



Food Defense Plan Template

Cookies Inc / 22 Jun 2023 / Kieran Knowles

Complete

Score	42 / 75 (56%)	Flagged items	0	Actions	1
Site conducted	Unanswered				
Site	Cookies Inc				
Conducted on (Date and Time)	22 Jun 2023 14:30 PST				
Conducted by	Kieran Knowles				
Location	11368 Orchard View Ln, Tustin, CA 92782, USA (33.7518042, -117.7720848)				

Actions

1 action

Food Defense Plan / Inside Security Measures

Information Security

Access to sensitive information
such as site plans and processing
details is controlled

We outsourced a third party IT Team and we are observing the performance closely.

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 29 Jun 2023 18:04 PST | Created
by: SafetyCulture Staff

Get update from IT team

Food Defense Plan

1 action, 42 / 75 (56%)

Outside Security Measures

12 / 17 (70.59%)

Confirm if one of more of the following is in place for each security measure

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

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

Outgoing shipments are locked or sealed

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

Please describe other:

No other employees are allowed to touch mail.

Inside Security Measures

1 action, 17 / 31 (54.84%)

Confirm if one of more of the following is in place for each security measure

General Inside Security

Suspicious packages are reported to appropriate personnel

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)

Slaughter/Processing Area Security

Access to live animals, ingredients, and packaged product is restricted

Access to process control equipment such as ovens, mixers is restricted

Ingredients are examined for possible tampering

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

Other

Please describe other:

Only authorized employees have access to storage.

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

Ingredients/Water/Ice Security

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

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

Potentially hazardous waste (biological or chemical) is controlled and disposed of properly

Information Security

Access to sensitive information such as site plans and processing details is controlled

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Personnel Security Measures

7 / 14 (50%)

Confirm if one of more of the following is in place for each security measure

Employee Security

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

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

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

A log of non-employees entering the establishment is maintained

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

Security Training

Awareness training on security measures is provided to new employees

Will discuss a revamp of training for incident reporting tomorrow.

Incident Response Security Measures 6 / 13 (46.15%)

Confirm if one of more of the following is in place for each security measure

Investigating Security Concerns

Have procedures to ensure that adulterated or potentially harmful products are held	Customer comments are investigated	Reporting unusual activities is encouraged
		Reported security breaches (for example, alarms, suspicion of tampering) are investigated

Emergency Contact Security

Plant personnel contact information is kept up to date

Other Plan Security

A product recall plan is maintained and periodically reviewed

Completion

Comments

We are secure overall. We just need to closely monitor our new IT Team and I am waiting for Minni's response about them. This checklist reminded me to revamp our training for incident reporting after a near miss on incident reporting yesterday.

Conducted by: Name and Signature



Kieran Knowles
22 Jun 2023 18:09 PST