

OBJECTIVE

To ensure that food factory environments, ingredient systems and processing equipment are maintained to a standard that prevents pest ingress and does not support pest infestation.

This Pest Management document is the Greencore standard for pest control contracts and going forward a full review will take place to ensure that all the current contracts comply with the Pest Management document GRP200. Any changes to the current contracts will be agreed at site level to comply with this document. If the current contracts do not meet the requirements of GRP200 and these services are required by the site, there may be a change to the cost of supply of the contract.

SCOPE

All manufacturing facilities, including storage and ancillary areas.

POLICY

All sites shall have a preventative pest management programme based on risk assessment. The standard below shall be complied with and a copy signed by the Incumbent pest control contractor (if used) and the site representative. The signed document shall be available on site. The contractor must be suitably resourced to provide site support appropriate to the level of activity, risk and urgency of action required. Marks and Spencer supplying sites must ensure they refer to the M&S code of practice for pest control in addition to this document.

STANDARD

Clause	Details	Responsibility
1.0	Tasks of the Greencore Site	
1.1	Factory management is responsible for minimising the risk of pest infestation on site.	Site
1.2	Factory management should nominate a suitably qualified member of staff for day-to-day management of the pest control management system and closure of actions required by Greencore in order to prevent infestation. The name and contact number of this person should be clearly documented. It is useful to also detail a suitable deputy to cover holidays and other absence	Site
1.3	Plan in and document dates for technician visits, field biologist visits and EFK services and tube changes with any external contractor in use. This must be agreed in advance, usually on a "week commencing" basis. Any changes to the planned visits MUST be documented with the reason and the new planned in date. A log must be kept to show that visits have been adhered to. All visits must take place within 2 weeks of the WC date.	Site and supplier
1.4	Acknowledge the content of and sign and date all reports from any contractor.	Site
1.5	Accompany a contractor for at least part of the visit where possible. As a minimum, the site should be clear on all the non conformances raised at the time.	Site

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1.6	Liaise with any pest control contractors that come on site at the start of the visit and at the end of the visit.	Site
1.7	Inform the pest control contractor of any changes to site that may affect pest control, for example new buildings or changes to existing fabrication.	site
1.8	Ensure all site corrective actions are carried out in the required time and that they are signed off and dated. This will be documented.	Site
1.9	Factory cleaning, hygiene and fabric maintenance systems and practices must be specifically designed to maintain conditions which do not support the ingress, harbourage or infestation of any part of the site, by any of the major pest groups. This includes inspection of all incoming goods.	Site
1.10	The pest management system in operation must be capable of providing such advice and treatment that all major pests can be effectively controlled.	Site and supplier
1.11	Contact names and numbers of site and contractor in the file and up to date	Site and supplier
1.12	Trends of pest types reported must be detailed (usually graphically) and analysis of the trends carried out. Such analysis must be documented. Site – to create the trending graphs Supplier – to comment on any trends and suggest corrective actions	Site and supplier
1.13	Where major pests are found, adequate resources must be available to treat and remove without threat to products or processes.	site
2.9	<u>Windows</u> - all openable windows in production areas or directly adjacent to production areas, which open directly to the outside, must be protected by suitable (< 1 mm mesh) fly screens or kept locked.	Site
2.10	<u>Doors</u> - All external doors must be self-closing, protected by plastic strip curtains or have a separate fly screened inner door. Any gaps under doors must be effectively sealed using bristle brush strips.	Site
2.11	<u>Other structural openings</u> - Any other external openings must be sealed or protected by an insect screen, Louvre or air pressure to prevent the ingress of birds or insects	Site
2.12	<u>Pipework into buildings</u> - Pipes that pass through walls must have the entry point completely sealed.	site
2.0 Requirements of Contractors		Responsibility
2.1	Plan in and document dates for technician visits, field biologist visits and EFK services and tube changes with any external contractor in use. This must be agreed in advance, usually on a “week commencing” basis. Any changes to the planned visits MUST be documented with the reason and the new planned in date. A log must be kept to show that visits have been adhered to. All visits must take place within 2 weeks of the WC date. Alternative technicians and biologists must be available in the event of absence of the usual service person. They must be aware of and sign a	Site and supplier

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	copy of this specification and their training records must be available to the site.	
2.2	Contact names and numbers of site and contractor in the file and up to date	Site and supplier
2.3	Trends of pest types reported must be detailed (usually graphically) and analysis of the trends carried out. Such analysis must be documented. Site – to create the trending graphs Supplier – to comment on any trends and suggest corrective actions	Site and supplier
2.4	Pest management contractors or internal qualified members of staff must be members of the BPCA.	Supplier
2.5	All staff must be suitably qualified and experienced. Biologists must have field experience of at least 2 years plus, <ul style="list-style-type: none"> • Must be qualified with a related degree or hold the BPCA Certified Field Biologist qualification, or • RSPH Level 3 Diploma in Pest Management Technicians should hold <ul style="list-style-type: none"> • RSPH level 2 Award in Pest management, or • BPCA Accredited Technician in Pest Control (formally BPC Diploma Part 2) 	Supplier
2.6	Contractors must be in a position to provide all necessary technical advice and an emergency call-out service 24 hours per day, 7 days per week. However, the target should be 'same-day' service. This is to include weekends.	Supplier
2.9	The routine and biologist inspections must monitor standards of proofing, hygiene, housekeeping and GMP, highlighting areas for improvement. Biologists reports must include photographic objective evidence	Supplier
2.13	The contractor must wear suitable overalls during any inspections and treatments, as well as complying with all the site personal hygiene rules. The contractor will always sign in at security or reception.	Supplier
2.15	The Contractor will provide 1 session Pest Awareness Training per year for approx 6 Greencore Employees at no extra cost.	Supplier
2.16	The initial site risk assessment is to be carried out by a surveyor and a Biologist. This is to be documented and held on site. This is NOT a health and safety risk assessment, but an assessment of the risk of pest infestation to the site. <ul style="list-style-type: none"> • A HACCP style risk assessment is favoured, where the hazards, control measures, monitoring procedures, corrective actions required and responsible personnel are identified and documented. • The risk assessment will consider the environment of the site, building fabric and services, materials stored and processed by the site and production equipment. • 	Supplier
2.19	The risk assessment will confirm the frequency of technician and biologist inspections, the need for inspection of specific items or areas, the need for inspection of machinery, any third party specifications that need to be met and recommendations for training of on site staff. A minimum of 8	Supplier

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	technician and 4 biologist visits are to be carried out at manufacturing sites, to meet established industry standards and allow early detection of any infestation.	
2.20	The expected time required to complete a routine or a biologist inspection should be documented.	Supplier
2.21	Typically depots should expect a minimum of 8 routine visits and 2 biologist visits	Supplier
2.22	For premises that are unmanned and not used to store <u>any</u> food packaging or ingredients - visit frequency should be assessed by risk and use. All buildings used for storage of ingredients and packaging must be subject to Pest Control.	Supplier
3.0	Pest Management Specification	
3.1	Pest management contractors must present a specification, protocols and documentation which demonstrate compliance with this pest management document and all major legislative and retailer codes of practices. Clear objectives for the reduction in pest numbers, use of insecticides/rodenticides must also be detailed. A plan should be detailed and in the site folder regarding how this will be achieved.	Supplier
3.2	<ul style="list-style-type: none"> • Granular baits are not acceptable indoors. • Bait boxes containing rodenticide must be made from plastic or metal and be tamper-resistant. • There must be no toxic bait in food prep or storage areas 	Supplier
3.3	Bait boxes should be secured to prevent unauthorised relocation. Access must only be allowed to nominated personnel.	Supplier
3.4	All monitoring devices should be numbered and/or bar-coded.	Supplier
3.6	The areas of the site covered by the contractor must be detailed on a plan of the site and also which pests are covered by inspections and treatments.	Supplier
3.7	By means of full inspections and treatments the pests to be controlled are: <ul style="list-style-type: none"> • rodents • Stored product insects – Localised spray treatments only. • Insects (breeding areas not flying insects) • cockroaches, crickets, ants and other crawling insects <p>Other pests can be added to the pest management system according to their occurrence on site. Some pests not listed above will be chargeable above the contract e.g. feral cats. Also note that treatment using specialist preparations and equipment will be chargeable above the contract</p>	Supplier
3.8	Plans must be available to show the position of all internal and external baits, EFK units, moth pheromone traps and crawling insects' monitors. These plans must be reviewed at least annually and on any changes to the site. These plans must be signed and dated by the contractor who has responsibility for amending the plans and the site rep who has responsibility	Supplier

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	for informing the contractor of any changes that may affect pest control on site.	
3.9	A key should be used to distinguish between the different types of baits and monitoring devices in use.	Supplier
4.0	Inspections and Treatments Protocol	
4.1	Identify and report all areas covered during the inspection and treatment.	Supplier
4.2	Identify and report any evidence of pests. If any evidence of pests is related to product or ingredients the appropriate traceability number must be recorded to ensure that the appropriate action can be taken by the supplier or site. If any infestation is found and the nominated member of staff is not present, the area must be revisited with the contractor before leaving site.	Supplier
4.3	Determine and take the necessary action to eliminate any pest problem found.	Supplier
4.4	Examine and date permanent rodent baiting points and insect detectors and renew pesticides as required.	Supplier
4.5	Draw attention to any aspect of hygiene which could be improved to reduce the potential for pest problems, e.g. cleaning, storage practice, housekeeping, proofing.	Supplier
4.6	Empty and cleaning of EFK-units must take place at least 3 monthly.	Supplier
4.7	Ultra violet lamps used in the EFK-units must be shatterproof and replaced annually. This must be planned in spring and brought forward if the weather is warmer sooner than usual. Tubes should be dated when they are changed.	Supplier
4.8	All EFK tub changes and fly catch analysis need to be planned so as not to put production of product at risk. This task may therefore require assistance from the site and/or a visit outside of production hours to access the units and clear them without risk of contaminating open food product	Supplier
4.9	The number and type of flies caught in the EFK devices must be recorded by the contractor and they must make comment on graphical trend data from the site.	Supplier
4.10	Lures in pheromone traps must be replaced at a suitable frequency to maintain optimum efficacy. This must be recorded.	Supplier
4.11	The contractor must provide clear guidelines to site as to the contact to be made and action to be taken in the event of infestation observed during or between contractor visits. This must include recording of all infestation observed or treatments applied.	Supplier
4.12	Responsibility for the removal of old evidence of pests, such as droppings, is a site responsibility.	Site
4.13	Where it is necessary to have access into production equipment (as determined by the risk assessment) this should be carried out outside of production hours and scheduled/contracted as such. This may be the case for raw material and machinery inspection for SPI.s. In this case the site	Site and Supplier

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	must ensure the machinery is safe to access and provide access for the contractor. The contractor will not open machinery themselves and will require site assistance.	
4.14	Serious or continuing problems must be communicated as a matter of urgency to site senior management <u>as well</u> as the nominated member of staff. Where it is deemed that prevention controls are not sufficient, the pest control contractor <u>must also</u> escalate the issues to site senior management. The Greencore Group technical Support Manager must also be informed. Greencore management contact information must be recorded with in the site folder in the case of escalation.	Site and Supplier
4.15	<p>In the case of <i>internal</i> rodent infestation, there must be follow-up inspections and treatments on alternate days, or more frequently if required, until there are 3 clear consecutive inspections. Further follow-up inspection should be carried out one week later from the last clear visit to confirm that eradication has been achieved. These treatments and visits will included weekend visits and the site must provide a contact if follow ups fall on a weekend day.</p> <p>If break back traps are to be used as per retailer recommendation checks must be carried out on these daily for seven consecutive days until clear. If checks are to be carried out by site personnel they must have received pest awareness training by a BPCA approved contractor as a minimum.</p> <p>External rodent activity must be followed up; actions recorded and closed out as appropriate.</p>	Site and Supplier
4.16	<p>In the case of other infestation, there must be appropriate treatment to ensure eradication and verified after 2 two clear follow-up inspections or as recommended by the contractor. This will be dependent on pest species and treatment carried out. For example, insect infestation may require longer spacing between inspections to account for hatched eggs (depending on the life cycle of the species). For SPI there should be follow up inspections after deep cleaning and insecticide application.</p> <p>In the event of cockroaches being present, weekly treatment is to be carried out for six weeks, thereafter, monthly night –time inspections for 6 months / or as recommended by the pest contractor.</p> <p>Follow up and verification of all corrective actions must be documented.</p>	Site and Supplier
4.17	<p>There must be a pest management file or online system for each site kept readily available for inspection. All information as required by this procedure must be held and be kept up-to-date. The following information must be held;</p> <ul style="list-style-type: none"> • Contract specification • Insurance cover held by the contractor • Risk assessment (including the health and safety risk assessment for the contractor) 	Site and Supplier

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	<ul style="list-style-type: none"> • Emergency contact details • Site specific details of service and support staff (inc. qualifications) • Checklist for monitoring points • Checklist for fly killers • Site plans • Field inspection log • Summary sheet • Biologist reports • Approved pesticide list • Pesticide usage log • Pesticide safety data • BPCA membership • Waste disposal licence 	
4.18	All incidents of infestation whether discovered by the contractor or site personnel must be recorded. However, site records do not have to be documented in the pest management file. Details must include type of pest found, location, action taken, by whom and when	Site and Supplier
4.19	Each routine inspection report must be signed by the site and the contractor and actions agreed to before the contractor leaves site.	Site and Supplier
4.20	All action taken as a result of recommendations made, must be clearly entered in the records and signed off / dated to give accountability	Site and Supplier
4.21	Treatment reports, checklists and action logs must be completed and filed such that the information is readily available and can be challenged for audit and Due Diligence. No paperwork is permitted to leave site and remains the property of Greencore Group, even if a contract is changed.	Supplier
4.23	The biologist report must be sent to site within 10 days of the inspection. A draft, hand written report must be left with the site on completion of the visit and after discussion of the points with the site contact.	Supplier
4.24	An annual review should take place with the Greencore central technical and the contractor account representative. M&S sites must hold a meeting twice per year with the site technical representative and minutes must be kept.	Site and Supplier
5.0	Use of Pest Control Chemicals	
5.1	Only pest control chemicals, which are approved by HSE and MAFF, must be used.	Supplier
5.2	For sites with organic status, this must be made highlighted to the contractor and a statement must be held in the pest control file to explain the precautions taken to ensure that the organic status of the products are not compromised. Treatments, choice of pesticides must be made with this in mind.	Supplier
5.3	A list of all pest control chemicals used and relevant safety data sheets must be kept as part of the pest control specification.	Supplier
5.4	Pest control chemicals and equipment associated must be kept in a locked store which is only accessible to authorised personnel. On no account must	Supplier

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	any pest control chemical be accessible to untrained personnel.	
5.5	Operators or contractors using pest control chemicals must be fully trained in the direction of use of the pest control chemical, the potential hazards and the appropriate safety precautions.	Supplier
5.6	The pest control chemicals must be used in such a way to prevent contamination of foodstuffs, food packaging or food handling surfaces. They must not be used in such a way as to constitute a hazard to personal health.	Supplier
5.7	Quantities of pest control chemicals used and stored on site must be recorded.	Supplier

REFERENCES

- EFSIS
- BRC
- The Society of Food Hygiene Technology, Hygiene in Focus No. 23 'Rodent Control'
- The Society of Food Hygiene Technology, Hygiene in Focus No. 7 'Preventative Pest Control'
- IFST, Good Manufacturing Practice, A guide to its responsible management 4, 1998, p. 115-11

Appendix

Treatment outside of the contract

Fumigation
 Space treatments (ULV and fogging)
 Tropical ants
 Feral cats
 Bird deterrent systems (netting and no perch)
Bird shoots (all areas)
Fouling removal birds/rodents
Fly Screen protection
Machine inspection- site specific
Night inspection if required (site specific)

This document must be signed by the current pest control contractor technician, field biologist and district manager. It must also be signed by the site pest control representative.

Technician Name 1	JAINAJ MISRA	Technician Signature		Date	1/10/14
Technician Name 2		Technician Signature		Date	
Biologist Name 1	DAVID BIDMORE	Biologist Signature		Date	1/10/14
Biologist Name 2		Biologist Signature		Date	
Corporate		Signature		Date	

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Pest Contractor Agreement					
Greencore Site Contact Name	G. Achnowitz	Greencore Site Contact Signature	<i>G. Achnowitz</i>	Date	1/10/14
Greencore Senior management Contact (site) in case of escalation	G. Achnowitz	Greencore Site Manager Signature	<i>G. Achnowitz</i>	Date	1/10/14
Greencore Group Technical Support Manager	Amanda Holland	Greencore Group Tech Support Manager Signature	<i>Amanda Holland</i>	Date	17 th April 2013

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