

Premises Food Allergy Management Planning Proforma

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|----------------------|--|
| Business/Premises | |
| Prepared by (& date) | |
| Description | |
| Audited by (& date) | |
| Review date | |

| <p>STEP 1 IDENTIFY FOOD JOURNEY</p> | <p>STEP 2 IDENTIFY POTENTIAL CONTAMINATION EVENTS</p> | <p>STEP 5 PROCESS DECISIONS TO ELIMINATE CONTAMINATION EVENTS</p> |
|--|--|--|
| | | |

STEP 3 DOCUMENT INGREDIENTS

| Task | Responsible for updates | Location of documentation |
|------|-------------------------|---------------------------|
| | | |

STEP 4 DEFINE POLICY & CUSTOMER STATEMENT

| Brief description of premises policy position | Notes |
|---|-------|
| | |



Food allergy policy

Blank area for the food allergy policy content.



Customer statement

Large empty rectangular box for customer statement

STEP 6 IDENTIFY PACKAGING CATEGORY/CATEGORIES (Signage & Labelling)

| Serve/supply method | Category identified (from flowchart) | Info, labelling and signage decisions |
|---------------------|--------------------------------------|---------------------------------------|
| | | |

STEP 7

DEFINE YOUR COMMUNICATION PROCESSES

| Process | Potential communication failures | Decisions to eliminate communication failures |
|---------|----------------------------------|---|
| | | |



| STEP 1 continued | STEP 2 continued | STEP 5 - continued |
|------------------|------------------|--------------------|
| | | |

| STEP 3 continued | | |
|------------------|-------------------------|---------------------------|
| Task | Responsible for updates | Location of documentation |
| | | |

| STEP 6 continued | | |
|------------------------------|--------------------------------------|---------------------------------------|
| Where/what part of business? | Category identified (from flowchart) | Info, labelling and signage decisions |
| | | |

| STEP 7 Continued | | |
|------------------|----------------------------------|---|
| Process | Potential communication failures | Decisions to eliminate communication failures |
| | | |