



Creative Occasions, Inc.

Food Defense

Date: 06/14/07

Background:

Under the Bioterrorism Act of 2002, the Food and Drug Administration (FDA) was required to issue the four regulations to enhance the agency's ability to safeguard domestic food processing and imported food shipment. Since, January 2003, FDA has issued four proposed regulations including: (1) Registration of food facilities, (2) Advanced notice of imported food shipments, (3) Administrative detention of foods that pose a potential public health risk, and (4) Procedures for record-keeping by food items.

Team Members:

President
VP of Operations
Director of Quality Assurance
Director of Finance and Administration
Plant Engineer
Purchasing Manager
Production Supervisor

Team Meetings:

Members of the food defense team will meet a minimum of once a year.

FDA Registration:

Creative Occasions, Inc has complied with the Bioterrorism Act of 2002, and is registered with FDA. Registration number is on file.

Physical Security:

- The perimeter of the building is fenced. The gates are locked when the facility is closed.
- A guard monitors the facility and grounds during non-business hours.
- Doors are to remain closed and locked
- Entrances are monitored by a security system.
- Video surveillance is in place in key areas of the facility and grounds.



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- The facility uses city water. Random samples, taken from inside the building, are tested for potability on an annual basis.
- Water hoses are equipped with backflow devices.
- Sanitation chemicals are maintained in a locked closet or cage.

Computer System:

- Computers are password protected.
- Firewalls are built into the computer network
- Computers are only found in office areas and are not in direct access of all employees.

Visitors:

- All visitors are required to sign- in at the reception area and show proof of identification.
- All visitors must be escorted, at all times, by a Creative Occasions employee.
- The taking of photos is not permitted, unless previously approved by Management.

Employees:

- Employees are issued uniforms after 90 days.
- Creative Occasions, Inc. uses a temporary service to hire employees. The agency conducts background and reference checks.
- Personal items are not allowed in production areas.

Training:

- All employees will go through annual training on Food Defense. The training will discuss the reporting of suspicious activity to management, the importance of keeping the building secured and preventing unidentified visitors from entering the facility.

Product Traceability:

- Supplier lot numbers are recorded, at time of use, on the production sheets.
- All finished cases are dated with the manufacture date. This date will allow for traceability back to the supplier lot numbers, of the ingredients, used in the product.
- Ingredient and product inventory is regularly checked for unexplained additions and withdrawals.



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Receiving and Shipping:

- All deliveries and shipments are monitored by a COI employee. Trucks and trailers are visually inspected prior to loading or unloading.
- Deliveries are scheduled and the driver must have a valid PO number.
- Seal numbers of inbound loads are recorded on the inbound inspection paperwork.
- Mail handling is conducted in a separate room.