

CHECKLIST FOR FOOD BUSINESS OPERATORS



STAFF

- **Train relevant staff** on allergy awareness,
- Ensure staff has easy **access to allergen information** and is informed of ingredient changes,
- Non-prepacked food: encourage **dialogue with customers** about dietary requirements through signposts or orally when ordering.



SUPPLIERS

- **Identify food products or raw material** from suppliers that intentionally or unintentionally **contain allergens**,
- Ask suppliers to **notify changes in allergen status**; do not accept delivery without full ingredient list.



STORAGE & HANDLING

- Store allergic raw materials or food products containing allergens in a way that will **minimise the risk of cross-contact**.



PRODUCTION PROCESS

- Make sure that **recipes are followed** and the correct ingredients are used,
- Keep **written and up-to-date** records of all foods containing allergens,
- Create clear procedures to **minimise the risk of cross-contact**. Ideally, follow 'FoodDrinkEurope Allergen Management Guideline' for more detailed and comprehensive guidance.



CONSUMER INFORMATION

- **Prepacked food**: allergens **must be provided and labelled** in the food packaging,
- **Non-prepacked food producers**: information may be provided **written or orally**. If the information is provided orally, ensure that written information is also available, clear, up-to-date and easily visible. In case of a **modification of a dish, written information** should be accompanied by oral communication by the staff.

