

6 - Allergens and Food Information

6.1 Point of Service/Sale				
Ref	Parameter	Compliant	Possible score	Actual score
6.1.1	Point of sale descriptions/menus are accurate Point of sale descriptions/menus are accurate, including food items displayed/served with adequate description (menu boards, FOH labelling).	N/A	5	...
6.1.2	Accurate verbal information is provided at point of sale. Carry out a 'show me' observation. Ask a team member how they would respond if an allergy question was asked at the point of service / selection. Record the name of the team member selected.	N/A	5	...
6.1.3	Food items are correctly displayed without any risk of allergen contamination Food items are not displayed with risk of contamination.	N/A	5	...
6.1.4	Foods are exposed to, or at risk of allergen contamination at the point of sale - Immediate Risk All available / remaining marks will be deducted where food items are displayed and there is a risk of allergen contamination. Immediate Management Action will be applied.	N/A	0	...
Point of Service/Sale				
6.2 Allergen Signs & Notices				
Ref	Parameter	Compliant	Possible score	Actual score
6.2.1	Allergy Notices are displayed at point(s) of sale Allergy notices are displayed at point of sale/in prominent positions across service areas, including vending/hospitality.	N/A	5	...
6.2.2	Allergy Notices not displayed - Immediate Risk All available / remaining marks will be deducted where no allergy notices are displayed. Immediate Management Action will be applied.	N/A	0	...
Allergen Signs & Notices				
6.3 Allergen Matrix/Pre-Service Briefing				
Ref	Parameter	Compliant	Possible score	Actual score
6.3.1	Allergen Matrices are completed accurately including 'May Contain' information Allergen Matrices are completed clearly and accurately including for May Contain information. No missing information or signatures observed.	N/A	10	...

6.3.2	<p>Pre-Service Briefings are conducted and signed off before each service</p> <p>There is evidence of Pre-Service Briefings being undertaken routinely and on the day of the audit. Briefings are signed off on completion. Cross check of foods on display, the allergen checker should be completed prior to the team brief. All food service staff to be present. Correct allergen information to be verbally shared with the team. Any key information eg allergen free dishes to be specifically highlighted. Pre Service brief to be signed off at each stage by the relevant person. Where foods on display remain the same, and the same staff members are on shift, the team brief may be a bit shorter. Where errors have been noted and corrected during the pre service brief, providing service has not yet started, note only.</p>	N/A	10	...
6.3.3	<p>Allergen Matrix not in use - Immediate Risk</p> <p>All available / remaining marks will be deducted where Allergen Matrix not in use on day of audit or previous days.</p>	N/A	0	...
Allergen Matrix/Pre-Service Briefing				
6.4 BOH Allergen Controls				
Ref	Parameter	Compliant	Possible score	Actual score
6.4.1	<p>Food is accepted in a controlled manner</p> <p>Food is accepted in a properly controlled manner with the correct allergen controls (separation/labelling) and monitoring procedures in place.</p>	N/A	2	...
6.4.2	<p>Foods are stored in a manner which prevents allergen contamination</p> <p>Foods are stored in a manner which prevents allergen contamination. Decanted ingredients stored in closed containers with the original label. Sufficient storage space available.</p>	N/A	2	...
6.4.3	<p>BOH labels are correctly completed</p> <p>BoH Labels are correctly completed. All prepared PPDS foods have full, clear allergen labelling.</p>	N/A	5	...
6.4.4	<p>Foods are not exposed to risk of contamination during preparation and handling</p> <p>No foods are exposed to any risk of allergen contamination during preparation. Adequate separation of work areas and correct provision and use of separate equipment. Cooking methods considered as a route of allergen contamination such as shared use of cooking equipment / oil.</p>	N/A	2	...
6.4.5	<p>Foods are not exposed to risk of contamination during service</p> <p>Foods are not exposed to any risk of allergen contamination during service. Correct separation of work areas. Correct provision and use of separate equipment including serving utensils.</p>	N/A	2	...
6.4.6	<p>There is correct control of hospitality, vending and transport</p> <p>Foods are not exposed to any risk of allergen contamination during hospitality service, vending and transportation.</p>	N/A	2	...

6.4.7	Foods are exposed to, or at risk of allergen contamination during storage, preparation and handling - Immediate Risk All available / remaining marks will be deducted where foods are exposed or risk to allergenic contamination during BOH controls. Immediate Management Action will be applied.	N/A	0	...
BOH Allergen Controls				
6.5 Allergen SOP, Training & Competencies				
Ref	Parameter	Compliant	Possible score	Actual score
6.5.1	Documented evidence of training is available There are no gaps in documentary evidence of training for the team.	N/A	5	...
6.5.2	Emergency procedure known by staff - Team Member Demonstration Satisfactory response to questioning in relation to provision of allergy information and emergency procedures is given by a staff member. Record the name of the Team member selected.	N/A	5	...
6.5.3	Allergen SOP available Allergen SOP is available within the FSMS which is signed off and reviewed	N/A	10	...
6.5.4	No evidence of any training - Immediate Risk All available / remaining marks will be deducted where there is no evidence of any training.	N/A	0	...
Allergen SOP, Training & Competencies				
6.6 Allergen Due Diligence Scenario				
Ref	Parameter	Compliant	Possible score	Actual score
6.6.1	Full allergen traceability check from goods in to service and include team knowledge assessment Choose 1 complex menu item in the last 4 weeks and complete an allergen due diligence assessment. Verify allergens using recipe card against food packaging. Include a knowledge assessment of 2 team members, who were involved in the preparation and service of the dish chosen. Ask questions inline with their role and accountability in relation to the preparation and service of the dish. Questions should be focused on the entire process. The Manager and Chef are able to correctly demonstrate how they verify the allergen checker has been completed. If Cafoodle is not followed, what process was followed and has it been documented (team are allowed to tweak recipes, but it has to be recorded).	N/A	5	...
Allergen Due Diligence Scenario				