

## 2. Checklist for: Purchasers for Food Manufacturers

- Purpose:** To help purchasers for food manufacturers improve the safety of food handling from an allergy perspective.  
To help consumers with allergies and food intolerances.
- Requirements:** To be aware that consumers expect and demand that all food handlers have the knowledge and insight required to supply safe foods of high quality. Consumers can not be responsible for mistakes and errors at the production and distribution stage.  
To read and understand the Food Sector Guidelines and have insight on what “allergy and intolerance” involves! It is important to be aware of the level of sensitivity, reactions and consequences.

In this document, *allergens* refers to allergens and other food intolerance-causing substances. The substances and products thereof listed below are those that most often cause allergic and adverse reactions. These are also the foods and ingredients for which special requirements regarding labelling and food information to consumers apply (Regulation (EU) No. 1169/2011 and Swedish National Food Agency regulation LIVSFS 2014:4).

<p>1. Cereals containing gluten, namely: wheat, rye, barley, oats, spelt, kamut or their hybridized strains, and products thereof, except:</p> <p>a) wheat based glucose syrups including dextrose<sup>1</sup>;</p> <p>b) wheat based maltodextrins<sup>1</sup>;</p> <p>c) glucose syrups based on barley;</p> <p>d) cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin.</p>	<p>2. Crustaceans and products thereof.</p> <p>3. Eggs and products thereof.</p> <p>4. Fish and products thereof, except:</p> <p>a) fish gelatine used as carrier for vitamin or carotenoid preparations;</p> <p>b) fish gelatine or Isinglass used as fining agent in beer and wine.</p> <p>5. Peanuts and products thereof.</p>
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<p>6. Soybeans and products thereof, except:</p> <p>a) fully refined soybean oil and fat<sup>1</sup>;</p> <p>b) natural mixed tocopherols (E306), natural D-alpha tocopherol, natural D-alpha tocopherol acetate, and natural D-alpha tocopherol succinate from soybean sources;</p> <p>c) vegetable oil derived phytosterols and phytosterol esters from soybean sources;</p> <p>d) plant stanol ester produced from vegetable oil sterols from soybean sources.</p> <p>7. Milk and products thereof (including lactose), except:</p> <p>a) whey used for making alcoholic distillates including ethyl alcohol of agricultural origin;</p> <p>b) lactitol.</p>	<p>8. Nuts, namely: almonds (<i>Amygdalus communis</i> L.), hazelnuts (<i>Corylus avellana</i>), walnuts (<i>Juglans regia</i>), cashews (<i>Anacardium occidentale</i>), pecan nuts (<i>Carya illinoensis</i> [Wangenh.] K. Koch), Brazil nuts (<i>Bertholletia excelsa</i>), pistachio nuts (<i>Pistacia vera</i>), macadamia or Queensland nuts (<i>Macadamia ternifolia</i>), and products thereof, except for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin.</p> <p>9. Celery and products thereof.</p> <p>10. Mustard and products thereof.</p> <p>11. Sesame seeds and products thereof.</p> <p>12. Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total SO<sub>2</sub> which are to be calculated for products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers.</p> <p>13. Lupin and products thereof.</p> <p>14. Molluscs and products thereof.</p>
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<sup>1</sup> And the products thereof in so far as the process that they have undergone is not likely to increase the level of allergenicity assessed by the authority for the relevant product from which they originated.

**If changes involving allergens are made to a product or production process, the following control procedures should be reviewed to ensure that mistakes do not occur.**

Control Point	Example of problem	Yes	No	Note current routines and areas for improvement
<b>1. General points</b>				
1.1 Are there procedures for choosing suppliers? 1.2 Does your company have an internal allergen list? 1.3 Do all purchasers receive training in these procedures?	<i>These points should be included in the internal control program.</i>			
<b>2. Choice of supplier</b>				
2.1 Is the supplier already approved? 2.2 Does the supplier use procedures that guarantee that all allergenic substances are identified and handled correctly? 2.3 Has the supplier been informed of and accepted your company's internal allergen list? 2.4 Does the supplier have adequate control of its sub-suppliers? 2.5 Does the supplier declare all ingredients, including carriers and processing aids? 2.6 Are complete product specifications provided? 2.7 Does the supplier have good traceability procedures? 2.8 Is there an approved alternate supplier in case of delivery problems etc.? 2.9 Are the same procedures used for all suppliers? 2.10 Are supplier audits carried out?	The supplier is not aware of allergy/intolerance concerns.  Pasta with egg and pasta without egg are produced on the same production line or in the same factory and could be mixed up.  Breaded/battered fish and unbreaded fish are handled on the same production line. Nuts, peanuts or other allergens are handled in the production line or on the premises with no particular consideration given to allergen contamination.			

Control Point	Example of problem	Yes	No	Note current routines and areas for improvement
<b>3. Purchasing procedures</b>				
3.1 Is the supplier familiar with the rules regarding allergens and understand the implications?	<p>The supplier lacks an <b>understanding of the serious risks low quantities of allergen can pose.</b></p> <p>Seasoning mixes used contain milk protein without declaring it.</p> <p>The supplier does not state what other products are produced on the same production line.</p> <p>The supplied product can not be easily identified due to unclear or incorrect labelling.</p> <p>Supplier has not informed of recipe changes and labelling does not distinguish old recipes from new.</p> <p>In the case of imports from a third country, it is important to check that suppliers are familiar with EU regulations and allergen list.</p>			
3.2 Is information provided for all components of all ingredients and raw materials from both the supplier and sub-suppliers?				
3.3 Are there procedures for how the product should be labelled?				
3.4 Are there procedures for how recipe changes or other product changes are communicated and labelled?				
3.5 Is the labelling of the supplied products clear and understandable?				
3.6 Are there internal procedures for handling information on shortcomings noted in the labelling?				
3.7 Are there procedures for informing suppliers about shortcomings and how improvements can be made?				
3.8 Are the procedures used and followed?				
3.9 Are there procedures for following up suppliers?				

Date: .....

Name of person who completed checklist: .....

Company name and address: .....

***Review your work practices with the help of the checklist regularly. Take and document corrective actions. Save completed checklists!***

**Handling procedures for product alerts**

Control Point	Comments	Notes
<p><b>A. General points</b></p> <p>A.1 Are there procedures for handling product alerts?</p> <p>A.2 Are the procedures used and followed?</p>	<p>The company's internal procedures should always be followed first.</p> <p>People involved in product alerts are usually those who work with consumer contact, purchasing, marketing and distribution managers, and shop employees.</p>	<p><i>(Add your own comments to the checklist!)</i></p>
<p><b>B. Gather information</b></p> <p>B.1 Is the consumer still sick?</p> <p>B.2 Which product did the consumer eat?</p> <p>B.3 What else did the consumer eat?</p> <p>B.4 Does the consumer have a known allergy or intolerance – to what?</p> <p>B.5 Tell the person you will get back to him/her.</p>	<p>If the consumer is sick – suggest that he/she seek medical attention.</p> <p>Note the product name, size, “use by” date, date of purchase, store where the product was purchased, batch number and GTIN code.</p> <p>If possible: save the product in question and try to obtain an unopened package from the same batch for testing.</p>	<p><i>(Add your own comments to the checklist!)</i></p>
<p><b>C. Evaluate</b></p> <p>C.1 Contact your supervisor or person in charge of handling urgent consumer complaints – evaluate together.</p> <p>C.2 If necessary, gather more information. Contact supplier? Perform analyses? Seek the assistance of the regulatory agency!</p>		<p><i>(Add your own comments to the checklist!)</i></p>

Control Point	Comments	Notes
<p><b>D. Take action</b></p> <p>D.1 Protect other consumers – Consider whether sales should be stopped!</p> <p>D.2 Inform supplier and regulatory agency?</p> <p>D.3 Investigate whether the product should be recalled?</p> <p>D.4 Investigate, in cooperation with authorities, whether a press statement should be issued?</p> <p>D.5 Inform the affected consumer.</p> <p>D.6 Request an investigation and follow-up by supplier.</p>	<p><i>(Add your own comments to the checklist!)</i></p>	
<p><b>E. Follow up – Improve</b></p> <p>E.1 Once the case is resolved, follow up the outcome and discuss how your procedures can be improved!</p>		

Date: .....

Name of person who completed product alert checklist: .....

Company name and address: .....

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