



International Marketers
of Fresh Produce

Suggested Food Security Protocols

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I Vessels @ Sea

For vessels at sea, there is already a documented standard set forth by the U.S. Coast Guard, which governs most of the security measures that are noted in this first section. It is here as an example to show the extent and serious nature of the security issues at hand and the steps taken to ensure security. A lot of the steps outlined below have been implemented as an overall security policy and not as a result of September 11, 2001, which also proves the dedication to which service providers are willing to go to ensure safety of customer cargo, crew members, and the vessels for which they run.

1.1 Employees & Security

1. At the time of hire for the voyage, the vessel owner will be responsible for ensuring that a criminal background check has been run PRIOR to hiring for all employees associated with the vessel / voyage.
2. Issue a picture ID card. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Country of Citizenship
 4. Employer Name
 5. Employee number
3. All crew members' luggage and personal items have been checked before boarding the vessel.
4. Crew members will only have access to the area and surroundings that pertain to their position. All other areas, within the confines of the vessel, must be controlled by the Master of the vessel.
5. It will be the responsibility of the Master or First Mate to document the crew's daily activities as well as the locations on the vessel to which they have been hired and to retain these records for future review.
6. Any unauthorized change in personnel should be reported immediately by the First Mate to the Master of the vessel.
7. Any crew member outwardly exhibiting nervous, antisocial, irrational behavior or avoiding others will be questioned.
8. Any visitors on-board the vessel while in port shall be restricted and / or accompanied by an authorized crew member.
9. Monitor crew members when boarding or returning from onshore leave for any suspicious looking materials being carried on-board, bulky or large clothing being worn out of season, or tools or other objects that do not pertain to the vessel.
10. Report crew members with an unusual interest in cargo, containers or restricted areas of the vessel.
11. A detailed Security Policy is available at all company locations.

1.2 Vessel & Equipment Security

1. Appoint responsibility for security checks and procedures.
2. Assign security to watch the gangway to prevent unauthorized personnel or articles from boarding.
3. Assign security to watch the waterside of the vessel while docked.
4. Train personnel to alert the ship's officers or security of any suspicious looking boats or personnel in the vicinity of the vessel while in port or while entering or leaving the port.
5. Secure doors leading to hatch / deck.
6. Establish entry procedures into these doors (restricted pass codes).
7. Minimize access into restricted areas.
8. Any unused cabins or storage areas will be inspected and sealed off prior to the vessel leaving port. All areas will be documented and seal numbers retained for future review.
9. Secure and restrict access to the bridge.
10. Secure and limit access to non-chemical storage areas.
11. Keep inventory records of maintenance chemicals and fruit conditioning agents.
12. Secure and restrict access to chemical storage areas.
13. Random checks of secured areas to be conducted and documented during sea voyage.
14. Adhere to all imposed Coast Guard Regulations.
15. Prior to final lockdown, a final investigation of the ship is to be performed in accordance with a documented Vessel Search Checklist; this should include but not be limited to a search for evidence of tampering, stowaways, ventilation systems or any dubious looking materials on board.

1.3 Product Security

1. Inspect and secure all air intake systems (filtration systems).
2. Fruit conditioning during transit (ONLY authorized personnel will conduct the process).
3. Automatic temp probes for temperature recording inside secured decks.
4. Documented Emergency Procedures for entering secured H/D.
5. Do not allow any suspicious looking cargo to be loaded onto the vessel.
6. Any cargo that looks suspicious or tampered with should be reported immediately to the Master of the vessel for investigation.
7. Suspicious looking cargo should be investigated for its country of origin, if it was transshipped from country of origin, ports and vessels where transshipment took place, and cargo should be thoroughly inspected.
8. Do not allow any "Last Minute" cargo to be loaded onto the vessel without official documents for clearance and following steps outlined in point #7.
9. For any cargo being loaded in sealed containers, the seals must be checked and the numbers verified.
10. Any unsealed containers will be refused from being loading onto the vessel.
11. All decks, once stowed, and each hatch, once completed, should be sealed and the seal number documented before leaving port.
12. Upon arrival at destination, seal numbers should be verified before the hatch, then each subsequent deck, is opened.

II Vessels @ Discharge

2.1 Employees & Security

1. Follow U.S. Coast Guard requirements, verifying crew, H/D, storage and compartment checks, accompanied by written reports on the vessel before given written permission to proceed inland and dock.
2. Prior to discharge of cargo, a re-investigation of the ship is to be performed in accordance with a documented Vessel Search Checklist; this should include but not be limited to, a search for evidence of tampering, stowaways, ventilation systems or any dubious looking materials on board.
3. Any discrepancies or variations from the original results of the Vessel Search Checklist shall be reported to the Master of the vessel, Terminal Operator Supervisor and security and possibly local law enforcement.
4. Stevedores and union labor will only have access to the area and surroundings that pertain to their position. All other areas, within the confines of the terminal, must be controlled by the terminal.
5. It will be the responsibility of the Terminal Operators to document the service provider's daily activity as well as locations of the service providers for which they have been hired and retain these records for future review.
6. Any unauthorized change in personnel should be reported immediately to the supervisor of the specific service provider as well as the Terminal Operator Supervisor.
7. Any person outwardly exhibiting nervous, antisocial, or irrational behavior or avoiding others will be reported to the Terminal Operator and questioned.
8. A detailed Security Policy is available at all company locations.

2.2 Plant & Equipment Security

1. The area surrounding the pier and vessel shall have adequate lighting at night.
2. Warehouses and buildings where cargo is stored will be inspected frequently for signs of deterioration or tampering.
3. Areas where containers are stored once taken off the vessel, will be secured and monitored by armed security patrol.
4. Vehicles will not be permitted to park on the pier or near the vessel.
5. Shipping lines agent is responsible for providing written procedures for securing the quarters and closing of H/D during meal breaks.
6. Security patrols at vessel discharge, during truck loading and around facility perimeter.
7. Assign security to watch the gangway to prevent unauthorized personnel or articles from boarding.
8. Assign security to watch the waterside of the vessel while docked.
9. Any unused cabins or storage areas that were sealed off prior to the vessel leaving the port of origin, shall remain sealed while in-port at destination, unless these areas are warranted for use.
10. Any areas still not warranted for use will remain sealed and seal numbers will again be verified and randomly checked while in port and retained for future review.

2.3 Product Security

1. Supervised (USDA) opening of hatch / deck.
2. Documentation of the cutting of seals and opening of each H/D (responsibility of the shipping line agent to keep this on file).
3. Shipping lines agents are required to provide a record of vessel discharge and checks at discharge and in transit to the importer and their customs broker.
4. Any product damaged during discharge should be segregated from the rest of the cargo within the controlled environment of the port facility, and monitored until such time as it is repaired and deemed secure to be returned to the rest of the cargo.
5. Any product discharged that looks suspicious or has evidence of tampering should be reported to a supervisor immediately.
6. Any containers being delivered to the terminal for loading shall be inspected prior to being admitted onto the terminal.
7. Any suspicious or inconsistent observances of a container shall be reported immediately to terminal security, container will not be permitted to enter the terminal and will have to undergo further investigation before admittance to the terminal will be granted. Local law enforcement may be required during the investigation process.

III Stevedores

3.1 Employees & Security

1. At the time of daily hire from the union hall, the time keeper shall collect all regular members ID cards, and must issue a picture ID card. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Employer Name – e.g. ILA or Stevedore Company
 4. Employee number
 5. Social Identification Number (SIN for Canadian requirements)
 6. TD1 (Canadian requirements)
2. Temporary daily hires are required to provide a picture ID, and their Social Security Number, and must be issued a picture ID card – as specified in point #1
3. For first time hires, it is mandatory that they supply a picture ID, Social Security Card, fill out a W-4 tax form and have a criminal background check run on them before time of hire.
4. It is also required that all employees, daily, temporary or first time, have a criminal background check run at the time of hire, then annually.
5. It will be the responsibility of the stevedore to document their daily hires as well as the location / vessel for which they have been hired, and to retain these records for future review. These records should be carried by the supervisor in charge of the discharge of the vessel / location.
6. No containers or baggage, including but not limited to personal bags, food containers, etc., will be allowed in any employee's possession or on the vessel during discharge.
7. Employees will only have access to the area and surroundings that pertain to their position. All other areas within the confines of the port facility must be controlled by the port facility.
8. Employees should be physically checked for any bags or containers, or other carry on items not required for their daily work, every time they go onto or come off of the vessel.
9. A random check after lunch hours and at break times to ensure that the same personnel have returned to their position.
10. Any unauthorized change in personnel should be reported immediately by the supervisor to the Stevedoring Company.
11. A detailed Security Policy is available at all company locations.

3.2 Plant & Equipment Security

1. When leaving for or returning from a break, ensure that the hatches / decks are secured.
2. Any area found unsecured should be reported to a supervisor immediately for investigation.

3.3 Product Security

1. Any product damaged during discharge should be segregated from the rest of the cargo within the controlled environment of the port facility, and monitored until such time as it is repaired and deemed secure to be returned to the rest of the cargo.
2. Any product discharged that looks suspicious or has evidence of tampering should be reported to a supervisor immediately.

III Pier Facilities

4.1 Employees & Security

1. At the time of hire a picture ID card must be issued. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Employer Name – e.g. ILA or Terminal Operator's name
 4. Employee number
 5. Social Identification Number (SIN for Canadian requirements)
 6. TD1 (for Canadian requirements)
2. Strict employee screening including criminal background checks.
3. Screening process for temporary employees and visitors.
4. Barcode ID card screening, for all personnel entering the pier on a regular / daily basis (fumigators, USDA, PPQ, FDA, Customs, importers, inspectors, expeditors and local trucking companies / storage trucks).
5. It will be the responsibility of the Terminal Operators to document the service provider's daily activity as well as locations of the service providers for which they have been hired and retain these records for future review.
6. Any unauthorized change in personnel should be reported immediately to the supervisor of the specific service provider as well as the Terminal Operator Supervisor.
7. Any person outwardly exhibiting nervous, antisocial, or irrational behavior or avoiding others will be reported to the Terminal Operator and questioned.
8. Documented visitor's log book.
9. Daily logs of all personnel admitted to the terminal.
10. Collect the licenses and registrations for all drivers and trucks entering the terminal, and then issue a temporary day pass. All ports will be required to retain a copy of the driver's license and registration details.
11. After verification of point # 7, issue trucker a terminal entry pass to be used in conjunction with their employee issued picture ID card for future entry onto the terminal.
12. No containers or baggage, including but not limited to personal bags, food containers, etc., will be allowed in any employee's possession or permitted into the warehouses or onto the pier during discharge or during truck loading.
13. A detailed Security Policy is available at all company locations.

4.2 Plant & Equipment Security

1. All terminals should have a secured physical perimeter (fences with razor wire) that is strictly patrolled and monitored.
2. Posted warning signs that you are entering a secured terminal.
3. Limited and controlled access of personal vehicles on the terminal.
4. Posted signs upon entering the terminal that all vehicles are subject to search.
5. Access to the warehouses at night, should be controlled by access doors with pass code entry systems. The pass code to be strictly controlled, changed randomly, and for the use of fumigators, PPQ, USDA and port supervisors necessary for fumigation or appropriate nighttime activity.
6. Employees will have access only to the areas and surroundings that pertain to their position.
7. Employees found in areas that they are not assigned to will be reported immediately to terminal security and, after investigation, possibly to local law enforcement agencies.
8. Regular armed guard patrols of the facility, around the vessel during discharge and during nightly activity.
9. Only authorized terminal employees will have access to data entry and / or operational systems.

4.3 Product Security

1. All trucks entering the facility must be checked. Empties must have back doors opened. Trucks carrying fruit must show seal log book and seal **must** be verified.
2. Issuing of seals at sign-in and then ensure sealing of all trucks leaving the port.
3. Lockdown facility during meal breaks and at night.
4. Record all companies that each truck is to pick up product with.
5. Investigate any variation from point #4.
6. Any product damaged during discharge should be segregated from the rest of the cargo within the controlled environment of the terminal facility, and monitored until such time as it is repaired and deemed secure to be returned to the rest of the cargo.
7. Any product discharged that looks suspicious or has evidence of tampering should be reported to a terminal supervisor immediately.

V Trucking Companies

5.1 Employees & Security

1. At the time of hire a picture ID card must be issued. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Employer Name
 4. Employee number
 5. Social Identification Number (SIN for Canadian requirements)
 6. TD1 (for Canadian requirements)
2. Strict employee screening including criminal background checks. Also collect and verify driver's license and registration for all non-company trucks.
3. A detailed Security Policy is available at all company locations.

5.2 Plant & Equipment Security

1. Trailers must be sealed (or back doors opened for inspection if empty) when entering a terminal or cold storage facility.
2. Trailers must be re-sealed when leaving any port or cold storage facility.
3. For trucking companies which perform cross docking operations:
 1. Have a secured physical perimeter (fences with razor wire) that are strictly patrolled and monitored.
 2. Posted warning signs that you are entering a secured facility.
 3. Limited and controlled access of personal vehicles to the facility.
 4. Posted signs upon entering the facility that all vehicles are subject to search.
 5. Access to the warehouses at night should be controlled by access door with pass code entry. The pass code to be strictly controlled, changed randomly,) and for the use of necessary personnel for appropriate nighttime activity.

5.3 Product Security

1. Ensure that trailers are clean and free from any residual debris or foreign odors.
2. Ensure that seal is put on the trailer before leaving a facility.
3. Must supply seals in case of multiple customer drops.
4. Truck responsible to carry and maintain a seal log.
5. Truck to supply history of seal replacement to the destination customer.
6. Copy of appropriate log book page must be sent in with the trucking invoice.
7. For trucking companies used on a regular basis for fruit pick up, a full list of drivers names, license numbers, and registration numbers must be made available prior to any shipping season, to all pier facilities, inland cold storage facilities, and any other place of regular product pick-up.
8. For trucking companies contracted on an occasional basis for retailer pick ups, the details of vehicle registration, driver name, drivers license number, and registration number must be supplied to the produce company from whom the driver is collecting fruit, at least 4 hours prior to scheduled arrival.

VI Produce Industry

6.1 Employees & Security

1. At the time of hire a picture ID card must be issued. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Employer Name
 4. Employee number
 5. Social Identification Number (SIN for Canadian requirements)
 6. TD1 (for Canadian requirements)
2. Strict employee screening including criminal background check.
3. Any employee trying to enter a port or cold storage facility without proper ID will be denied entry.
4. All visitors must be accompanied by a company employee at all locations.
5. Maintain an internal documented visitor log book for all facilities utilized.
6. Each employee will be responsible to monitor the area for which they have been assigned, for anything or anyone of a suspicious nature.
7. Any and all visitors to company offices shall check in with the receptionist.
8. Any unknown visitors should be detained in the reception area, pending further scrutiny.
9. A detailed Security Policy is available at all company locations.

6.2 Plant & Equipment Security

1. All doors and windows are to be locked or secured at night when leaving a company office / location.
2. For company run storage warehouses and off-site office, access will be limited through designated doors; all other doors will remain locked.
3. All doors should be secured with pass codes, the code to be changed at random.
4. Equipment, specifically used for product inspections, shall be cleaned in accordance with established SSOPs and stored in a secured area.
5. Any evidence of forced entry, tampering or alteration to any facility or office will be reported immediately to a supervisor and possibly to local authorities.
6. Any suspicious looking packages, parcels or envelopes delivered to any company location shall be reported to a supervisor and will remain sealed, pending further investigation.

6.3 Product Security

1. For company-run warehouses, all inbound trucks will be verified for seal, seal number and shipping location.
2. An Inbound Verification Log Book will be maintained at each company location for all inbound loads from port and cold storage locations.
3. Verification to your customers of the last company seal put onto their truck.
4. Product received from an unfamiliar source (trucking company) shall be examined for evidence of tampering or adulteration.

VII Off Port Cold Storage

7.1 Employees & Security

1. At the time of daily hire a picture ID card must be issued. This card must include the following information:
 1. Full face frontal picture
 2. Full name
 3. Employer name
 4. Employee number
 5. Social Identification Number (SIN for Canadian requirements)
 6. TD1 (for Canadian requirements)
2. Temporary daily hires are required to provide a picture ID, and their Social Security Number, and must be issued a picture ID card, as specified in point #1
3. Temporary or daily hires should have color coded ID cards to signify employment status.
4. For first time hires, it is mandatory that they supply a picture ID, Social Security Card, fill out a W-4 tax form and have a criminal background check run on them before time of hire.
5. It is also required that all employees, daily, temporary or first time, have a criminal background check run at the time of hire, then annually.
6. It will be the responsibility of the supervisor to document their daily hires as well as the location / operation to which they have been hired, and to retain these records for future review. These records should be carried by the supervisor in charge of the warehouse.
7. No containers or baggage, including but not limited to personal bags, food containers, etc., will be allowed in any employee's possession in the warehouse.
8. Employees will only have access to the area and surroundings that pertain to their position. All other areas, within the confines of the warehouse, must be controlled by the warehouse supervisor.
9. All visitors must be accompanied by an employee of the produce company.
10. Assign a color-coded Visitors Tag to all visitors. The Visitors Tag must show the company name for which the customer is visiting. Have several produce company Visitor Tags available.
11. Maintain a documented Visitor Log Book.
12. A detailed Security Policy is available at all company locations.

7.2 Plant & Equipment Security

1. Secured physical perimeter (fences with razor wire) that is strictly patrolled and monitored.
2. Automated entry system at main gate or entrance into facility.
3. Posted warning signs that you are entering a secured facility.
4. Limited and controlled access of personal vehicles within the secured area.
5. Posted signs upon entering the facility that all vehicles are subject to search.
6. Designated section of the parking area for visitors only.
7. Access to the warehouses at night should be controlled by a limited number of access doors with pass code entry.
8. Alarmed remote exit doors.
9. Employees will only have access only to the area and surroundings that pertain to their position.
10. Employees found in areas that they are not assigned to will be reported immediately to security and, after investigation, possibly to local law enforcement agencies.
11. Regular armed guard patrols of the facility and during nightly activity.
12. Only authorized employees will have access to data entry and/or operational systems.

7.3 Product Security

1. When checking all trucks entering the facility: empties must have back doors opened. Trucks carrying fruit must show seal log book and seal **must** be verified.
2. Warehouse supervisor or produce company employee to break seals and sign-off in trucker's log book.
3. Document broken seal number and truck / trailer #.
4. Issuing of seals at sign-in and then ensure sealing of all trucks leaving the facility.
5. Documented Log Book for seal assignment.
6. Lockdown of facility during meal breaks and at night.
7. Any product received with evidence of damages or tampering should be reported to Oppenheimer personnel as well as to the facility supervisor, then segregated from the rest of the cargo, within the controlled environment of the facility, and monitored until such time as it is repaired and deemed secure to be returned to the rest of the cargo.
8. Employees will only have access to the area and surroundings that pertain to only their position.
9. Employees found in areas that they are not assigned to will be reported immediately to security and, after investigation, possibly to local law enforcement agencies.

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