



# Food Defense Plan Template

Cookies Inc / 22 Jun 2023 / Kieran Knowles

**Complete**

<b>Score</b>	<b>56%</b>	<b>Flagged items</b>	<b>0</b>	<b>Actions</b>	<b>1</b>
<b>Site conducted</b>					Unanswered
<b>Site</b>					Cookies Inc
<b>Conducted on (Date and Time)</b>					22.06.2023 14:30 PST
<b>Conducted by</b>					Kieran Knowles
<b>Location</b>					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 29.06.2023 18:04 PST | Created by SafetyCulture Staff

Get update from IT team

## Outside Security Measures

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, 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

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

Get update from IT team

## Personnel Security Measures

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

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.

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**Conducted by: Name and Signature**



Kieran Knowles  
22.06.2023 18:09 PST

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