**National Allergy Council**

**Food Allergen Management in Food Service Audit tool for Environmental Health Officers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure and recommended verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| **1. Education and training** | | | |
| * All food preparation staff have completed the All about Allergens online training. * Wait staff are encouraged to complete All about Allergens online training.   [www.foodallergytraining.org.au](http://www.foodallergytraining.org.au) |  | Yes  No  Yes  No |  |
| **2. Communication and awareness** |  |  |  |
| * There is a food allergen menu matrix that includes all food and beverage items in the kitchen. This system easily identifies allergens in recipes and menu items. * The food allergen menu matrix is kept up to date. * The food service has a food allergen management policy. * The policy includes information regarding: * Food allergen management procedures and practices * Customer allergy information is communicated with the chef in writing and verbally by wait staff/order takers. * Ensure a system is in place for safety alerts regarding recalls of food with undeclared allergens. * There is signage/wording on the menu encouraging customers to tell staff about their food allergies.   A Food Allergen Menu Matrix template is available – [www.foodallergytraining.org.au/resources/](http://www.foodallergytraining.org.au/resources/) |  | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |  |
| **3. Food ordering and supplies** | | | |
| **3.1 Ordering**   * All food items ordered and received by the food service has allergen information provided. | *e.g. The business has a written list of all food ingredients, supplier details for all food on the menu.* | Yes  No *(refer to 1.2*) |  |
| **3.2 Product verification**   * All products/menu items are checked regularly to ensure ingredients lists have not changed. * If a product does not have an ingredient label, a Product Information Form (PIF)/specification sheet is provided by the supplier and the food allergen menu is updated. * If an alternative brand/product is received by the business, the ingredient label is checked or stored PIFs are used to assess potential substitution risk arising from ingredients or allergy declarations. * If a substitute product is accepted, the Food allergen menu matrix is updated |  | Yes  No  Yes  No  Yes  No  Yes  No |  |
| **3.3 Ingredient Storage/Cross contamination**   * All decanted products are in sealed containers and have a label indicating the product name, ingredients, allergen statements, use by or best before dates. * Food products are stored in a way to prevent cross contamination of ingredients and protected from accidental spills. * All spills are cleaned and disposed to minimise risk of cross contamination |  | Yes  No  Yes  No  Yes  No |  |
| **4. Meal preparation and provision for people with food allergy** | | | |
| * Food item ingredient labels and/or Food allergen menu matrix are checked for food allergens prior to preparing meals |  | Yes  No |  |
| * All meals are checked for plating accuracy by the food service manager prior to meal delivery. * Take away food services have a process for checking the meal. * Where equipment can’t be thoroughly cleaned, separate equipment is available for allergy meals |  | Yes  No  Yes  No  Yes  No |  |
| * Where meals are pre-prepared and stored, meals for customers/people with food allergy are covered to minimise the risk of cross contamination during storage |  | Yes  No |  |
| * A process is in place for checking that the right meal is being served/provided to the right customer |  | Yes  No |  |
| **5. Incident management** | | | |
| * All incidents are documented (eg a customer has received a meal containing a food they are allergic to) * All corrective actions are identified, implemented, and incorporated into updated training for staff. * Recalls of food with undeclared allergens are documented |  | Yes  No  Yes  No  Yes  No |  |