

SCOPE OF OPERATIONS

TEMPLATE FOOD CONTROL PLAN 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.

Handling chilled RTE products

Handling chilled ready-to-eat (RTE) products with a shelf-life of more than 5 days. Example: Sliced cooked ham.

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.

Slow or low temperature cooking

Examples: Sous vide, hangi, umu and smoking.

None of the above

None of the above processes are used.

Food Service

Serve/sell food directly to customers to be eaten straight away.

Do you produce food to be served or sold directly to customers?

2

Ready-to-eat meals & snacks

10 Examples: Restaurant meal, catered food, takeaway, sandwiches, pie, filled roll, smoothies, milkshake and fresh juice. If you are doing any of the other foods below, also tick them.

Chinese style roast duck

50

Doner meat

40 Meals or snacks made using doner meat.
Examples: Kebab and wrap.

Minimally processed fruits and vegetables

20 Example: Washed apples.

Sushi

30 Sushi rolls and sashimi.

Note: If all the food you make is served directly to customer you don't need to complete the rest of this form.

Operations

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

Do you:

Sell products that you prepare and / or make?

1

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.

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.

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.

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

30

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

20

Ready-to-eat meals & snacks

10

Extract and pack honey?

32_010

What do you make?

Only complete this section for products that are not being served for immediate consumption or being sold directly to consumers.

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: Bhuja 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.

Do you:

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.

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.

Processed fruits & vegetables

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

Fermented sauces

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

Sauces, soups, dressings & toppings

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

Nut & seed products

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

Do you:

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.

Manufacture / make dry mix products?

20

Dried mixes containing animal products

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

Dried mixes not containing animal products

20 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

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

Vitamins & minerals

20 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

30 Examples: Energy, sports and electrolyte drinks.

Fruit & vegetable juice

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

Soft drinks

20 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.