Ingredient-change and allergen handover log

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Date / time	
Old product and replacement	
Affected dishes	
Evidence checked	
Record / label updates	
Briefed staff and time	
Authorised by	

Before use: Identify the product and affected dishes. Check current ingredient information. Review preparation and relevant labels. Update the working record. Brief all affected colleagues and confirm receipt.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online