

# Health, Safety and Quality Control



## HSQC Pest Management Contract

**Parties :** Foodspeed Unit 7-8 Hexagon Business Centre, Springfield Rd. Hayes  
Middlesex UB4 0TH

**Contact :** Mr Bobby Bawa

**HSQC Saferpest** Unit 6 Turnham Green Terrace Mews, Chiswick, London  
W4 1QU

Dear Bobby

Thank you for giving us the opportunity to provide you with this quotation for your pest management service. We value your business and look forward to being of service to you and your team.

Our objective is to, at all times, support you to maintain the highest standards of hygiene and safety for the benefit of your customers and guests.

Please be assured that we are available to discuss your requirements at all times and would welcome you calling us.

A handwritten signature in black ink, which appears to read 'Richard Hannay'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Richard Hannay  
Chief Executive Officer  
Health, Safety and Quality Control International (HSQC)  
richard.hannay@hsqc.com



The key points of our contract to supply the service to you are outlined below.

## 1.0 GENERAL

This programme is called an **Integrated Pest Management Programme (IPM)**

**IPM** is a process for achieving long term, environmentally sound pest suppression through the use of a variety of management practices.

These practices include structural and procedural modifications that reduce pest access, food, moisture and harbourage within the business environment.

Chemical methods are applied only on an "as needed" basis. Need is determined by pest population monitoring and control products are placed where they are inaccessible to workers customers and staff.

## 2.0 CONTRACTOR SERVICE REQUIREMENTS

The Contractor may advise on supervision, labour, materials and equipment necessary to accomplish the monitoring, trapping, chemical control methods and pest removal components of the IPM program. The Contractor may also provide site-specific recommendations for structural and procedural modifications to aid in pest prevention.

## 3.0 PESTS INCLUDED IN YOUR CONTRACT

**Pests included:** Indoor populations of rats, mice, cockroaches, flies, and other arthropod pests not specifically excluded from the contract.

This includes populations of the above pests outside of the buildings but within the business property boundary.

**Pests excluded** (listed below) emerging indoors.

The following pests are excluded from this contract:

Birds, bats, snakes, and all other vertebrates ( other than Mice, Rats ), Ants, subterranean termites and other wood destroying organisms, mosquitoes and plant feeding pests.

We are happy to consider including any other pest species in the contract but this would have to be negotiated and discussed with our technical health inspector team and then agreed in writing

## 4.0 INITIAL BUILDING INSPECTIONS AND ESTABLISHMENT OF MONITORING PROGRAM

The Contractor will make an initial inspection of the building to evaluate the pest management needs of the premises. The Contractor will identify problem areas and any equipment, structural features or practices that are contributing to pest infestations. The contractor will then set up a pest monitoring programme in those areas that contain one or more of the following: active pest infestation, pest evidence or conducive conditions.

Cafeterias and other food service areas will be included in the monitoring program.

The Contractor will report any identified structural or operational changes that would facilitate the pest control effort.

**Establishment of monitoring program:** The Contractor will monitor the facility using if required lo-line (or other accepted design) sticky traps to determine any existing arthropod pest problems.

**List of proposed materials and equipment:** The Contractor will provide current labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used.

**Service Schedule:** The Contractor will produce a record of service and frequency of Contractor visits. The Contractor will record the date of each visit in the logbook as well as all services received.

## 5.0 RECORD KEEPING

Work request and inspection forms: Work request and inspection forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. All work shall be documented in a log.

It is the responsibility of the premises manager to **report any infestation activity on the site as soon as it is known by him to the pest contractor at HSQC**. This should be done by email or writing directly to the pest contractors office.

## 6.0 EMERGENCY SERVICE

On occasions, the Contractor may be requested to perform corrective or emergency service(s). The Contractor shall respond to these exceptional circumstances and begin the necessary work within 24 hours.

## 7.0 USE OF CHEMICAL CONTROL METHODS

**Approved products:** The Contractor shall not apply any pesticide product that is not included in the Pest Control Plan of Work or is not approved by the British Pest Control Association.

**Application by need:** Pesticide application shall be according to need and not by schedule. Such chemical control methods may not be applied unless visual inspections or monitoring devices indicate the presence of pests in a specific area.

Preventive chemical control treatments in areas where there is potential for insects or rodents will be evaluated on a case-by-case basis.

**Minimum risk:** When the application of chemical control products is necessary, the Contractor shall employ the least hazardous materials, most precise application techniques and the minimum quantity of pesticide necessary to achieve control.

## 8.0 INSECT CONTROL

**Emphasis on non-chemical methods:** The Contractor shall use non pesticide methods of control wherever possible, for example- use of portable vacuum for initial clean-outs of cockroach infestations and use of trapping devices for indoor fly control. **Monitoring:** Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

**Insecticide bait formulations:** Bait formulations shall be used for cockroach and ant control where appropriate.

## 9.0 RODENT CONTROL

**Indoor trapping:** Rodent control inside occupied buildings may also be accomplished with trapping devices. All such devices shall be concealed and in protected areas so as not to be disturbed by business operations. Trapping devices shall be checked regularly by the contractor or designated site personnel.

**Outdoor use of bait boxes:** All bait boxes shall be placed out of general view where they will not be disturbed by normal business operations. The lids of the boxes shall be securely locked or fastened shut. Where appropriate bait boxes shall be attached or anchored to the floor, wall, or other immovable surface so that the box cannot be picked up or moved. Bait shall always be placed in the baffle protected feeding chamber of the box.

## 10.0 STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS

Throughout the term of this contract, the Contractor may offer advice to the IPM Coordinator/contact onsite about any structural, sanitary or procedural modifications that will reduce pest access, food, water and harbourage. The Contractor will not be held responsible for carrying out structural modifications or the costs associated with

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these or any mechanical or electrical flying insect control equipment required as part of the pest control effort.



## Contract Specification and Service Agreement

**Client:** Foodspeed unit 7-8

**Contact:** Mr Bobby Bawa

**HSQC Saferpest** agree to make **12** visits per year to the premises to undertake inspection and monitoring advice as agreed in the contract attached.

**HSQC Technicians** will lay bait stations in line with the requirements of the business premises and ensure they are regularly replenished with fresh bait.

**HSQC Technicians** will monitor for signs of pest infestation at every visit to detect any early signs of pest infestation.

**HSQC Health Inspectors** will visit the premises at least twice during the period of the year to review the status of the premises and monitor for the potential of pest infestation.

**The HSQC Team** will provide a record log book to be kept at the site of the business for the purpose of recording each visit by **HSQC**. In addition they will provide administrative support and emergency help line services as and when required.

### Annual Cost

£165 + vat per quarter

First instalment is due at the start of this agreement and subsequent payments paid at the beginning of each quarter and within 7 days from date of invoice.

**Free** call out visits (provided the emergency is rectifiable) **and all recommendations following the technicians previous visits have been actioned**, (or £75 will be charged per call out)

**Free** service of Fly Killers units excluding parts

Additional charge for mounting and fixing of fly killer units, please ask for a written quotation

Additional charge for proofing please ask our technician for a quotation

The agreement shall be for a minimum of one year (s) and shall continue thereafter. If either party wishes to terminate this agreement they may do so by giving three months notice in writing

**Name:**

**Position:**

**Signature:**

**Company:**

**Date:** February 2014

Please Sign, Fax 08721152444 or email to [admin@hsqc.com](mailto:admin@hsqc.com)

