**Product Defense Checklist**

Establishment Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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. Inside Security Measures***

**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 hires1

Employees 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**

Awareness training on security measures is provided to new employees2

Refresher awareness training on security measures is offered to employees on a periodic basis2 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: