

FREE OPERATIONAL TEMPLATE

Pest Control Audit Checklist

Use this 60-point checklist to audit pest-prevention controls, building proofing, sanitation, monitoring devices, pest evidence, contractor records, pesticide safety, product protection, infestation response, trend analysis, and corrective-action closure.

Site / location

Audit date

Auditor

Site manager / provider

1. Pest control program, audit scope, site risk, and ownership

1

PEST CONTROL

Confirm the site, location, operating area, audit date, auditor, site manager, pest-control provider, and zones included in the audit.

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

2

PEST CONTROL

Verify a documented integrated pest management program defines target pests, inspection frequencies, prevention controls, responsibilities, reporting, and review requirements.

Finding / record	Current	Owner	Evidence	Action

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

3

PEST CONTROL

Confirm the current site map identifies external and internal bait stations, traps, insect light traps, monitoring points, waste areas, drains, and high-risk zones.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

4

CRITICAL

PEST CONTROL

Review previous sightings, contractor findings, customer complaints, damaged stock, infestation incidents, missed visits, repeat trends, and overdue corrective actions.

Finding / record	Current	Owner	Evidence	Action

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

5

CRITICAL

PEST CONTROL

Define critical escalation conditions for active infestation, food or packaging contamination, pesticide misuse, exposed bait, or loss of control in a food area.

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

6

PEST CONTROL

Confirm named ownership for immediate containment, contractor callout, product hold, cleaning, maintenance, verification, escalation, and action closure.

Finding / record	Current	Owner	Evidence	Action

💡

Execution tip:

Define the audit scope, pest risks, device map, responsibilities, and critical escalation rules before the physical inspection begins.

2. External grounds, building envelope, and pest-entry prevention

7

PEST CONTROL

Inspect the perimeter, vegetation, standing water, roof edges, drains, waste areas, stored materials, and external structures for pest harbourage or activity.

Safe

Needs action

Critical

LIVE PHOTO

Add

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

8

PEST CONTROL

Verify doors, windows, vents, screens, thresholds, utility penetrations, expansion joints, pipework, and wall gaps are sealed and maintained.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

9

CRITICAL

PEST CONTROL

Inspect loading docks, receiving bays, shutters, dock plates, air curtains, door sweeps, strip curtains, and service entrances for entry gaps.

Safe

Needs action

Critical

LIVE PHOTO

Add

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

10

PEST CONTROL

Check exterior lighting is positioned and maintained to reduce attraction of flying insects toward open doors, food areas, and receiving points.

Safe

Needs action

Critical

LIVE PHOTO

Add

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

11

PEST CONTROL

Verify roofs, gutters, canopies, ledges, pipes, cables, vents, and signage are protected from bird nesting, roosting, and rodent access.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

12

CRITICAL

PEST CONTROL

Inspect external bait stations for secure anchoring, intact lids, legible identification, correct placement, approved bait, and no exposed pesticide.

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter

💡

Execution tip:

Walk the full perimeter in daylight, then observe doors, receiving bays, and waste routes during normal operating activity.

3. Internal sanitation, storage, food protection, and harbourage control

13

PEST CONTROL

Inspect floors, walls, ceilings, drains, voids, service ducts, under-equipment spaces, and hard-to-reach areas for debris, grease, moisture, damage, or nesting material.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

14

PEST CONTROL

Verify food, ingredients, packaging, utensils, and disposables are sealed, elevated, rotated, protected, and stored with enough inspection clearance.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

15

CRITICAL

PEST CONTROL

Check dry stores, ingredient bins, lockers, cardboard storage, warm equipment, ceiling spaces, and residual product dust for gnawing, droppings, webbing, larvae, or insects.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

16

CRITICAL

PEST CONTROL

Confirm exposed food, ice, food-contact items, clean packaging, utensils, and equipment are protected from pests, droppings, aerosols, bait, and pesticide contamination.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

17

PEST CONTROL

Inspect employee areas, vending points, lockers, non-food storage, cleaning cupboards, service corridors, and unused equipment for harbourage and food debris.

Finding / record	Current	Owner	Evidence	Action

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

18

PEST CONTROL

Verify cleaning, maintenance, and storage controls remove root causes after spills, leaks, damaged walls, waste accumulation, repairs, or equipment movement.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Inspect hidden spaces such as drains, voids, under-equipment areas, ceiling edges, racking bases, and warm machinery, not only visible surfaces.

4. Monitoring devices, trap map, placement, condition, and service data

19

PEST CONTROL

Compare the physical device inventory with the approved pest-control map, device register, unique IDs, type, location, and risk classification.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

20

CRITICAL

PEST CONTROL

Inspect rodent traps and bait stations for correct wall placement, accessibility, security, condition, bait status, and separation from exposed food.

Safe

Needs action

Critical

LIVE PHOTO Add



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

21

PEST CONTROL

Inspect insect light traps for correct height and placement away from open food, doors, strong competing light, and customer view where relevant.

Safe

Needs action

Critical

LIVE PHOTO Add



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

22

PEST CONTROL

Verify pheromone traps and stored-product pest monitors are used where risk requires, correctly placed, dated, labelled, and replaced at the approved frequency.

Compliant

Partial

Non-compliant

N/A



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

23

PEST CONTROL

Review service labels, inspection dates, captures, bait consumption, glue-board condition, technician comments, thresholds, and follow-up recommendations.

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

24

CRITICAL

PEST CONTROL

Confirm there are no missing, moved, blocked, damaged, unapproved, inaccessible, unlabelled, or overdue monitoring devices.

Compliant

Partial

Non-compliant

N/A



Execution tip: Match every device to the approved map, unique ID, service date, physical condition, capture record, and corrective action.

5. Pest evidence, species identification, activity level, and contamination risk

25

CRITICAL

PEST CONTROL

Inspect for live or dead pests, droppings, gnaw marks, rub marks, tracks, nesting, egg cases, cast skins, feathers, odour, holes, and damaged materials.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

26

PEST CONTROL

Check flying-insect activity at entrances, drains, waste areas, beverage points, lights, displays, preparation areas, and moisture sources.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

27

CRITICAL

PEST CONTROL

Inspect for crawling insects in cracks, wall junctions, drains, warm equipment, cardboard, electrical panels, chemical stores, and concealed spaces.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

28

CRITICAL

PEST CONTROL

Inspect flour, grains, spices, nuts, seeds, dried goods, packaging seams, residual dust, and stored stock for stored-product insects or webbing.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

29

PEST CONTROL

Check roofs, canopies, loading zones, ledges, service yards, and plant rooms for birds, nesting, feathers, droppings, damaged proofing, or carcasses.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

30

PEST CONTROL

Classify each finding by pest type, exact location, evidence age, activity level, affected product or area, immediate risk, and required response.

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter

💡

Execution tip:

Document evidence before cleaning or disturbance, identify the likely pest, assess whether activity is current, and record the food-safety impact.

6. Waste, drains, water, landscaping, receiving, pallets, and transport

31

PEST CONTROL

Verify internal and external waste bins are covered, clean, lined, undamaged, emptied frequently, positioned correctly, and protected from pests.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

32

CRITICAL

PEST CONTROL

Inspect drains, traps, grease areas, condensate lines, leaks, standing water, wash areas, and wet voids for pest breeding, access, or food residue.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

33

PEST CONTROL

Confirm vegetation, mulch, wood, obsolete equipment, spare materials, pallets, crates, and clutter are kept away from the building and controlled.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

34

PEST CONTROL

Inspect incoming vehicles, pallets, totes, cartons, raw materials, produce, and returned goods for pests or pest evidence before acceptance.

Safe

Needs action

Critical

LIVE PHOTO Add

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

35

CRITICAL

PEST CONTROL

Verify infested or suspect materials are rejected or isolated, labelled, traceable, protected from spread, and returned or disposed through an approved process.

Finding / record	Current	Owner	Evidence	Action

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

36

PEST CONTROL

Inspect receiving and dispatch routes, temporary storage, door-open time, dock practices, damaged packaging, and traffic flow for pest-entry risks.

Compliant

Partial

Non-compliant

N/A

💡

Execution tip:

Follow waste, receiving, storage, and delivery routes from end to end because pests often enter or feed at process boundaries.

7. Pest-control provider, pesticides, legal controls, and treatment safety

37

PEST CONTROL

Verify the pest-control provider is approved, competent, appropriately licensed or certified where required, insured, and working to a defined service scope.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

38

CRITICAL

PEST CONTROL

Confirm only approved pesticides, baits, insecticides, rodenticides, lures, and treatment methods are used according to the product label and applicable law.

Compliant

Partial

Non-compliant

N/A



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

39

CRITICAL

PEST CONTROL

Inspect pesticide storage, labels, safety data sheets, issue records, dilution controls, security, expiry, spill protection, and segregation from food and packaging.

Safe

Needs action

Critical

LIVE PHOTO Add



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

40

CRITICAL

PEST CONTROL

Verify treatments protect exposed food, food-contact surfaces, packaging, utensils, equipment, air intakes, employees, customers, and non-target animals.

Compliant

Partial

Non-compliant

N/A



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

41

PEST CONTROL

Review service reports for findings, device counts, captures, chemicals, quantities, application locations, recommendations, technician details, and site acknowledgement.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

42

CRITICAL

PEST CONTROL

Confirm emergency treatment, fogging, fumigation, spraying, re-entry, ventilation, cleanup, food-area release, and post-treatment verification are authorized and documented.

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Verify contractor credentials, approved products, labels, safety data, service records, and actual treatment locations against site conditions.

8. Infestation response, product hold, root cause, corrective action, and release

43

CRITICAL

PEST CONTROL

When active infestation or contamination is found, stop affected activity, protect food, isolate the area, preserve evidence, and contact the responsible manager immediately.

Safe

Needs action

Critical

LIVE PHOTO Add



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

44

CRITICAL

PEST CONTROL

Identify affected products, packaging, equipment, lots, storage positions, production times, and distribution status, then place them on documented hold.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

45

CRITICAL

PEST CONTROL

Assess contamination, traceability, stock movement, disposal, rework, release, withdrawal, or recall requirements through an authorized food-safety decision.

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

46

PEST CONTROL

Correct entry points, harbourage, sanitation, waste, drainage, storage, maintenance, supplier, employee, contractor, or neighbouring-site causes.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

47

PEST CONTROL

Verify treatment effectiveness through increased monitoring, repeat inspection, zero-activity criteria, cleaning evidence, repairs, and management review.

Compliant

Partial

Non-compliant

N/A



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

48

CRITICAL

PEST CONTROL

Escalate recurring, widespread, high-risk, or unresolved findings to senior management, food safety, the landlord, contractor, supplier, or regulator where required.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Keep affected food, packaging, equipment, and areas on hold until an authorized review confirms the risk is controlled and release is safe.

9. Records, sighting logs, trend analysis, employee training, and verification

49

PEST CONTROL

Verify a pest-sighting log is accessible and records the date, time, exact location, pest or evidence, reporter, immediate action, escalation, and closure.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

50

PEST CONTROL

Review trends by pest type, zone, device, season, weather, shift, supplier, product, contractor visit, complaint, and recurring root cause.

ACTUAL	Enter	TARGET	Enter	DEVICE ID	Enter
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Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

51

PEST CONTROL

Confirm employees are trained to recognize pest evidence, protect food, report immediately, avoid moving devices, and follow contamination controls.

Compliant

Partial

Non-compliant

N/A



Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

52

PEST CONTROL

Verify managers review service reports, recommendations, open actions, due dates, product holds, repeat findings, closure proof, and contractor performance.

Finding / record	Current	Owner	Evidence	Action



Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

53

PEST CONTROL

Conduct periodic internal verification of map accuracy, device condition, chemical controls, records, infestation response, and treatment effectiveness.

Compliant

Partial

Non-compliant

N/A



Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

54

PEST CONTROL

Review and update the pest-control program after construction, layout or process changes, new equipment, seasonal shifts, neighbouring activity, or infestation.

Compliant

Partial

Non-compliant

N/A



Execution tip: Use sightings and device data to find recurring routes, seasonal patterns, weak zones, supplier links, and overdue root-cause actions.

10. Findings, corrective actions, verification, trends, and management sign-off

55

PEST CONTROL

Record every finding with the requirement, observed condition, pest or evidence, affected food or area, risk, evidence, and immediate containment completed.

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

56

CRITICAL

PEST CONTROL

Classify findings as critical, major, minor, or observation using approved food-safety, escalation, stop-operation, scoring, and reporting rules.

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

57

CRITICAL

PEST CONTROL

Assign every corrective action to a named owner with priority, due date, temporary control, required evidence, escalation route, and verification method.

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

58

CRITICAL

PEST CONTROL

Verify closure through repeat inspection, device data, live photos, cleaning records, proofing repairs, contractor reports, disposal records, or retraining.

ACTUAL	Enter	TARGET	Enter	DEVICE ID	Enter
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Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

59

PEST CONTROL

Review repeat pest findings, contaminated product, customer complaints, supplier issues, device trends, overdue actions, and risks requiring regional or head-office support.

Compliant

Partial

Non-compliant

N/A



Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

60

CRITICAL

PEST CONTROL

Record the final score, critical failures, unresolved risks, next review date, site manager, auditor, reviewer, date, time, and signatures.

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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Execution tip: Keep actions open until objective evidence confirms the pest risk is controlled, the root cause is fixed, and recurrence has been prevented.

RUN THIS CHECKLIST DIGITALLY

Turn pest control findings into verified prevention and closure

Use Taqtics to schedule audits, capture pest evidence, protect affected product, escalate critical findings, assign actions, verify closure, and compare recurring risks across every location.

Try the Pest Control Audit Checklist in Taqtics