

Allergen Changeover Cleaning & Verification Record

For food manufacturers that use documented allergen-changeover controls. Record the changeover, cleaning procedure, site-required verification and release decision. This resource does not prescribe a universal swab method or test frequency.

Business / site	Line / equipment	Date / time	Changeover owner
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1. Products and allergen profile

Previous product / batch / allergens present	Next product / batch / allergens present
Allergen-management / changeover procedure reference	Cleaning SOP / work-instruction reference

2. Changeover cleaning record

Step	Changeover / cleaning activity	Completed by / time	Result	Comments / action ref
1	Line clearance / previous product removed			
2	Equipment disassembled where required			
3	Cleaning completed to approved procedure			
4	Food-contact tools / utensils cleaned			
5	Inspection completed / residues removed			
6	Equipment reassembled / area prepared for verification			

3. Verification, corrective action and release

Verification method required by site	Acceptance criterion	Result	Verifier / date
Corrective action / re-cleaning	Re-verification result	Line release / approved by	Release date / time

Use only where allergen changeover controls apply

The facility's documented allergen-management procedure and validated cleaning method determine the required verification and acceptance criteria. Do not assume every changeover requires a particular swab, test or frequency.