

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

**FOOD DEFENSE PLANNING FOR *RETAIL* 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, "*Retail Food Stores and Food Service Establishments 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.			
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)			
Security management program reviewed, verified and revised, if necessary, at least annually.			
Personnel	Yes	No	Action Taken
Background checks as allowed by law are done on prospective employees.			
Employment applications are required.			
Employment references are checked.			
Personnel receive food defense training when they are hired.			
Only authorized personnel are allowed access to all parts of the facility.			
The facility has a system of positive identification and recognition for all personnel, e.g., issuing photo ID.			
Customers are restricted to public areas.			
There are restrictions on personal items brought into the facility.			
Contractors are restricted to their work required areas.			
Contractors and vendors are monitored while they are at the food facility.			
Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease.			
Property	Yes	No	Action Taken
A closed circuit television system is used to monitor high risk areas inside the facility.			
Security cameras are used to monitor the loading docks and exits.			
Hazardous chemical storage areas are secured.			
Doors opening onto the loading dock are kept locked when not in use.			
All truck shipments (incoming and outgoing) are monitored by food service employees.			

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

Property, Continued	Yes	No	Action Taken
Products are inspected upon delivery.			
There is good lighting for all high-risk areas at the facility.			
High-risk areas are marked "employees only" and access is limited to employees who work in the area.			
There is a key control system for store keys.			
Products	Yes	No	Action Taken
Products are purchased from reputable established sources.			
Purchase records are maintained for product trace back and recalls.			
Products arrive at the food facility in clean and secure transport vehicles.			
Products are never left unsupervised on the loading dock.			
Products are inspected for tampering prior to preparation or service.			
The facility has guidelines for handling product tampering incidents.			
Food items are prepared by personnel trained in food safety and food defense procedures.			
Potable water is used for rinsing and for preparing food items.			
Salad bars and self-serve carts are closely monitored by staff to prevent contamination and product tampering.			

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/fterr.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