



**FOOD DEFENSE PLAN  
(SQF)**

REV.: B  
DATE: 03/13/2025  
OWNER: Quality Manager.

# Food Defense Plan Security Measure for Food Defense

**El Paso Paper Box, Inc  
24 Zane Grey St, El Paso TX, 79906**

***By signing here, I acknowledge that this establishment has measures in place in accordance with this document:***

**Print Name:** Jose Carlos Gallegos

**Title:** Quality Manager / SQF Practitioner

**Signature:** \_\_\_\_\_

**Date:** 02/20/2026



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## Purpose

The purpose of this plan is to ensure the security and integrity of the folding carton manufacturing process by identifying potential risks, establishing preventive measures, and implementing response strategies to protect against intentional contamination or sabotage.

## Scope

This plan applies to all areas of the folding carton manufacturing facility, including raw material receiving, storage, production, packaging, warehousing, and distribution.

### 1. Facility Security Measures

- **Access Control:** Limit access to authorized personnel through individual code entry systems.
- **Visitor Management:** Require all visitors to sign in, wear identification badges, safety vest, and be escorted at all times.
- **Surveillance Systems:** Installed security cameras at key locations, including entry points, production areas, and storage facilities.
- **Lighting:** Ensure adequate lighting around the facility, especially in entryways and storage areas.
- **Employee Training:** Conduct regular training on security protocols, and suspicious activity reporting.

### 2. Raw Material and Supplier Controls

- **Approved Supplier Program:** Source raw materials from approved suppliers.
- **Inspection of Incoming Materials:** Conduct thorough inspections upon receipt for signs of tampering or contamination.
  - Closely monitor loading and unloading of vehicles transporting raw materials, finished products, or other materials.
  - Control access to loading docks to avoid unverified or unauthorized deliveries.
  - Require advance notification from suppliers for all deliveries.
  - Require incoming shipments of raw products to be sealed, documented seals and verify the seals prior to entry. Reject if seals are broken or missing.
  - Require drivers or delivery personnel to provide identification, preferably with a photo ID. Record name.
  - Minimize the time a truck is unlocked during loading or delivery

### 3. Production Process Controls

- **Restricted Access:** Limit access to production areas to essential personnel only.
  - Authorize appropriate employees to stop a process for significant concerns.
  - Control access by employees and non-employees entering the establishment during working and non-working hours



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- Maintain an updated shift roster for each shift
- **Process Monitoring:** Implement real-time monitoring of production lines to detect anomalies.
  - Operators to complete real-time process verifications and verify production data.
- **Product Sampling and Testing:** Conduct quality inspections of in-process materials.

### 4. Warehousing and Distribution Security

- **Inventory Control:** Maintain accurate inventory records and conduct regular audits.
  - Inventory of raw materials and finishing goods are conducted in a monthly basis
  - Clerk dedicated to perform cycling counts of raw material (rolls and sheets)
- **Secure Loading Docks:** Restrict dock access to authorized personnel and use security seals on outbound shipments.
  - Closely monitor loading and unloading of vehicles transporting raw materials, finished products, or other materials.
  - Control access to loading docks to avoid unverified or unauthorized deliveries.
  - Require advance notification from suppliers for all deliveries.
  - Require incoming shipments of raw products to be sealed, documented seals and verify the seals prior to entry. Reject if seals are broken or missing.
  - Require drivers or delivery personnel to provide identification, preferably with a photo ID. Record name.

### 5. Incident Response Plan

- **Suspicious Activity Reporting:** Protocol establishes reporting and investigating suspicious behavior or product anomalies.
  - Employee incident, injury or property damage report on Quality Portal.
  - Contacts established on contingency plan for any emergency
- **Emergency Contacts:** Maintain a list of internal and external contacts for emergency situations updated in the contingency plan
- **Recall Procedure:** Documented recall plan for cases of product contamination/ crisis.
  - Yearly recalls scheduled for IT/ Crisis, Supplier and Customer
- **Corrective Actions:** Conduct root cause analysis and implement corrective actions following an incident.

### 6. Continuous Improvement

- **Regular Audits:** Conduct internal and third-party audits to assess food defense measures.
  - Weekly inspections for scheduled areas for the facility
  - Annual third-party audit.
- **Employee Feedback:** Encourage employees to report vulnerabilities and suggest improvements. An annual survey is performed with all comments reviewed through the annual management



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review with key personnel.

- **Plan Review and Updates:** Review and update the defense plan annually or as needed.

This SQF Defense Plan ensures a proactive approach to protecting the folding carton manufacturing process from intentional threats while maintaining compliance with SQF requirements and industry best practices.