**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** |  |  |  |  |  |

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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** |  |  |  |  |  |

**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**