OpsAuditHub opsaudithub.com	DOC ID: **SAF-0100**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **HACCP FDA Food Code & FALCPA Compliance**	AUDIT FREQUENCY: **Daily Pre-Shift**

Food Allergen Management Sop Template

Operational Scope: Establishes mandatory operational protocols for identifying, separating, and preparing allergen-safe meals across all kitchen stations. Mitigates the risk of cross-contact and severe allergic reactions to ensure total guest safety and full compliance with food code regulations.

MANDATORY PPE:	Powder-Free Nitrile Gloves (Food-Grade), Hairnet and Beard Restraint, Clean Single-Use Color-Coded Apron, Non-Slip Closed-Toe Kitchen Shoes, Designated Color-Coded Chef Jacket
PREREQUISITES:	Complete allergen awareness training verification for all active kitchen staff | Sanitize all dedicated allergen-free prep tables, utensils, and equipment prior to service | Verify the availability of dedicated purple allergen-safe prep kits and storage bins

ORDER TAKING AND FRONT-OF-HOUSE COMMUNICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Guest Allergen Inquiry Protocol**	Staff actively inquire about food allergies during order intake and accurately notate the specific allergen on every guest ticket.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**POS System Allergen Flagging**	POS terminal clearly displays custom allergen modification text in bold print on kitchen display system (KDS) screens and printed tickets.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Manager Notification Requirement**	Front-of-house staff verbally notify the Chef on Duty or Floor Manager of any documented severe allergy ticket prior to order transmission.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

BACK-OF-HOUSE PREPARATION AND CROSS-CONTACT PREVENTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Dedicated Allergen Prep Station**	Allergen-free meals are prepared exclusively on sanitized, designated purple cutting boards using dedicated sanitized utensils.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Glove Change and Handwashing**	Kitchen staff perform a mandatory handwash and don fresh, uncontaminated nitrile gloves immediately before handling allergen-free orders.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Fryer and Cooking Equipment Segregation**	Allergen-sensitive items are strictly prevented from sharing frying oil or cooking surfaces with major allergens (e.g., shellfish, gluten, dairy).	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Ingredient Labeling and Storage**	All open bulk ingredients in storage walk-ins and line inserts are clearly labeled with identity and allergen warnings per FDA guidelines.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

FINAL ASSEMBLY, PLATING, AND DELIVERY VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Specialized Plating Identifiers**	Allergen-safe meals are placed on dedicated color-coded plates or marked with specialized allergen identification flags before leaving the kitchen.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Pass-Window Isolation**	Plated allergen meals are held in a designated, isolated area of the pass-through window to prevent accidental splashing or garnish cross-contact.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Direct-to-Guest Verification**	The food runner or manager verbally confirms the specific dietary modification directly with the guest upon delivery to the table.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Culinary Operations Lead / QA Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
General Manager / Executive Chef Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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