

Food Allergy Dining Audit



FARE.

Food Allergy Research & Education



Section	Area	Compliant?	Comments
1	Ingredient Accuracy		
1.1	Vendor agreements prohibit substitutions without prior approval		
1.2	<p>There is a written policy for all vendors that considers the following:</p> <ul style="list-style-type: none"> • The ingredient information the location expects vendors to provide for ordered items • Location expectations if an ordered item is no longer available • Whether a manufacturer or distributor will send alerts if an item’s ingredients are changing • Any ingredients or items that are restricted from being sold in your facility 		
1.3	Package labels are reviewed on a schedule (e.g., once a week) to ensure that product and ingredients align with purchase order		
1.4	Standardized recipes are in place		

1.5	Standardized recipes are followed without exception or prior approval from manager		
1.6	Staff has access to printed or electronic versions of recipes		
1.7	There is a system in place to hold staff accountable if recipes are not followed		
1.8	Full ingredient lists (including sub-ingredients) are available for all recipes		
1.9	Standardized recipes include Top 9 (and gluten) allergen tags		
1.10	Restaurant has documented policy on handling advisory labeling (e.g., “may contain” or “made on shared equipment”)		
Based on your responses in section 1, you can provide accurate ingredient information to guests with food allergy.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
2	Receiving		
2.1	Procedures are in place regarding how staff should handle high-risk items (example: bags of flour, fresh or frozen seafood)		
2.2	There is a policy in place regarding how staff handles damaged items (including proper clean-up procedures and who to notify if cross-contact occurs)		
2.3	Receiving staff is trained on allergens and the importance of working to avoid-cross-contact		

2.4	Receiving staff is trained to flag and/or review substitute items that come in		
2.5	Receiving staff is trained in identifying changes in labels, flagging the product, and notifying manager/chef		
2.6	Ingredient labels are posted where products are stored		
2.7	Watch a shipment coming in to observe any areas or items at high risk for cross-contact. Pay particular attention to items prone to spilling or becoming airborne (e.g. milk cartons, wheat flour, etc.) and open items vulnerable to experiencing cross-contact (e.g. produce). Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
Based on your responses and observations in section 3, the procedures in place are effectively limiting the risk of cross-contact in receiving.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
3	Storage		
3.1	Shelves are color-coded and labeled or there is a planogram to keep storage areas organized and consistent (example: store gluten-free alternative products together)		
3.2	Items at high risk of becoming airborne are covered and stored on low shelves and away from open items (example: flour)		

3.3	Sauces and other items at high risk for spilling are stored on lower shelves or stored above like-allergen-containing items		
3.4	Prepared food items are stored with like-allergen-containing items grouped together (e.g., gluten-free alternatives together on one shelf area)		
3.5	Open items, like produce, are kept segregated from other items		
3.6	Storage containers are covered		
3.7	Review storage areas to observe areas or items at high risk for cross-contact. Pay particular attention to items that are at higher risk of spilling (e.g., sauces in hotel pans), items prone to becoming airborne (e.g. wheat flour) and open items vulnerable to cross-contact (e.g., produce). Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		

Based on your responses and observations in section 3, the procedures in place are effectively limiting the risk of cross-contact in storage.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
4	Back-of-House		
4.1	Procedures are in place to prevent cross-contact during food preparation (example: prepare allergen-friendly and gluten-free options first)		
4.2	Barrier methods (cutting boards, foil, etc.) are used when preparing ingredients		
4.3	Meal items are each prepared separately (e.g., preparing the chicken pasta and then the chicken-fried rice, but not both together)		
4.4	Staff washes their hands and changes their gloves between preparing each meal item. Chef coats and aprons changes when needed to prevent cross-contact		
4.5	Preparation surfaces are located away from work areas that may be cross-contact risk (example: gluten free foods prepared next to the bakery). Areas should be washed and sanitized between preparing every meal item, using cleaning practices appropriate for allergen removal		

4.6	Clean, dedicated (potentially color-coded) utensils, cutting boards and other kitchen tools are used for each new meal item		
4.7	If cross-contact occurs with an ingredient not included in the meal item, the meal is either thrown out or labeled to include the accidental ingredient		
4.8	Observe preparation for a meal service to identify areas at high-risk for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
Based on your responses and observations in section 4, the procedures in place are effectively limiting the risk of cross-contact in the back-of-house for self-serve food items.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
5	Front-of-House		
5.1	There is an established procedure for layout of the self-serve areas to group like-allergen-containing items together (e.g., on the salad bar grouping the lettuces together and placing the cheese on the other end)		
5.2	There are separate tongs or serving utensils for every item in self-serve areas		

5.3	Descriptive food labels on the menu include at least the top allergen (and gluten) information (example: pecan-crusted chicken)		
5.4	Menu descriptions are consistent and accurate, particularly for items with multiple ingredients (e.g., salad dressings, pastas, sauces, etc.)		
5.5	Full ingredient information for menu items is available on-site		
5.6	Staff uses fresh cleaning supplies/buckets for cleaning prep areas and tables		
5.7	Observe servers in the dining room for a period of time to identify areas where cross-contact is happening or is likely to happen. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
Based on your responses and observations in section 5, the procedures in place are effectively limiting the risk of cross-contact in the front-of-house.*		<input type="checkbox"/> PASS	If FAIL, indicate corrective action:

		<input type="checkbox"/> FAIL	
6	Short-order Stations: Broiler, Saute/Sauce, Garde Manger, Veg/Starch, Fry, Butcher/Prep		
6.1	There is an established procedure for staff to follow if a guest makes a special dietary meal request		
6.2	There are visual reminders at the station of the procedure staff is expected to follow if a guest makes a special dietary meal request		
6.3	There are separate tongs or serving utensils for every topping/ingredient at the station		
6.4	If the station uses a flat-top grill or other shared cooking surface, there is a procedure in place to prevent cross-contact during cooking (e.g., using a pan instead of the grill to make a burger for a guest with food allergy)		
6.5	Toppings and ingredients are taken from back-up containers if a guest makes a special dietary meal request		
6.6	Meals are prepared on a surface that is not above the ingredients/toppings area of the station (e.g., at a sandwich station, sandwiches are not prepared on the counter ledge directly above the toppings)		

6.7	If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade		
6.8	Full ingredient information is available online or on-site for ingredients station (e.g., sauces at a stir-fry station) for managers or chefs to access		
6.9	Order a meal as if you have an allergy to an ingredient present at the station. Watch every step of food preparation to identify areas at risk for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
Based on your responses and observations in section 6, the procedures in place are effectively limiting the risk of cross-contact at the short-order stations.		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
7	Ordering Special Diet Meals (if applicable)		
7.1	On the menu, there is highly visible signage notifying guests that accommodations can be made and requesting they disclose their special dietary needs when ordering		
7.2	There is an established procedure for staff to follow to order a meal for a guest with a dietary restrictions		

7.3	Guests are able to email or notify at time of reservation and note their special dietary needs in advance		
7.4	Server greets table and asks if any guest has a food allergy or dietary restriction		
7.5	Meals are promptly covered after being prepared		
7.6	Meals are stored in a designated area while waiting for pickup		
7.7	Meals are labeled to ensure the guest gets the correct item upon pickup		
7.8	If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade		

7.9	Place an order for a special diet meal and watch every stage of preparation, storage of the meal and pickup for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
Based on your responses and observations in section 7, the procedures in place are effectively limiting the risk of cross-contact for pre-ordered meals.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:	

		<input type="checkbox"/>	
8	Staff Training		
8.1	There is a policy in place regulating staff training requirements upon hire, annually and as needed		
8.2	Staff receives training explaining the seriousness of food allergy and celiac disease		
8.3	Staff is trained on proper cleaning methods to avoid cross-contact		
8.4	Staff are trained on identifying Top 9 allergens (and gluten) in various menu items (example: macaroni and cheese contains milk, soy, wheat, and gluten)		
8.5	Dining staff is trained on proper procedures in their area to prevent cross-contact and prepare a meal for a guest with a special dietary need		
8.6	There is at least one trained staff member during operating hours who can handle special dietary requests and questions (and staff trained on who this allergen champion is per shift)		
8.7	At minimum 90% of staff are trained on: <ul style="list-style-type: none"> • Recognizing anaphylaxis • Proper treatment for anaphylaxis 		

	<ul style="list-style-type: none"> • Restaurant policies regarding emergency response for anaphylaxis • Which first responders respond to anaphylactic reactions and whether they carry epinephrine 		
Based on your responses and observations in section 8, the procedures in place are effectively training staff on food allergy + celiac disease		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action:
9	Communication with Guests		
9.1	Labeling and signage is accurate and consistent throughout every digital or printed menu		
9.2	Disclaimers, in accordance with restaurant policy, are posted online		
9.3	Guests are able to access full ingredient lists upon request		
9.4	There is signage in the on the menu and online advising guests what to do and how to disclose if they have a special dietary need		
9.5	Host/hostess, server, manager, and chefs are alerted regarding guest with food allergy or special diet request before ordering process.		
9.6	Guests with food allergies and celiac disease are asked to provide feedback on their dining experiences		

9.7	Incident reports are completed following any guest complaint or food allergy reaction		
Based on your responses and observations in section 9, the procedures in place effective in communicating with guests on food allergens present in menu items		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	If FAIL, indicate corrective action: