

Checklist for Manufacturing Vegan Products

The aim of this checklist is to assist you in considering your management procedures for vegan products so that you can identify the areas which require controls to reduce the risk of cross-contact, and go on to complete a vegan risk assessment in your business.

Date:

Staff member name:

Business name:

Staff member job role:

Vegan Product Management and Training

Consider the following:	Yes/No	Comments/Action Required
Is there a system in place to manage vegan products?		
Have your staff completed training in the last 12 months which includes how to manage and safely produce vegan products?		
Have your staff been trained in your specific manufacturing of vegan products policy procedures?		
Are your staff confident in their knowledge of vegan and non-vegan ingredients, and the procedures currently in place?		
Have they demonstrated to you that they can follow the procedures in place?		

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Do you provide refresher training that updates your staff of any policy, procedure or law changes (i.e. the introduction of Natasha's Law).		
Do you provide clear information and/or specifications to your customers?		
Storage, Production & Cleaning Procedures		
Consider the following:	Yes/No	Comments/Action Required
Have you considered the risks of cross-contamination of animal-derived ingredients when storing ingredients, WIP (work in progress) or finished goods?		
Have you considered the risks of cross-contamination of animal-derived ingredients when scheduling and preparing products?		
If ingredients are transferred or decanted from their original packaging into your own containers, is there a procedure in place to clearly identify the animal-derived ingredients present in the product?		
Does the process allow for mitigated animal-derived ingredients (- or is it a continuous process?)		
Are there changeover procedures in place to ensure mitigation of animal-derived ingredients when a product is labelled as vegan?		

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Do you communicate any potential cross-contamination risks to your customers?		
Do you have procedures in place to minimise cross-contamination during cleaning and maintenance, such as colour-coded equipment and/or separate production areas?		
Is PPE changed between producing a product with a vegan claim and a product without a claim?		
Do you have cleaning controls and procedures in place to validate that any potential cross-contacts have been mitigated?		
Does the lubricants used affect the authenticity of the vegan claim?		
Are your staff aware of when precautionary allergen labelling such as 'may contain' should be on a product label if cross-contamination cannot be avoided?		
Do the raw materials have cross-contacts which will affect the authenticity of the vegan claim?		
Do you have a procedure in place should an ingredient profile change within a product (i.e. because of a new supplier of an ingredient or your supplier has changed their recipe)?		