Food Allergen Management Checklist

Food Safety

DATE	LOCATION	CHECKED BY
____ / ____ / _____		

ALLERGEN IDENTIFICATION

	OK	NOT OK
Allergen matrix for all menu items	○	○
Recipe cards include allergen info	○	○
Supplier allergen declarations on file	○	○
New products assessed before use	○	○
Substitution procedure — allergen review	○	○

CROSS-CONTACT PREVENTION

	OK	NOT OK
Allergen-containing items stored separately	○	○
Separate utensils / boards for allergen-free prep	○	○
Equipment cleaned between allergen / non-allergen use	○	○

Fryer oil — dedicated for allergen-free (if applicable) ☐ OK ☐ Not OK ☐ N/A

Handwashing between tasks involving different allergens ☐ OK ☐ Not OK

Shared display — allergen items clearly separated ☐ OK ☐ Not OK ☐ N/A

LABELLING & COMMUNICATION

Menu / display labels include allergen info ☐ OK ☐ Not OK

Pre-packed items labelled per regulations ☐ OK ☐ Not OK ☐ N/A

	OK	NOT OK
Staff can explain allergen content to customers	○	○
Procedure for handling allergen requests	○	○
'Ask staff' sign displayed if not labelled	○	○

TRAINING & EMERGENCY

	OK	NOT OK
All food staff trained in allergen awareness	○	○
Training records on file	○	○
Staff know symptoms of allergic reaction	○	○
Emergency procedure — call ambulance / EpiPen location	○	○
Allergen incident reporting procedure	○	○

SIGN-OFF

Allergen management satisfactory ☐ Yes ☐ No — actions needed

Issues / actions

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Checked by (signature) _____

Notes

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