



Site Security

Site Security

The company has established, documented and implemented a secure site system, which is maintained to meet the requirements of the Food Safety and Quality Management System and ensure the safe production of products.

Procedure

The secure site system operates with the prerequisites that the facility has a secure site and ensures that all visitors and contractors are authorised, supervised and introduced to our standards of operation.

Entry and exit from the facility is restricted and only authorised visitors and sub-contractors are permitted. All manufacturing areas are protected by security cameras and access codes. Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules. By following this system the company reduces the risk of dangerous behaviour and deliberate product contamination occurring.

Specific Security Measures

The company operates a secure site. Entry and exit from site is restricted and only authorised drivers, visitors and sub-contractors are permitted.

All employees are trained in site security measures on an annual basis or when significant program changes occur. The alert system is briefed during this training and periodically tested for effectiveness by the management team.

Employee hiring and termination policies take appropriate security measures within legal guidelines.

Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.

All visitors and sub-contractors are accompanied whilst on site by a member of staff.

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Revision 1 21st December 2012

Owned by: Technical Manager

Authorised By: General Manager



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Contact details for the Crisis Management Team, Emergency Services and Regulatory Authorities are contained in appendix 1 of this procedure.

The General Manager is the trained Coordinator. The Crisis Management Team receives documented training and education on an ongoing basis and this is reviewed by the Team co-ordinator annually.

Verification of Secure Site System

The Technical department and line management are required to conduct documented audits of the food defence system including the control of visitors and sub-contractors throughout the site at monthly intervals. External audits are also conducted at periodic intervals by independent parties.

Control of Visitors & Contractors

The company has established, documented and implemented a system for the control of visitors and sub-contractors on site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Procedure

The visitor and contractor control procedure ensures that all visitors and contractors to the site are authorised and introduced to our standards of operation. By ensuring visitor contractors are informed, the company reduces the risk of dangerous behaviour and product contamination inadvertently occurring.

The company operates a secure site. Entry and exit from site is restricted and only authorised drivers, visitors and sub-contractors are permitted.

Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.

General Site Visitor Rules:

- The Site Hygiene Policy must be adhered to at all times.

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Prerequisite Security Measures

<u>Outside Physical Security Measures</u>
Plant boundaries are clear and secured to prevent unauthorized entry
Walls or fences are installed, no trespassing signs are posted
Entrances are secured, security personnel, locks and/or alarms are installed
Plant perimeter is periodically monitored for suspicious activity
Outside lighting to monitor the establishment is adequate
Other access points such as windows and vents are secured
Outside storage on the premises is protected from unauthorized access
The following are secured when unattended to prevent unauthorized entry:
- Doors and gates
- Windows
- Roof openings
- Vents
- Trailers
- Tanker hatches
- Bulk storage tanks/silos
- Hose /Pump stations
There are self-locking doors and/or alarms on emergency exits.

<u>Storage Security</u>
Access to storage areas is restricted
Stock rotation (first in, first out) is practiced
Labels and packaging materials are controlled to prevent theft and misuse
Periodic examinations for tampering of materials in storage are performed
Regularly conduct and document security inspections of storage facilities, including temporary storage vehicles
Restrict outdoor access to water wells/sources.
Restrict access to product, ingredient, and packaging storage areas to designated employees only.
Maintain an access log for product and ingredient storage areas.
Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.
Restrict access to external storage facilities to designated employees only

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<u>Personnel Security Measures</u>
ID Cards or a method to recognize or identify employees in the facility is in place
Background or reference checks are conducted for new employees
Employees have restrictions on what they can bring in or take from the facility
Non-employees such as visitors, contractors, guests, customers & truck drivers are managed
A log of non-employees entering the establishment is maintained
A method to recognize or identify non-employees in the establishment is in place
Non-employees are accompanied on site
Non-employees are restricted to appropriate areas
Non-employees have restrictions on what they can bring in or take from the facility
A permit to work system operates for contractors
Authorize appropriate employees to stop a process for significant concerns.
Controlled access by employees and non-employees entering the establishment during working and non-working hours is in place
Employees, temporary employees and non-employees are restricted to areas relevant to their work
A system to identify personnel with their specific functions, assignments or departments using colour coded work wear or similar is in place
Employees are prevented from removing company work wear from the premises
A roster is maintained for each shift
Awareness training on security measures is provided to new employees
Employees are trained to report suspicious activities or unusual observations