

SCOPE OF OPERATIONS FOR NP2 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.

Pasteurisation (with heat)

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

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 hot beverages and / or shelf-stable pre-packed food?

35 Food which does not require chilling or freezing.

Hot beverage

10 Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20 In manufacturers' packaging.

Sell ice cream and iced confectionery?

36 (In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20 Examples: Ice blocks, frozen yoghurt

Sell manufacturer packaged chilled or frozen food?

30

Baked products (without filling or icing)

70 Examples: Parbaked bread and rolls.

Processed meat, poultry & seafood products

30

Chilled or frozen, smoked, cooked, marinated, dried and processed products. Examples: Smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed comminuted meat. May be cooked or raw.

Baked products, with filling or icing

60 Examples: Iced cake, custard square, cream bun, sandwiches and filled roll.

Dairy products

40 Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.

Raw meat, poultry & seafood

20 Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.

Eggs

10 Pickled eggs.

Ready-to-eat meals & snacks

80 Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.

Processed fruits & vegetables

50 Processed and/ or cooked fruit & vegetable products. Examples: Pesto, juice, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad.

Sauces, soups, dressings & toppings

90 Not shelf-stable. Examples: Dressing, dip, stock, bouillon and gravy.

Do you:

Grow and / or pack food?

33

Herbs & spices

20 Fresh herbs & spices, cut or planted.

Mushrooms

40 Mushrooms and fungi.

Minimally processed fruits & vegetables

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

Nuts & seeds

30

Sprouts & microgreens

50

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?

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.