

OSDH FOOD DEFENSE

FOOD DEFENSE SELF-ASSESSMENT WORKSHEET

Do you have a food defense plan? Is it in writing? Are your security systems updated? Inside and outside? What is your mail handling plan? Are your employees trained in your plan? Is food defense part of your new hire training? What are your most vulnerable areas at risk to intentional contamination? Have you performed a vulnerability assessment?

The Oklahoma State Department of Health wants to help you kick-start your food defense plan. Many questions, like the ones above, need to be reviewed, discussed and answered to determine how you can best protect your customers, your employees and your business.

This FOOD DEFENSE SELF-ASSESSMENT can help you in securing your facility and products. And it doesn't have to be expensive. There are many no cost and low cost solutions to reducing your risk.

INSTRUCTIONS

1. Starting with External Security Measures, evaluate your Food Defense Plan and your facility for security gaps.
2. Check the appropriate box, YES or NO, whether the measure is present or not.
3. Circle a 1, 2, 3, 4, or 5 in the RATING column to indicate at what level the measure is present.
 - a. A key for the number RATING is located at the bottom of each page of the FOOD DEFENSE SELF-ASSESSMENT.
4. If the measure is NOT APPLICABLE to your facility, then check the N/A box. Do not circle a number in the RATING column.

Use this self-assessment along with your vulnerability assessment to guide you in determining which areas of concern to address first. The results from the assessments will also aid in designing or updating your food defense plan.

OKLAHOMA STATE DEPARTMENT OF HEALTH

FOOD DEFENSE SELF-ASSESSMENT

1. EXTERNAL SECURITY MEASURES	YES	NO	NA	RATING				
a. Entrances secured (i.e. locks/alarms installed & operating)?				1	2	3	4	5
b. Property perimeter periodically monitored for activity?				1	2	3	4	5
c. Sufficient outside lighting to deter unauthorized activities?				1	2	3	4	5
d. Other access points secured (roof, vents etc.)?				1	2	3	4	5
e. Outside storage on property is secured?				1	2	3	4	5
f. Security cameras are used to monitor the loading docks and exits?				1	2	3	4	5
g. Doors opening onto the loading dock or back entrances are locked when not in use?				1	2	3	4	5
2. SHIPPING/RECEIVING SECURITY	YES	NO	NA	RATING				
a. Incoming shipments are examined for tampering?				1	2	3	4	5
b. Incoming and outgoing vehicles are examined for suspicious activity?				1	2	3	4	5
c. Loading/unloading activities are scheduled and monitored?				1	2	3	4	5
d. Loading dock access is controlled?				1	2	3	4	5
e. Incoming shipments are secured (i.e. locks or seals)?				1	2	3	4	5
f. Outgoing deliveries are locked or sealed?				1	2	3	4	5
g. Do emergency exits have self-locking doors and/or alarms?				1	2	3	4	5
h. Is an updated list of personnel with open access, maintained?				1	2	3	4	5
3. MAIL HANDLING SECURITY	YES	NO	NA	RATING				
a. Mail is handled away from food including ingredients and packaged food product?				1	2	3	4	5
b. Employees who handle mail are aware of proper handling of suspicious mail and USPS guidelines?				1	2	3	4	5
4. GENERAL INSIDE SECURITY	YES	NO	NA	RATING				
a. Suspicious packages are reported to appropriate personnel?				1	2	3	4	5
b. Restricted areas of the facility are clearly defined?				1	2	3	4	5

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4. **Well-Documented**- measure is fully developed
5. **Proactive**- measure goes above and beyond

c. Previously unattended materials are checked before use?				1	2	3	4	5
d. Unexpected changes in inventory (product or equipment) are reported to appropriate personnel?				1	2	3	4	5
e. Emergency lighting is in place?				1	2	3	4	5
f. An emergency alert system is identifiable tested and reviewed with emergency contacts (fire police)?				1	2	3	4	5
g. Is video surveillance used to monitor high risk areas inside the facility (i.e. self-service product storage)?				1	2	3	4	5
h. There is good lighting in all high-risk areas?				1	2	3	4	5
i. Are "Employee Only" high-risk areas properly marked?				1	2	3	4	5
j. There is a key-control system for facility keys?				1	2	3	4	5
5. PRODUCT				YES	NO	NA	RATING	
a. Products are purchased from reputable sources?				1	2	3	4	5
b. Purchase records are securely maintained for product trace back and recalls?				1	2	3	4	5
c. Products arrive at facility in clean & secure transport vehicles?				1	2	3	4	5
d. Products are never left unsupervised on the loading dock?				1	2	3	4	5
e. Products are inspected for tampering prior to preparation or service?				1	2	3	4	5
f. Food items are prepared by personnel trained in food safety and food defense procedures?				1	2	3	4	5
g. Potable water is used for rinsing and for preparing food items?				1	2	3	4	5
h. Salad bars and self-serve carts are closely monitored by staff to prevent contamination and tampering?				1	2	3	4	5
6. STORAGE SECURITY				YES	NO	NA	RATING	
a. Access to storage areas is restricted?				1	2	3	4	5
b. Stock rotation is practiced?				1	2	3	4	5
c. Labels & packaging materials are controlled to prevent theft and misuse?				1	2	3	4	5
d. Periodic examinations for tampering of materials in storage are performed?				1	2	3	4	5
e. Is storage area under surveillance (i.e. video)?				1	2	3	4	5

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7. INGREDIENTS/WATER/ICE SECURITY	YES	NO	NA	RATING				
a. Restrict access to storage tanks/lines for potable water and to water reuse systems?				1	2	3	4	5
b. Access to lines that transfer water or ingredients are examined and restricted?				1	2	3	4	5
c. Access to ice making equipment is controlled?				1	2	3	4	5
d. Restricted ingredients are controlled?				1	2	3	4	5
e. Supplier food safety/security information is requested?				1	2	3	4	5
8. CHEMICAL /HAZARDOUS MATERIAL CONTROL SECURITY	YES	NO	NA	RATING				
a. Chemicals/hazardous materials including pesticides cleaning sanitizers are in restricted area under control?				1	2	3	4	5
b. Maintain an up-to-date inventory of hazardous materials and chemicals and investigate discrepancies?				1	2	3	4	5
c. Potentially hazardous waste is controlled and disposed of properly?				1	2	3	4	5
9. INFORMATION SECURITY	YES	NO	NA	RATING				
a. Access to sensitive information such as delivery schedules and processing detail is controlled?				1	2	3	4	5
b. Access to computer systems is protected through firewalls and/or passwords?				1	2	3	4	5
10. PERSONNEL	YES	NO	NA	RATING				
a. Background checks as allowed by law are done on prospective employees?				1	2	3	4	5
b. Employment applications are required?				1	2	3	4	5
c. Employment records are checked?				1	2	3	4	5
d. Personnel receive food defense training when they are hired?				1	2	3	4	5
e. Only authorized personnel are allowed access to all parts of the facility?				1	2	3	4	5
f. Facility has a system of positive identification and recognition (i.e. photo ID) for all personnel?				1	2	3	4	5
g. Customers are restricted to public areas?				1	2	3	4	5
h. Are there restrictions on personal items brought into the facility?				1	2	3	4	5
i. Contractors are restricted to their work required areas?				1	2	3	4	5
j. Contractors and vendors are monitored while they are at the food facility?				1	2	3	4	5

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k. Contractors/vendors identification is checked?				1	2	3	4	5
l. Employees sick leave policy encourages self-reporting illness?				1	2	3	4	5
11. MANAGEMENT	YES	NO	NA	RATING				
a. Food defense inspections are conducted?				1	2	3	4	5
b. Appropriate management personnel have received training in food defense?				1	2	3	4	5
c. The company has an established food defense management team and/or food defense professional?				1	2	3	4	5
d. Responsible personnel know whom to contact in the event of an emergency (internally & externally)?				1	2	3	4	5
e. Security plan reviewed verified and revised if necessary at least annually?				1	2	3	4	5
12. RESPONSE/MITIGATION PLAN	YES	NO	NA	RATING				
a. Response plan in place for during event?				1	2	3	4	5
b. Post-event response plan in place?				1	2	3	4	5
c. Is there a written continuity of operations plan?				1	2	3	4	5

Total of Ratings

- 210 qualify for certificate as a member of the Oklahoma Food Defense Program

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