

**New Jersey Department of Health
Food and Drug Safety Program**

**FOOD DEFENSE PLANNING FOR *WHOLESALE* FOOD ESTABLISHMENTS
A SELF-INSPECTION CHECKLIST**

Instructions: Use this checklist to conduct food defense assessments of your establishment. When completed, refer to the FDA guidance document, *“Food Producers, Processors, and Transporters Food Security Preventive Measures Guidance”*, for information on how to improve food safety and defense at your establishment.

Management	Yes	No	Action Taken
A food defense plan has been implemented at the facility.			
Routine food defense inspections of the facility are conducted.			
Appropriate management personnel have received training in food defense.			
The firm has an established food defense management team and/or food defense professional.			
Responsible personnel know whom to contact in the event of an emergency (both internally and externally)			
Appropriate supervision is provided to all staff on all shifts.			
Reports of suspicious activities including food defense issues are investigated.			
Food defense plan is reviewed, verified and updated, if necessary, at least annually.			
Personnel	Yes	No	Action Taken
Pre-hiring background checks as allowed by law are done on prospective employees.			
Only authorized personnel are allowed access to all parts of the facility.			
A system is provided for 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.			
Property	Yes	No	Action Taken
Based on risk, areas within the facility have been designated as restricted (utilities e.g. ventilation, water, refrigeration).			
Restricted areas are clearly marked and secured.			
Hazardous chemical storage areas are secured.			
Unauthorized employees, visitors, etc. 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			
The outside perimeter is secured with fencing, entry point check, card entry and/or other means to deter access.			
The outside perimeter is lighted, monitored by cameras, patrolled and/or other means to preclude access.			
Access points into all facilities are secured at all times.			
All truck deliveries are verified against a roster of scheduled deliveries.			
There is a key control system for the establishment.			
There is an inventory control system for chemicals, laboratory reagents and other toxic compounds maintained within the establishment.			

**FOOD DEFENSE PLANNING FOR *WHOLESALE* FOOD ESTABLISHMENTS
A SELF-INSPECTION CHECKLIST, Continued**

Raw Materials	Yes	No	Action Taken
Ingredients, packaging and labels are purchased from reputable established sources.			
Access to outside wells, potable water and ice-making equipment are secured.			
Loading docks are secured when not in use.			
The firm requires that locked and sealed delivery vehicles/containers are used.			
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 (e.g. 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 performs security inspections of all storage facilities, including temporary storage vehicles regularly. The firm keeps these inspections on file.			
Finished Product	Yes	No	Action Taken
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 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 materials and finished products are secured.			
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 resealed after each delivery.			

SELF-INSPECTION

A self-inspection program can help you reduce the vulnerability of your food establishment to terrorist threats and to criminal acts of product tampering. Food has been used as a vehicle to spread chemical and biological agents. Product tampering is a concern for all food facility operators. It may cause harm to customers, and it may result in serious economic consequences for the food service establishment.

A self-inspection program is an important preventive measure that will improve food defense at your facility and may reduce your liability. This self-inspection checklist is a guide to help you evaluate the food defense program at your facility. A food defense program will help protect your customers, your employees, and your business.

Please modify this checklist to meet the unique circumstances of your establishment.

Further Assistance: Food and Drug Safety Program, Food Defense Project, (609) 826-4935, Fax (609) 826-4990, Website www.nj.gov/health/foodanddrugsafety.

Become familiar with *“Public Health Security and Bioterrorism Preparedness and Response Act of 2002”, Subtitle A, Protection of the Food Supply* at:
www.cfsan.fda.gov/~dms/ftterr.html

Other website sources: www.nj.gov/health
www.cfsan.fda.gov/~dms/secguid.html
www.usda.gov/homelandsecurity.homeland.html
www.bt.cdc.gov.html