

Translated and slightly adapted in June 2008 from an appendix in the Swedish version of “Swedish Food Sector Guidelines for: Management and labelling of food products with reference to Allergy and Intolerance”, April 2005

Control Point	Comments	Yes	No	Note current routines and possible improvements
1. General points				
1.1 Internal control /HACCP plans Are HACCP programmes in place covering allergen risks in total production chain – from receiving and storage of raw materials to finished product?				
1.2 Training Do those working with food production receive regular allergen training?	Don't forget replacement staff, job rotation workers, maintenance staff, etc. Employee must understand the risks of allergens in order to minimize contamination of the product by allergens.			
1.3 Procedures for recipe changes Are there procedures in place on how recipe changes are to be handled in production including information to production staff?	HACCP programs may need to be reviewed, changes to product numbers for raw materials, intermediate goods and finished product may be needed, new packaging should be used, etc.			

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<p>1.4 Change of raw material suppliers</p> <p>Are there procedures in place to ensure that prior approval by the responsible persons within the company is needed before changes are made to suppliers of raw materials, processing aids etc?</p>				
<p>1.5 Measures in the case of suspected contamination</p> <p>Are employees encouraged to immediately report suspected contamination, incorrect labelling, etc., and are there procedures in place?</p>	<p><i>See also “Handling procedures for product alerts”, A1–E2, at end of checklist!</i></p>			
<p>1.6 Internal audits</p> <p>Are regular internal audits conducted to ensure compliance with the general requirements for control of allergens?</p>				
<p>2. Raw materials: Receiving, storage, weighing</p>				
<p>2.1 Purchasing</p> <p>Is the risk for allergen contamination considered prior to purchasing and receiving new raw materials?</p>				

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<p>2.2 Receiving raw materials</p> <p>Are there procedures in place at reception of raw materials, ingredients and intermediate goods to verify that the correct material has been delivered?</p>				
<p>2.3 Labelling</p> <p>Are there procedures in place to check that raw materials, intermediate goods and finished product are clearly labelled so there is no risk for mistakes?</p>				
<p>2.4 Handling</p> <p>Are allergenic raw materials, ingredients and intermediate goods kept separate from each other and from other foods so the risk of contamination is minimized?</p>	<p>This is especially important when handling unpackaged goods. E.g., separate areas for storage and weighing of allergenic raw material might be needed, separate ventilation exhaust, etc.</p>			
<p>3. Production, premises and equipment</p>				
<p>3.1 Availability of instructions</p> <p>Are instructions on how to prevent contamination clearly presented or readily available in the production area?</p>				

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<p>3.2 Design of premises, equipment and work tools</p> <p>Are premises, equipment and work tools designed so that they are easy to clean and that contamination between products and production lines is minimized?</p>	<p>This is particularly important when handling unpackaged products, e.g., when weighing and mixing dry ingredients.</p>			
<p>3.3 Knowledge on hygienic design</p> <p>Do maintenance personnel have knowledge about hygiene design to minimize the risk of contamination, e.g., through proper design of piping, elbows and bends, pumps, etc.?</p>				
<p>3.4 Maintenance</p> <p>Are schedules for maintenance of the premises and equipment in place?</p>				
<p>3.5 Hygiene rules for employees</p> <p>Are there hygiene rules for all personnel, covering, e.g., clothing, hand-washing and hand contact with foods?</p>	<p>Keep in mind that hygiene rules also apply to maintenance staff, contractors and visitors.</p>			

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<p>3.6 Raw materials</p> <p>Are there procedures in place to ensure that the correct raw materials are always used?</p>				
<p>3.7 Recipes</p> <p>Are there procedures in place to ensure that the correct recipe is always used?</p>				
<p>3.8 Production sequencing</p> <p>Are there clear procedures in place for production sequencing and how this is determined?</p>	<p>If the products are packaged at a later time, attention must also be paid to the risks for allergen contamination when packaging sequences are determined</p>			
<p>3.9 Packaging</p> <p>Are there procedures in place to ensure that the packaging material used is correct for the product?</p>	<p>In cases where packages have a similar appearance, such as for flavour variants, it is recommended that the responsible production personnel sign a checklist.</p>			
<p>3.10 Review</p> <p>Do production staff carry out continuous review of possible situations for cross-contamination between products or production lines?</p>	<p>It is important to identify responsibility and authority.</p>			

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<p>3.11 Rework</p> <p>Are there procedures in place for the use of rework (internally recycled product)?</p>	<p>It is important that rework ends up in the right product and does not contaminate other products.</p> <p>Product containing an allergen should only be used in products where that allergen is already present. How and when rework may be used should be documented.</p> <p>Rework must be correctly labelled for proper identification and handling.</p>			
<p>3.12 Traceability of rework</p> <p>Is there a procedure in place for traceability of rework used in the finished product?</p>	<p>Keep in mind that contamination can also occur after manufacturing, for example, when handling intermediate goods that have not been packaged for market.</p>			
<p>3.13 Products not fulfilling specification</p> <p>Are there procedures in place for handling products that do not fulfill specifications?</p>	<p>Needed for traceability, blocking of shipments, etc.</p>			
<p>3.14 Waste management</p> <p>Are there procedures in place for waste management?</p>	<p>Waste must be labelled and clearly distinguishable from rework.</p>			

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4. Cleaning and controls				
4.1 Cleaning instructions Are there clear instructions in place for the cleaning of premises, equipment and work tools?	Sufficient time must be allotted for cleaning. Hidden areas in the equipment must be identified, and equipment may need to be dismantled.			
4.2 Cleaning instructions – Production Are there clear instructions for the cleaning required between production of different products on the same production line?	If the products are packed at a later time, attention must also be paid to allergy risks when establishing the cleaning procedures for packing equipment.			
4.3 Post-production controls Are there procedures for, when relevant, testing a food after manufacturing, in order to confirm that no unintentional exposure to allergen has occurred?				

Date:

Name of person who completed checklist:

Company name and address:

Go through your activities with the help of the checklist regularly. Take corrective measures. Save completed checklists!

Handling procedures for product alerts

Control Point	Comments	Notes
<p>A. General points</p> <p>A.1 Are there procedures in place for handling product alerts?</p> <p>A.2 Are the procedures communicated and understood by all involved?</p>	<p>People often involved in alerts are those working with consumer contact, purchasing, and marketing and distribution managers.</p>	
<p>B. Gather information</p> <p>B.1 Is the consumer still sick?</p> <p>B.2 What product did the consumer eat?</p> <p>B.3 What else did the consumer eat?</p> <p>B.4 Does the consumer have a known food allergy or non-allergic food hypersensitivity – to what?</p> <p>B.5 Tell the person you will get back to him/her.</p>	<p>If a consumer is sick – suggest that he/she seek medical attention.</p> <p>Note the product name, size, “use by” date, date of purchase, store from which it was purchased, batch number and EAN code.</p> <p>If possible, see that the product in question is saved and try to get hold of an unopened package from the same batch for possible testing.</p> <p><i>(Add your own comments to the checklist!)</i></p>	
<p>C. Evaluate</p> <p>C.1 Contact your supervisor or the person in charge of handling urgent consumer complaints – evaluate together.</p> <p>C.2 If necessary, gather more information. Contact supplier? Conduct analyses? Seek the assistance of the supervising authority!</p>	<p><i>(Add your own comments to the checklist!)</i></p>	

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Control Point	Comments	Notes
<p>D. Take action</p> <p>D.1 Protect other consumers – Consider if sales should be stopped</p> <p>D.2 Inform supplier and customers and supervising authority</p> <p>D.3 Investigate whether the product should be recalled?</p> <p>D.4 Investigate, in cooperation with authorities, whether a press statement should be issued?</p> <p>D.5 Inform the affected consumer.</p>	<p><i>(Add your own comments to the checklist!)</i></p>	
<p>E. Follow up – Improve</p> <p>E.1 Once the matter has been dealt with, follow up how it turned out and discuss how your procedures can be improved!</p> <p>E.2 Ensure that the responsible production staff is informed about the situation.</p>		

Date:

Name of person who completed product alert checklist:

Company name and address: