



Cookie Munsters Inc / 11 Jul 2019 / Ed Kieran

Food Defense Plan Template


Complete

Inspection score	Failed items	Created actions
61.77%	0	1
Site Cookie Munsters Inc		
Conducted on (Date and Time) 📅 11th Jul, 2019 ⌚ 3:46 PM +08		
Conducted by Ed Kieran		
Location 11368 Orchard View Ln Tustin, CA 92782 United States (33.75204539249962, -117.7718664616798)		

Actions

1 Actions

SafetyCulture Staff created a Medium priority action

To Do  19th Jul, 2019 8:00 AM +08

Update on IT Team

Hello Minni! You were impressed by our new IT Team's performance last week. How are they doing with the additional workload handling site b?

Food Defense Plan / Inside Security Measures

Information Security

Outside Security Measures

Confirm if one of more of the following is in place for each security measure	
Physical Security	<ul style="list-style-type: none"> + Plant perimeter is periodically monitored for suspicious activity + Outside storage on the premises is protected from unauthorized access + 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) + Other access points such as windows and vents are secured
Shipping/Receiving Security	<ul style="list-style-type: none"> + Incoming shipments are examined for potential tampering + Incoming and outgoing vehicles are examined for suspicious activity + Loading dock access is controlled (for example, monitored or locked) + Outgoing shipments are locked or sealed
Mail Handling Security	<ul style="list-style-type: none"> + 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

Confirm if one of more of the following is in place for each security measure

General Inside Security	<ul style="list-style-type: none"> + 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	<ul style="list-style-type: none"> + 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 + Access to live animals, ingredients, and packaged product is restricted
Storage Security	<ul style="list-style-type: none"> + 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 + Other
<p>Please describe other:</p> <p>Only authorized employees have access to storage.</p>	
Ingredients/Water/Ice Security	<p>Access to lines that transfer water or ingredients are examined and restricted</p>
Chemical/Hazardous Material Control Security	<ul style="list-style-type: none"> + 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
<p>– Notes</p> <p>We outsourced a third party IT Team and we are observing the performance closely.</p> <p>– Actions</p> <hr/> <p>To Do Update on IT Team</p>	

Personnel Security Measures

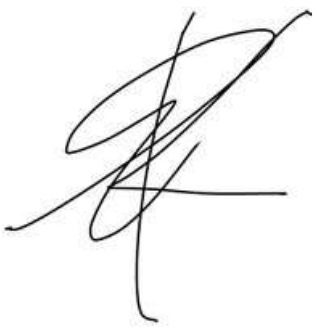
Confirm if one of more of the following is in place for each security measure	
Employee Security	<ul style="list-style-type: none"> + A method to recognize or identify employees in the facility is in place + Employees have restrictions on what they can bring in or take from the facility (for example, cameras)
Non-employee Security (Example: visitors, contractors, guests, customers, truck drivers)	<ul style="list-style-type: none"> + 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
<p>– Notes</p> <p>Will discuss a revamp of training for incident reporting tomorrow.</p>	

Incident Response Security Measures

Confirm if one of more of the following is in place for each security measure

Investigating Security Concerns	<ul style="list-style-type: none"> + 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

<p>Comments</p> <p>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.</p>	
<p>Conducted by: Name and Signature</p> <div style="display: flex; align-items: center; gap: 20px;"> <div data-bbox="199 1093 564 1464" style="border: 1px solid gray; border-radius: 10px; padding: 10px; width: 150px; height: 150px;">  </div> <div data-bbox="619 1240 893 1321"> <p>Ed Kieran 11th Jul, 2019 4:01 PM +08</p> </div> </div>	