



Welcome to the November issue of Food News, bringing you news about the Food Act from MPI. We have quite a lot of content this month. We've tried to answer common questions about VIP and MAPS, and have included material to help you communicate with businesses.



Communications resources: messages to year one sectors and VIP businesses

To help communicate Food Act changes, we have drafted some information for you to distribute to businesses. These could be sent directly by email or post, or via other channels such as newsletters.

Information for businesses transitioning in year one

We have drafted information for businesses that need to transition in year one. Included below are separate letters for:

- Food service businesses with an on licence
- Processors of nuts and seeds
- Manufacturers of certain products.

These letters give these businesses a summary of what they need to do under the new Act, and let them know when they need to take action.

We also produced similar information for the Early Childhood Education sector, which was included by the Ministry of Education in their recent [Early Learning Bulletin](#).

[Info for year one: food service with on-licence](#)

[Info for year one: processors of nuts and seeds](#)

[Info for year one: manufacturers](#)

Information for VIP businesses

We have also drafted a letter for those with existing food control plans, as part of the Voluntary Implementation Programme. These letters reassure VIP businesses that they have a while to make changes, and summarise what the new law will mean for them.

[Info for VIP businesses](#)

Distributing information

If you haven't already sent information to these businesses, it would be great if you could distribute the information provided. It will help us keep everyone informed, and coordinate messaging across the country. You may need to tailor the messages in some places.

Businesses that will need to register with MPI

There are a small a number of businesses currently registered with local councils that will need to register with MPI under the Food Act 2014. These are mainly manufacturing businesses, currently registered under Food Hygiene Regulations, who will need to use a custom food control plan under the new Act.

If possible, MPI would like to collect data for all those businesses. This will enable us to communicate directly with them, and allow local councils to focus on the businesses that they need to register.

Please send us details of all businesses you have currently registered under Regulation 5(7). Wherever possible, please include email addresses and details of the type of activities the business carries out. Send these details to Naomi: naomi.landau@mpi.govt.nz

Guidance material

MPI wants to create guidance for the Food Act that is simple and easy to use for businesses. This month, we held a workshop on 'designing desirable guidance', with representatives from local councils, businesses and MPI. Thanks to all those to attended. We will be testing some of these resources with businesses this week. We will publish some guidance materials on our website later this month. These will be initial resources and we will continue to improve them.



Early Childhood Education

MPI is working with the Ministry of Education to coordinate communications for the Early Childhood Education sector.

We are working with the Ministry to develop guidance specifically targeted at the sector. We are planning a workshop for December for ECE centres and their representatives, TAs, and MPI to work together on it. We will let you know more details once they are confirmed.

The Ministry of Education included information about the Food Act in their latest newsletter: [What the Food Act means for ECE services](#).

Secondment or fixed term opportunity

Adviser/Senior Adviser Compliance Liaison

We are seeking an Adviser/Senior Adviser to contribute to the delivery of the Food Implementation Programme associated with the Food Act 2014.

This role will work alongside both the Local Government Liaison and the Food Compliance teams in MPI. This role will be the primary point of contact between MPI and territorial authorities for compliance matters (anything to do with the Food Safety Officer roles).

In this role you will also provide technical input in project teams and working groups both internally and externally, with stakeholders, relevant agencies and government departments. This will require travel around New Zealand.

This is very much a hands on risk management role as opposed to an advice-only position, and involves significant levels of communication. You must be skilled in working with a range of different people with different backgrounds, perspectives and interests. Crucially, you will also have the ability to look at issues pragmatically and to roll up your sleeves and get stuck in to the nitty gritty of everyday business.

This position can be offered as a 12 month fixed term position, or as a 9 - 12 month secondment opportunity. If you are interested in this role please contact Sally Johnston for more information at sally.johnston@mpi.govt.nz

Expressions of interest will be accepted until 5pm on Wednesday 16 December 2015.

The VIP programme: things you need to know



We've tried to address all your major questions about VIP, including what happens to the programme between now and commencement of the Act, how businesses will transition after 1st March, and what to do about businesses operating outside their template. If you have any queries that are not answered, speak to your Local Government Liaison.

VIP registration must be kept current before 1st March. All businesses either have a valid exemption or be registered under the Food Hygiene Regulations.

VIP until 1 March 2016

You may continue using the VIP until 29 February 2016. The new template will be released in December 2015. You can then use this template to sign up new businesses to VIP.

Expired exemptions

There are around 350 expired exemptions currently showing on the VIP portal. We are aware that some of these may be due to the portal not being updated. Please update the portal to let us know if a business does have a current exemption, or is no longer operating.

Businesses with expired exemptions are operating illegally if their premises are not registered under the Food Hygiene Regulations 1974. Before 1 March 2016 you must either:

- 1) Register the business under the Food Hygiene Regulations 1974
- 2) Register the business on a food safety programme as part of the Voluntary Implementation Programme
- 3) Close the business

After 1 March 2016 a business with an expired exemption (food safety programme) would not be deemed and the only option available to the business would be to register under the appropriate risk based measure immediately.

VIP in the transition period

All existing templates currently being used as part of the VIP programme will remain valid until 28 February 2019, the end of the introductory period.

This means that, as long as businesses are acting inside the scope of their current template, they don't have to make any changes until 30 November 2018 (this is 3 months prior to the end of the transition period, the deadline for application to register under the new Act). If they wish to transition early, they can do so any time during the transition period.

We have drafted [a letter](#) that you can use to let VIP businesses know what the new Act will mean for them. If you are able to send this to your VIP businesses, it will help us to

coordinate messaging across the country. You will find the letter at the back of this newsletter. Feel free to tailor the message if you need to.

What if a VIP business is operating outside the scope of their current template?

If, prior to 1 March 2016, a verifier or officer finds that a VIP business is undertaking activities that are outside the scope of their template, the following options will be available:

- 1) If the activity is covered by a section (or sections) in the new template, the appropriate section can be adopted by the business between the time it is released and 1 March 2016, when the new Act comes into force.
- 2) If the activity is not covered by any section in the new template, the business must either:
 - (i) Cease the processes which are out of scope
 - (ii) Develop a custom FSP and have it registered before 1 March 2016; or
 - (iii) Go back to being registered under the Food Hygiene Regulations and if wholesaling or manufacturing seek Designated Officer Approval for those activities. They will then have until the end of the relevant introductory period for their sector to develop their custom FCP.

Transitioning from VIP to the new Act

The process for this will depend on whether there are any significant amendments that need to be made to the older templates.

To determine this, we will conduct a side by side analysis, to compare the current versions of the food service template FCP with the new version being issued as a Notice under the Food Act 2014. Where significant amendments are identified we are considering these options for businesses using a current version of the template:

- (i) Fully replace their existing template with the new template.
- (ii) Partially replace their existing template with relevant parts of the new template.
- (iii) Sign an attestation that confirms they understand the major changes (for example, the “shoulds” in their existing template have been replaced with “musts” in the new template.)

A decision on the appropriate option will be made after the analysis has been completed. We intend to have the analysis completed by November 2016. As the existing templates are valid for deemed businesses until February 2019, this should allow sufficient time to finalise the process for transition.

Businesses using the Meat at Stalls template could be eligible to use relevant sections from the ‘Specialist Retail - Meat Safe’ part of the new template. Businesses using the Homemade Jams template may be eligible for National Programme level 2. These businesses need to transition to the appropriate risk based measure before their deemed FCP expires on 28 February 2019.

Reporting of Verification Data

MPI is developing an online system to store verification and enforcement data, in order to allow effective monitoring and reporting. We recently sent a communication about this, asking for feedback on audit topics. Below is more information about the intent of this system and MPI's expectations of you with regards to audit reporting.



We would like to develop a small working group with volunteers from TAs and verification agencies to work through both the audit topics and what reporting would be most useful. If you are interested in being involved, please let your MPI local authority contact know. The first meeting will be the 28th January 2016 to discuss audit topics.

The Verification and Enforcement System

What's it for?

The system is being designed to capture basic details of all audits, to allow meaningful reporting across the country. We intend to make reports available to TAs and verification agencies. Reports will include information on:

- Audits completed - by Registration Authority, Sector and nationally
- Percentage of audits that are scheduled
- Overdue audits - by TA, TA cluster, Verification Agency and Sector
- % of premises that have a critical non-conformance on their last audit – by sector(s) and TA cluster
- Common Critical Non Compliances by sector(s), TA and TA cluster, and verification agency

This information will allow us to:

- Assess the capacity of verifiers in the system.
- Identify common compliance issues. Knowledge of this will allow more focused communications and use of resources.
- Monitor sectors, and whether compliance levels are improving or not.

What do you need to do?

To enable this reporting, we will require TAs and verifiers to enter basic details of each audit into an online system. We acknowledge that this will require some double handling of data from audit reports and we are working hard to minimise the amount of time needed to enter data for each audit.

What will the process look like?

The user (TA or verifier) will select the site or business on the system. Some information will be automatically populated from the MAPs registration database. The user will need to input the following details:

- Date of audit
- Whether the audit is scheduled or not
- The outcome of the audit
- The agreed close out date for the audit
- The PBV step allocated after the audit
- The audit topics covered.
- For each audit topic the outcome (compliant, non-compliance or critical non-compliance)
- Where there are critical non-compliance a short description of it.

Where possible drop down lists will be used to make entering data more efficient.

In order to have the system ready for 1st March, all features may not work straight away. Initially the system:

- may not have the link to MAPs so additional data regarding the premise being audited may need to be added.
- will not allow bulk upload of data

MPI recognise that both of these will impact on efficiency and we are working to ensure the link to MAPs is available as soon as possible. We will consider bulk upload of data in the longer term.

Why do we need audit topics?

The purpose of the audit topics are to allow:

- efficient data entry, via drop down lists of audit topics
- an indication of the scope of each audit
- reporting of common issues, by audit topic
- MPI to direct the scope of audits. For example by indicating a number of topics per criteria that should be considered or by setting “hot topics” i.e. audit topics that must be considered in all audits in a sector or sectors.

Concern has been expressed that the topics do not adequately cover manufacturing sectors. We would appreciate any further feedback you have and will work to finalise the topics with the assistance of a working group early next year.

Baseline Business Costs of Compliance with Food Act Regime



MPI is conducting a baseline study to find out the cost for businesses of complying with current food safety regulations. This will allow us to compare these to the cost of complying with the new Food Act. MPI will be contacting local councils to take part in this study. It will take place from late 2015.

Why is MPI doing this study?

Information about baseline costs for businesses to comply with the current Food Act 1981 regime will be the basis for future comparison with costs to comply with the Food Act 2014.

The methods used to gather this baseline information will be a combination of:

- i. Analysis of information from previous surveys and any other relevant sources – for example the Territorial Authority Readiness Survey conducted in 2014.
- ii. Structured one-to-one interviews involving smaller numbers of businesses in targeted categories to gather information and test the questionnaire prior to the survey.
- iii. A survey to gather information from a reasonable representation of the different types of food businesses
- iv. Gathering information from Territorial Authorities about business costs of compliance for which they are the best source (for example food business auditing activities).

Sensitive information about food businesses will not be sought during this study. Requests for information about building and equipment costs will only ask about extra costs to comply with legislation.

As an example, all staff costs will be assessed on an hourly basis for defined groups of employees. MPI will then apply standard estimates of dollar costs for these figures.

The Research Question

This study is designed to answer the following research question which consists of several parts:

When considering the current and future Food Act regimes:

- i. Will there be a difference in compliance costs for New Zealand-based food businesses regulated under the:
 - Food Act 1981/FHR 1974 regime, as compared with
 - Food Act 2014 regime?
- ii. Will compliance costs for New Zealand-based food businesses when the two Food Act regimes are compared be:
 - Higher for the Food Act 2014 regime (and by how much)

- Lower for the Food Act 2014 regime (and by how much)
 - Similar for each regime?
- iii. Will compliance costs for premises and sectors assessed as higher risk (for food safety and suitability) be greater than those where these risks are lower, based on the Food Act 2014 risk-based approach?

Proposed verifier and evaluator competencies

In case you missed out on this when it was distributed last week. We have drafted a list of skills and knowledge that verifiers and evaluators may need to demonstrate in order to become recognised. It is currently in draft form, and we are seeking feedback from TAs and third party verifiers.

The list of requirements may look long, but it is likely that most auditors already have these competencies. The requirements will form the basis of how MPI will assess verifier and evaluator competency. Please be aware that methods of assessment have not yet been developed so more detail cannot currently be provided.

Please send us your feedback by 02 December to Stacey.Ramchand@mpi.govt.nz

[See: Verifiers and Evaluators: what you may need to obtain recognition](#)

VIP Premises that have an on-licence: adding data to the VIP portal

MPI needs to know which businesses registered under the VIP hold an on-licence. This impacts on what we need to report to the Minister.

We previously requested that you add this information to the VIP Portal by December. Some of you have expressed concern about how long this will take given the number of premises registered. To make it easier for you to complete the task we have made a slight modification to the VIP portal as shown below. Can you please now ensure that this task is completed before the end of December?

How to quickly indicate on-licence

1. Enter the VIP portal

The screen displays as below with extra button “Set On-licence”

Web Exemptions				
New Exemption		Set On-licence	Display only rows cont	
Received		Trading Name	Status	Ap
17-Nov-2015	✓	Goldilocks, Trading as The Three	Approved	17
06-Aug-2014	✓	Golden Phoenix	Approved	21
22-Oct-2013	✓	.gfd	Approved	21
18-Apr-2013	✓	DC Takeaways	Approved	18
18-Jan-2011	✓	Esplanade Cafe Bar	Approved	09
27-May-2010	✗	bcd ltd	Expired	26
16-Apr-2010	✗	ccc	Expired	30
25-Mar-2010	✓	Wgtn Rainie Dayz Cafe's	Approved	19
16-Jun-2009	✓	Mary Lou's cafe	Approved	22

2. Click the button and the following form displays:

Save Close Print

Set On Licence option

TLA: Abbot City Council

On Licence Premises

- ABC
- bcd ltd
- ccc
- DC Takeaways
- Esplanade Cafe Bar
- Ever Increasing Numbers
- Golden Phoenix
- Goldilocks, Trading as The Three Bears
- Mary Lou's cafe
- Smithies
- Wgtn Rainie Dayz Cafe's
- .gfd

All the businesses registered by your TLA will display.

3. Add a tick to the premises that have an on-licence.
4. Click Save.

Note: If you have already ticked “on-licence” in the scope of FSP for some businesses the screen will display this.

MAPs Frequently Asked Questions



Multiply Approvals Processing System (MAPS) is MPI's registration database for the Food Act 2014.

Following are the answers to a range of questions about the new MAPS system. The purpose is to provide a collation of answers that can be a general resource for Territorial Authorities and others.

Clarification on when a registration expires in MAPS

MAPS will change an RBM's status from "Registered" to "Expired" at 11.59pm of the expiry date. For example, if an RBM has an Expiry date of 30 June 2017, the RBM will have a status of "Registered" on 30 June 2017 but will have a status of "Expired" on 1 July 2017.

Description of MAPS process for handling Expiry/Renewal.

A TA user will be able to update the Expiry date of an RBM to the new Expiry date when the RBM registration is renewed, even if the RBM expiry date has passed (e.g. change the Expiry date from 30 June 2017 to 30 June 2018 or later, and change the status from Expired to Registered).

Definition of FCP/NP Registration date

The Registration date is the date the Food Act 2014 RBM registration was first approved. The registration date does not relate to any previous Food Act 1981 registration. The registration date does not change.

Postal Address

The Postal Address field referred to on page 6 of the "TA Guidelines for Transferring RBM Registration Data to MPI" document (v1.1) is effectively the postal address of the person who has the position of the Day to Day Manager. The full registration (as per the registration form) includes the name of the day to day manager, but MPI is only asking TAs to provide the data required for the Public Register and that does not include the name of the person.

MPI would normally expect the registration authority to use this postal address for correspondence relating to the registration. Note that MAPS will only send correspondence to registrations where MPI is the registration authority.

Description of the parent-child relationship between RBM and sites.

The Act specifies that an RBM can cover one or more food business and/or places of business.

RBM and Sites have been established in MAPS as parent-child objects to cater for this requirement. They reflect the fact that a registration may have sites with different legal names, trading names and day to day managers etc.

Each RBM must have at least one site. Where an RBM covers more than one site the Public Register needs to reflect this, hence the relationship between the registration number of the RBM registration and those of the site or sites covered by the RBM.

Note: A site may be the physical location of a place of business or in the case of a mobile business its nominated home base if appropriate.

Clarification about Registration types.

A single RBM has a single type (template FCP or NP 1, 2 or 3). The site or sites covered by the RBM must all operate under the same plan or programme.

NZBN

The NZBN (New Zealand Business Number) is optional.

MPI does not expect a Companies Office registration number to be entered into the NZBN field.

Clarification about Communications from MAPS.

MAPS will not send any communications to owners or operators of RBM registered by a TA registration authority.

Clarification about RBM status and the Public Register.

It is recognised that TA Systems may not allow for all the different status options allowed for an RBM in the Food Act 2014. Where a TA system does not have the necessary status, it is suggested the RBM is updated to the correct status using the MAPS online form to ensure the Public Register shows the correct status of the RBM.

Explanation of Address is Private check box.

The Food Act 2014 allows for a food business that operates from a private address (i.e. a “dwellinghouse”) to request to not have the address displayed on the Public Register (the town/city of the business will show but not the street address) Noting this setting does not relate to the requirements of the Privacy Act.

See Food Act 2014 [schedule 5 part 7 section 19](#) for further details.

List of MAPS codes, field lengths etc.

The ‘TA Guidelines for Transferring RBM Registration Data to MPI’ version 1.1 includes definitive details for Registration types, Registration Authorities, Verification Agencies, Sector/Product, Trading Operations and Processes of Interest including the relevant codes for each.

MAPS User help and guidance.

The MAPS system that will be provided for TA is very simple and will require little training to use. MPI will issue user guides and will if required hold short workshops on using MAPS and on XML batch files. We anticipate MPI will have a working MAPS system available for testing by TA early in 2016.

Record Limits in the MAPS Bulk Upload Process

It is likely that the bulk upload mechanism (uploading an XML file) will have a limit in terms of the number of RBM and Site records that can be processed in a single upload.

At the moment we believe the system will allow for up to 1,000 RBMs and up to 2,000 sites in a single bulk upload (XML) file. These will be confirmed when we have completed some performance testing.

Changes to XML Reference Data and Code Values

There may be some minor changes to the XML reference data (refer to section 7.5 and appendix 2 of the “TA Guidelines for Transferring RBM Registration Data to MPI” document) over the next few months. For example, there has been a request to include two additional trading operation types: “Storage provider” and “Transport provider”.

Document templates for registering businesses under the Food Act

In the last newsletter, we included templates for two registration certificates – one for a business' head office and another for the site where the food is handled.

In response to feedback, we have decided against the two certificate idea. Instead, MPI will generate an email containing all the core registration details, and will attach certificate(s) for each site covered by the registration.

Attached is an example of the registration email (new) and the site certificate (as per previous newsletter). We believe this will be a much cleaner, simpler way of communicating with food businesses.

[See templates](#)

New food safety law and your business

The law on food safety is changing – with the new Food Act 2014.

As a restaurant, cafe, bar or hotel that serves alcohol, you need to make changes by 31 March 2017.

What's changing and why?

- The **Food Act 2014** strengthens the law on food safety in New Zealand.
- The key change is that you need to show how you manage food safety, using a written plan.
- You need to manage a number of risks when cooking meals. The plan helps you to identify and manage these risks in a way that suits your business.
- It will help you and your customers know your food is safe!

What do you need to do?

- ✓ Use a written plan for food safety. This is called a 'food control plan'. You may not need to write it all yourself - there is a template to help you. You will use the plan to record information, like the temperature of your food and cleaning records.
- ✓ Check the template is suitable for your business.
- ✓ Register your plan with your local council and renew it annually.
- ✓ Follow your plan!
- ✓ Get checked by a 'verifier' (e.g. a council Environmental Health Officer). This may be as little as every 18 months if you are managing food safety well.

When do you need to do it?

You need to apply to have your plan registered **no later than 31 March 2017**.



What should you do now?

Find out more about the new law on the MPI website: www.mpi.govt.nz/foodact. More information about your food control plan will be available in the New Year.

If you have any questions, contact your council.

New food safety law and your business

The law on food safety is changing – with the new Food Act 2014

As a processor of nuts and seeds, you need to make changes by 31 March 2017.

What's changing for your business and why?

- The **Food Act 2014** strengthens food safety in New Zealand.
- It helps you to make safe food – by managing food safety risks in a way that suits your business.
- The key change is that you will be asked to show how you manage these risks.
- It will help you and your customers know your food is safe!

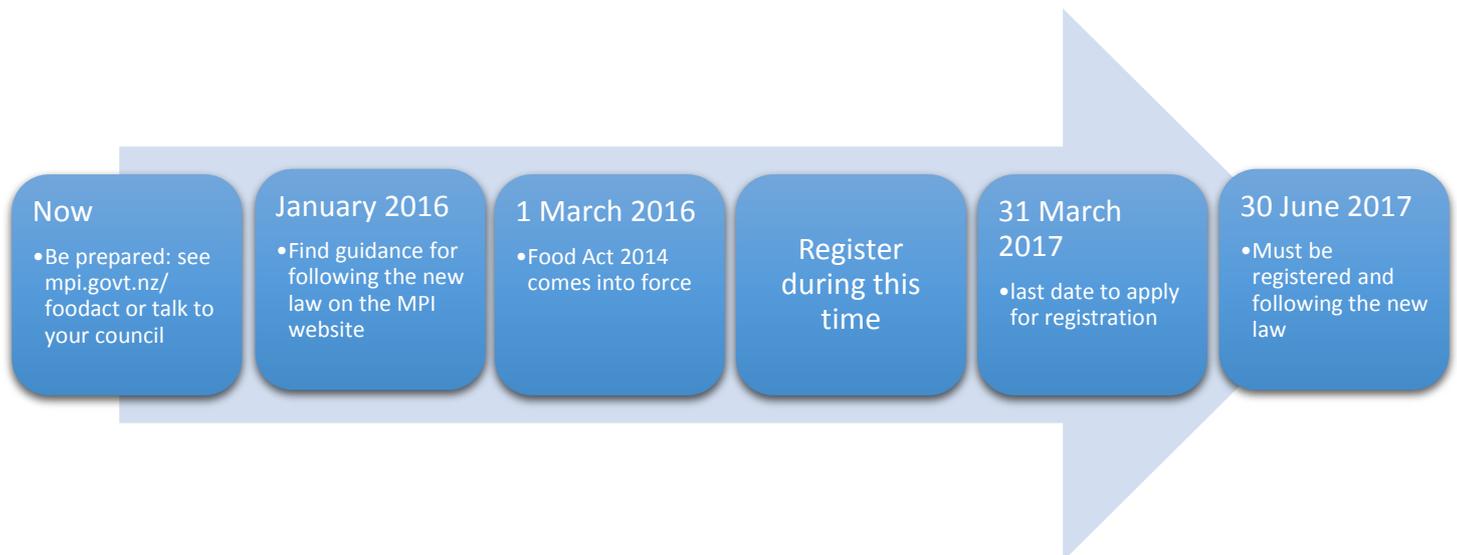
What do you need to do?

- ✓ Register with your local council – if you only process nuts and seeds, you'll be registering as 'national programme 2'. You need to renew your registration every two years.
- ✓ Make safe food – You'll need to show how you do things like keeping places and people clean, or keeping products free from things that could contaminate them (such as physical objects). You're probably doing these things already.
- ✓ Get checked by a verifier (food safety auditor). This may be as little as every three years if you are managing your food safety well.

You will get more resources to help you with these steps in the New Year!

When do you need to do it?

You need to apply to register with your local council by **31 March 2017**.



What should you do now?

Find out more about the Food Act 2014 at www.mpi.govt.nz/foodact. More guidance about the new law will be available early in the New Year.

If you have any questions, contact your local council.

Or contact MPI: email info@mpi.govt.nz, or call 0800 008 333

New food safety law and your business

The law on food safety is changing – with the new Food Act 2014

Manufacturers of these products need to make changes by 31 March 2017

- food for vulnerable people, such as children, elderly people or pregnant or sick people
- ready to eat salads
- sauces, spreads, dips, soups, gravies, dressings which need to be kept cold (non shelf-stable)

What's changing and why?

- The **Food Act 2014** strengthens the law on food safety in New Zealand.
- The key change is that you need to show how you manage food safety, using a written plan, and register it with the Ministry for Primary Industries (MPI).
- You need to manage a range of food safety hazards when processing and manufacturing food. The plan enables you to identify and manage these risks in a way that suits your business.
- It will help you and your customers know your food is safe!

What do you need to do?

- ✓ Create a written plan for food safety. This is called a 'custom food control plan'. There will be guidance to help you. You will use the plan to show how you deal with hazards that can affect your food, and record information, like the temperature which food is cooked to or stored at.
- ✓ Have your plan evaluated. You will find evaluators on the MPI website from next year.
- ✓ Register your plan with MPI and renew it annually.
- ✓ Follow your plan.
- ✓ Get checked by a 'verifier' (i.e. a food safety auditor). This will happen once a year, or less if you are managing your food safety well. You can find a verifier on the MPI website.

When do you need to do it?

You must apply to have your plan registered **no later than 31 March 2017**.



What should you do now?

Find out more about the new law on the MPI website: www.mpi.govt.nz/foodact. More help to create your custom food control plan will be available in the New Year.

If you have any questions, contact MPI: email info@mpi.govt.nz, call 0800 008 333

Is this you?

You are receiving this letter because you have been identified as one of the manufacturers above. If this is not you, speak to MPI or your local council.

New food safety law and your business

New food safety law comes into force on 1 March 2016.

As you have a food control plan, you may not have to make changes until 2019

What does the Food Act 2014 mean for my business?

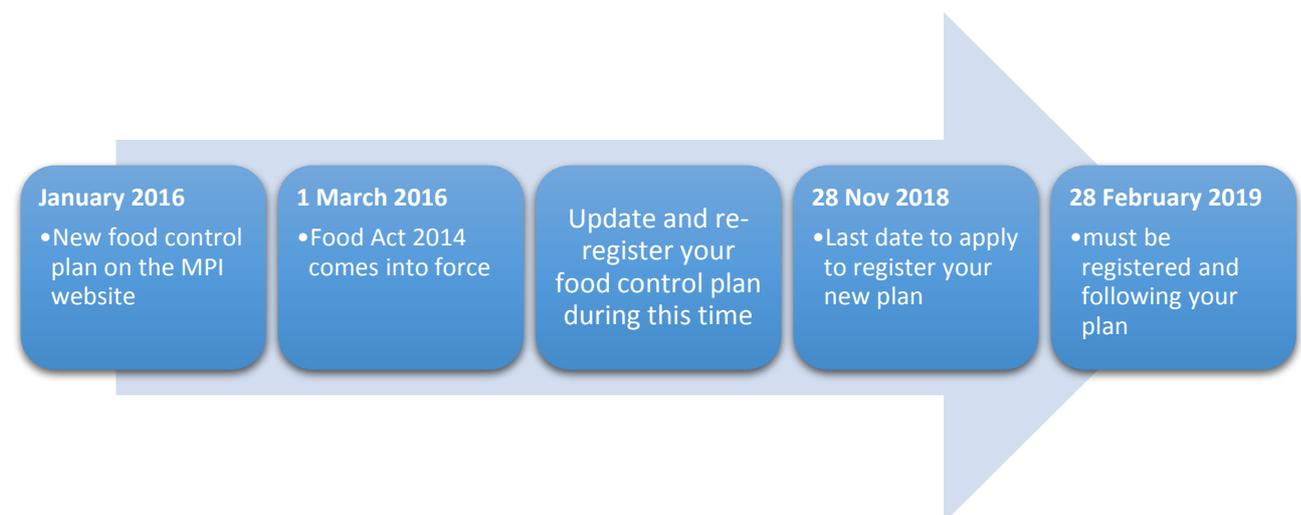
- The **Food Act 2014** changes the law around food safety in New Zealand
- It aims to improve food safety across the country, and help customers know their food is safe
- Under the new law, all higher risk food businesses must operate with a food control plan
- You can reassure your customers that you already have a food control plan!
- The new law starts on 1 March 2016, but you have up to three years to update your plan

What do I need to do?

- ✓ Under the Food Act 2014, some parts of the new food control plan have changed. You will need to make a few changes to your plan to comply with the new law. There will be guidance to help you do this.
- ✓ Register your updated plan with your local council by 28 February 2019, and renew it annually after that.
- ✓ Get checked by a verifier (e.g. a council Environmental Health Officer). Under the new law, this may be as little as every 18 months if you are managing food safety well.
- ✓ If you make any changes to your business, or are doing anything that is not in your plan, you must make changes straight away. Speak to your local council about how to update your plan.

When do I need to do this?

- You must have your new plan registered by 28 February 2019. This means you must apply for registration by **28 November 2018**.
- While you are still using your old plan, you do NOT need to register it every year.
- However, you DO need to keep getting checked (verified) by your Environmental Health Officer every year.



What else do I need to know?

- You can choose to register under the new Act sooner by updating your plan any time after 1 March 2016.
- The new Food Act comes in on 1 March 2016. By following your existing plan you will be complying with this law until February 2019, and will be regulated under it, even if you have not re-registered.

More information?

You can find more information on the Food Act 2014 on the Ministry for Primary Industries (MPI) website. The new food control plan template, and other resources, will be on the website by the end of December.

<http://www.mpi.govt.nz/food-safety/food-act-2014/>

If you have any queries, contact your local council

FCP Registration Email Example - DRAFT

To: charlotte@DG.co.nz
Reply To: peter.fairless@mpi.govt.nz
Subject: Registration of food control plan – Domestic Goodies Limited
Body:

Ministry for Primary Industries
Manatū Ahu Matua



Dear Sir/Madam,

Reference No: MPI2015

MPI2015 : Domestic Goodies Limited trading as Yum Breads

I refer to your application dated 20 October 2016 for registration of a Food Control Plan under the Food Act 2014.

Your application has been approved and is effective from 30 November 2016. The registration can be viewed on the MPI public register: <hyperlink>

This registration expires on 30 November 2017. Renewal before the end of that period is your responsibility. MPI will endeavour to issue a reminder letter for renewal of registration, please ensure your email address is maintained.

The person responsible for the day to day management of the plan has been identified and recorded on the register of food control plans as Head Chef.

Scope of Operations and Sites:

This registration applies to the following scope of operations at 53 site(s):

Sector	Product Type
Manufacturers of non-shelf-stable sauces, spreads, dips, soups, broths, gravies, or dressings	Stocks, gravies, soups
	Sauces & Toppings
	Fruit or vegetable Spreads

Attached to this email are Notice(s) of Registration for your food handling site(s).

Conditions

This registration is subject to the following conditions:

Condition	Reason For Imposing	Due Date
Registration is restricted to freeze drying. The operator must apply for a significant amendment to...	Agreed restriction	

The operator must undergo a verification audit by a recognised verifier prior to the due date of this condition. In the event that this time limit...	A verification is required	20-Dec-2015
---	----------------------------	-------------

Verification

Your recognised verifying agency has been identified as AsureQuality Limited. Verification by the nominated recognised agency must be in accordance with the Food Act 2014.

Duties

As an operator of a registered food control plan, you must comply with the duties under section 50 of the Food Act 2014. These can be found at the link below:

<hyperlink>

Further information regarding Food Control Plans can be found at the link below:

<hyperlink>

Yours faithfully,

Peter Fairless
Manager (Appointments & Approvals)
Branch Planning, Systems & Support Directorate
Regulation and Assurance
Ministry for Primary Industries | Pastoral House, 25 The Terrace
PO Box 2526 | Wellington | DDI: +6448940743

(Acting under delegated authority)

cc: food@asurequality.com

NOTICE OF REGISTRATION – DRAFT

Food Control Plan

Pursuant to section 59 of the Food Act 2014, the Chief Executive has registered a Food Control Plan in respect of the following operator:

RBM Legal Name

This Food Control Plan applies to the following business:

Site Legal Name

trading as <optional>

Site Trading Name

located at

Site Physical Location

Vehicle registration number(s): xxx <optional>

This business has been assigned the site identifier:

ID/Site registration number

This registration expires on dd/mm/yyyy

The Food Control Plan applies to the following scope of operations:

Sector	Product Type
Manufacturers of meat, poultry, or fish products	Raw Meat
	Edible Casings
	Processed Meat
Manufacturers of dried or dehydrated fruit or vegetables	Vegetable protein products



<electronic signature>

Name

Title

(Acting under delegated authority)

dd/mm/yyyy