

Allergen Management Checklist

Use this 60-point checklist to review allergen governance, suppliers, ingredients, receiving, storage, production, cleaning, labels, customer communication, delivery, incidents, traceability, and corrective-action closure.

LOCATION / SITE

REVIEW DATE

REVIEWER

RESPONSIBLE MANAGER

1. Program scope, legal allergen register, responsibilities, and document control

1

ALLERGEN CONTROL

Confirm the site, business format, date, reviewer, departments, production areas, service channels, and products included in the allergen review.

NAME

DATE / TIME

APPROVAL

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

2

CRITICAL

ALLERGEN CONTROL

Maintain a current register of allergens that must be declared or controlled under each applicable market, customer, and contractual requirement.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

3

ALLERGEN CONTROL

Define accountable owners for ingredient approval, recipes, labels, production, cleaning, service communication, incident response, and corrective-action closure.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

4

ALLERGEN CONTROL

Verify the allergen-management procedure, risk assessment, process maps, contact list, and emergency escalation instructions are approved and available.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

5

ALLERGEN CONTROL

Identify high-risk products, shared lines, rework routes, open handling, manual additions, garnishes, and service steps where allergen cross-contact can occur.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

6

ALLERGEN CONTROL

Review previous allergen complaints, near misses, withdrawals, label errors, supplier changes, failed cleaning verification, and overdue actions before the audit.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Set the applicable allergen list, scope, ownership, and escalation rules before reviewing operational controls.

2. Supplier approval, ingredient specifications, recipes, substitutions, and change control

7

CRITICALALLERGEN CONTROL

Verify every ingredient and processing aid has an approved specification with complete allergen composition, sub-ingredients, precautionary statements, and supplier contact details.

RECORDCURRENTOWNEREVIDENCEACTION

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

8

ALLERGEN CONTROL

Confirm supplier approval includes allergen controls, change-notification expectations, traceability, complaint history, and review of relevant certificates or audit evidence.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

9

ALLERGEN CONTROL

Match current ingredient labels and supplier documents against the approved specification, recipe, bill of materials, menu matrix, and packaging declaration.

RECORDCURRENTOWNEREVIDENCEACTION

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

10

CRITICALALLERGEN CONTROL

Control ingredient, brand, supplier, formulation, pack-size, and country-of-origin changes before purchase, receipt, production, sale, or menu publication.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

11

ALLERGEN CONTROL

Prohibit unapproved substitutions and verify emergency replacements receive documented allergen assessment, label review, operational communication, and authorization.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

12

ALLERGEN CONTROL

Confirm recipes, preparation instructions, rework rules, garnishes, sauces, oils, release agents, and incidental ingredients reflect the current approved allergen profile.

RECORDCURRENTOWNEREVIDENCEACTION

1

Execution tip: Check the label and supplier specification for the actual material in use, not only the approved database record.

3. Receiving, label verification, decanting, storage, stock rotation, and identification

13

ALLERGEN CONTROL

Inspect incoming materials for correct product, supplier, batch, intact packaging, readable labels, allergen declaration, and consistency with the approved purchase specification.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

14

ALLERGEN CONTROL

Quarantine any material with missing, damaged, unclear, unexpected, or changed allergen information until the responsible team completes assessment and disposition.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

15

ALLERGEN CONTROL

Keep original labels with ingredients during decanting, or apply controlled secondary labels that identify the product, batch, date, allergens, and expiry or use-by information.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

16

CRITICAL

ALLERGEN CONTROL

Store allergenic materials in closed, identifiable containers and use segregation, dedicated zones, lower shelving, or other approved controls to prevent spills and cross-contact.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

17

ALLERGEN CONTROL

Verify stock locations, shelf labels, colour coding, containers, scoops, liners, and utensils remain consistent with the allergen-control plan and are not interchanged.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

18

ALLERGEN CONTROL

Control damaged packs, spill cleanup, returns, samples, employee food, obsolete stock, and waste so allergen residues cannot contaminate approved ingredients or food-contact areas.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Inspect physical stock and decanted containers to confirm identification and segregation remain effective during normal work.

4. Production planning, segregation, scheduling, weighing, preparation, and cross-contact control

19

ALLERGEN CONTROL

Sequence production using the approved allergen matrix, cleaning requirements, product risk, equipment design, and validated changeover rules.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

20

ALLERGEN CONTROL

Separate allergen-free or allergen-controlled preparation by space, time, barriers, airflow, employee movement, utensils, equipment, containers, and ingredient staging as required.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

21

ALLERGEN CONTROL

Verify weighing, dispensing, mixing, cooking, cooling, assembly, garnish, and rework steps use the correct identified materials and prevent unintended transfer.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

22

CRITICAL

ALLERGEN CONTROL

Use dedicated or effectively cleaned tools, cloths, gloves, trays, pans, probes, fryers, grills, mixers, slicers, and small equipment according to the approved risk assessment.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

23

ALLERGEN CONTROL

Prevent allergen carryover through shared oil, water, steam, dust, flour, aerosols, splash, drips, conveyor contact, product buildup, hand contact, or poorly controlled traffic flow.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

24

CRITICAL

ALLERGEN CONTROL

Stop the process and place affected product on hold whenever identity, segregation, scheduling, cleaning status, or allergen content cannot be confirmed.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Observe a live production or preparation changeover and trace ingredient, employee, utensil, equipment, and rework movement.

5. Cleaning, sanitation, verification, maintenance, rework, and waste control

25

ALLERGEN CONTROL

Define allergen-cleaning methods for each line, tool, surface, container, vehicle, service area, and changeover, including disassembly, sequence, chemicals, time, and verification.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

26

ALLERGEN CONTROL

Confirm cleaning employees understand that visual cleanliness alone may not prove allergen removal and follow the approved validated or verified method.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

27

ALLERGEN CONTROL

Inspect difficult areas such as seals, joints, screens, hollow parts, belts, transfer points, utensils, cloth storage, drains, extraction, and mobile equipment for residue carryover.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

28

CRITICAL

ALLERGEN CONTROL

Use the approved verification method, frequency, sampling location, acceptance criteria, test controls, records, and response when allergen-cleaning checks are required.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

29

ALLERGEN CONTROL

Control maintenance tools, lubricants, spare parts, temporary repairs, contractors, and post-maintenance cleaning before equipment returns to production.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

30

ALLERGEN CONTROL

Keep rework, returns, recovered product, samples, sweepings, spill material, and waste identified and only reuse or dispose of them under approved allergen-compatible rules.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Verify cleaning effectiveness at the hardest-to-clean locations and keep product on hold when acceptance cannot be demonstrated.

6. Packaging, labels, menus, recipes, digital channels, and information accuracy

31

ALLERGEN CONTROL

Verify packaging and label issue controls prevent the wrong film, carton, sleeve, sticker, menu, recipe card, or digital product record from being used.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

32

ALLERGEN CONTROL

Check ingredient lists, allergen declarations, emphasis, contains statements, precautionary statements, product names, translations, and claims against the approved specification.

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

33

ALLERGEN CONTROL

Confirm line clearance removes obsolete packaging and that startup, changeover, reconciliation, barcode, vision-system, and label checks are completed and recorded.

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

34

CRITICAL

ALLERGEN CONTROL

Compare allergen information across printed menus, menu boards, counter cards, websites, kiosks, apps, QR menus, call centres, and third-party delivery platforms.

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

35

ALLERGEN CONTROL

Control limited-time products, seasonal items, recipe changes, local ingredients, toppings, sauces, modifiers, combo meals, and promotions before publication or sale.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

36

ALLERGEN CONTROL

Prevent unsupported allergen-free, free-from, vegan, plant-based, gluten-free, or similar claims and document the assessment, controls, and approval behind any claim used.

Execution tip: Compare the same product across packaging, menus, recipes, POS, websites, apps, and third-party channels to find inconsistencies.

7. Customer enquiries, order capture, preparation communication, final verification, and handoff

37

ALLERGEN CONTROL

Provide customers with clear, current allergen information and a defined route to trained employees when they ask about ingredients or cross-contact risk.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

38

CRITICALALLERGEN CONTROL

Record allergen requests accurately at order entry and communicate them through the POS, ticket, kitchen display, verbal callout, label, and handoff process without ambiguity.

RECORDCURRENTOWNEREVIDENCEACTION

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

39

ALLERGEN CONTROL

Require trained employees to confirm the recipe, ingredient labels, substitutions, preparation method, shared equipment, and known cross-contact risks before accepting the order.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

40

ALLERGEN CONTROL

Use the approved preparation area, ingredients, tools, gloves, containers, labels, and workflow for allergen-sensitive orders and avoid unnecessary handling or reopening.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

41

ALLERGEN CONTROL

Complete an independent final check of the customer request, meal components, sides, sauces, garnish, packaging, label, table or order number, and handoff recipient.

NAME

DATE / TIME

APPROVAL

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

42

CRITICALALLERGEN CONTROL

Do not guess, overpromise, or declare a product safe when information is missing or controls cannot be assured; explain the limitation and escalate to the responsible manager.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Trace one allergen-sensitive order from customer enquiry to final handoff and verify each transfer of information.

8. Employee training, competency, personal practices, communication, and emergency readiness

43

ALLERGEN CONTROL

Verify induction and refresher training covers food allergy seriousness, regulated allergens, symptoms awareness, cross-contact, labels, recipes, cleaning, service communication, and escalation.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

44

ALLERGEN CONTROL

Assess practical competency for employees who receive goods, change recipes, prepare food, clean equipment, answer customers, verify orders, manage incidents, or approve product release.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

45

ALLERGEN CONTROL

Confirm agency, temporary, contractor, maintenance, catering, event, and delivery employees receive role-specific allergen instructions before work starts.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

46

CRITICAL

ALLERGEN CONTROL

Control handwashing, gloves, aprons, uniforms, personal food, utensil sharing, cloths, mobile devices, and movement between allergen and allergen-controlled tasks.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO

Add

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

47

ALLERGEN CONTROL

Display current escalation contacts and ensure employees know how to stop service, preserve evidence, contact management, support emergency response, and avoid giving medical advice.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

48

ALLERGEN CONTROL

Observe a live shift and interview employees to confirm actual practice matches training records, written procedures, menu information, and management expectations.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Test practical employee decisions with realistic scenarios rather than relying only on attendance records or written quizzes.

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

49

CRITICALALLERGEN CONTROL

Carry allergen requests from the original order through production, packing, staging, dispatch, transport, delivery, and final customer handoff.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

50

ALLERGEN CONTROL

Use secure, clearly identified packaging and labels for allergen-sensitive orders and separate them from other meals during staging and transport.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

51

ALLERGEN CONTROL

Verify drivers, riders, catering teams, event employees, call centres, and third-party partners know not to open, combine, swap, relabel, or redirect controlled orders.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

52

ALLERGEN CONTROL

Check third-party menus, modifiers, unavailable-item substitutions, bundled products, promotional descriptions, and allergen notices remain accurate and synchronized.

☐ Compliant

☐ Partial

☐ Non-compliant

☐ N/A

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

53

ALLERGEN CONTROL

Control buffet, self-service, sampling, shared serving utensils, condiment stations, refill practices, display labels, customer movement, and food returned from service.

RECORD

CURRENT

OWNER

EVIDENCE

ACTION

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

54

ALLERGEN CONTROL

Document any broken seal, wrong order, delayed delivery, product swap, missing label, customer complaint, or loss of allergen-control information before product release or handoff.

SAFE

NEEDS ACTION

CRITICAL

LIVE PHOTO Add

i

Execution tip: Follow one takeaway, delivery, catering, or buffet workflow to confirm controls continue outside the main preparation area.

10. Incidents, complaints, traceability, withdrawal or recall, corrective actions, and sign-off

55

CRITICALALLERGEN CONTROL

Treat a suspected allergen exposure, undeclared allergen, wrong label, recipe mismatch, or cross-contact event as an urgent food-safety incident and activate the approved response.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.

56

CRITICALALLERGEN CONTROL

Stop sale or service, isolate affected product, retain labels and samples where appropriate, preserve order and production records, and escalate without delay.

RECORDCURRENTOWNEREVIDENCEACTION

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.

57

CRITICALALLERGEN CONTROL

Trace ingredients, suppliers, batches, recipes, production times, equipment, employees, packaging, customers, channels, and remaining stock to define the affected scope.

RECORDCURRENTOWNEREVIDENCEACTION

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.

58

CRITICALALLERGEN CONTROL

Follow approved notification, withdrawal, recall, regulatory, customer, insurer, and internal communication procedures without making unsupported conclusions.

RECORDCURRENTOWNEREVIDENCEACTION

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.

59

ALLERGEN CONTROL

Investigate root cause and assign corrective actions for specification, supplier, label, recipe, training, cleaning, equipment, process, communication, or system failures.

☐ Compliant☐ Partial☐ Non-compliant☐ N/A

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.

60

ALLERGEN CONTROL

Verify closure with objective evidence, review repeat trends, reassess the allergen plan after change or incident, record final approval, and schedule follow-up verification.

NAMEDATE / TIMEAPPROVAL

i

Execution tip: Keep affected product controlled until traceability, customer risk, disposition, communication, and corrective-action decisions are approved.