

Verify ingredients and recipes

Ingredient & allergen verification

Use current supplier information and the recipe actually served. Check substitutions, toppings, milk alternatives and shared equipment. Do not infer allergen-free status from a product name or a blank field.

Site / menu owner / review date:

Recipe / drink / revision:

Ingredient / supplier / code	Current label / specification date	Declared allergens / warnings	Verified by / date

Batch / lot / substitution traceability:

Unverified information / action before service:

Recipe approval / information location:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): Food Standards Agency: allergen guidance

Service and cross-contact review

Ingredient & allergen verification

This is a verification worksheet, not a pre-completed allergen declaration. Where information is uncertain, stop and obtain reliable information rather than reassuring a customer without evidence.

Recipe / equipment / review date:

Shared utensils, hoppers, milk lines and preparation areas:

Cross-contact controls / cleaning procedure reference:

How current information is given to customers:

Staff briefing / responsible person:

Change or gap	Action / owner / due	Verification / date

Authorised recipe / ingredient change decision:

Signed review / next review trigger:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): Food Standards Agency: allergen guidance