



Created:	18.06.2026, Dr. Wolfgang Weber
Checked/Approved	20.06.2026, Dr. Wolfgang Weber
Version:	3

Company
name and
address

Report date:

Expert:

No.	Requirements	Evaluation					Documentation of requirements, comments and observations
		A	B	C	D	N/A	
1.	Complete and accurate information on the raw materials used (supplier specifications)						
1.1	The supplier specifications and supplier questionnaires for raw materials, semi-finished products and processing aids contain information regarding allergenic cross-contamination, provided in quantitative terms where possible	☐	☐	☐	☐	☐	
1.2	Specifications are checked and approved. A suitable procedure is in place.	☐	☐	☐	☐	☐	
1.3	The specifications are reviewed regularly (every 3 years).	☐	☐	☐	☐	☐	
1.4	A dedicated overview of all allergens relevant to operations is available at the production site.	☐	☐	☐	☐	☐	
2.	Application of the correct formulation and production processes for the manufacture of products						
2.1	The list(s) of ingredients for the products (ingredients used) correspond to the formulation and the raw materials used.	☐	☐	☐	☐	☐	
2.2	The product description lists all the ingredients used (including reworked materials and packaging).	☐	☐	☐	☐	☐	
2.3	Production sequences are fixed (e.g. starting with non-allergenic products, followed by allergenic products in ascending order after cleaning).	☐	☐	☐	☐	☐	
2.4	When changing products, the specified drainage times for transport systems and pipework are taken into account. Appropriate product separation is carried out.	☐	☐	☐	☐	☐	
2.5	Where applicable: The rework process ensures that any unintended contamination of the end product with allergens is ruled out. A rework matrix is in place.	☐	☐	☐	☐	☐	
2.6	Changes to the formulation, production processes or raw materials are assessed in terms of their impact on the product and, where relevant, other products, with regard to the presence of allergens.	☐	☐	☐	☐	☐	
2.7	Changes to the formulation or production processes are communicated to all staff in good time and reviewed.	☐	☐	☐	☐	☐	
3.	Correct design of packaging and presentation of other product-related information						
3.1	Appropriate packaging materials and labels, as well as clear product specifications, are available for all manufactured products.	☐	☐	☐	☐	☐	
3.2	The product specification and the packaging material/label (list of ingredients) contain information on the main allergens and correspond to the current formulation.	☐	☐	☐	☐	☐	

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3.3	Major allergens contained in the product are highlighted in the list of ingredients.	☐	☐	☐	☐	☐	
3.4	<i>Where applicable:</i> Additional allergen information is clear and not misleading.	☐	☐	☐	☐	☐	
3.5	Pre-printed packaging materials/labels (ingredient lists, allergen information) are checked and approved before use.	☐	☐	☐	☐	☐	
3.6	Pre-made packaging materials/labels are marked with a unique identification number, including version information.	☐	☐	☐	☐	☐	
3.7	Unauthorised or expired pre-packaged packaging materials/labels are identified, secured or destroyed. Unintended use is prevented.	☐	☐	☐	☐	☐	
3.8	An up-to-date overview of approved packaging materials and labels is available.	☐	☐	☐	☐	☐	
3.9	<i>Where applicable:</i> For packaging materials and labels printed in-house, it is possible to trace which member of staff printed which items and how many, and when. The disposal of surplus labels is guaranteed and traceable.	☐	☐	☐	☐	☐	
4. Preventing the accidental exchange of raw materials, semi-finished products and packaging materials							
4.1	All raw materials and intermediate products delivered are checked to ensure they are correctly identified and comply with the relevant specifications.	☐	☐	☐	☐	☐	
4.2	All incoming raw materials/intermediate products are clearly and traceably labelled immediately upon receipt (batch, item no.).	☐	☐	☐	☐	☐	
4.3	All products containing allergens, including raw materials, intermediate products, unlabelled finished products and reworked items, include allergen information.	☐	☐	☐	☐	☐	
4.4	When changing products or labels, in the case of pre-printed packaging materials or labels, a check is carried out to ensure that the correct materials (labelling rolls, etc.) are used.	☐	☐	☐	☐	☐	
4.5	Automated processes (valve operations, tank emptying, dosing) are safeguarded in such a way that incorrect products cannot be processed unintentionally.	☐	☐	☐	☐	☐	
5. Preventing cross-contamination							
5.1	The assessment of the risk of allergen carry-over is an integral part of the HACCP system, and the risk is quantified where possible.	☐	☐	☐	☐	☐	
5.2	All staff members receive regular training (at least once a year) on the importance of allergens and how to handle them.	☐	☐	☐	☐	☐	
5.3	Cleaning processes for equipment and installations that come into contact with products have been validated with regard to the removal of all allergens present (cleaning validations).	☐	☐	☐	☐	☐	
5.4	Records of cleaning are documented – including in relation to product changes.	☐	☐	☐	☐	☐	
5.5	Measures are in place to ensure that cleaning processes and activities do not lead to cross-contamination.	☐	☐	☐	☐	☐	
5.6	Products containing allergens are handled and stored at all stages of processing in such a way as to prevent any potential cross-contamination.	☐	☐	☐	☐	☐	

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5.7	Sampling procedures are planned and carried out in such a way as to rule out any possibility of cross-contamination.	☐	☐	☐	☐	☐	
5.8	<i>Where applicable:</i> When weighing out ingredients, dust formation is prevented or minimised as far as possible (e.g. by using extractor hoods or separate rooms).	☐	☐	☐	☐	☐	
5.9	When using materials that come into contact with the product (e.g. ladles, knives), measures are taken to prevent any potential cross-contamination (e.g. colour-coding).	☐	☐	☐	☐	☐	
5.10	(Internal) reusable transport materials (boxes, crates, bags, etc.) are cleaned after each use or are allocated exclusively to specific products or product groups.	☐	☐	☐	☐	☐	
5.11	Special colour-coded equipment is kept on hand, which is intended solely for use with specific products or materials containing allergens.	☐	☐	☐	☐	☐	
5.12	Waste or rejects, including their disposal, do not result in the contamination of other products.	☐	☐	☐	☐	☐	
5.13	When staff are deployed flexibly across different production areas, measures are in place to ensure that no cross-contamination occurs (hand washing, changing of clothing and footwear).	☐	☐	☐	☐	☐	
5.14	During repair and maintenance work, care is taken to ensure that this does not lead to cross-contamination.	☐	☐	☐	☐	☐	
5.15	Production processes are planned on a risk-based basis in conjunction with cleaning processes. Any physical separation of production areas and/or processes that may be necessary to prevent cross-contamination is ensured.	☐	☐	☐	☐	☐	
5.16	The risk assessment takes into account the bringing of food and drink onto the production site by staff, visitors and caterers. Appropriate measures and regulations are in place.	☐	☐	☐	☐	☐	
5.17	Measures are in place to ensure that staff visiting the canteen do not cause cross-contamination (spread of contamination) in the production area (designated areas for hand washing, airlocks, changing rooms, etc.).	☐	☐	☐	☐	☐	
5.18	Measures are in place to ensure that staff and visitors are not permitted to bring food or drink into the production area, except where authorised.	☐	☐	☐	☐	☐	



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Production site inspection							
1	Changing rooms	☐	☐	☐	☐	☐	
2	Canteen and staff rooms	☐	☐	☐	☐	☐	
3	Receipt of goods	☐	☐	☐	☐	☐	
4	Warehouse/Temporary storage facility	☐	☐	☐	☐	☐	
5	Procurement and return of raw materials Procurement, prefabrication and return	☐	☐	☐	☐	☐	
6	Production	☐	☐	☐	☐	☐	
7	Cleaning	☐	☐	☐	☐	☐	

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		A	B	C	D	N/A	
8	Filling/Labelling	☐	☐	☐	☐	☐	
9	Clothing	☐	☐	☐	☐	☐	
10	Training and knowledge levels	☐	☐	☐	☐	☐	
11	Waste management	☐	☐	☐	☐	☐	
12	General operating condition	☐	☐	☐	☐	☐	