

FREE OPERATIONAL TEMPLATE

Allergen Cross-Contact Checklist

Use this 60-point checklist to prevent unintended allergen transfer through suppliers, storage, shared equipment, employees, cleaning, rework, labels, service, delivery, and incident response.

Site / location

Review date

Reviewer

Responsible manager

1. Program scope, risk assessment, responsibilities, and document control

1 Confirm the site, process, product range, applicable allergens, review date, reviewer, and areas included in the cross-contact assessment.

CROSS-CONTACT

NAME Enter

DATE / TIME Enter

APPROVAL Sign

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

2 Maintain a controlled risk assessment that maps allergen-containing materials, shared equipment, airborne dust, employees, tools, rework, waste, and product flow.

CRITICAL

CROSS-CONTACT

Record	Current	Owner	Evidence	Action

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

3 Define critical failures that require an immediate production or service stop, affected-product hold, escalation, and documented release decision.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

4 Assign named owners for procurement, receiving, storage, production, sanitation, quality, labels, service, delivery, and incident response.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

5 Verify current SOPs, zoning maps, cleaning methods, changeover sequences, verification criteria, emergency contacts, and escalation routes are available.

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO Add

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

6 Review previous incidents, near misses, complaints, failed verification results, repeat findings, and overdue corrective actions before starting the assessment.

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Map every realistic transfer route before auditing the floor, including shared equipment, dust, people, tools, rework, packaging, and waste.

2. Supplier approval, ingredient specifications, declarations, and change control

7

Confirm approved supplier specifications identify intentionally added allergens, potential cross-contact sources, manufacturing sites, shared-line information, and notification requirements

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

8

Compare incoming ingredient labels and packaging with the approved specification, recipe, and allergen matrix before the material is released for use.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

9

Require suppliers to notify and obtain approval for changes to ingredients, formulations, processing sites, shared equipment, packaging, or precautionary statements.

CRITICAL

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

10

Assess emergency purchases, substitutions, alternate brands, and locally sourced materials for allergen impact before receipt, production, sale, or service.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

11

Review technical sheets, allergen declarations, supplier audits, certificates, complaints, and corrective-action evidence for completeness and currency.

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

12

Remove obsolete specifications and communicate approved changes to recipes, labels, menus, systems, training, stock controls, and affected locations.

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Do not rely on pack labels alone. Compare current supplier specifications, manufacturing-site information, and approved allergen declarations before use.

3. Receiving, identification, segregation, storage, decanting, and internal movement

- 13 Inspect incoming packaging for intact seals, legible identity, lot details, allergen declarations, product condition, and evidence of leakage or contamination.

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

- 14 Quarantine any ingredient with missing, changed, damaged, over-labelled, or inconsistent allergen information until an authorized reviewer approves disposition.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

- 15 Store allergen-containing materials in designated, closed, clearly labelled locations that prevent spills or residues from reaching other ingredients and packaging.

CRITICAL

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

- 16 Use dedicated or clearly identified scoops, bins, pallets, containers, liners, and secondary packaging for allergen-containing materials where required.

CROSS-CONTACT

RESULT | Enter

LIMIT | Enter

METHOD / ID | Enter



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

- 17 Control decanting and internal transfers so the original identity and allergen status remain attached and the receiving container is clean and suitable.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO | Add



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

- 18 Manage damaged bags, spills, returns, rework, waste, and internal transport routes to prevent residue transfer into non-matching products or zones.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Follow materials from the receiving bay to the point of use and look for damaged packs, open containers, shared tools, spills, and storage above lower-risk

4. Production scheduling, zoning, line clearance, changeovers, and pre-start release

- 19 Sequence production from lower allergen complexity to higher allergen complexity where the approved risk assessment supports this control.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

- 20 Use an approved changeover plan based on the prior product, next product, allergen profile, equipment design, validated cleaning method, and required verification.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

- 21 Complete line clearance by removing previous product, ingredients, labels, packaging, rework, utensils, documents, and waste from the line and surrounding area.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

- 22 Inspect dismantled and difficult-to-clean points such as hoppers, conveyors, seals, joints, dead spaces, guards, utensils, and transfer equipment.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

- 23 Prevent simultaneous open handling of incompatible allergen profiles where shared air, employees, utensils, splashes, dust, or product routes create transfer risk.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

- 24 Require an authorized pre-start review and documented release before the next product, batch, menu item, or service activity begins.

CROSS-CONTACT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Sign

 Execution tip: Observe a real changeover from the last product through line release. Paper records alone cannot confirm that residues, labels, tools, and rework were removed.

5. Employee practices, hand hygiene, PPE, tools, equipment, and movement controls

25 Confirm employees understand the current product allergen profile, transfer risks, zoning rules, equipment status, and actions required before starting the task.

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

26 Verify handwashing, glove changes, apron or PPE changes, and footwear controls are completed when moving between allergen profiles or contaminated tasks.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

27 Restrict unnecessary movement of employees, tools, carts, ingredients, waste, and maintenance equipment between allergen-controlled zones.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

28 Inspect dedicated or colour-identified utensils and equipment for clear identification, cleanliness, good condition, correct storage, and exclusive use where required.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

29 Control shared scales, probes, tablets, touch screens, handles, pens, clipboards, phones, and other frequently touched items that can transfer residues.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

30 Ensure contractor and maintenance tools, replacement parts, lubricants, and work areas are cleaned, inspected, and released before food production or service resumes.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Watch employees during live work. Cross-contact often occurs through gloves, aprons, handles, shared devices, carts, utensils, and movement between zones.

6. Cleaning methods, validation, execution, verification, and sanitation release

31

Confirm the cleaning method defines dismantling, chemistry, concentration, contact time, temperature, mechanical action, rinse steps, inspection, and responsible roles.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

32

Verify the method has been validated for the relevant allergen, worst-case product, equipment design, residue condition, and production scenario.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

33

Observe employees completing the approved sequence without shortening steps, reusing contaminated tools, or reintroducing residues after cleaning.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

34

Complete pre-operational visual inspection of product-contact surfaces, hidden points, framework, guards, tools, floors, and nearby ledges before release.

CROSS-CONTACT

RESULT

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LIMIT

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METHOD / ID

Enter



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

35

Use allergen-specific swabs, rinse samples, product tests, or another approved verification method where required, with defined sampling points and acceptance criteria.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

36

Treat failed verification as a critical deviation requiring re-cleaning, repeat verification, affected-product hold, investigation, and authorized release.

CRITICAL

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: For critical cleaning controls, verify both the method and the result. A completed cleaning record is not proof that the relevant allergen residue was removed.

7. Recipes, substitutions, rework, packaging, labels, coding, and finished-product release

37

Confirm the controlled recipe and allergen matrix match current ingredient specifications, batch instructions, menu information, and production systems.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

38

Prevent unapproved substitutions, garnishes, toppings, processing aids, carry-over ingredients, or local additions that change the allergen profile.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

39

Control rework identity, allergen profile, quantity, destination, shelf life, storage, traceability, and maximum permitted addition to compatible products only.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

40

Verify packaging and labels issued to the line match the exact product, recipe, market, allergen declaration, precautionary statement, and approved artwork.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

41

Complete first-off and periodic label checks for product identity, allergen statement, ingredient list, lot or date code, legibility, placement, and seal integrity.

CRITICAL

CROSS-CONTACT

RESULT

Enter

LIMIT

Enter

METHOD / ID

Enter



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

42

Remove and reconcile leftover labels, packaging, ingredients, rework, and coded materials at changeover before releasing the next product.

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Trace one product from approved recipe to packed output. Confirm the actual ingredients, rework, label, artwork, and changeover reconciliation all match.

8. Customer enquiries, order capture, preparation, communication, verification, and handoff

43 Confirm menu, product, and allergen information matches approved recipes and specifications across POS, websites, apps, boards, printed menus, and staff references.

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

44 Require employees to repeat and record the customer request, clarify uncertainty, avoid unsupported assurances, and escalate questions to an authorized person.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

45 Mark the request clearly in the POS, ticket, kitchen display, or order record and communicate it through preparation, final verification, and handoff.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

46 Use a dedicated preparation area and equipment, or a verified cleaned setup, according to the approved policy and actual cross-contact risk.

CRITICAL

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

47 Require a final verifier to check order identity, ingredients, utensils, garnish, packaging, label, seal, and customer or table before release.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

48 When safe control cannot be guaranteed, communicate this clearly, stop the order, and do not improvise a replacement process or unsupported claim.

CRITICAL

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Trace a real allergen-sensitive order from the customer request to final handoff. Confirm every employee and system passes the same information without

9. Takeaway, delivery, catering, buffet, transport, and third-party channel controls

49 Pack allergen-sensitive orders separately using clean materials, clear identification, secure seals, and protection from contact with other products or spillages.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

50 Inspect dispatch surfaces, trays, crates, delivery bags, insulated boxes, rider equipment, and transport containers for cleanliness and allergen residue risk.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

51 Verify order identity, allergen instruction, customer or destination, bag count, seals, and handoff acknowledgement before release to the rider or customer.

CRITICAL

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

52 Confirm third-party menus, modifiers, product names, images, allergen information, availability, and partner instructions match the approved source.

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

53 Control catering and buffet service with accurate labels, dedicated utensils, adequate spacing or barriers, covered food, supervised replenishment, and customer guidance.

CRITICAL

CROSS-CONTACT

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

54 Investigate damaged packaging, mixed bags, wrong orders, missing labels, cross-use of utensils, delivery complaints, and any break in the verified handoff process.

CRITICAL

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Inspect dispatch and handoff, not only kitchen preparation. Mixed bags, contaminated delivery equipment, wrong labels, and third-party menu errors can undo

10. Incidents, product hold, withdrawal or recall, corrective actions, trends, and sign-off

55 Stop production, sale, service, or handoff; hold and segregate suspected product or orders; preserve traceability; and document immediate containment.

CRITICAL

CROSS-CONTACT

Finding	Risk	Owner	Due	Proof



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

56 Classify severity, identify affected lots, orders, sites, customers, and channels, and initiate withdrawal, recall, notification, or emergency response where applicable.

CRITICAL

CROSS-CONTACT

Finding	Risk	Owner	Due	Proof



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

57 Assign each corrective action to a named owner with priority, due date, interim control, required evidence, escalation route, and approval responsibility.

CRITICAL

CROSS-CONTACT

Finding	Risk	Owner	Due	Proof



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

58 Verify closure through repeat inspection, cleaning verification, label or system correction, training evidence, supplier response, product disposition, and reviewer approval.

CRITICAL

CROSS-CONTACT

Compliant

Partial

Non-compliant

N/A



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

59 Trend incidents, near misses, verification failures, complaints, repeat findings, and overdue actions by allergen, product, equipment, process, supplier, and location.

CROSS-CONTACT

Record	Current	Owner	Evidence	Action



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

60 Record final status, unresolved risks, affected product disposition, management approval, next review date, reviewer, date, time, and signatures.

CRITICAL

CROSS-CONTACT

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Keep every action open until objective evidence confirms the immediate risk is controlled, affected product is accounted for, and the root cause will not recur.

RUN THIS CHECKLIST DIGITALLY

Turn cross-contact findings into verified preventive action

Schedule reviews, capture live evidence, hold affected product, assign owners, verify closure, and compare recurring risks across every location.

Try This Checklist in Taqtics