SOP Template: Allergen Labeling and Signage Requirements

Purpose:

This SOP details the **allergen labeling and signage requirements** to ensure accurate identification and communication of potential allergens in products. The goal is to protect consumers with allergies by minimizing the risk of allergen exposure and ensuring clear, consistent allergen information across all products and premises.

Scope:

This procedure applies to all employees involved in production, packaging, labeling, and sale of food products at [Company Name] locations.

Responsibilities:

- **Managers/Supervisors:** Ensure compliance, provide training, and review signage and labels regularly.
- **Production & Packaging Staff:** Implement correct allergen labeling and signage procedures.
- **All Employees:** Remain vigilant, report errors, and attend required training.

Procedure:

1. **Identify Allergenic Ingredients**
    - Maintain a current list of all major food allergens as required by regulation (e.g., peanuts, tree nuts, milk, eggs, fish, shellfish, soy, wheat, sesame).
    - Review ingredient specifications for all suppliers and update records as needed.

2. **Labeling of Allergen-Containing Products**
    - Clearly declare all allergenic ingredients on the product label using bold, legible font.
    - Include a "Contains:" statement listing all relevant allergens immediately following the ingredients list.
    - Apply precautionary labels (e.g., "May contain traces of...") where cross-contact is possible.

3. **Signage Placement and Visibility**
    - Display allergen advisory signage at all customer points of sale and self-service locations.
    - Ensure signage is legible, easy to understand, and prominently placed.
    - Update all signage when recipes or suppliers change.

4. **Compliance with Regulatory Standards**
    - Ensure all allergen labeling follows local, national, and international regulatory requirements (e.g., FDA, FSA, EU FIC).
    - Regularly review regulations for updates and implement changes as necessary.

5. **Employee Training**
    - Provide all relevant staff with training on allergen awareness and labeling requirements.
    - Keep records of training completion and schedule refresher training annually or as regulations change.

6. **Review and Update Procedures**
    - Review this SOP at least annually, or when significant changes occur in regulations, recipes, or supply chain.
    - Document any updates and communicate changes to all relevant staff.

Documentation:

- Allergen ingredient list
- Label and signage records (with revision dates)
- Employee training logs
- SOP review and update log

References:

- [Insert relevant regulatory guidelines, e.g., US FDA Food Allergen Labeling and Consumer Protection Act]
- [Company Allergen Management Policy]

Revision History:

Date	Version	Description	Author
[YYYY-MM-DD]	1.0	Initial release	[Name]

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