

# SCOPE OF OPERATIONS FOR NP3 BUSINESSES

## What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

## Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

## What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.



# Trading Operations

## How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

### **Caterer**

Provides food, supplies and services for a social occasion or function or within an education or other facility.

### **Eat-in premises**

Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.

### **Export**

### **Home delivery**

Examples: Pizza delivery, meals-on-wheels and grocery delivery.

### **Import**

Either as a registered food importer or through an agent who is a registered importer.

### **Internet**

On-line selling of food products.

### **Market**

Example: Stall at farmers' or other market.

### **Mobile**

Example: Food truck.

### **On-licence**

Eat-in premises that sell alcohol for consumption at the same location.

### **Retail**

Examples: Supermarket, dairy or other premises selling direct to the consumer.

Storage provider

Examples: Cold stores and warehouses.

### **Takeaway**

Ready-to-eat meals sold for immediate consumption at another location.

### **Transport provider**

Ambient or temperature-controlled transport.

### **Wholesale**

Premises selling to retailers.

# Processes

What processes do you use in your food business?

## **Acidification**

Using acid (low pH) to preserve food products.  
Examples: Mayonnaise, pickles and shelf stable condiments.

## **Concentration**

Increase the thickness of food products by removing water for example malt extract or yeast.

## **Drying**

Remove moisture from food to make products such as dried meat, milk powder and vegetable powder.

## **Fermentation**

Using micro-organisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.

## **Holding at serving temperature**

Holding at serving temperature in a pie warmer or bain-marie.

## **Pasteurisation (with heat)**

Apply heat treatment to preserve food and drink products. Examples: Beer, juice, sauces.

## **Reheating**

Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

## **None of the above**

None of the above processes are used.

# Operations

Tick all the activities your business does, and the products you work with.

Do you:

## Sell products made by others?

18

**Baked products (without filling or icing)**

70

**Baked products, with filling or icing**

80

**Dairy products**

40

Example: Scooping ice cream.

**Eggs**

10

**Infant formula**

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

**Minimally processed fruits & vegetables**

50

Examples: Washed apple and trimmed beetroot.

## Grow and / or pack food?

33

**Herbs & spices**

20

Fresh herbs & spices, cut or planted.

**Minimally processed fruits & vegetables**

10

Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

**Processed fruits & vegetables**

60

**Processed meat, poultry & seafood products**

30

**Raw meat, poultry & seafood**

20

**Ready-to-eat meals & snacks**

90

**Sauces, soups, dressings & toppings**

100

**Shelf-stable products**

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

**Mushrooms**

40

Mushrooms and fungi.

**Nuts & seeds**

30

**Sprouts & microgreens**

50

## Do you:

### Transport and distribute or warehouse food?

37

#### **Bulk food**

40

Bulk food in a container for transport.

#### **Frozen food**

10

#### **Hot food**

50

#### **Chilled food**

20

#### **Shelf-stable food**

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### Provide food to pre-school children?

22

(For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

#### **Infant formula**

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#### **Ready-to-eat meals & snacks**

10

### Extract and pack honey?

32\_010

# What do you make?

Tick all the activities your business does, and the products you make (or process).

## Do you:

### Manufacture / make sugar or related products?

34

#### **Sugar**

10 Raw, brown, white and caster sugar.

#### **Sugar products**

20 Examples: Syrups (glucose), molasses, golden syrup and treacle.

### Manufacture / make confectionery?

23

#### **Chocolate & cocoa products**

10 Includes chocolate, carob and compound chocolate products such as individual chocolates, blocks and bars, filled or enrobed products.  
Example: Scorched almonds.

#### **Sugar confectionery**

20 Examples: Caramels, toffees, hard boiled sweets, gums & jellied sweets, liquorice, fudge, marshmallow, nougat, icing, frosting, chewing gum and sherbet.

### Manufacture / make crisps, popcorn, pretzels or similar snack products?

25

#### **Crisps & chips**

10 Examples: Potato and reconstituted potato chips, cassava and vegetable chips, rice crisps, corn chips, extruded chips and snacks, pretzels, bagel/ pita chips and crisps.

#### **Snack products**

20 Includes: Dried fruit and nut mixes and puffed wheat. Baked, fried and or curried pulses, popped corn and rice. Include examples: Bhujia mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas,

### Manufacture / make shelf stable grain-based products?

28

#### **Baked products (without filling or icing)**

10 Shelf-stable. Examples: Savoury biscuits, sweet biscuits, enrobed biscuits, crackers, crispbreads, corn cakes, rice cakes, wafers, shelf-stable wraps, shelf-stable fruit cakes, panforte, panettone, cereal/muesli bars that contain fruit, nuts, seeds etc as minor components.

#### **Baked products, with filling or icing**

20 Shelf-stable. Baked products that are filled or iced after baking. Example: Iced cake.

#### **Breakfast cereals**

30 Examples: Muesli, cornflakes and extruded brans.

#### **Pasta**

40 Shelf-stable pasta.

### Manufacture / make water products?

29

(Including ice, iced confectionery, and iced desserts)

#### **Ice**

10 Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based product (frozen or to be frozen).

#### **Water-based desserts**

20 Water-based chilled desserts or confections.  
Example: Jelly.

## Do you:

### Manufacture / make dried or dehydrated fruit or vegetables?

26

#### **Dried fruit & nut mixes**

20 Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

#### **Processed fruits & vegetables**

10 Dried, dehydrated or candied fruits and vegetables. Dried split lentils or pulses. Examples: Fruit chips, crystallised fruit, fruit leather, desiccated coconut and split peas.

### Manufacture / make frozen fruit or vegetables?

31\_010

Select this section if you are cutting, shelling, dicing, and blanching fruit and / or vegetables and then freezing them.

### Bake bread and bread products?

21\_010

You should select this section if you bake bread and bread products only.

### Manufacture / make shelf stable condiments?

27

#### **Fermented fruit & vegetable products**

20 Shelf-stable. Examples: Sauerkraut, kimchee and pickle.

#### **Fermented sauces**

50 Shelf-stable. Examples: Soy sauce and black bean sauce.

#### **Nut & seed products**

60 Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

#### **Processed fruits & vegetables**

10 Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.

#### **Sauces, soups, dressings & toppings**

40 Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

### Process nuts, seeds and /or coffee?

24

#### **Coffee bean products**

20 Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.

#### **Dried fruit & nut mixes**

40

#### **Nut & seed products**

30 Examples: Nut or seed flour and nut/seed snack bars (where nuts/seeds are the principle component).

#### **Nuts & seeds**

10 Mixed nuts or seeds, whether raw, roasted, ground, flavoured or salted excluding raw nuts or seeds of one type only. Examples: Roasted almonds and spiced cashews.

## Do you:

### Manufacture / make dry mix products?

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#### **Dried mixes containing animal products**

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Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood.  
Example: Gravy powder.

#### **Dried mixes not containing animal products**

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Dried soups, meal bases, sauces and gravies, baking mixes, beverage mixes, batter mixes, coating and stuffing mixes and dessert mixes.  
Examples: Bread mix, cakes mix, pancake mix, breadcrumbs, custard powder, flavoured drink powder, sports drink powder, milkshake mix, instant tea and coffee mix, tea bags, chocolate and malt drink powder, coffee substitute powder

### Manufacture / make food additives, processing aids, vitamins, minerals, or other nutrients for adding to food?

16

#### **Food additives**

10

Examples: Acidity regulators, anti-caking agents, antioxidants, bulking agents, colourings, colour fixatives, emulsifiers, firming agents, flavours and flavour enhancers, foaming agents, gelling agents, glazing agents, humectants, intense sweeteners, preservatives, propellants, raising agents, sequestrants, stabilisers and thickeners.

#### **Processing aids**

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Examples: Isinglass, (clarifying agent), Hydrogen peroxide (bleaching agent). Enzymes of animal origin. Example: Pepsin. Enzymes of plant origin. Example: Actinidin.

#### **Vitamins & minerals**

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Examples: Folic acid, iodine and vitamin C.

#### **Yeast & yeast products**

40

Examples: Baker's and brewer's yeast.

### Manufacture / make non-alcoholic beverages?

14

#### **Formulated drinks**

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Examples: Energy, sports and electrolyte drinks.

#### **Fruit & vegetable juice**

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Shelf-stable or non-shelf-stable. Examples: Fruit and vegetable juices, juice concentrates, berry juice smoothie drink and chilled juice.

#### **Soft drinks**

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Examples: Cola drinks, soft drinks, mixers, cordials, post mix syrup, ready-to-drinks based on coffee, tea or herbs, kombucha, Water Kefir and traditional brewed ginger beer.

#### **Water**

10

Bottled water - still, carbonated, flavoured.



## Do you:

### Manufacture / make oils or fats for food?

15

#### Animal fats

30 Examples: Tallow, lard and duck fat.

#### Margarine & table spreads

20 Fat and oil based products.

#### Edible oils

10 Vegetable/ Seed/ Fruit/ Nut oils. Examples: Canola, sunflower, rice bran, olive, avocado, coconut, hazelnut oils, also oils infused with flavouring (and may contain the flavouring product e.g. cloves of garlic).

### Manufacture / make vinegar, alcoholic beverages or malt extract?

13

#### Alcoholic beverages - other

40 Products other than beer, wine, fruit & vegetables, wine or spirits. Example: Ready-to-drink.

#### Spirits & liqueurs

60 Examples: Gin and brandy.

#### Beer

10 Examples: Stout, light beer, lager, ale, pilsner and draught.

#### Wine & wine products

30 Grape wine, fruit & vegetable wine, fruit & vegetable wine products.

#### Processed cereal & meal products

20 Example: Malt extract.

#### Vinegar

50 Example: Wine vinegar.

### Process of herbs or spices?

19

Select this section if you prepare or manufacture spices or herbs or buy bulk herbs or spices and blend and/ or repack them.

#### Herbs & spices

10 More than minimal processing. Examples: Grinding, blending, repacking, drying or extracting.

#### Salt

20 Examples: Salt and flavoured salt.

### Process grain?

17

Select this section if you mill, malt, roll or roast grains.

#### Processed cereal & meal products

20 Flours, meals, starches, malted grains, rolled/ flaked grains, heat treated & torrefied grains. Examples: White and wholemeal flours, grits, semolina, polenta, cornflour, rolled oats, flaked rice, bulgur, freekeh and puffed wheat.

#### Whole grains

10 Whole grains & kibbles. Examples: Pearl barley, groats, kibbled.