

Allergen Checklist: Food Manufacturers

Food allergen management depends on consistent controls at every stage - from ingredients and production through to labelling and service.

This practical checklist is designed to help food manufacturers review their current allergen practices and identify potential gaps. Use it as a simple self-assessment tool before you go on to complete an allergen risk assessment for your business.

Staff member:

Date:

Supplier & Ingredient Control		
Consideration	Yes / No	Comments
Do you have up-to-date allergen specifications for all ingredients?		
Are suppliers required to notify you of formulation changes?		
Do you risk-assess new ingredients for allergen content before use?		
Are allergen declarations verified on delivery documentation?		

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Supplier & Ingredient Control		
Consideration	Yes / No	Comments
When introducing a new supplier for an existing ingredient, have you confirmed the allergen specification is exactly the same?		
Have you assessed new suppliers' controls for preventing allergen cross-contact?		
Are allergen risks reviewed during product development when new ingredients are introduced?		

Production & Cross-Contact Controls		
Consideration	Yes / No	Comments
Are allergen-containing ingredients clearly identified and segregated?		
Is production scheduled to minimise allergen cross-contact risk?		

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Production & Cross-Contact Controls		
Consideration	Yes / No	Comments
Are shared equipment and lines risk-assessed for allergen transfer?		
Have your allergen cleaning procedures been validated and are they still effective?		
Are validated cleaning procedures in place between allergen and non-allergen runs?		
Is cleaning effectiveness verified (e.g. swabs, ATP, allergen testing)?		

Labelling & Packaging		
Consideration	Yes / No	Comments
Are recipe changes reflected in labelling before production?		
Is allergen information checked at every label change or reprint?		

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Labelling & Packaging		
Consideration	Yes / No	Comments
Are "may contain" statements based on risk assessment (not assumption)?		
Is your "may contain" (precautionary allergen labelling) risk assessment documented and regularly reviewed?		
Is packaging artwork formally approved before release?		

Staff Training & Awareness		
Consideration	Yes / No	Comments
Have staff received allergen awareness training?		
Have relevant teams (e.g. purchasing, NPD, technical) received allergen awareness training appropriate to their role?		

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Staff Training & Awareness		
Consideration	Yes / No	Comments
Are allergen procedures available and easy to follow on the shop floor?		
Do staff know how to report allergen-related issues or near misses?		
Do operators understand cross-contact risks in their area?		
Are staff areas regularly checked to ensure no prohibited food items are present?		

Verification & Review		
Consideration	Yes / No	Comments
Are allergen controls included in HACCP reviews?		
Are internal audits checking allergen procedures specifically?		

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Verification & Review		
Consideration	Yes / No	Comments
Are incidents and near misses investigated using RCA?		
Are corrective actions tracked and verified for effectiveness?		

Communication & Change Management		
Consideration	Yes / No	Comments
Are ingredient changes communicated across production, QA, and labelling teams?		
Is there a formal change control process for recipes and suppliers?		
Are allergen risks reviewed before introducing new products or lines?		
Are teams required to inform the HACCP Team Leader of ingredient or supplier changes before approval or use?		