

Standard Operating Procedure (SOP)

Allergen Control and Cross-Contamination Prevention

This SOP details **allergen control and cross-contamination prevention** strategies, focusing on identifying allergenic ingredients, segregating allergenic materials, implementing cleaning protocols, training staff on allergen awareness, monitoring cross-contact risks, labeling products accurately, and establishing emergency response plans for allergen exposure. The goal is to protect consumers with allergies and ensure food safety by minimizing the risk of cross-contamination throughout all stages of production and handling.

1. Purpose

To outline procedures for controlling allergens and preventing cross-contamination in food production and handling areas.

2. Scope

This SOP applies to all staff and operations involved in the receipt, storage, handling, processing, packaging, and labeling of food products.

3. Responsibilities

- **Food Safety Manager:** Overall implementation and monitoring of allergen control.
- **Supervisors:** Enforce SOPs, monitor staff compliance.
- **All Staff:** Follow SOP instructions and attend training sessions.

4. Procedure

1. **Identification of Allergenic Ingredients**
 - Maintain a list of priority allergens (e.g., milk, eggs, peanuts, tree nuts, soy, wheat, fish, shellfish, sesame).
 - Review all incoming ingredients for allergen content using supplier specifications.
2. **Segregation of Allergenic Materials**
 - Store allergenic ingredients in designated, clearly labeled areas.
 - Use dedicated utensils and equipment for allergenic materials when possible.
3. **Cleaning and Sanitation Protocols**
 - Implement validated cleaning procedures to remove allergen residues.
 - Conduct verification testing (e.g., allergen rapid tests) where necessary.
4. **Staff Training and Awareness**
 - Provide initial and refresher training on allergen awareness and cross-contact prevention.
 - Document all training activities.
5. **Monitoring Cross-Contact Risks**
 - Conduct regular inspections of production areas for potential cross-contact points.
 - Record incidents and corrective actions.
6. **Product Labeling and Communication**
 - Label all products containing allergens as per regulatory requirements.
 - Ensure changes in formulations are communicated and labels are updated promptly.
7. **Emergency Response and Incident Management**
 - Establish procedures to manage accidental allergen exposure (e.g., product recalls, customer notification).
 - Report incidents to management and food safety authorities as required.

5. Documentation

- Ingredient and supplier allergen information forms
- Cleaning and allergen testing records
- Training attendance sheets
- Inspection and corrective action logs

6. Review and Verification

This SOP shall be reviewed at least annually and updated as required. Effectiveness shall be assessed through internal audits, allergen testing, and incident reviews.

7. Contacts

Role	Name	Contact Details
Food Safety Manager	[Insert Name]	[Insert Contact]
Quality Assurance	[Insert Name]	[Insert Contact]