

Food Defense Self-Assessment Checklist

Instructions: Use this checklist to perform a food defense assessment of your facility. After answering “Yes” or “No” to each of the questions, refer to the *Food Defense Strategies* brochure for information on how to improve food safety and security at your facility.

Facility Security

Use these questions to evaluate your facility’s security. Refer to pages 4-5.

	Yes	No	Action to take
Does management do a daily walk-through inspection of the operation?			
Is the area around the facility well lighted?			
Is the facility locked and secured when closed?			
Are exterior doors (other than customer entryways) locked at all times?			
Is access to exterior door and storage area keys restricted to management staff?			

Facility Employees

Evaluate your personnel/ access practices by answering these questions. Refer to pages 6-7.

	Yes	No	Action to take
Are new employees’ work references, addresses, phone numbers, and information on criminal record and immigration status verified?			
Is management alert for unusual employee behavior, i.e. workers staying after shift, arriving unusually early, accessing areas outside their responsibility, etc.?			
Have employees been trained in security procedures?			
Have staff been instructed to report unusual activities in the facility or on grounds?			
Is employee access restricted to those areas in the facility necessary to their job functions?			
Are customers restricted from entering food storage and preparation areas?			
Are cleaning crews, contractors or other non-facility personnel supervised while in food storage and preparation areas?			
Are employee personal items restricted to non-food handling areas?			

Receiving Supplies

Examination of your products and ingredients can prevent you from serving a problem to your customers. Refer to pages 8-9

	Yes	No	Action to take
Are foods purchased only from reputable vendors?			
Are deliveries received only while staff is present?			
Is the delivery person escorted while in the food storage and preparation areas?			
Are deliveries inspected for damage, tampering or counterfeiting before acceptance?			
Are delivery items matched against order invoices before acceptance/use?			
Once received, are foods immediately moved to a secure food storage area?			

Food Preparation/ Holding/ Customer Service

How food is prepared and held in an establishment has great impact on the end result, both in quality and safety. Refer to pages 10-13.

	Yes	No	Action to take
Are standard operating procedures in place that outline the steps in each job?			
Is each ingredient and its packaging inspected for evidence of tampering before use?			
Are employees trained not to use any food with an unusual look or smell?			
Are thermometers routinely used to measure food temperatures during preparation and holding?			
Are foods thoroughly cooked to required temperatures? (Refer to applicable Food Code)			
Are cold foods kept below 41°F/5°C?			
Are hot foods kept above 135°F/57°C?			
Is a “no bare hand contact” policy (use of gloves or tongs) in effect and enforced with ready-to-eat items?			
Are self-service stations, like salad bars and buffets, in locations that are visible to employees at all times?			
Are empty food containers removed and replaced by new ones to replenish food at salad bars and buffets?			

Cleaning

Your cleaning and sanitizing practices help prevent contamination of your food. Refer to pages 14-15.

	Yes	No	Action to take
Are cleaning and sanitizing chemicals used according to manufacturers' recommendations?			
Is the cleaner concentration or water temperature for dish-sanitizing routinely checked?			