Product Defense Checklist

Establishment Name:_____

Address:_____

_____

Team Coordinator:_____

Team Members:

Date :_____

GOAL: To prevent unauthorized access by people, or entry of unapproved materials to the facility.

This establishment has in place at least one of the following measures for outside security.

1.1 Physical Security

☐ Plant boundaries are clear and secured to prevent unauthorized entry (for example, fences installed, no trespassing signs posted)

☐ Entrances are secured (for example, locks and/or alarms installed and operating)

☐ Plant perimeter is periodically monitored for suspicious activity

☐ Outside lighting is present to deter unauthorized activities

☐ Other access points such as windows and vents are secured

☐ Outside storage on the premises is protected from unauthorized access

☐

Other: _____

1.2 Shipping/Receiving Security

☐ Incoming shipments are examined for potential tampering

☐ Incoming and outgoing vehicles are examined for suspicious activity

☐ Loading and unloading activities are scheduled and/or monitored

☐ Loading dock access is controlled (for example, monitored or locked)

☐ Incoming shipments are secured with locks or seals

☐ Outgoing shipments are locked or sealed

☐

Other: _____

1.3 Mail Handling Security

☐   Mail is handled away from food including ingredients and packaged food product

☐   Employees who handle mail are aware of proper handling of suspicious mail and U.S. Postal Service guidelines

☐

Other: _____

2. Inside Security Measures

(Examples: signs, observations, restricted access)

GOAL: To protect product from intentional contamination throughout the production process.

This establishment has in place at least one of the following measures for inside security.

2.1 General Inside Security

☐ Suspicious packages are reported to appropriate personnel

☐ Restricted areas of the establishment are clearly identified

☐ Previously unattended materials are checked before use

☐
☐
Unexpected changes in inventory (product or equipment) are reported to

appropriate personnel Emergency lighting is in place

☐ An emergency alert system is identifiable, tested, and reviewed with emergency contacts (for

☐ example, police or fire personnel)

Other: _____

2.2 Processing Area Security

☐ Access to ingredients, and packaged product is

☐ restricted Access to

☐ restricted Ingredients are examined for possible

☐ tampering

☐ Records ensure traceability for one step backward, one step forward, or both

☐

Other: _____

2.3 Storage Security

Access to storage areas is restricted

☐

☐ Stock rotation (first in, first out) is practiced

☐ Labels and packaging materials are controlled to prevent theft and misuse

☐ Periodic examinations for tampering of materials in storage are performed

☐

Other: _____

2.4 Ingredients/Water/Ice Security

☐ Restrict access to storage tanks for potable water and to water reuse systems

☐ Access to lines that transfer water or ingredients are examined and restricted

☐
☐ Access to plant ice-making equipment is controlled

Restricted ingredients (for example, nitrites) are controlled

☐ Supplier food safety/security information is requested
☐

Other: _____

2.5 Chemical/Hazardous Material Control Security

☐ Chemicals/hazardous materials, including pesticides, cleaning or laboratory materials, and sanitizers, are in a restricted area or secured by a lock

Maintain an up-to-date inventory of hazardous materials and chemicals, and

☐
☐ investigate discrepancies Potentially hazardous waste (biological or chemical) is
☐

controlled and disposed of properly

Other: _____

2.6 Information Security

Access to sensitive information such as site plans and processing details

☐
☐ is controlled Access to computer systems is protected through firewalls
☐

and/or passwords

Other: _____

3. Personnel Security Measures

(Examples: check references, use visitor log or sign-in, or check IDs)

GOAL: To ensure that only authorized personnel are in the facility at any time.

This establishment has in place at least one of the following measures for personnel security.

3.1 Employee Security

☐ A

☐ method to recognize or identify employees in the facility is in place

Background or reference checks are conducted for new hires[1]

☐ E

☐ mployees have restrictions on what they can bring in or take from the facility (for example, cameras)

Other: _____

3.2 Non-employee Security (Example: visitors, contractors, guests, customers, truck drivers)

☐ A log of non-employees entering the establishment is maintained

☐ A method to recognize or identify non-employees in the establishment is in place

☐ Non-employees are chaperoned on-site

☐ Non-employees are restricted to appropriate areas

☐ Non-employees have restrictions on what they can bring in or take from the facility

☐

Other: _____

3.3 Security Training

☐ A
w
areness training on security measures is provided to new employees[2]

Refresher awareness training on security measures is offered to employees on

☐

☐ a periodic basis[2] Employees are trained to report suspicious activities or

☐ unusual observations

Other: _____

_____

4. Incident Response Security Measures

GOAL: To respond quickly to a product contamination threat or event using planned measures.

This establishment has in place at least one of the following measures for incident response security.

4.1 Investigating Security Concerns

☐ Have procedures to ensure that adulterated or potentially harmful products are held

☐ Customer comments are investigated

☐ Reporting unusual activities is encouraged

☐ Information is available to employees on how to respond to phone or other threats

Employees have the ability to stop activities to minimize a potential food

☐
☐ defense incident Reported security breaches (for example, alarms,
☐

suspicion of tampering) are investigated

Other: _____

4.2 Emergency Contact Security

☐ Plant personnel contact information is kept up to date

☐ Emergency contact lists are kept up to date
☐

Other: _____

4.3 Other Plan Security

☐ A product recall plan is maintained and periodically reviewed

☐ Key personnel are trained in product recall/withdraw procedures
☐

Other: _____