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| **Company logo** | **Company name** | | |
| **FOOD DEFENSE PLAN** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-17 |

**Objective**

To protect food products in (name of facility) from intentional contamination by biological, chemical, or physical means.

**Control Measures**

(Name of person) is responsible for overseeing the Food Defense Plan.

**Facility Security**

* Access to the facility is restricted and all persons must be authorized by the supervisor in order to enter the facilities.
* Doors and windows that are not in service are kept closed.
* The use of photographic and video cameras is not allowed without the authorization of the facility’s owner or supervisor.
* The gas and water supply equipment are locked, and only authorized personnel have access.
* All computers used in the facility are password-protected. The password is known only by the computer’s designated user and the facility’s owner or supervisor.
* Employee and visitor vehicles, both upon entrance and exit from the facilities, are subject to inspection.
* Unused facility vehicles, containers, trailers and/or railcars are stored in a locked area.
* There is a key control record to identify where all the keys are (RECORD-19).
* A security inspection of the facilities is carried out to verify its security (RECORD-20).
* Blueprints, product flow diagrams and/or segregation charts are stored in a secure location.
* If applicable, the organization is registered with the FDA and has been issued a registration number.

Security during reception and in raw material, supply and product storage areas

* As part of the procedure for receiving supplies, the integrity of the packaging of every product received is inspected to determine any violation or situation that may contaminate or affect (name of the product).
* The facility does not accept unauthorized deliveries.
* Empty returned containers are not accepted for use as product packaging, unless they are reusable containers and are sanitized before use.
* All chemical products are stored in a designated area and kept separate from supplies and packaging material. This area remains locked, and the management and distribution of supplies are controlled.
* Once the product is shipped, the trailer/truck box is closed, and a padlock (if applicable) is placed on it.
* The entry of returned merchandise is not allowed without prior inspection by the supervisor, who can decide how the product will be disposed of.
* Imported product is kept separate from domestically produced product.

Water Security

* Wells, pumps and water storage sources are locked to prevent access to unauthorized persons.

Staff Security

* The facility requires background documentation from all new hires.
* It is documented in which area within the facility each employee works.
* Before starting work activities, new employees receive basic training in hygiene and good agricultural and handling practices, as well as in food defense. All personnel are required to sign that they understand and agree to the topics covered during training (RECORD-14).
* All staff is trained to report suspicious activity in all areas of the facility as part of their basic food defense training.
* Supervisors monitor that employees do not use their personal belongings during working hours.
* Employees are not allowed to bring personal items such as keys, phones, etc. to product handling or storage areas. These items must be left in a distinct designated area.
* Staff access within the facility is limited to the area relevant to their work role and non-restricted areas.
* At the end of the job contract, the employee must return their uniform, ID badge or credentials, keys, etc., provided when they are hired.

Visitor, Supplier and Contractor Security

* All visits must be scheduled and authorized by the owner or supervisor of the facility.
* People entering the facility must present themselves at the entrance or with the company's designated security personnel and fill out the visitor log (RECORD-18).
* Visitors are informed of the facility's personal hygiene policies and must have access to toilets and handwashing stations.
* Visitors must follow hygiene policies.
* Visitors must be accompanied and supervised at all times by designated security personnel.
* Visitors are not allowed in packing/storage areas unless accompanied by an employee.
* Visitors must not touch the (product name) or any equipment or utensils unless authorized by the accompanying supervisor or employee.
* In the event that visitors or subcontractors are determined to be failing to comply with any of these the requirements, they will be reported to the person responsible for their entry and must leave the premises at once.

**Returned product program**

* Once returned product is received, the food safety supervisor will inspect the product for evidence of adulteration, looking for physical, chemical, or biological contamination, or changes in product quality.
* The corrective actions record (RECORD-02) is filled out, the problem is described, the data related to the product is indicated (such as the lot number, weight, variety, etc.), the names and phone numbers of key people are recorded, as well as any information needed by the investigating agency or client.
* When required, the returned product must be sent to an external laboratory for analysis. The food safety department will decide which analyses are necessary and RECORD-04 is filled out.