Objective:

The purpose of this procedure is to describe the control methods used by ABC to ensure that none of its products contain undeclared allergens that could provoke an allergic or a sensitivity reaction in persons that are susceptible to these kinds of reactions.

Scope

This procedure applies to all products manufactured/ handled by ABC.

Responsibility

The FSTL makes sure that the procedure is followed and updated, if necessary.

The Operations Manager or designated personal make sure that the employees perform their work in accordance with the procedure. Special caution is exercised when changing supplier and bringing new ingredient. FSTL ensures suppliers have a documented and implemented allergens control plan at their establishment.

Procedure

The company established a documented risk based allergen control program to ensure the final products are not contaminated. Even though the final products are not reported to have any allergens.

The company maintains an updated list of raw material/ ingredients/ additives, cleaning chemicals, processing aides and packing materials that are having allergens.
The list contains allergens such as:

1. Milk
2. Eggs
3. Peanuts
4. Tree nuts
5. Fish

6. Shellfish
7. Soy
8. Gluten
9. Sesame
10. Sulfite

Allergen Risk assessment:

An allergen control risk assessment has been carried out for all raw materials, ingredients, processing aides used as part of production, and packaging materials. Based on the risk assessment appropriate control measures are instituted to ensure that allergen control system is well established.

Raw material/Ingredients/processing aides & Packing materials

1. QA Manager identifies which of raw material have allergens present on site at any time, and whether ingredients pose a risk to products. Where such a risk exits, an audit of the site must be carried out to assess allergen cross contamination risks. Any improvements identified as necessary to eliminate or reduce cross contamination risks, will result in an agreed plan of action with the raw material supplier together with timescales for completion.

2. QA Manager establishes audit frequencies based on audit findings and risk assessment.
3. Raw material and ingredients supplier specifications include declarations as to the presence of any allergenic products or ingredients on their sites.

Handling of raw material/ Ingredients/processing aides & Packing materials:

1. Allergens list is maintained by the Stores personal.
2. Packaging must be in good condition during transport and distribution.
3. Intake checks must specifically refer to the presence of allergens, and must verify that packaging is not damaged and there are no signs of any spillage.
4. Allergen free declaration shall be obtained from all suppliers while receiving items in the stores.
5. Deliveries must be rejected if the above criteria are not met.

Training

1. All staff on site should be trained. This training must include:
    - Explanation of common food allergens.
    - The general precautions that are in place on site to prevent contamination with allergenic material.
    - Specific precautions in place that relate to individual job roles.
2. Training must be carried out for new employees (including temporary staff) before they start work for the first time. The training programme should be rolled out based on risk assessment.
3. Supervisory staff should be given specific responsibility for ensuring that staff teams comply with procedures they have been trained against.
4. Refresher training should be repeated at least every 2 years, and if staff demonstrate lack of understanding at any time.
5. All training must be fully documented.

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.
Internal audits records must be completed, which will include:

Non-conformances,
Corrective action
Responsibility
Date of completion

RECORDS:
Raw material Allergens risk assessment records

Finished product Allergens risk assessment records

Hygiene and Housekeeping records