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	STANDARD: **HACCP FDA Food Code & FALCPA Guidelines**	AUDIT FREQUENCY: **Daily Pre-Shift**

Food Allergen Management Compliance Checklist

Operational Scope: This document establishes operational protocols to prevent cross-contact and ensure accurate communication regarding major food allergens. Its primary objective is safeguarding hypersensitive consumers from severe allergic reactions through rigorous front- and back-of-house verification.

MANDATORY PPE:	Nitrile Gloves (Powder-Free), Hair Net / Beard Restraint, Clean Single-Use Apron, Color-Coded Allergen Preparation Smock, Non-Slip Food Service Footwear
PREREQUISITES:	Completion of daily kitchen sanitation and allergen surface wipe-down | Review of current ingredient spec sheets and supplier allergen disclosures | Verification that dedicated allergen-free utensils and pans are isolated

BACK-OF-HOUSE STORAGE & PREPARATION CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Allergen Ingredient Segregation**	All major allergens (dairy, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame) are stored on designated lower shelves or in sealed, clearly labeled containers to prevent spill-down cross-contamination.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Dedicated Allergen Equipment**	Color-coded cutting boards, knives, and pans designated for allergen-free orders are verified clean, undamaged, and stored separately from general inventory.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Fryer and Cooking Oil Management**	Dedicated fryers utilized strictly for gluten-free or allergen-free items are tested, verified uncontaminated by shared breaded products, and clearly labeled.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Sanitization Station Efficacy**	Quat/chlorine sanitizing buckets and test strips at prep stations meet ppm concentration requirements specifically validated for breaking down protein residues.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

FRONT-OF-HOUSE & ORDER COMMUNICATION PROTOCOL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**POS Allergen Flagging System**	Point-of-Sale terminal prompts and modifier flags are active and mandatory for logging customer allergy requests onto kitchen display system (KDS) tickets.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Staff Allergen Knowledge Verification**	Servicing staff can accurately recite menu item components, identify cross-contact risks, and explain the escalation process to the kitchen manager.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Allergy Menu Accuracy**	Printed and digital menus match current recipe formulations and feature clear advisory statements regarding potential cross-contact risks.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

PACKAGING, DELIVERY, & EMERGENCY RESPONSE READINESS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Tamper-Evident Allergen Packaging**	Takeout and delivery orders containing verified allergen-free modifications are sealed in tamper-evident bags with bright, distinct allergen warning labels.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Anaphylaxis Emergency Protocol Access**	First-aid station is fully stocked with functioning epinephrine auto-injectors (EpiPens), and emergency contact numbers are prominently displayed near staff boards.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Ingredient Substitution Log**	Any last-minute supplier substitutions are immediately logged, cross-referenced against active allergen databases, and communicated to shift staff.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Food Safety Manager / Lead Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Operations Director / General Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.