

**ANNEX A**  
**Inspection of PCO Establishment**

- A. During inspection, the PCO establishment shall be required to present the following documents:
1. Organizational Chart of the PCO Establishment
  2. 201 File of Technical Personnel (including Job Description)
  3. Signed Duties and Responsibilities of SPH, PH, and other Personnel
    - For SPH handling multiple branch offices of the PCO Establishment, such shall be so stated in his/her duties and responsibilities, the identified branch offices and his/her supervisory functions on such.
  4. Risk Management Plan
  5. Safety Training Plan for SPH, PH, and other personnel
  6. Training Certificates of SPH, PH, and other personnel
  7. Contract Agreement with DOH-accredited health facility that will conduct the annual medical check-up of its personnel
  8. Medical/Health Certificates of SPH, PH, and other personnel
  9. Documents relating to the Schedule and Conduct of PCO activities
  10. Documents relating to the procurement of FDA-registered Household/Urban Pesticides (HUPs) and other non-pesticide products under the jurisdiction of the FDA
  11. Documents relating to inventory of FDA-registered HUPs and other non-pesticide products under the jurisdiction of the FDA, equipment, and other materials
  12. Safety Data Sheets of FDA-registered HUPs and other non-pesticide products under the jurisdiction of the FDA for Use
  13. Standard Operating Procedures (SOPs) on the following, including but not limited to:
    - Conduct of PCO activities
    - Conduct of supervision of pest control activities (including supervision of pest control activities of multiple branch offices, if applicable)
    - Conduct of additional activities during pest control (e.g., application of disinfectants)
    - Training of Technical Personnel
    - Handling, transport, application, storage, and disposal of FDA-registered HUPs and other non-pesticide products under the jurisdiction of the FDA
    - Handling, cleaning, calibration, and/or maintenance of application equipment, vehicle, PPEs, and other materials
    - Handling of complaints
    - Emergency response
    - Record-keeping and proper documentation
    - Other SOPs related to routine conduct of PCO activities
  14. Other Contract Agreements, if applicable
  15. Environmental Clearance, if applicable
- B. Other parameters for inspection shall include compliance to specific conditions and requirements set forth in this Circular, and in applicable standards, rules, and regulations.