



Allergen Management Protocol

Policy & Training

Ensuring a clear policy exists and staff are properly trained on allergen awareness and management.

Allergen Management Policy Statement

Write something...

Frequency of Policy Review (e.g., Annually)

Enter a number...

Training Method (e.g., Online, In-Person)

- ☐ Online Training
- ☐ In-Person Training
- ☐ Blended Approach


Date of Last Allergen Awareness Training

Enter date...

Topics Covered in Allergen Training (Select all that apply)

- ☐ Common Allergens Identification
- ☐ Cross-Contamination Prevention
- ☐ Menu Interpretation & Communication
- ☐ Emergency Procedures
- ☐ Ingredient Label Review

Copy of Allergen Training Record/Certificate

 Upload File

Role Responsible for Training Updates

- ☐ Executive Chef
- ☐ Food Safety Manager
- ☐ General Manager

Menu & Recipe Management

Detailed procedures for menu development, recipe formulation, and ingredient selection, with a focus on allergen control.

Describe the process for reviewing new recipes for potential allergens.

Write something...

How are allergens clearly identified on the menu (e.g., symbols, bolding)?

- ☐ Symbols
- ☐ Bolding
- ☐ Descriptive Text
- ☐ Combination of methods

Which allergens must be declared on the menu?

- ☐ Gluten
- ☐ Dairy
- ☐ Nuts
- ☐ Soy
- ☐ Eggs
- ☐ Fish
- ☐ Shellfish
- ☐ Mustard
- ☐ Sesame
- ☐ Celery
- ☐ Lupin
- ☐ Sulfites

Describe the procedure for updating recipes to remove or substitute allergens.

Write something...

Upload a sample menu highlighting allergen information.

 Upload File

How many times per year is the menu reviewed for allergen accuracy?

Enter a number...

How are ingredients listed in recipes? (e.g., full ingredient list, key allergens only)

- ☐ Full ingredient list
- ☐ Key allergens only
- ☐ Summary of allergens

Ingredient Sourcing & Storage

Controls for ensuring the accuracy of ingredient information from suppliers and proper storage practices to prevent cross-contamination.

Supplier Allergen Information Provided?

- ☐ Yes
- ☐ No

Supplier Allergen Declarations (SDS/Technical Data Sheets)

 Upload File

Detailed notes on supplier allergen information and potential risks.

Write something...

Ingredients Stored Separately from Allergen-Free Stock?

☐ Yes

☐ No

Describe allergen storage procedures and segregation methods.

Write something...

Temperature of allergen storage area (in Celsius/Fahrenheit - specify unit)

Enter a number...

Date of last supplier allergen information review.

Enter date...

Which allergen types are specifically segregated and why?

☐ Gluten

☐ Dairy

☐ Nuts

☐ Soy

☐ Shellfish

☐ Eggs

☐ Sesame

☐ Mustard

☐ Celery

☐ Fish

Food Preparation & Handling

Procedures to minimize the risk of allergen cross-contamination during all stages of food preparation and service.

Dedicated Utensils & Equipment?

- ☐ Yes, all allergen-free dishes use dedicated equipment
- ☐ Yes, dedicated equipment used for common allergens (e.g., nuts, shellfish)
- ☐ Limited dedicated equipment; careful cleaning protocols followed
- ☐ No dedicated equipment; strict cleaning procedures are critical

Workstation Segregation?

- ☐ Dedicated allergen-free preparation stations
- ☐ Separate sections within the kitchen with clear demarcation
- ☐ Limited segregation; strict cleaning and sequencing of tasks
- ☐ No segregation; rely on thorough cleaning and training

Detailed Cleaning Procedures for Equipment & Surfaces

Write something...

Minimum Contact Time for Sanitizer (in seconds)

Enter a number...

Order Taking/Communication Protocol?

- ☐ Verbal confirmation with kitchen
- ☐ Written allergy notes on order tickets
- ☐ Digital allergy flagging system
- ☐ Other (Specify)

Describe the system for preventing airborne allergen contamination (e.g., during frying)

Write something...

Checklist for post-preparation cleaning?

- ☐ Surfaces wiped down
- ☐ Equipment cleaned (blenders, slicers, etc.)
- ☐ Floor area cleaned
- ☐ Utensils & tools sanitized

Date of last review and update of preparation protocols

Enter date...

Service & Communication

Guidelines for effectively communicating allergen information to guests and handling special requests.

Does the establishment have a clearly defined process for guests to declare allergens when ordering?

- ☐ Yes
- ☐ No
- ☐ In Development

Describe the standard script for servers to use when a guest declares an allergy.

Write something...

Which communication methods are used to inform the kitchen about guest allergies?

- ☐ Verbal Communication
- ☐ Order Ticket Notes
- ☐ Dedicated Allergen Flag System
- ☐ Other (Specify in LONG_TEXT)

Are kitchen staff notified of allergies promptly and effectively?

- ☐ Always
- ☐ Usually
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

Describe how ingredient lists are provided to guests (e.g., menu notes, separate allergen guide).

Write something...

Is the menu clearly marked with common allergens?

- ☐ Yes, prominently displayed
- ☐ Yes, available on request
- ☐ No
- ☐ N/A (No allergens present)

Describe the procedure for handling modifications to dishes due to allergen requests (e.g., substitutions, omissions).

Write something...

Cleaning & Sanitation

Specific cleaning protocols to eliminate allergen residues on surfaces and equipment.

Detailed Cleaning Procedure for Kitchen Surfaces

Write something...

Cleaning Agents Used (Identify potential allergens present in cleaning products)

- ☐ Detergent (Specific Brand)
- ☐ Sanitizer (Specific Brand)
- ☐ Degreaser (Specific Brand)
- ☐ All-Purpose Cleaner (Specific Brand)
- ☐ Other (Specify)

Concentration of Sanitizer Used (Specify percentage)

Enter a number...

Procedure for Cleaning Equipment (Ovens, Grills, Fryers - specific allergen residue removal)

Write something...

Date of Last Deep Clean of Kitchen (Including Equipment)

Enter date...

Location of Allergen-Specific Cleaning Supplies

 Set My Current Location



Procedure for cleaning shared equipment (e.g., slicers, mixers) after allergen-containing ingredients have been used.

Write something...

Emergency Procedures

Protocols for responding to allergic reactions and ensuring guest safety.

Emergency Contact Information (Medical Professionals)

Write something...

Primary First Responder Contact (Internal)

- ☐ Chef
- ☐ Manager
- ☐ Designated First Aider
- ☐ Other (Specify in Long Text)

Secondary First Responder Contact (Internal)

- ☐ Chef
- ☐ Manager
- ☐ Designated First Aider
- ☐ Other (Specify in Long Text)

Estimated Response Time (Emergency Services)

Enter a number...

Specific Emergency Response Steps for Anaphylaxis

Write something...

Location of Epinephrine Auto-Injectors (e.g., EpiPen)

Write something...

Date of Last Emergency Response Drill

Enter date...

Scheduled Time for Next Emergency Response Drill

Notes/Specific Considerations for Guest with Known Allergies (if applicable)

Write something...

Record Keeping & Auditing

Maintaining accurate records and conducting regular audits to verify protocol effectiveness.

Date of Last Allergen Protocol Review

Enter date...

Frequency of Allergen Training (Months)

Enter a number...

Allergen Training Method

- ☐ In-person
- ☐ Online
- ☐ Combination

Summary of Audit Findings (Including Corrective Actions)

Write something...

Copy of Supplier Allergen Information (Example: MSDS)

 Upload File

Audit Result

- ☐ Compliant
- ☐ Minor Non-Compliance
- ☐ Major Non-Compliance

Date of Next Scheduled Audit

Enter date...

Details of any Near Miss Incidents (Allergic Reaction) and Follow-up Actions

Write something...