

Food Allergens and Controls Scorecard for Success



#	Allergen Identification	Fully	Partially	Not At All	N/A
1	Tree Nuts and/or tree nut derivatives are prohibited from product formulations and are excluded from the facility (almonds, Brazil nuts, cashews, coconuts, hazelnuts (filberts), macadamia nuts, pecans, pine nuts (pinyon, pinon), pistachios, walnuts, nut butters, oils, etc.).				
2	Peanuts and peanut derivatives are prohibited from product formulations and are excluded from the facility (peanut - pieces, protein, oil, butter, flour, mandelona nuts (an almond flavored peanut product), etc.).				
3	Milk and milk derivatives are prohibited from product formulations and are excluded from the facility (milk caseinate, whey, yogurt powder, cream cheese, etc.).				
4	Eggs and egg derivatives are prohibited from product formulations and are excluded from the facility (frozen yolk, egg white powder, egg protein, egg white, or yolk, etc.).				
5	Wheat and wheat derivatives are prohibited from product formulations and are excluded from the facility (flour, starches and brans, etc. Includes other wheat varieties such as spelt, durum, kamut, emmer, etc.).				
6	Soy and soy derivatives are prohibited from product formulations and are excluded from the facility (lecithin, oil, tofu and protein isolates, etc.).				
7	Fish and fish derivatives are prohibited from product formulations and are excluded from the facility (fish, fish protein, fish oil, extracts, etc.).				
8	Shellfish and shellfish derivatives are prohibited from product formulations and are excluded from the facility (crab, lobster, shrimp, etc.).				
	Raw Materials				
9	Written procedures are in place to assess incoming materials for food allergens.				
10	Suppliers are required to provide letters of guarantee, certificates of analysis, or similar documents for each shipment of ingredients.				
11	All raw materials are only purchased and received from pre-screened and approved suppliers.				
12	Lists of product specifications are provided to suppliers of raw materials and ingredients.				
13	Labels of incoming raw materials or ingredients are inspected upon receipt to check for food allergens and are properly identified.				

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	Raw Materials (continued)	Fully	Partially	Not At All	N/A
14	Sub-ingredients and processing aids are reviewed for food allergens at regularly scheduled intervals and whenever new suppliers are used.				
15	Incoming ingredients and raw materials containing food allergens are clearly marked or tagged upon receipt (employing color coding, multiple languages, etc.).				
16	Damaged containers and spills identified are promptly segregated and removed.				
17	Dedicated pallets/bins are used to segregate allergenic ingredients.				
18	Allergenic ingredients are stored in specific, designated areas (lower shelves, different rooms, etc.) to avoid cross-contamination.				
19	Incoming raw materials and ingredients are inspected for evidence of contamination with the "Top 8 Food Allergens."				
20	Adequate, written records are maintained to track raw materials, ingredients, and products for product rotation, tracebacks, and traceforwards.				
	Facility Design				
21	The flow of products through the facility minimizes the potential for cross contact between non-allergenic foods and allergenic foods.				
22	Physical barriers are used to maintain separation between different food commodities and processing lines.				
23	Air handling and filtration systems are in place and are routinely maintained.				
24	Adequate space has been designated for each operation (staging, processing, packaging, storage, etc.) to allow for separation, inspection, cleaning, and sanitizing.				
	Manufacturing and Processing				
25	Labels of ingredients and raw materials are verified and rechecked before processing.				
26	Appropriate personnel conduct pre-operational inspections of all food processing lines/equipment for residues and potential sources for food allergen cross contact.				
27	Production runs are properly scheduled to minimize the potential for cross-contamination.				
28	Procedures to prevent cross-contamination from processing equipment are documented.				
29	Adequate time is allotted during changeovers for allergen control measures to be employed.				
30	Work-in-progress is protected from cross-contamination by other products on adjacent product lines.				

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	Manufacturing and Processing (continued)	Fully	Partially	Not At All	N/A
31	Separate and dedicated equipment are used exclusively for the production of allergenic foods.				
32	Manufacturing/production records are maintained with sufficient information to facilitate a traceback/traceforward (lot codes, best if used by dates, etc.).				
33	A color coding, tagging or other system is in place to clearly identify equipment used for the production containing one of the "Top 8 Allergens."				
34	Formulations and recipes are periodically reviewed to determine if any of the "Top 8 Food Allergens" used can be replaced by non-allergenic ingredients.				
	Cleaning and Sanitation				
35	Specific, step-by-step instructions for cleaning all equipment are documented.				
36	Cleaning and sanitation procedures have been evaluated and have been determined to be effective through validation by an applicable analytical method (ELISA).				
37	Cleaned equipment and utensils are secured at the end of the workday/shift and properly stored to prevent accidental recontamination.				
38	Each cleaning and sanitation activity is documented on a checklist/log by the operator or sanitation employee.				
39	Cleaning logs document which pieces of equipment were cleaned, identity of employee who performed the activity, and the time it was performed.				
40	Cleaning logs are regularly reviewed for compliance with the allergen control program by a supervisor or manager.				
	Rework				
41	A rework plan is documented for all products.				
42	Food products containing allergens are identified and clearly marked when reworked.				
43	Rework is only processed during the same production run.				
44	Records are maintained for all rework that contain any of the "Top 8 Food Allergens."				
45	When rework is used in a different formulation, it is clearly marked and labeled with relevant information.				
	Labeling and Packaging				
46	Label and packaging specifications are documented and provided to suppliers.				
47	Label and packaging specifications are reviewed with suppliers at least annually, and whenever new suppliers are used.				

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	Labeling and Packaging (continued)	Fully	Partially	Not At All	N/A
48	Old, unused, and outdated labels are discarded regularly.				
49	Labels and packaging materials used do not contain any food allergen ingredients.				
50	The labels for products containing one of the “Top 8 Food Allergens” properly list the common and usual name of the source of the ingredient in parentheses within the ingredient list in compliance with FALCPA. Select “N/A” if you are fully implementing the labeling control identified in item #51, below.				
51	The labels for products containing one of the “Top 8 Food Allergens” properly list the common and usual name of the source of the ingredient at the end of the ingredient statement, immediately following the word “ Contains: ” in compliance with FALCPA. Select “N/A” if you are fully implementing the labeling control identified in item #50, above.				
52	Lot coding, use by date, or other tracking system is in place and printed on each label.				
53	Labels and packaging materials are stored in a designated area, separated from food and chemical products.				
54	Finished, packaged, and labeled products are inspected prior to distribution to ensure compliance with labeling specifications for the “Top 8 Food Allergens.”				
55	Label and packaging inspection activities are documented on a log or checklist and verified for accuracy and completion by designated staff who is at the level of a supervisor or manager.				
	Employee Training				
56	A written, food allergen control plan is deployed and is accessible for review by all employees.				
57	The allergen control plan is reviewed at least annually by a team of staff from different operational areas (receiving, quality control, production, etc.).				
58	Employees are trained regarding food allergens before independently working with food, food packaging, and food contact surfaces.				
59	Training records are maintained documenting who attended the training, the name of the trainer, and the date the training occurred.				
60	The allergen training includes a definition of an allergen and a description of the “Top 8 Food Allergens.”				
61	The allergen training includes the importance of allergen control in a food facility as well as the potential serious public health impact of exposures due to cross contamination or misbranding.				

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	Employee Training (continued)	Fully	Partially	Not At All	N/A
62	The allergen training describes the common areas where problems occur and lists specific control measures and appropriate corrective actions.				
63	Allergen training includes a review of frequently used aliases for the “Top 8 Food Allergens.”				

	Sub Totals				
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This document provides an informal, numeric score to help you evaluate the effectiveness of your food allergen control plan. The scorecard is intended as a guide only and may not cover all situations.

How to finalize your results:

1. Transfer your subtotals from page four to their corresponding subtotal sections listed in the chart below.
2. Multiply your final tally from the “Fully” column by ten (10) and your score from the “Partially” column by five (5). Enter the results in each “Multiplication Subtotal” box.
3. Add your results from the “Multiplication Subtotal boxes together. Enter the result in the box labeled “Score.”
4. Subtract the number you entered in the “N/A” subtotal box from 63 (the total number of items from the chart). Multiply that number by 10 and enter it in the box labeled, “Total.”
5. Divide the number you calculated and entered in “Score” by the “Total” number, and multiply by 100. Enter that number in the box labeled “Your % Score.”

	Fully	Partially	Not At All	N/A
Subtotal				
Multiplication Subtotal				
Score				
Total				
Your % Score	%			

Use the chart below to evaluate your percentage score:

Score	Comments
>90%	You have implemented many allergen controls. Be sure to review your plan regularly to determine where adjustments can be made for improvement.
80% to 90%	You have implemented some allergen controls. You should evaluate your scorecard and promptly address any areas where you marked “Partially” or “Not At All.”
<79%	You have NOT implemented enough food allergen controls to protect against cross-contact or mislabeling. You should immediately re-evaluate your plan and make major modifications in order to reduce the risk of a severe adverse public health consequence.

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EXAMPLE

Yummy Yuckies Cereal Company, Inc. is evaluating their allergen control plan with the “Scorecard for Success.” After reviewing their plan and assessing their conformance with the 63 items, they realize a full evaluation of their allergen control plan must be done immediately. A table of their data is shown below.

	Fully	Partially	Not At All	N/A
Subtotal	35	20	5	3
Multiplication Subtotal	350	100		
Score	450			

Total	600
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Your % Score	75%
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