

Finished Product

- The firm maintains an inventory of finished products.
- The firm has a written recall procedure in place.
- There is a person appointed or team responsible for trace-back, trace-forward, and product verification.
- For trace-back, tracking, and product verification, lot numbers or additional measures are used.
- In the last three years, trace-back or recall exercises have been conducted at the plant.
- On-site and off-site warehouses that store raw and finished food product are secure.
- Finished product is shipped in:
 - a. Company-Owned Vehicles
 - b. Common Carrier
 - c. Rental or Leased Vehicles
- Loaded vehicles are sealed before departure.
- The integrity of the seal is verified at the final destination.
- If a loaded vehicle has multiple delivery stops, the vehicle is re-sealed after each delivery.

Note: This is not meant to be an all-inclusive list of security issues. This should be considered one element of an overall plan to assess the security at your plant.

Self-Assessment

The possibility of deliberate biological attacks on the food supply is a concern we should all take seriously. In these times of terrorist threats, it is evident that our nation's food supply is a vulnerable area that we must look at more closely. The security of your facility is in your hands, and a review of your overall operation is a first step in verifying and maintaining your Food Security Plan.

We recommend that you walk through your facility using the attached checklist to develop a security plan for your plant. This is a basic guide formulated from the FDA Food Security Guidance Documents. Nobody knows your business better than you, so add items that are specific to your establishment to the checklist.

Food Security Websites

<http://www.ohioagriculture.gov/pubs/divs/hsec/hsec-index.stm>

<http://www.cfsan.fda.gov/~dms/fsterr.html>

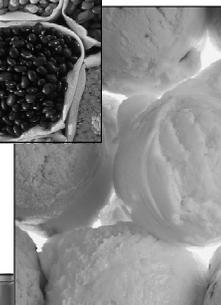
www.usda.gov/homelandsecurity/homeland.html

www.bt.cdc.gov



Governor Bob Taft
Director Fred L. Dailey

Ohio Department of Agriculture
Division of Food Safety
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Ohio Department of Agriculture

Division of Food Safety

Food Security Planning Checklist

Food Processing Establishments,
Warehouses, and Distributors

Food Security Management

- The facility has been evaluated for food security.
- The firm has a food security plan.
- A food security plan has been implemented at the facility.
- The firm conducts food security inspections of the facility.
- Appropriate management personnel have received training in food security.
- The firm has established a food security management team or has a food security professional.
- In case of a food security emergency, responsible personnel know who to contact:
 - a. Internal
 - b. External (Law Enforcement)

Plant Personnel

- Pre-hiring background checks of prospective employees are conducted.
- Only authorized personnel are allowed access to all parts of the facility.
- The plant has a system of positive identification and recognition for all personnel, e.g., issuing photo identification badges with individual control numbers.
- Personnel have been trained in plant security procedures, and have been instructed to watch for and report any unusual activities within the plant or on plant grounds.
- There are restrictions on personal items brought into the plant.
- The firm maintains an up-to-date roster of plant personnel.

Inside Security

- Based upon risk, areas within the facility have been designated as restricted areas (utilities, such as ventilation, water, refrigeration).
- Restricted areas are clearly marked and secured.
- Hazardous chemical storage areas are secured.
- Unauthorized employees or visitors are prevented from accessing restricted areas, unless accompanied by authorized plant personnel.
- The facility is equipped with an emergency alert system.
- The facility's computer data systems are adequately protected from unauthorized access.

External Security

- The outside perimeter is secured with:
 - a. Fences
 - b. Card Entry
 - c. Entry Check Points
 - d. Other
- The outside perimeter is:
 - a. Lighted
 - b. Patrolled
 - c. Monitored by Cameras
 - d. Other
- Access points into all facilities are secured at all times.
- All truck deliveries are verified against a roster of scheduled deliveries.

Raw Materials

- The facility uses only approved sources for all ingredients, packaging, and labels.
- Access to outside wells, potable water, and ice-making equipment are secured.
- Loading docks are secured when not in use.
- The firm requests locked and sealed delivery vehicles and containers.
- Before off-loading or receipt, the firm matches all incoming paperwork with shipments.
- The firm inspects incoming ingredients, packaging, labels, and product returns for signs of tampering (abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications).
- The firm has quarantine and release procedures in place.
- The firm regularly performs security inspections of all storage facilities, including temporary storage vehicles. The firm keeps these inspections on file.

More Information

If you have questions about food security contact:

Ohio Department of Agriculture
 Division of Food Safety
 1-614-728-6250
foodsafety@mail.agri.state.oh.us