

# HACCP allergen control program checklist

Done	Allergen Control Component	Description / Best Practices
	<b>Allergen Ingredient Inventory</b>	List all ingredients and raw materials with their allergens. Update whenever a new item is added. This acts as the foundation of your plan.
	<b>Supplier Allergen Info &amp; Approval</b>	Ensure all suppliers provide ingredient specifications and allergen declarations. Approve suppliers based on allergen control assurances; keep documentation on file.
	<b>Storage &amp; Segregation Procedures</b>	Describe how and where allergenic ingredients are stored (segregated area, labeled containers, color codes). Include methods to prevent mix-ups (e.g., separate utensils, dedicated bins).
	<b>Production Scheduling Plan</b>	Outline how production runs are scheduled to minimize cross-contact (for example, allergen-containing products run last). Include a list of products or product families in order if applicable.
	<b>Cleaning and Sanitation SOPs</b>	Attach or reference detailed cleaning procedures for equipment after allergen use. List the cleaning agents and tools, areas requiring disassembly, and how effectiveness is verified (visual inspection, rapid tests, etc.).
	<b>Cross-Contact Prevention</b>	General practices to avoid cross-contact: employee hygiene (hand washing, changing PPE), policies on rework use, equipment dedication or cleaning between uses, and material handling protocols.
	<b>Labeling &amp; Packaging Controls</b>	Procedures to review labels and packaging: how label accuracy is verified for each product, management of label inventory (to avoid using wrong labels), and steps to take if a labeling error is found.
	<b>Employee Training Program</b>	Document the training topics (allergen awareness, procedures) and schedule (e.g., orientation training for new hires, annual refreshers for all staff). Identify positions that require specialized training (like label reviewers or cleaning crew).
	<b>Allergen Control Team &amp; Responsibility</b>	List the members of the allergen management team (or the responsible person), and their roles. For example, "QA Manager: maintains allergen list and coordinates training; Production Supervisor: ensures scheduling and change-over cleaning is followed each shift."



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	Monitoring & Verification	Explain how each control is monitored and verified. e.g., "Sanitation supervisor signs off cleaning checklist and performs allergen swab tests monthly," or "Warehouse manager audits storage area weekly for segregation compliance."
	Documentation & Record Keeping	Note what records are kept (cleaning logs, training records, label check logs, etc.) and where they are stored. Ensure it's clear that records are retained (and for how long, e.g., "keep allergen records for minimum 2 years").
	Plan Review & Update Policy	State that the plan will be reviewed annually and whenever changes occur. Include a log table of revisions (date, changes made, approved by) to track updates over time.You can use the above as a template outline.



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