

# Recording allergen information for your dishes

**When adding a new dish to your menu, keep a record of the ingredients you use. These records can be used when creating allergen information for the customer.**

To help keep your customers safe from allergens, it is important to:

- Clearly label food storage containers
- Ensure your staff use the same ingredients every time

- Keep a copy of dish ingredient labels in a central location
- Review and update allergen information regularly
- Make sure staff know where the allergen information is stored and how it is maintained
- Check deliveries to ensure you receive what you ordered. Be mindful that different brands might contain different ingredients or allergens.
- Ensure you receive the relevant labelling information for all products in your delivery
- Maintain your traceability records.

