	

Part A. Minimum records required by the Standard (clause 4.14)

The records an auditor will ask to see as a minimum.

	Record	What it must show	Notes
☐	**Site plan**	An up-to-date plan of the full site identifying the location of every numbered pest control device.	
☐	**Device identification**	Identification of the baits and monitoring devices in use on site.	
☐	**Responsibilities**	Clearly defined responsibilities for site management and for the contractor.	
☐	**Product details**	Details of the pest control products used, with instructions for their effective use and the action to take in an emergency.	
☐	**Observed activity**	Records of any pest activity observed on site.	
☐	**Treatments**	Details of the pest control treatments undertaken.	
☐	**Inspections and recommendations**	Records of pest control inspections, proofing and hygiene recommendations, and the actions taken on them.	
☐	**In-depth survey**	A documented in-depth survey by a pest control expert, at a frequency based on risk and at least annually.	
☐	**Competence**	Evidence that the contractor, or trained in-house staff, are competent, including training and legal requirements.	

Part B. Contents of the pest control file

BRC guidance says the file should remain on site and under the company's supervision at all times.

	Record	What to check	Notes
☐	**Contract and specification**	The level of service agreed, the pests covered and the visit frequency.	
☐	**Contacts and emergency agreements**	Contact details and emergency operational agreements between the site and the contractor.	
☐	**Sightings forms**	Location, numbers, time and name and contact details of the person reporting each sighting.	
☐	**Signed, dated site plan**	Relates directly to the bait checklist and the actual site; reviewed at least annually.	
☐	**Pest risk assessment**	Including any follow-up matrix setting response times.	
☐	**Site-specific information**	Keys required, access arrangements and treatment times.	
☐	**Visit reports**	A report for every visit, kept on site.	
☐	**Trend analysis**	Appropriate trend analysis of pest activity, with interpretation.	

Part C. Every visit report

Check a sample of recent reports. Each should record all of the following.

	Record	What to check	Notes
☐	**Visit type**	Routine, follow-up or call-out.	
☐	**Visit number, date, technician**	Numbered in sequence, dated, with the technician's name.	
☐	**Detailed findings**	Pest activity and any legal requirements it triggers.	
☐	**Pesticides used**	Names, quantities and locations of every product applied.	
☐	**Next works**	Proposed dates for works and the next visit.	
☐	**Technician's actions**	Corrective actions taken by the technician.	
☐	**Site actions**	Corrective actions for the site contact to complete.	
☐	**Recommendations**	Proactive recommendations to prevent recurrence, for both parties.	
☐	**Signatures**	Signed by the technician and the responsible person on site.	

Part D. Annual review of the pest control system

The system should be in your internal audit schedule and reviewed at least annually.

	Record	Question to answer	Notes
☐	**Contract still suitable**	The contract and specification still meet your certification needs.	
☐	**Changes notified**	Site, process or raw material changes have been passed to the contractor.	
☐	**Visits on schedule**	Visits carried out as stated, at even intervals.	
☐	**File complete**	Documentation up to date, complete and available for each visit.	
☐	**Contacts current**	Emergency and out-of-hours numbers up to date.	
☐	**Actions closed**	Action taken on issues raised by the contractor and by site staff, with records.	
☐	**Plans current**	Bait plans and site checklists up to date.	
☐	**Products and data sheets**	Only appropriate products used, with a data sheet for each.	
☐	**Bait count**	A periodic check of baits with the technician, to confirm the specification is sufficient.	
☐	**Bait condition**	Baits in good condition, fixed where necessary and numbered.	
☐	**Neighbouring risk**	Adjoining property and its activities checked for pest risk.	
☐	**Machinery and materials**	Inspections of machinery and raw materials carried out.	
☐	**Fly killers**	Units cleaned, contents analysed, correct tubes fitted and changed on schedule.	

Part A is based on the clause 4.14 documentation requirements; Parts B to D are based on the BRC Best Practice Guideline: Pest Control. Always check against the issue of the Standard you are audited to. For a free review of your pest control file, call Shield on 01757 212727 or visit shieldpest.co.uk/free-pest-control-audit/.