

Self-Inspection Program

Food safety defense and planning must address accidental and natural food contamination, as well as biological, chemical, and radiological agents.

A self-inspection program can help reduce the vulnerability of your food facility to criminal acts of product tampering and terrorist threats.

It is an important preventive measure that will improve food defense and emergency preparedness at your facility, and may reduce your liability.

This self-inspection checklist is a guide to assist you in evaluating the food defense program at your facility, and protect your customers, employees, and business.

You may modify this checklist to meet the needs of your facility.



Facility Personnel

- Background checks completed for all prospective employees.
- Employment applications are required and completed.
- Employment references are checked.
- Facility has designated restricted areas, and only authorized personnel have access.
- Employees are not allowed to bring personal items into the food manufacturing or storage areas.
- Employee sick-leave policy encourages individuals to report illnesses, and not work if experiencing gastrointestinal symptoms or a communicable disease.
- Contractors and vendors are monitored while at the facility.



Property

- All shipments (incoming and outgoing) are monitored by company employees.
- Products are inspected upon delivery.
- Doors opening onto the loading dock are kept locked when not in use.
- Security cameras are used to monitor the loading dock and exits.
- There is good lighting for all high-risk areas at the facility.
- Hazardous chemicals and pesticides are locked in a secure area.
- A closed-circuit television system is used to monitor high-risk areas inside the facility.
- High-risk areas are marked **employees only**, and access is limited to employees who work in the designated area.

Information

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Products

- Raw materials and all other products are purchased from approved sources.
- Purchase records are maintained for product trace-back and recalls.
- Raw materials arrive in clean and secure containers and vehicles.
- Incoming and outgoing shipments are supervised on the loading dock.
- 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.
- The firm performs inspections of all storage facilities, including temporary storage. Records of these inspections are kept on file.

Food Defense Websites

www.state.ma.us/dph/fpp

www.state.ma.us/dph/bioterrorism/advisorygrps/index.htm

<http://www.fda.gov/Food/FoodDefense/default.htm>

www.bt.cdc.gov

http://www.fsis.usda.gov/Food_Defense_&_Emergency_Response/index.asp

<http://www.fda.gov/Food/FoodDefense/CARVER/default.htm>

Food Defense Protocol

- A food defense evaluation has been completed for the facility.
- The facility has a food defense plan.
- Employees have received food defense training.
- Food defense inspections are regularly performed.
- Employees know what to do if a product tampering incident is suspected.
- In case of an emergency, personnel know whom to contact.

In today's world it is important to be **ALERT** to protect your business.

- How do you **ASSURE** that the supplies and ingredients you use are from safe and secure sources?
- How do you **LOOK** after the security of the products and ingredients in your facility?
- What do you know about your **EMPLOYEES** and people coming in and out of your facility?
- Could you provide **REPORTS** about the security of your products while under your control?
- What do you do and who do you notify if you have a **THREAT** or issue at your facility, including suspicious behavior?

Can you answer these questions?

ALERT is the U. S. Food and Drug Administration's food defense awareness program. ALERT is a web-based training module, presenting what food defense means and how to make it part of your operation.

<http://www.fda.gov/Food/FoodDefense/CARVER/default.htm>

Food Defense and Emergency Preparedness Planning

Self-Inspection Checklist for

- **Food Processors**
- **Food Warehouses**
- **Dairies**
- **Seafood Dealers**



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