

The Operations Manager is responsible to assure that there are procedures in place for recording and controlling access to areas of the facility by employees, contractors and visitors. The food defense plan is reviewed, at minimum, on an annual basis.

Outside Security Measures

To maintain the physical security of the plant the boundaries are clear and secured to prevent unauthorized entry (for example, no trespassing signs posted). Plant entrances are secured by keeping doors and windows locked at all times that there is no direct observation. Some doors are exit only or kept locked at all times. Adequate perimeter lighting is present to deter unauthorized activities. The outside grounds are monitored during internal audits.

Inbound shipments, including ingredients and raw and packaging materials are visually inspected by employees trained in shipping and receiving. Incoming goods shall have the proper documentation. This includes a certificate of analysis (COA) and/or a Bill of Lading (BOL) that references a purchase order (PO) number or return authorization (RA) number. Incoming goods need to be sealed or locked upon arrival. The seal information needs to be verified. If product is suspicious or does not meet specifications management is notified, who then make the determination if the product is acceptable to receive. Outbound shipments need to be sealed or locked and provided with the adequate paperwork. The Bill of Lading needs to include traceability information and count verification.

Mail is handled away from food including ingredients and packaged food product. Mail receipt is restricted to the office areas. Employees who handle mail are aware of suspicious mail and US Postal Services guidelines.

Inside Security Measures

To protect product from intentional contamination throughout the production process (name of company) has put in place the following measures for inside security.

Suspicious packages or unexpected changes in inventory (product or equipment) are reported to someone in management.

An emergency alert system is in place and tested , Emergency lighting is in place.

Company Name

Document Reference: #2

PC/Pre Document

Document Type: Food Defense

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Restricted areas are clearly identified and only accessible to plant personnel. Restricted areas include all areas of processing raw material, ingredient and packaging product storage and processing equipment. Personnel are required to contact someone in management if possible tampering is suspected be traced one step forward and one step backwards.

(name of company) utilizes well/city? water supply. Potability tests are conducted on a scheduled basis by an external lab. Pesticide testing is done annually. Backflow preventers and/or vacuum breakers are installed on every point of use.

Chemical and hazardous material storage is secured by a lock. Potential hazardous waste (Biological or chemical) is controlled and disposed of properly.

Documents and sensitive information is stored in a secure area.

Personnel Security Measures

All employees are researched prior to hiring, including their background history, identification, etc. Employee's training includes restrictions on what they can bring in or take away from the facility.

All non-employees entering the facility are required to sign into the "Visitor Log" and are asked for some kind of identification. Non-employees are asked to wear a different color (blue or red) hairnet than employees. Non-employees are not allowed to be in the plant unattended unless they have received the required training (contractors, etc.)

All employees have an awareness of plant security, meaning keeping designated doors locked at all times, assuring doors and windows are locked at night and reporting any suspicious activity.

Incident Response Security Measures

Management is responsible to investigate and respond to any incidents that occur. A security incident report is completed for each incident. Adulterated or potentially contaminated products are put on Hold. Customer complaints are investigated. Any unusual activities or security breaches that are reported need to be investigated. Employees have the ability to stop activities to minimize a potential food defense incident.

Food Defense Team

- Operations Manager
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Emergency Contact List

This list is posted in each office.

The food defense team is trained annually by reviewing the food defense plan.

Reference: Site map
 Security Incident Report
 Risk assessment matrix

END

Date	Action	Approved By
	New Document	