

# Allergen management procedure template

Procedures	Descriptions & expectations
<b>1. Purpose and scope</b> (Describe why this procedure exists and to whom/what it applies.)	
<b>2. Definitions</b> (Clarify key terms.)	
<b>3. Responsibilities</b> (Who is responsible for what?)	
<b>4. Allergen inventory</b> (List all allergenic foods or ingredients handled on-site.)	
<b>5. Risk assessment</b> (Summarize the allergen risk assessment findings.)	
<b>6. Ingredients and supplier control</b> (State your ingredients and up-to-date allergen declarations.)	
<b>7. Allergen segregation in storage</b> (Detail how and where allergens are stored.)	
<b>8. Production control</b> (This includes scheduling, equipment and utensils, and in-process controls.)	
<b>9. Cleaning and sanitation</b> (Describe cleaning procedures to remove allergens.)	
<b>10. Allergen labeling and packaging</b> (Outline how you ensure correct labels.)	
<b>11. Staff training</b> (State that all relevant staff receive training on allergen awareness and these procedures.)	
<b>12. Handling customer inquiries</b> (If you serve or sell directly, include a section on how to handle questions.)	
<b>13. Verification and monitoring</b> (Describe how you verify that the plan works.)	
<b>14. Document control and review</b> (Note that this procedure is a living document.)	



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