

## Wellsies Pet Treats (Wellsies Cakes) Pest Control Record Procedure

### Purpose

This procedure ensures that all ingredients, packaging, preparation areas and storage spaces used by Wellsies Cakes remain free from pest contamination. Maintaining a clean, pest-free environment is essential to ensuring the safety and quality of our pet treats.

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### Scope

Applies to all locations where ingredients are stored, products are prepared, packaged, or transported – including:

- Home Kitchen and food prep area
  - Ingredient and packaging storage areas
  - Market stall equipment and displays
  - Pop Up Shop
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### Inspection Frequency

- Weekly inspections of prep, storage, and packaging areas
  - Before and after every market or baking session
  - Weekly inspection prior to opening pop-up shop on a Friday.
  - Additional checks during ingredient deliveries or after adverse weather.
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### Inspection Checklist

Each inspection must include:

- Visual check for signs of pests (droppings, webs, holes in packaging, nesting materials)
  - Verification that all packaging and ingredients are sealed and off the floor
  - Review of entry points (windows, doors) for gaps or access
  - Condition of bins and food waste disposal
  - Check and clean any pest deterrents or traps in use.
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### Action If Sign Are Found

- 1) Isolate and discard any contaminated ingredients or products
- 2) Clean and sanitise affected area thoroughly
- 3) Record the incident on the Pest Control Record Sheet (see appendix A)
- 4) Identify and block entry points
- 5) Contact professional pest control if required
- 6) Increase inspection frequency if risk is high

## Record Keeping

Maintain a Pest Control Record Sheet (Appendix A) with the following details:

- Date of inspection
- Areas checked
- Signs of pests (Yes/No)
- Action taken
- Follow-up required (Yes/No)
- Staff initials.

Records must be kept for a minimum of **12 months** and be available for inspection upon request.

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## Responsibility

The business owner is responsible for:

- Conducting inspections
  - Keeping up-to-date pest control records
  - Taking immediate action if pests are suspected
  - Ensuring clean, sealed storage of all food ingredients and finished products.
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## Contact Us

- [Wellsiescakes@outlook.com](mailto:Wellsiescakes@outlook.com)
- TikTok & Instagram: @wellsiespettreats
- Visit our weekend Pop-Up Shop (from 18<sup>th</sup> April 2025)

Wellsies  
PET TREATS  
Handmade  
100% Natural

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