**HACCP Step 1 – Activity Description**

|  |
| --- |
| **Management Objective & Contact Information** |
| **HACCP Plan Title** |
| **Management Objective:** | Contact Person: |
| Phone: |
| Email: |
| **Activity Description** |
| **Who:****What:****Where:****When:****Why:****How:** |

|  |
| --- |
| **HACCP Step 2 – Activity Flow Chart** |
| Outline Sequential Tasks of Activity |

|  |  |
| --- | --- |
| Task 1 | Title: |
| Description:  |



|  |  |
| --- | --- |
| Task 2 | Title:  |
| Description:  |



|  |  |
| --- | --- |
| Task 3 | Title:  |
| Description:  |



|  |  |
| --- | --- |
| Task 4 | Title:  |
| Description:  |



|  |  |
| --- | --- |
| Task 5 | Title:  |
| Description:  |



|  |  |
| --- | --- |
| Task 6 | Title:  |
| Description:  |

**HACCP Step 3 – Identify Potential Non-Targets**

|  |
| --- |
| **Non-Targets That May Potentially Be Moved/Introduced**  |
| **Vertebrates:**  |
| **Invertebrates:**  |
| **Plants:**  |
| **Other Organisms** (pathogens, parasites, etc.) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1**Tasks**(From Step 2) | 2**Potential** **Non-Targets**(From Step 3) | 3**Risk Assessment**Are any non-targets significant?Yes or No | 4**Justification**Justify your answer in Column 3 | 5**Control**What Control Measures Can be applied during this task to reduce the risk of non-targets? | 6**CCP**Is this task a CCP?Yes or No | 7**Justification**Justify your answer in column 6 |
| Task #Title: | **Vertebrates:**  |  |  |  |   |  |
| **Invertebrates:**  |  |  |  |  |  |
| **Plants:**  |  |  |  |  |  |
| **Other Organisms**  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 1**Tasks**(From Step 2) | 2**Potential** **Non-Targets**(From Step 3) | 3**Risk Assessment**Are any non-targets significant?Yes or No | 4**Justification**Justify your answer in Column 3 | 5**Control**What Control Measures Can be applied during this task to reduce the risk of non-targets? | 6**CCP**Is this task a CCP?Yes or No | 7**Justification**Justify your answer in column 6 |
| Task #Title: | **Vertebrates:**  |  |  |  |  |  |
| **Invertebrates:**  |  |  |  |  |  |
| **Plants:**  |  |  |  |  |  |
| **Other Organisms**  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1**Tasks**(From Step 2) | 2**Potential** **Non-Targets**(From Step 3) | 3**Risk Assessment**Are any non-targets significant?Yes or No | 4**Justification**Justify your answer in Column 3 | 5**Control**What Control Measures Can be applied during this task to reduce the risk of non-targets? | 6**CCP**Is this task a CCP?Yes or No | 7**Justification**Justify your answer in column 6 |
| Task #Title: | **Vertebrates:**  |  |  |  |  |  |
| **Invertebrates:**  |  |  |  |  |  |
| **Plants:**  |  |  |  |  |  |
| **Other Organisms**  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1**Tasks**(From Step 2) | 2**Potential** **Non-Targets**(From Step 3) | 3**Risk Assessment**Are any non-targets significant?Yes or No | 4**Justification**Justify your answer in Column 3 | 5**Control**What Control Measures Can be applied during this task to reduce the risk of non-targets? | 6**CCP**Is this task a CCP?Yes or No | 7**Justification**Justify your answer in column 6 |
| Task #Title: | **Vertebrates:**  |  |  |  |  |  |
| **Invertebrates:**  |  |  |  |  |  |
| **Plants:**  |  |  |  |  |  |
| **Other Organisms**  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1**Tasks**(From Step 2) | 2**Potential** **Non-Targets**(From Step 3) | 3**Risk Assessment**Are any non-targets significant?Yes or No | 4**Justification**Justify your answer in Column 3 | 5**Control**What Control Measures Can be applied during this task to reduce the risk of non-targets? | 6**CCP**Is this task a CCP?Yes or No | 7**Justification**Justify your answer in column 6 |
| Task #Title: | **Vertebrates:**  |  |  |  |  |  |
| **Invertebrates:**  |  |  |  |  |  |
| **Plants:**  |  |  |  |  |  |
| **Other Organisms**  |  |  |  |  |  |

**HACCP Step 5 – Non-Target Risk Action Plan (NTRAP)**

|  |
| --- |
| **(Use this form for any "Yes" from Column 6 of HACCP Step 4 - Non-Target Analysis Worksheet)****One page for each Critical Control Point** |
| **Mangement Objective**From Step 1 |  |
| **Critical Control Point:**  | **Task #** |  | **Title:** |  |
| **Significant Non-Target(s)**(Step 4, Column 3) |  |
| **Control Measure(s)**(Step 4, Column 5) |  |
| **Precribed ranges, limits, or citeria for control measure(s):**(PRLC) |  |
| **Monitoring the****Control Measure(s)** | **Who?** |  |
| **How?** |  |
| **Where?** |  |
| **How often?** |  |
| **Corrective Action(s)** **if Control Measures Fail** (or PRLC cannot be met) |  |
| **Supporting Documents***(For example, Management Plan, Checklist, Decontamination Techniques, SOPs, Scientific Journal Articles, etc.)* |
|  |
| **Development Team Members** |  |
| **Date Developed:** |  | **Date(s) Reviewed:** |  |

**\*all fields in grey are required**

**HACCP Step 5 – Non-Target Risk Action Plan (NTRAP)**

|  |
| --- |
| **(Use this form for any "Yes" from Column 6 of HACCP Step 4 - Non-Target Analysis Worksheet)****One page for each Critical Control Point** |
| **Mangement Objective**From Step 1 |  |
| **Critical Control Point:**  | **Task #** |  | **Title:** |  |
| **Significant Non-Target(s)**(Step 4, Column 3) |  |
| **Control Measure(s)**(Step 4, Column 5) |  |
| **Precribed ranges, limits, or citeria for control measure(s):**(PRLC) |  |
| **Monitoring the****Control Measure(s)** | **Who?** |  |
| **How?** |  |
| **Where?** |  |
| **How often?** |  |
| **Corrective Action(s)** **if Control Measures Fail** (or PRLC cannot be met) |  |
| **Supporting Documents***(For example, Management Plan, Checklist, Decontamination Techniques, SOPs, Scientific Journal Articles, etc.)* |
|  |
| **Development Team Members** |  |
| **Date Developed:** |  | **Date(s) Reviewed:** |  |

**\*all fields in grey are required**

**HACCP Step 5 – Non-Target Risk Action Plan (NTRAP)**

|  |
| --- |
| **(Use this form for any "Yes" from Column 6 of HACCP Step 4 - Non-Target Analysis Worksheet)****One page for each Critical Control Point** |
| **Mangement Objective**From Step 1 |  |
| **Critical Control Point:**  | **Task #** |  | **Title:** |  |
| **Significant Non-Target(s)**(Step 4, Column 3) |  |
| **Control Measure(s)**(Step 4, Column 5) |  |
| **Precribed ranges, limits, or citeria for control measure(s):**(PRLC) |  |
| **Monitoring the****Control Measure(s)** | **Who?** |  |
| **How?** |  |
| **Where?** |  |
| **How often?** |  |
| **Corrective Action(s)** **if Control Measures Fail** (or PRLC cannot be met) |  |
| **Supporting Documents***(For example, Management Plan, Checklist, Decontamination Techniques, SOPs, Scientific Journal Articles, etc.)* |
|  |
| **Development Team Members** |  |
| **Date Developed:** |  | **Date(s) Reviewed:** |  |

**\*all fields in grey are required**