



## Extortion Incident Assessment, Response, and Recovery Checklist

SQF 2.6.4

**Type of Extortion Incident**

**Date Occurred**

**Time of Incident**

1	Extortion Incident Assessment	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Effect of Product Extortion					
1.1.1	Have the intentions of the product extortion been defined?					
1.1.2	Have the effect/s of the incident to the organization been determined?					
1.1.3	Were there adverse health effects that occurred due to the product extortion?					
1.1.4	Has the cost associated with the product extortion incident, including product withdrawal/recall, rework, and disposal, been determined?					
2	Extortion Incident Response	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
2.1	Communication					
2.1.1	Did the perpetrator communicate with the organization?					
2.1.2	Were the demands of the perpetrator identified?					

2.1.3	Was the incident reported to the police?				
2.1.4	Were law enforcement officials and/or financial experts involved?				
2.1.5	Was a press conference/interview conducted?				
2.2	Product Withdrawal and Recall				
2.2.1	Has the nature of the product extortion (e.g. poisoning, sabotage, tampering, etc.) been identified?				
2.2.2	If the product extortion began due to a complaint, was the complaint evaluated and valid?				
2.2.3	Are there products affected due to malicious contamination?				
2.2.4	Has any potential malicious contamination incident been located (within the facility, during transportation, market, etc.)?				
2.2.5	Was product withdrawal and recall initiated?				
2.3	Food Products				
2.3.1	Have the materials involved in the product extortion (raw material, packaging material, ingredient, or finished product) been determined?				
2.3.2	Have any similar incidents happened in the past?				
2.3.3	Was the type of contaminant identified (bacteria, foreign material, chemicals, pesticides, etc.)?				

2.4	Personnel					
2.4.1	Were there any personnel who sustained harm or injury?					
2.5	Records					
2.5.1	Were there any documents that have been compromised/lost/stolen/modified?					
3	<b>Extortion Incident Recovery</b>	Yes	No	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Food products for disposal					
3.1.1	Were the recalled, withdrawn, and/or contaminated products disposed?					
3.1.2	Are food products for disposal properly documented?					
3.1.3	Are food products for disposal properly tagged/labeled?					
3.1.4	Are food products for disposal segregated?					
3.1.5	Have the food products been disposed of according to the approved process?					
3.2	Salvageable food products – products for rework, recycling, or reprocessing					
3.2.1	Were the recalled, withdrawn, and/or contaminated products salvageable?					
3.2.2	Are salvageable food products properly documented?					
3.2.3	Are salvageable food products properly tagged/labeled?					
3.2.4	Are salvageable food products segregated?					

3.2.5	Are salvageable food products being reworked according to the approved process?				
3.3	Resume of Operation				
3.3.1	Was the product extortion incident concluded by the police investigation and law enforcement officials?				
3.3.2	Were risks and mitigation measures associated with product extortion re-evaluated?				
3.3.3	Can the organization resume operation?				
3.3.4	Is the company able to assess the organization's loss and ability to recover?				

Verified By

