

How to Complete This Matrix

1. List every menu item, including sides, sauces, garnishes, specials and drinks prepared in-house.
2. Check the full recipe and every ingredient label, including oils, stocks, marinades and pre-made components.
3. Tick each allergen the dish contains. For 'may contain' warnings on ingredient labels, note them separately and brief staff.
4. Mark gluten-containing cereals and nuts specifically where staff need detail (e.g. wheat, barley; almonds, walnuts).
5. Date and sign the matrix, and re-issue it after any recipe, ingredient or supplier change – do not amend it by hand mid-service.

Manager Sign-off

Date:		Initials/Signature:	
Corrective Action / Notes			



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forkto.com/resources/checklists/allergen-matrix

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