

# Standard Operating Procedure (SOP)

## Product Labeling and Allergen Declaration Requirements

**Purpose:** This SOP defines the **product labeling and allergen declaration requirements**, ensuring accurate identification of product contents, compliance with regulatory standards, and clear communication of allergen information to consumers. The goal is to safeguard consumer health by preventing allergen-related risks and ensuring transparency in product labeling.

### 1. Scope

This SOP applies to all packaged food products manufactured, packed, or distributed by the organization.

### 2. Responsibilities

- **Regulatory Compliance Team:** Ensure labels meet all regulatory requirements and are updated according to law.
- **Production & Quality Teams:** Provide accurate ingredient and allergen information for labels.
- **Design & Marketing Teams:** Ensure accurate and legible label design.
- **Management:** Approve and oversee implementation of updated labels.

### 3. Definitions

- **Label:** Any written, printed, or graphic material present on the product packaging.
- **Allergen:** A substance recognized as capable of causing allergic reactions.

### 4. Procedure

#### 1. Label Design and Content

- Ensure prominence and legibility of all mandatory label information.
- Use clear fonts and contrasting colors for visibility.

#### 2. Mandatory Information on Labels

- Product name
- List of ingredients in descending order of weight
- Allergen declaration (see Section 4.3)
- Net quantity and production/batch lot number
- Best before/use by date
- Manufacturer/packer/distributor contact details
- Country of origin
- Storage instructions
- Nutritional information (where applicable)

#### 3. Allergen Identification and Declaration

- Identify major allergens (e.g., gluten, crustaceans, eggs, fish, peanuts, soybeans, milk, tree nuts, celery, mustard, sesame, sulfites, lupin, molluscs).
- Declare allergens in the ingredients list by highlighting (bold/uppercase) and using a "Contains:" statement below the list.
- If cross-contamination is possible, use advisory labeling (e.g., "May contain nuts").

#### 4. Language and Format Guidelines

- Labels must be in the official language(s) required by the target market.
- Use clear, unambiguous terminology and standardized allergen warnings.

#### 5. Label Review and Approval

- All labels must be reviewed for regulatory compliance prior to print or publication.
- Maintain documented records of approval and version history.

#### 6. Label Amendments and Updates

- Promptly update labels upon changes in product formulation, ingredient sourcing, or new regulatory requirements.
- Withdraw obsolete labels from circulation immediately after implementation of updates.

### 5. Records

- Label approval forms and versions
- Ingredient and allergen specification sheets
- Regulatory compliance certificates

### 6. References

- Relevant national and international food labeling regulations (e.g., FDA, EU Regulation (EU) No 1169/2011)
- Codex Alimentarius guidelines

7. Appendix: Example Allergen Declaration Table

Allergen	Contains	May Contain
Milk	âœ”	
Peanuts		âœ”
Gluten	âœ”	

End of Document