INDIANA STATE DEPARTMENT OF HEALTH
FOOD PROTECTION PROGRAM
FOOD SECURITY SURVEY

**Self-Assessment Tool Designed to Increase Awareness and Assist in the
Development of Your Facility's Food Security Plan**

Please circle or write in the appropriate response

FOOD SECURITY- PREVENTION MEASURES ASSESSMENT

Please check the appropriate response- Yes, No, NA-(Not Applicable to Your
Facility)

MANAGEMENT:

	Yes	No	NA
1. Is there a person or management team in charge of food security at the facility?			
2. Is food security training provided to employees?			
3. Are there any incentives for employees to report food product tampering or any other unusual situations?			
4. Are there any access restrictions to areas where food is produced, processed, stored or distributed?			

	Yes	No	NA
5. Has a food security plan been developed and implemented at the facility?			
6. Are the details of the food security plan kept confidential?			
7. Does the food security plan contain procedures for dealing with onlookers or media representatives who might be present during an emergency?			
8. Has twenty-four hour contact information been identified and posted for local, state, and federal police/fire/rescue/government agencies?			
9. Are hazardous materials inspected upon receipt to verify their authenticity?			
10. Are safety sheets (i.e. MSDS) available for all hazardous materials stored at the facility?			
11. Is there a daily inventory of all hazardous materials at the facility and any discrepancies found investigated immediately?			
12. Are up-to-date floor or flow plans maintained in a secure location or an off-site location?			
13. Is someone in the establishment familiar with the Emergency Response System and the Emergency Command Center Operations?			

Supervision

	Yes	No	NA
14. Is there an appropriate level of supervision for all employees, including cleaning and maintenance staff, contract workers, data entry and computer support staff, and especially, new employees?			
15. Are daily security checks of the premises conducted to look for signs of product tampering or any other unusual situations?			
16. Is there a validated procedure in place to ensure the trace-back and trace-forward of all raw and finished products?			
17. Is there a procedure in place to identify, segregate, and secure all products involved in the event of product contamination?			

Recall strategy

	Yes	No	NA
18. Is there a person who is responsible for recalls and a back-up if they are unavailable?	Yes	No	NA
19. Are there procedures in place for proper disposition of recalled products?			
20. Is there an accurate list of current customer contacts, addresses and phone numbers?			

Investigation of suspicious activity

	Yes	No	NA
21. Is there a procedure in place for investigating suspicious activities?	Yes	No	NA
22. Are all threats and suspicious behavior reported to the proper authorities?			
23. Is law enforcement alerted about suspicious activities or suspected criminal activities?			

Evaluation program

	Yes	No	NA
24. Is there someone in charge of evaluating the lessons learned from past tampering or terrorist events?	Yes	No	NA
25. Does someone review and test the effectiveness of strategies (e.g., conducting mock criminal, terrorist or tampering event and mock recall, challenging computer security systems, etc.) and revise them accordingly?			
26. Does someone perform routine and random food security inspections of the facilities? (including; receiving and warehousing areas and intrusion detection systems)			
27. If third party security contractors are used does someone evaluate their work to verify they are doing an adequate job?			

HUMAN ELEMENT- Employees & Public:

Screening

	Yes	No	NA
28. Are new employees (including seasonal, temporary, permanent, and contract workers) work references, addresses, phone numbers, immigration status, and criminal background checks reviewed and verified?			

Daily work assignments

	Yes	No	NA
29. Is there a person in charge on every shift who knows who should be on the premises and where they should be located?			

Identification

	Yes	No	NA
30. Is photo identification utilized for employees?			
31. Are combinations changed/key cards collected/computer access invalidated/identification card collected when an employee is terminated, either voluntarily or involuntarily, and additionally as needed to maintain security?			

Restricted access

	Yes	No	NA
32. Is employee access restricted to those areas in the facility necessary for their job function?			
33. Does anyone other than management and approved employees have access to food storage/prep areas?			
34. Does anyone other than management and approved employees have access to hazardous materials storage areas?			
35. Does someone reassess the levels of access for all employees periodically?			

Personal items

36. Are employee personal items restricted to non-food handling areas?	Yes	No	NA
37. Is there any regular or random inspection of the contents of staff lockers, bags, packages, and vehicles when on facility property? (Remember to consult any federal, state, or local laws that may relate to such inspections)			

Training in food security procedures

38. Do employees know who they should alert about potential security problems and where they can be reached?	Yes	No	NA
39. Is food security training provided to all new employee's, including information on how to prevent, detect, and respond to tampering, criminal or terrorist activity?			

Unusual behavior

40. Is management alert for unusual employee behavior, i.e. workers staying after shift, arriving unusually early, accessing areas outside their responsibility etc.?	Yes	No	NA

Staff health

41. Is management alert to atypical health conditions that employees may voluntarily report and absences that could be an early indicator of tampering or other malicious criminal or terrorist actions?	Yes	No	NA

Visitors/public

	Yes	No	NA
42. Are cleaning crews, contractors or other non-facility personnel permitted in food storage/prep areas unsupervised?			
43. Is there a procedure in place to screen and possibly restrict visitor entry into the facility?			
44. When visitors are granted access are they supervised at all times?			
45. Are visitors allowed access to food production, processing, storage or distribution areas?			
46. Are visitors allowed to bring cameras into the facility?			
47. Are visitors restricted from entering locker rooms?			
48. Are the same procedures/restrictions imposed on visitors also imposed on everyone else who is not employed at the establishment including; suppliers, contractors, truck drivers, customers, couriers, third-party auditors, regulators, reporters, visitors, etc.?			

FACILITY:

	Yes	No	NA
49. Are metal or metal-clad doors used in the facility?			
50. Are facility emergency alert systems fully operational, routinely tested, and clearly marked?			
51. Are access keys to exterior doors and critical storage areas restricted to management staff?			
52. Are all the keys to the facility accounted for at all times?			
53. Are food and chemical storage areas locked against unauthorized entry?			

54. Is perimeter access protected with fencing or another type of deterrent?	Yes	No	NA
55. Are there "no trespassing" signs posted on the facility property?			
56. Does the facility have a security alarm system?			
57. Is there video surveillance at the facility?			
58. Are areas inside and around the facility well lighted?			
59. Do emergency exits have self-locking doors that can only be opened from the inside?			
60. Are incoming and outgoing vehicles (both private and commercial) inspected for unusual cargo or activities?			
61. Are supply deliveries verified against a roster of scheduled deliveries?			
62. Are unscheduled deliveries held up (outside plant premises if possible) pending verification of shipper and cargo?			
63. Have potential hiding places, where an intentional contaminant could be placed, temporarily before being used, been eliminated?			
64. Are maintenance closets, personal lockers, toilets and other storage areas checked regularly for packages and other anomalies?			
65. Are all outside access points locked and secured when facility is closed?			

Laboratory safety

66. Is there restricted access to the laboratory?	Yes	No	NA
67. Are the laboratory materials restricted?			
68. Is there a tracking mechanism in place for hazardous laboratory chemicals?			

OPERATIONS:

	Yes	No	NA
69. Does the establishment/company use only known, appropriately licensed or permitted (where applicable) sources for all ingredients, compressed gas, packaging, and labels?			
70. Have steps been taken to ensure that suppliers and transporters practice appropriate food security measures?			
71. Are incoming ingredients, compressed gas, packaging, labels, and product returns inspected for signs of tampering (e.g., abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications), where appropriate?			
72. Is the utility of testing incoming ingredients, compressed gas, packaging, labels, and product returns for detecting tampering or criminal or terrorist activity evaluated?			
73. Are there areas where employees mix or batch products or ingredients by themselves without supervision or a coworker present?			
74. Have points where employees have access to food product with no supervision or coworker present been identified?			
75. Can these "unsupervised" access points to food be minimized or monitored?			
76. Are areas where there are large amounts of food product exposed (e.g. vats, kettles, tanks, chillers, coolers, hoppers, etc.) restricted?			
77. Is the off-loading of incoming ingredients, compressed gas, packaging, labels, and product returns supervised?			
78. Are all trailers on the facility premises locked and sealed at all times when not being loaded or unloaded?			
79. Are tankers bringing milk from farms and collection centers sealed at both the milk inlet and the milk outlet between collection and delivery?			
80. Are local law enforcement officials alerted about evidence of tampering or counterfeiting?			

Storage:

81. Is there a system for receiving, storing, and handling, distressed, damaged, returned, and rework products that minimizes their potential for being compromised or to compromise the security of other products?	Yes	No	NA
82. Is there an investigation conducted when there is missing or extra stock or other irregularities outside a pre-determined normal range of variability and reported to local law enforcement when appropriate?			
83. Are labels kept in a secure location to prevent theft or misuse?			

Security of water and utilities

84. Have access points to airflow, water, electricity, and refrigeration been minimized as much as possible?	Yes	No	NA
85. Are water wells, hydrants, and water storage and handling facilities secured?			
86. Are the water systems regularly, as well as randomly, inspected and the water tested for potability?			
87. Is the water system chlorinated and is the chlorination equipment being monitored?			
88. Is contact maintained with the public water provider to be alerted to problems?			
89. Have alternative sources of water been identified?			

Finished products

	Yes	No	NA
90. Does someone keep track of finished products?			
91. Are random security inspections conducted in storage facilities, vehicles, and vessels?			
92. Is the utility of finished product testing for detecting tampering or criminal or terrorist activity evaluated?			
93. Is the serving of food in open display areas closely monitored?			

Mail/packages

	Yes	No	NA
94. Is mail handling activities done in a separate room or facility, away from in-plant food production/processing/storage areas?			
95. Are mail handlers trained to recognize and handle suspicious pieces of mail using U.S. Post Office guidelines?			

Transport Security

	Yes	No	NA
96. Have security procedures been developed and implemented for drivers when docking or stopping for meals, gas, breakdowns, etc.?			
97. Are there predetermined protocols for drivers when faced with suspicious circumstances?			
98. Is there a requirement that drivers keep trailers locked down at all times?			
99. Is there a capability for verification of driver location and load at any time?			

Computer Systems

	Yes	No	NA
100. Is access restricted to computer process control systems and critical data systems?			
101. Is there a way to trace computer system transactions?			
102. Is there a method for validating the computer security system?			

EVACUATION AND RESPONSE:

	Yes	No	NA
103. Has anyone developed a list of things to do if evacuation is necessary? (e.g., removing Tier II-hazardous materials information, employee reassembly points, maintaining off-site pictures/videos of property and equipment for damage claims, off-site critical computer, telephone, and other records)			
104. Is there a strategy for triaging in the event of a terrorist attack or other criminal activity?			
105. Is there a plan in place for emergency evacuation, including preventing security breaches during evacuation?			
106. Has a media spokesperson been established?			
107. Is there some designated place to operate your business from a remote site?			
108. Is there a plan for keeping your employees informed while the business is shut-down?			
109. Are there dump sites available for any contaminated products?			
110. Have procedures been established with community emergency personnel to assure proper access to the facility during an emergency while still preventing public access?			
111. Have the nearest medical treatment facilities been identified and contacted regarding what type of treatment they can provide and what type of capacity they can handle?			