



Food Defense Plan / Checklist

SQF 2.7.1

Facility Name**Location/Address****Establishment No.****Operator/Authority/Name****Title/Position****Date**

1	Physical	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Plant/Facility boundaries are clear and secured to prevent unauthorized entry (for example, fences installed, no trespassing signs posted)					
1.2	Entrances are secured (for example, locks and/or alarms installed and operating)					
1.3	Plant perimeter is periodically monitored for suspicious activity					
1.4	Outside lighting is present to deter unauthorized activities					
1.5	Other access points such as windows and vents are secured					
1.6	Outside lighting on the premises is protected from unauthorized access					
2	Shipping & Receiving	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time

2.1	Incoming Shipments are examined for potential tampering					
2.2	Incoming and outgoing vehicles are examined for suspicious activity					
2.3	Loading and unloading activities are scheduled and/or monitored					
2.4	Loading dock access is controlled (for example, monitored or locked)					
2.5	Incoming shipments are secured with locks or seals					
2.6	Outgoing Shipments are locked or sealed					
3	Mail Handling Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
3.1	Mail is handled away from food including ingredients and packaged food product					
3.2	Employees who handle mail are aware of proper handling of suspicious mail and postal service guidelines					
4	General Security - Inside	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
4.1	Suspicious packages are reported to appropriate personnel					
4.2	Restricted areas of the establishment are clearly identified					
4.3	Previously unattended materials are checked before use					
4.4	Unexpected changes in inventory (product or equipment) are reported to appropriate personnel					
4.5	Emergency Lighting is in place					

4.6	An emergency alert system is identifiable, tested, and reviewed with emergency contacts (police or fire personnel)					
5	Processing Area(s)	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
5.1	Access to raw materials, ingredients, packaging products are restricted and controlled					
5.2	Access to freezers, chillers, or coolers are controlled					
5.3	Access to process control equipment are controlled					
5.4	Raw materials, ingredients, packaging products are examined for possible tampering					
5.5	Records ensures traceability for one step back, one step forward, or both					
6	Storage Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
6.1	Access to storage areas are restricted					
6.2	Stock rotation (first in, first out or first expire, first out) is practiced					
6.3	Labels and packaging materials are controlled to prevent theft and misuse					
6.4	Periodic examinations for tampering of materials in storage are performed					
6.5	Physical inventory count is practiced reconciling inventory management					
7	Ingredients/Water/Ice Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time

7.1	Restrict access to storage tanks for potable water and to water reuse systems					
7.2	Access to lines that transfer water or ingredients are examined and restricted					
7.3	Access to plant ice-making equipment is controlled					
7.4	Restricted ingredients are controlled					
7.5	Supplier food safety/security information is requested					
8	Chemical/Hazardous Material Control Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
8.1	Chemicals/Hazardous materials, including pesticides, cleaning, or laboratory materials, and sanitizers are in a restricted area or secured by a lock					
8.2	Maintain an up-to-date inventory of hazardous materials and chemicals, and investigate discrepancies					
8.3	Potentially hazardous waste (biological or chemical) is controlled and disposed of properly					
9	Information Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
9.1	Access to sensitive information such as site plans and processing details is controlled					
9.2	Access to computer systems is protected through firewalls and/or passwords					
10	Employee Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time

10.1	A method to recognize or identify employees in the facility is in place					
10.2	Background or reference checks are conducted for new hires					
10.3	Employees have restriction on what they can bring in or take from the facility (cameras etc.)					
11	Non-Employee Security	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
11.1	A log of non-employees entering the establishment is maintained					
11.2	A method to recognize or identify non-employees in the establishment is in place					
11.3	Non-employees are escorted on site					
11.4	Non-employees are restricted to appropriate areas					
11.5	Non-employees have restriction on what they can bring or take from the facility					
12	Security Training	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
12.1	Awareness training on security measures is provided to new employees					
12.2	Refresher awareness training on security measures is offered to employees in periodic basis					
12.3	Employees are trained to report suspicious activities or unusual observations					

Verified By



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