F&B Pest Sighting Log

For Singapore food premises | Free operational template by KleanSG

Outlet / premises: _____ **Reporting period:** _____

Address / unit: _____ **Log owner / reviewer:** _____

Record any live pest, suspected pest sign or unexplained activity as soon as it is observed. Describe what you saw without guessing the species. Protect food, follow your outlet escalation procedure, and use the same reference number on page 2 until the action is verified and closed.

PAGE 1 - SIGHTING AND IMMEDIATE RESPONSE

Ref	Date	Time	Pest or sign observed	Exact zone / equipment	Number / extent	Nearby condition	Immediate action taken	Person notified / time

Examples of evidence: droppings, egg cases, gnaw marks, smear marks, larvae, repeated adult flies or a live sighting. Photographs may help, but do not capture customer data, payment screens or confidential staff records.

Corrective Action & Closure Register

Continue each incident from page 1 using the same reference number

Outlet / premises: _____ **Reporting period:** _____

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Record the provider or manager response, assign each sanitation, repair, proofing, storage or treatment follow-up, and close the item only after completion has been checked. Compare recurring hotspots with the pest-control service report.

PAGE 2 - FOLLOW-UP, VERIFICATION AND CLOSURE

Ref	Provider / manager response and date	Corrective action required	Owner	Due date	Completed date	Verified by / date	Closed? Y/N	Photo / service-report ref

Manager review: **[ ]** Repeated hotspot checked **[ ]** Overdue actions escalated **[ ]** Service report reconciled

Reviewed by: _____ Date: _____ Next review: _____

Important: This template supports internal recordkeeping. It does not replace licence conditions, a site-specific risk assessment, professional vector-control advice or current instructions from Singapore authorities. Using it does not guarantee an inspection result or that pest activity will not occur.