



Allergen Changeover Verification Checklist

Complete

Score	75 / 77 (97.4%)	Flagged items	2	Actions	3
Document ID					631415
Conducted on					23.02.2026
Prepared by					Elliot Roberts
Personnel involved					
					Dennise Maddox John Mahoney Lonnie Espinosa Jordan Ross Annie Murphy Britta Reid Danni Barnes
Location					4324 Telephone Rd, Houston, TX 77087, USA (29.7014346, -95.3038182)

Flagged items & Actions

2 flagged, 3 actions

Flagged items

2 flagged, 2 actions

Allergen Changeover Verification / Pre-Changeover & Setup / Ingredient Removal

Are removed ingredients stored in sealed, clearly labelled containers?

No

Food is well-contained, but some container labels are missing or incomplete



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 02.03.2026 12:22 PST | Created by: SafetyCulture Staff

Relabel Containers

Please inspect all food containers in storage. Find the ones without labels and that have incomplete information.

Allergen Changeover Verification / Cleaning & Sanitation / Visual Inspection

Are floors spill-free?

No



Photo 3

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 02.03.2026 12:37 PST | Created by: SafetyCulture Staff

Clean Up Near Counter

Fryer oil spill. Kindly mop and disinfect

Other actions

1 action

Allergen Changeover Verification / Production Line Verification / Equipment Inspection

Are gaskets checked for residue?

Yes

The gasket is clear of residue, but needs replacement.



Photo 4

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 02.03.2026 12:43 PST | Created by: SafetyCulture Staff

Allergen Changeover Verification	2 flagged, 3 actions, 66 / 68 (97.06%)
Pre-Changeover & Setup	1 flagged, 1 action, 17 / 18 (94.44%)
Schedule Review	5 / 5 (100%)
Is the service schedule reviewed before allergen changeover?	Yes
Are allergen-safe items scheduled to be prepared first where possible?	Yes
Are relevant staff informed of the allergen changeover requirements?	Yes
Are allergen risks for the next items clearly identified?	Yes
Is enough time allowed to complete the changeover properly?	Yes
Ingredient Removal	1 flagged, 1 action, 4 / 5 (80%)
Are all allergen-containing ingredients removed from the preparation area before starting?	Yes
Are removed ingredients stored in sealed, clearly labelled containers?	No
Food is well-contained, but some container labels are missing or incomplete	
	
Photo 1	
To do Assignee: SafetyCulture Staff Priority: High Due: 02.03.2026 12:22 PST Created by: SafetyCulture Staff	
Relabel Containers Please inspect all food containers in storage. Find the ones without labels and that have incomplete information.	
Are allergen ingredients segregated from non-allergen ingredients?	Yes
Are all allergen rework or part-prepared items removed from the area?	Yes
Are storage areas checked to confirm no open allergens remain?	Yes

Line Clearance	8 / 8 (100%)
Is the preparation or service area cleared of previous items and materials?	Yes
Are color-coded utensils dedicated and available for allergen-safe preparation?	Yes
Is the allergen changeover kit available?	Yes
Is the allergen changeover kit complete?	Yes
Is the allergen changeover kit verified?	Yes
Are work surfaces cleared of leftover materials?	Yes
	
Photo 2	
Has equipment been reset for allergen-safe use?	Yes
Is equipment ready for allergen-safe use?	Yes
Cleaning & Sanitation	1 flagged, 1 action, 19 / 20 (95%)
Visual Inspection	1 flagged, 1 action, 7 / 8 (87.5%)
Is the preparation area visually inspected before cleaning begins?	Yes
Is the area confirmed free from visible residues before restarting service?	Yes
Are handles confirmed clean?	Yes
Are switches clean?	Yes
Are knobs clean?	Yes
Are floors spill-free?	No
	
Photo 3	

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 02.03.2026 12:37 PST | Created by: SafetyCulture Staff

Clean Up Near Counter	
Fryer oil spill. Kindly mop and disinfect	
Are all nearby areas spill-free?	Yes
Is lighting sufficient to clearly verify cleanliness?	Yes
Detailed Cleaning	5 / 5 (100%)
Has validated cleaning been fully completed?	Yes
Are approved sanitizing chemicals used at verified concentrations?	Yes
Are cleaning steps documented prior to restarting production or service?	Yes
Are sanitizer levels tested and within the correct range?	Yes
Are surfaces fully air-dried before reuse?	Yes
Tool Control	7 / 7 (100%)
Are dedicated color-coded tools used during allergen-safe preparation?	Yes
Are shared tools cleaned before reuse?	Yes
Are shared tools sanitized before reuse?	Yes
Are shared tools verified before reuse?	Yes
Are cleaning cloths soaked in a sanitizing solution between uses?	Yes
Are cleaned tools stored separately to prevent cross-contact?	Yes
Are damaged tools removed from use?	Yes
Production Line Verification	1 action, 18 / 18 (100%)
Equipment Inspection	1 action, 8 / 8 (100%)
Is all equipment inspected before use?	Yes
Is all equipment confirmed clean before use?	Yes

Is shared equipment avoided for allergen-safe orders where possible?	Yes
Are shared fryers avoided for allergen-safe orders?	Yes
Are seals checked for residue?	Yes
Are gaskets checked for residue?	Yes

The gasket is clear of residue, but needs replacement.



Photo 4

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 02.03.2026 12:43 PST | Created by: SafetyCulture Staff

Stove Gasket Replacement

Are small parts checked for residue?	Yes
Are temperature controls working properly?	Yes
Swab Testing (if required)	4 / 4 (100%)
Are protein or allergen swabs conducted on high-risk equipment where required?	Yes
Are swab results documented and reviewed before starting?	Yes
Are any failed results corrected and retested prior to production?	N/A
Are swab areas selected based on risk?	Yes
Are swab records kept for review?	Yes
Production Start	6 / 6 (100%)
Is production held until all verification steps are completed?	Yes
Is preparation held until all verification steps are completed?	Yes
Is the allergen-safe preparation area confirmed free from cross-contact risk before starting?	Yes
Is the correct recipe or order confirmed before starting?	Yes

Are staff reminded of allergen controls before preparation begins?	Yes
Is supervision provided during the first allergen-safe preparation?	Yes
Labeling & Packaging	12 / 12 (100%)
Packaging Check	6 / 6 (100%)
Is the correct product or order verified before service?	Yes
Is packaging clean for allergen-safe service?	Yes
Is packaging appropriate for allergen-safe service?	Yes
Are packaging materials stored to prevent contamination?	Yes
Is the correct label applied to the order?	Yes
Are allergen-safe items kept separate from other products?	Yes
Precautionary Labels and Practices	6 / 6 (100%)
Is allergen information accurately reflected on packaging?	Yes
Is allergen information accurately reflected on the menu?	Yes
When shared equipment cannot be avoided, is the allergen risk clearly disclosed?	Yes
Are allergen advisories documented when risks cannot be eliminated?	Yes
Are precautionary allergen statements checked for accuracy?	Yes
Is customer confirmation obtained when required?	Yes

Completion Page	9 / 9 (100%)
Final Sign-off	9 / 9 (100%)
Supervisor / QA Sign-off	5 / 5 (100%)
Is the allergen changeover checklist fully completed?	Yes
Has a supervisor or responsible person verified compliance before service?	Yes
Is electronic or written sign-off completed prior to release?	Yes
Are verification photos taken when required?	Yes
Is approval recorded before releasing the item?	Yes
Corrective Actions	4 / 4 (100%)
Are identified non-conformances corrected immediately?	Yes
Are corrective actions documented?	Yes
Are corrective actions verified?	Yes
Are staff retrained where performance gaps are identified?	Yes

Additional Comments

SOP for visual inspection of wheat, dairy, and egg residue needs to be reviewed.

Inspector Signature



Elliot Roberts
23.02.2026 12:48 PST

Supervisor Signature (if applicable)



Cathy Bethard
23.02.2026 14:23 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4