

Food Defense Self-Assessment Checklist for Warehouses and Distribution Centers

Outside Security

1. What food defense measures does your warehouse/distributorship have in place for the exterior of the building?

	Yes	No	N/A
Are the facility's grounds secured to prevent entry by unauthorized persons (e.g., by locked fence, gate or entry/exit doors, guard service)?			
Is there enough lighting outside the building to properly monitor the warehouse at night/early morning?			
Do emergency exits have self-locking doors and/or alarms?			

2. Are the following secured with locks, seals, or sensors when unattended (after hours/weekends) to prevent entry by unauthorized persons?

	Yes	No	N/A
Outside doors and gates?			
Loading dock doors?			
Trash compacting chutes?			
Windows?			
Roof openings?			
Vent openings?			
Trailer (truck) bodies?			
Truck hatches?			
Railcars?			

3. Does your warehouse/distributorship have food defense procedures for people and/or vehicles entering the facility and/or parking in your lot?

	Yes	No	N/A
Does the property have a controlled or guarded entrance?			
Are <u>employee</u> vehicles identified using placards, decals, or some other form of visual identification?			
Are authorized <u>visitor/guest</u> vehicles identified using placards, decals, or some other form of visual identification?			

General Inside Security

4. Does your warehouse/distributorship have food defense measures inside the facility?

	Yes	No	N/A
Is there an emergency lighting system in the facility?			
Does your warehouse/distributorship have <u>monitored</u> security cameras (CCTV)?			
Does your building have an emergency alert system that is tested regularly?			
Are the locations of controls for emergency alert systems clearly marked?			
Are all restricted areas (<i>i.e.</i> , areas where only authorized employees have access) clearly marked?			
Are visitors, guests, and other non-employees (<i>e.g.</i> , contractors, salespeople, truck drivers) restricted to non-product areas unless accompanied by an authorized employee?			
Does local law enforcement (including the fire department) have up-to-date copies of facility layouts/blueprints?			
Are procedures in place to check toilets, maintenance closets, personal lockers, and storage areas for suspicious packages?			
Do you regularly take inventory of keys to secured/sensitive areas of the facility?			
Are ventilation systems constructed in a manner that provides for immediate isolation of contaminated areas or rooms?			

5. Are the controls for the following systems restricted (*e.g.*, by locked door/gate or limiting access to designated employees) to prevent access by unauthorized persons?

	Yes	No	N/A
Heating, Ventilation, and Air Conditioning systems?			
Propane Gas?			
Water systems?			
Electricity?			
Refrigeration systems?			
Volatile chemicals used in refrigeration?			
Engine/compressor rooms?			

6. Does your facility have food defense procedures in place for its computer systems?

	Yes	No	N/A
Is the access to the system password-protected?			
Are firewalls built into the computer network?			
Is the system using a current virus detection system?			
Are back ups kept off-site?			

7. Which of the following food defense procedures does your facility have in place for the storage of hazardous materials/chemicals such as pesticides, industrial chemicals, cleaning materials, and disinfectants?

	Yes	No	N/A
Is the access to inside and outside storage areas for hazardous materials/chemicals such as pesticides, industrial chemicals, cleaning materials, and disinfectants restricted in some manner to allow use by designated employees only?			
Is a regular inventory of hazardous materials/chemicals maintained?			
Are discrepancies in daily inventory of hazardous materials/chemicals (in excess of household use) immediately investigated?			
Is a procedure in place to receive and securely store hazardous chemicals?			
Is a procedure in place to control disposition of hazardous chemicals?			

Shipping and Receiving Security

8. Does your facility have food defense procedures in place for handling outgoing shipments? (Helpful information is provided at the following website:
<http://www.fsis.usda.gov/oa/topics/transportguide.htm>)

	Yes	No	N/A
Are outgoing shipments sealed with tamper-evident seals?			
Are the seal numbers on outgoing shipments documented on the shipping documents?			
Do you keep records of the above-referenced inspections?			
Is a bill of lading maintained for all outbound activity?			

9. Which of the following food defense procedures does your facility have in place for handling incoming shipments?

	Yes	No	N/A
Is access to loading docks controlled?			
Are loaded trailers and/or rail cars on the premises maintained under lock and/or seal?			
Are trailers and rail cars inspected prior loading and unloading?			
Is a bill of lading maintained for all inbound activity?			
Is advance notification from suppliers (by phone, e-mail, or fax) required for all incoming deliveries?			
Are suspicious alterations in the shipping documents immediately investigated?			
Are all deliveries checked against the roster of scheduled deliveries?			
Are unscheduled deliveries held outside facility premises pending verification?			
Are off-hour deliveries accepted?			
If off-hour deliveries are accepted, is prior notice of the delivery required?			
If off-hour deliveries are accepted, is the presence of an authorized individual to verify and receive the delivery required?			
Are less-than-truckload (LTL) or partial load shipments vehicles checked?			
Are incoming shipments of products required to be sealed with tamper-evident or numbered seals (and documented in the shipping documents)? Are these seals verified prior to entry?			
Are transportation companies selected with consideration of the company's ability to safeguard the security of product being shipped?			
Do the transportation companies perform background checks on drivers and other employees who have access to products?			
When choosing your compressed gas vendor do you consider whether or not they have implemented general security measures?			

10. Does this facility allow returned goods, including returns of U.S. exported products, to enter the plant?

Yes

No [GO to Question 12 under Mail Handling Security]

11. Which of the following food defense procedures does this facility have in place for returned goods?

	Yes	No	N/A
Are all returned goods segregated in the plant for evidence of possible tampering before salvage?			
Are records maintained for returned goods?			
Does the plant follow the procedures outlined in FSIS Directive 9010.1 for return of U.S. exported products?			

Mail Handling Security

12. Which of the following food defense procedures does this facility have in place to ensure mail handling security?

	Yes	No	N/A
Is mail handling activity conducted outside operations? (For example, in a separate room or facility away from operations?)			
Are mail-handlers trained to recognize and handle suspicious pieces of mail using U.S. Postal Service guidelines? (Helpful information is provided at the following website: http://www.usps.com/news/2001/press/serviceupdates.htm)			

Personnel Security

13. Which of the following food defense procedures does your facility have in place for ensuring that personnel adhere to the security requirements?

	Yes	No	N/A
Are background checks conducted on all employees and contractors (both permanent and seasonal) who will be working in sensitive operations?			
Do all employees receive training on security procedures as part of their orientation training?			
Are employees, visitors, and contractors (including construction workers, cleaning crews, and truck drivers) identified in some manner at all times while on the premises?			
Does your facility control access by employees and contractors entering the plant during <u>working</u> hours (e.g. coded doors, receptionist on duty, swipe card, etc.)?			
Does your facility control entry of employees and contractors into the plant during <u>non-working</u> hours (e.g. access limited by key card or code number)?			
Does your facility have a way to restrict temporary employees and contractors (including construction workers, cleaning crews, and truck drivers) to areas of the warehouse relevant to their work?			
Is an updated shift roster (i.e., who is absent, who the replacements are, and when new employees are being integrated into the workforce) kept by management for each shift?			
Do you inspect employee lockers?			
Are employees and/or visitors restricted as to what they can bring (cameras, etc.) into the warehouse?			
Are employees monitored when removing company-provided clothing or protective gear from the premises?			