

# Standard Operating Procedure (SOP): Allergy and Dietary Information Labeling

This SOP details the process for **allergy and dietary information labeling** to ensure clear, accurate, and consistent communication of allergen content and dietary suitability on food packaging and menus. It covers the identification of common allergens, compliance with regulatory requirements, proper label formatting, and verification procedures to safeguard consumer health and prevent allergic reactions.

## 1. Purpose

To outline standardized procedures for labeling allergens and dietary information on food packaging and menus, ensuring compliance with regulations and safeguarding consumer health.

## 2. Scope

This SOP applies to all staff involved in food preparation, labeling, packaging, and menu design within the organization.

## 3. Responsibilities

- **QA/Compliance Team:** Ensure compliance with current regulations and policies.
- **Production/Packaging Staff:** Accurately identify and communicate allergen risks.
- **Menu Designers:** Include required allergen and dietary symbols or statements.
- **Supervisors:** Monitor labeling adherence and implement corrective actions.

## 4. Definition of Common Allergens

#	Allergen	Examples
1	Peanuts	Peanut butter, satay, sauces
2	Tree Nuts	Almonds, walnuts, hazelnuts
3	Dairy	Milk, cheese, yogurt
4	Eggs	Mayonnaise, cakes, pasta
5	Fish	Salmon, tuna, sauces
6	Shellfish	Shrimp, crab, lobster
7	Soy	Soy sauce, tofu, edamame
8	Wheat/Gluten	Bread, pasta, pastries
9	Sesame	Seeds, oils, tahini
10	Mustard	Condiments, dressings
11	Celery	Soups, salads, seasonings
12	Sulphites	Dried fruit, wine, pickles
13	Lupin	Lupin flour, baked goods
14	Molluscs	Clams, mussels, oysters

## 5. Procedure

1. **Ingredient Review:**
  - Examine all ingredients for each product or dish.
  - Identify and document any allergens listed in Section 4.
2. **Label Preparation:**

- Include a clear allergen statement (e.g., "Contains: Milk, Eggs, Wheat").
- List any risk of cross-contamination (e.g., "May contain traces of nuts").
- Display dietary suitability (e.g., vegetarian, vegan, gluten-free) as appropriate.

### 3. **Formatting Requirements:**

- Allergen information must be bolded, underlined, or highlighted for visibility.
- Use standard symbols or icons where appropriate.
- Ensure font size and placement comply with regulatory requirements.

### 4. **Label Verification:**

- QA/compliance team must review every label or menu for accuracy prior to distribution.
- Conduct regular audits to verify compliance.

### 5. **Document Control:**

- Version control for all label templates and SOPs must be maintained.
- Store records of all verifications and audits for minimum of 2 years.

## 6. Regulatory Compliance

- Adhere to country-specific regulations (e.g., FDA, EU FIC, FSA, CFIA).
- Update labels promptly in response to regulatory or ingredient changes.
- Ensure staff are trained annually in allergen awareness and labeling requirements.

## 7. Corrective Actions

- Rectify inaccurate or missing allergen information immediately.
- Initiate product recalls if mislabeled product has reached the market.
- Record all corrective actions and report to regulatory agencies as required.

## 8. Review

- This SOP must be reviewed and updated annually or whenever there is a change to allergen regulations or company processes.

## 9. References

- EU Food Information for Consumers Regulation (EU FIC)
- US Food Allergen Labeling and Consumer Protection Act (FALCPA)
- Codex Alimentarius
- Local food safety regulation guidelines