

Allergen Matrix and Review

A dish-level allergen record with ingredient evidence, the 14 regulated allergen groups, cross-contact controls, recipe changes and reviewer sign-off.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records the evidence behind allergen information. It must be checked by the business against current ingredients, recipes and preparation. Do not describe a dish as allergen-free from a tick-box result.

Food businesses must provide required allergen information. FSA guidance distinguishes the rules for different food presentations and sales channels from best practice for non-prepacked food. Written information supported by a conversation is recommended for non-prepacked food; a matrix alone is not a complete labelling or food-safety system.

2. Menu and evidence

Menu or product range and version *

Information effective from

Supplier specifications and ingredient-label references *

Use identifiable recipe and supplier evidence, including its revision or date. Treat a missing specification as an information gap rather than an assumption.

Person checking allergen information *

3. Dishes

Dish or product (copy this block for each one)

Dish or product name *

Recipe and version reference *

Ingredients and supplier evidence *

Allergen groups present as ingredients (tick all that apply)

- ☐ Celery
- ☐ Cereals containing gluten
- ☐ Crustaceans
- ☐ Eggs
- ☐ Fish
- ☐ Lupin
- ☐ Milk
- ☐ Molluscs
- ☐ Mustard
- ☐ Peanuts
- ☐ Sesame
- ☐ Soybeans
- ☐ Sulphur dioxide and sulphites
- ☐ Tree nuts

Specify the cereal or nut type and any relevant ingredient details

All ingredients checked against current evidence? * (choose one)

- ☐ Yes ☐ No

Cross-contact risks and controls *

Missing evidence or unresolved information

Ingredient label photos (photos: attach, or note the file names)

4. Communication and changes

Where staff and customers can obtain the information *

Recipe, supplier or preparation changes and review action

Staff briefing and handling of allergy enquiries

Separate labelling requirements checked for the food and sales channel

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.