

# Food Defense Checklist

Facility Name / Location

Date of Inspection  Inspector's Name

**INSTRUCTIONS:**

This checklist is designed to evaluate compliance with food defense measures in your facility. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/Observations" section to provide additional details, necessary improvements, and any required follow-up.

**ACCESS CONTROLS**

- Facility Perimeter: Check if the facility has a secured perimeter to prevent unauthorized access.  Yes  No  NA
- Entry Points: Verify that entry points are limited and monitored.  Yes  No  NA
- Visitor Control: Ensure that visitor access is controlled and visitors are properly identified.  Yes  No  NA

Observations / Notes / Corrective actions, if any:

**PERSONNEL ACCES**

- Employee Identification: Check if employees wear identification badges or uniforms for easy identification.  Yes  No  NA
- Authorized Personnel: Verify that only authorized personnel have access to sensitive areas.  Yes  No  NA
- Employee Training: Ensure that employees are trained in food defense procedures and aware of their responsibilities.  Yes  No  NA

Observations / Notes / Corrective actions, if any:

**SURVEILLANCE AND MONITORING**

- Security Cameras: Check if surveillance cameras are strategically placed to monitor critical areas.  Yes  No  NA
- Monitoring Review: Verify that surveillance footage is regularly reviewed and retained for the required period.  Yes  No  NA
- Alarm Systems: Ensure that alarm systems are functional and tested regularly.  Yes  No  NA

Observations / Notes / Corrective actions, if any:

## PRODUCT SECURITY

Product Storage: Check that finished products and ingredients are stored securely.  Yes  No  NA

Product Tracking: Verify that product tracking and traceability systems are in place.  Yes  No  NA

Tamper-Evident Packaging: Ensure that tamper-evident packaging is used for consumer products.  Yes  No  NA

Observations / Notes /  
Corrective actions, if any:

## ALLERGEN CONTROL

Allergen Separation: Check that allergens are securely stored and separated to prevent cross-contamination.  Yes  No  NA

Allergen Labeling: Verify that allergen information is accurate and prominently displayed on packaged products.  Yes  No  NA

Allergen Training: Ensure that employees are trained in handling allergens to prevent unintentional contamination.  Yes  No  NA

Observations / Notes /  
Corrective actions, if any:

## INCOMING MATERIALS INSPECTION

Supplier Verification: Check that suppliers are verified to ensure the security of incoming materials.  Yes  No  NA

Inspection Procedures: Verify that incoming materials are inspected for signs of tampering or contamination.  Yes  No  NA

Record Keeping: Ensure that records of incoming materials inspections are maintained.  Yes  No  NA

Observations / Notes /  
Corrective actions, if any:

## CONTAMINATION PREVENTION

Secure Waste Disposal: Check that waste disposal procedures prevent unauthorized access to discarded materials.  Yes  No  NA

Contamination Control: Verify that measures are in place to prevent contamination during production.  Yes  No  NA

Contingency Plans: Ensure that contingency plans are in place to address potential food defense incidents.  Yes  No  NA

Observations / Notes /  
Corrective actions, if any:

## TRAINING AND AWARENESS

Food Defense Training: Check that all personnel receive training on food defense procedures.

Yes  No  NA

Awareness Programs: Ensure that employees are regularly reminded of the importance of food defense.

Yes  No  NA

Record of Training: Verify that training records are maintained and up to date.

Yes  No  NA

Observations / Notes /  
Corrective actions, if any:

## ADDITIONAL NOTES O SERVATIONS

[Insert any additional notes or Food Defense checklist observations made during the inspection]

## STATEMENT O INSPECTION

I hereby certify that I have conducted the above Food Defense checklist and that the facility has been assessed for compliance with food defense measures. Any identified issues have been documented, and necessary improvements have been recommended.

Inspector's Name :

Signature :

Date :

## APPROVED BY

Name :

Signature :

Date :