Scope of operations

Custom 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.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

NZFSFRM_6BCH Scope of operations C-FCP 2026

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.

- [ ] **Aseptic processing/ packaging**
  Apply heat treatment to preserve food products for an extended period of time. Examples: Ultra-High-Temprature (UHT) milk, UHT beverages, UHT stocks and soups.

- [ ] **Canning/ retorting**
  Apply high temperature and pressure to make canned food products that have an extended shelf life. Examples: Canned baked beans/spaghetti, canned fish, and canned fruit.

- [ ] **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.

- [ ] **High-pressure processing**
  Using high pressure to extend shelf-life of food. Examples: Salad dressing, juice, salads, guacamole, smoothies and meat.

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

- [ ] **Irradiation**
  Apply radiation to preserve food products, or destroy pathogens. Examples: Irradiated herbs and spices.

- [ ] **Novel or unique process**
  Applying any of the follow processes to food products: Ohmic, cold plasma, ultrasonication, hydrodynamic, electromagnetic processes (pulsed electric field, radio frequency, ultra-violet (UV) etc), microwave pasteurisation, experimental cuisine and/ or molecular gastronomy.

- [ ] **Pasteurisation (with heat)**
  Apply heat treatment to preserve food and drink products. Examples: Beer, juice, sauces.

- [ ] **Processing chilled RTE (ready-to-eat) products**
  Processes to produce chilled ready-to-eat products with a shelf-life of more than 5 days. Examples: Cooked ham, cooked small goods (requiring time/ temperature combinations to control pathogens such as Listeria).

- [ ] **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.

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

☐ 10 **Ready-to-eat meals & snacks**
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.

☐ 50 **Chinese style roast duck**

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

☐ 20 **Minimally processed fruits and vegetables**
Example: Washed apples.

☐ 30 **Sushi**
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:

☐ 1 Sell products that you prepare and / or make?

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

☐ 80 **Baked products, with filling or icing**

☐ 40 **Dairy products**

☐ 10 **Eggs**

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

☐ 50 **Minimally processed fruits & vegetables**
Examples: Washed apple and trimmed beetroot.

☐ 60 **Processed fruits & vegetables**

☐ 30 **Processed meat, poultry & seafood products**

☐ 20 **Raw meat, poultry & seafood**

☐ 90 **Ready-to-eat meals & snacks**

☐ 100 **Sauces, soups, dressings & toppings**

☐ 120 **Shelf-stable products**
Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

☐ 130 **Biltong**

☐ 18 Sell products made by others?

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

☐ 80 **Baked products, with filling or icing**

☐ 40 **Dairy products**
Example: Scooping ice cream.

☐ 10 **Eggs**

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

☐ 50 **Minimally processed fruits & vegetables**
Examples: Washed apple and trimmed beetroot.

☐ 60 **Processed fruits & vegetables**

☐ 30 **Processed meat, poultry & seafood products**

☐ 20 **Raw meat, poultry & seafood**

☐ 90 **Ready-to-eat meals & snacks**

☐ 100 **Sauces, soups, dressings & toppings**

☐ 120 **Shelf-stable products**
Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Do you:

☐ 33

Grow and / or pack food?

☐ 20

Herbs & spices
Fresh herbs & spices, cut or planted.

☐ 10

Minimally processed fruits & vegetables
Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

☐ 40

Mushrooms
Mushrooms and fungi.

☐ 30

Nuts & seeds

☐ 50

Sprouts & microgreens

☐ 37

Transport and distribute or warehouse food?

☐ 40

Bulk food
Bulk food in a container for transport.

☐ 20

Chilled food

☐ 10

Frozen food

☐ 50

Hot food

☐ 30

Shelf-stable food

☐ 22

Provide food to pre-school children?

(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).

☐ 20

Infant formula

☐ 10

Ready-to-eat meals & snacks

☐ 32_010

Extract and pack honey?

What do you make?

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

Do you:

☐ 34

Manufacture / make sugar or related products?

☐ 10

Sugar
Raw, brown, white and caster sugar.

☐ 20

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

☐ 23

Manufacture / make confectionery?

☐ 10

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

☐ 20

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

☐ 25

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

☐ 10

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

☐ 20

Snack products
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, and roasted chickpeas.

☐ 28

Manufacture / make shelf stable grain-based products?

☐ 10

Baked products (without filling or icing)
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.

☐ 20

Baked products, with filling or icing
Shelf-stable. Baked products that are filled or iced after baking. Example: Iced cake.

☐ 30

Breakfast cereals
Examples: Muesli, cornflakes and extruded brans.

☐ 40

Pasta
Shelf-stable pasta.

Do you:

☐ 29
Manufacture / make water products?
(Including ice, iced confectionery, and iced desserts)

☐ 10 **Ice**
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).

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

☐ 26
Manufacture / make dried or dehydrated fruit or vegetables?

☐ 20 **Dried fruit & nut mixes**
Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

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

☐ 31_010
Manufacture / make frozen fruit or vegetables?
Select this section if you are cutting, shelling, dicing, and blanching fruit and / or vegetables and then freezing them.

☐ 27
Manufacture / make shelf stable condiments?

☐ 20 **Fermented fruit & vegetable products**
Shelf-stable. Examples: Sauerkraut, kimchee and pickle.

☐ 50 **Fermented sauces**
Shelf-stable. Examples: Soy sauce and black bean sauce.

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

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

☐ 40 **Sauces, soups, dressings & toppings**
Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

Do you:

☐ 24

Process nuts, seeds and /or coffee?

☐ 20

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

☐ 40

Dried fruit & nut mixes

☐ 30

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

☐ 10

Nuts & seeds
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.

☐ 20

Manufacture / make dry mix products?

☐ 10

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

☐ 20

Dried mixes not containing animal products
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.

☐ 16

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

☐ 10

Food additives
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.

☐ 30

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

☐ 20

Vitamins & minerals
Examples: Folic acid, iodine and vitamin C.

☐ 40

Yeast & yeast products
Examples: Baker's and brewer's yeast.

Do you:

☐ 14

Manufacture / make non-alcoholic beverages?

☐ 30 **Formulated drinks**
Examples: Energy, sports and electrolyte drinks.

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

☐ 20 **Soft drinks**
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.

☐ 10 **Water**
Bottled water - still, carbonated, flavoured.

☐ 15

Manufacture / make oils or fats for food?

☐ 30 **Animal fats**
Examples: Tallow, lard and duck fat.

☐ 10 **Edible oils**
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).

☐ 20 **Margarine & table spreads**
Fat and oil based products.

☐ 13

Manufacture / make vinegar, alcoholic beverages or malt extract?

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

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

☐ 20 **Malt extract**

☐ 60 **Spirits & liqueurs**
Examples: Gin and brandy.

☐ 30 **Wine & wine products**
Grape wine, fruit & vegetable wine, fruit & vegetable wine products.

☐ 50 **Vinegar**
Example: Wine vinegar.

☐ 19

Process of herbs or spices?

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

☐ 10 **Herbs & spices**
More than minimal processing.
Examples: Grinding, blending, repacking, drying or extracting.

☐ 20 **Salt**
Examples: Salt and flavoured salt.

Do you:

☐ 17

Process grain?

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

☐ 20 **Processed cereal & meal products**
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.

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

☐ 10

Make baked products for wholesale?

☐ 20 **Baked products (without filling or icing)**
Examples: Muffin, slice, cake and biscuits.

☐ 30 **Baked products, with filling or icing**
Baked products that are filled or iced after baking. Examples: Iced cake, custard square, cream bun, sandwiches and filled roll.

☐ 10 **Breads**
Examples: Bread, bread rolls.

☐ 40 **Ready-to-eat meals & snacks**
Examples: Meat pie, samosa, pizza and quiche.

☐ 05

Manufacture / make food for vulnerable populations?

Complete this section if your business manufactures or makes food products specifically for the following people:

- Children under 5
- People over 65
- Pregnant women or
- People with compromised immune systems.

☐ 20 **Foods for infants**
Examples: Puree, rusks, baby cereal, ready to eat baby food, fruit drink and vegetable drink.

☐ 30 **Formula meals & supplementary foods**
These are foods for individuals whose dietary management can not be completely achieved without their use. They are intended to be used under medical supervision. Example: Powdered food contained in an individual sachet.

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

☐ 40 **Ready-to-eat meals & snacks**
These prepared meals cover a large array of frozen, chilled or shelf-stable food products. They may require heating or not before consumption. Examples: Frozen heat-and-eat meal, chilled meal or snack, TV dinner or frozen pizza.

Do you:

☐ 06

Manufacture / make fresh ready-to-eat salads?

☐ 10

Fruit & vegetable salads
With or without dressing. Examples: Fruit salad, green salad (bagged or binned), coleslaw, salad kit and mixed vegetable salad.

☐ 20

Salads containing grains or animal products
Salads containing pasta, bean, rice and other grain based salads. Examples: Quinoa salad, couscous salad. Salads containing meat, poultry, seafood, cheese or eggs. Example: Caesar salad.

☐ 08

Manufacture / make meat, poultry or fish products?

☐ 30

Other animal products
Examples: Gelatine powder and edible casings.

☐ 10

Raw meat, poultry & seafood
Chilled, frozen or shelf-stable poultry, meat.

☐ 20

Processed meat, poultry & seafood products
Chilled, frozen or shelf-stable smoked, cooked, marinated, dried and processed products. Examples: Jerky, smoked chicken, cold smoked fish, salami, sausages, fish fingers and processed comminuted meat. May be cooked or raw.

☐ 07

Manufacture / make meals and prepared foods?

☐ 20

Desserts
Frozen, chilled, or shelf-stable desserts. Examples: Shelf-stable steamed pudding, frozen juice-based sorbet or dessert.

☐ 30

Pasta
Examples: Fresh pasta and fresh noodles.

☐ 40

Processed fruits & vegetables
Frozen or chilled fruit and vegetables (or their products) that have undergone more than sorting, washing and minimal processing.

☐ 10

Ready-to-eat meals & snacks
Frozen, chilled, or shelf-stable ready meals, snacks or meal component. Examples: Frozen heat-and-eat meal, chilled meal or snack, TV dinner and frozen pizza.

☐ 11

Manufacture / make / processes egg products?

☐ 10

Dried egg products
Examples: Dried whole egg, dried egg white (albumen) and dried egg yolk.

☐ 30

Frozen egg products
Examples: Frozen egg whites, yolks, pulp and quiche mixes.

☐ 20

Liquid egg products
Examples: Pasteurised whole egg pulp, pasteurised egg white and pasteurised egg yolk.

☐ 40

Processed eggs
Examples: Boiled, smoked, pickled, salted or preserved eggs. Omelette mix, scrambled egg mix and quiche mix.

Do you:

☐ 03

Manufacture / make commercially sterilized food products?

☐ 50 **Dairy products**
Examples: Ultra-High-Temperature (UHT) milk, cream and custard in tetra pak.

☐ 40 **Fruit & vegetable products**
Examples: Canned corn and canned fruit.

☐ 10 **Processed fruits & vegetables**
Examples: Low acid canned fruit or vegetables, juice in bottles, pasta sauce in jars, UHT soy milk and UHT almond milk.

☐ 30 **Processed meat, poultry & seafood products**
Examples: Canned fish, canned beef and canned chicken.

☐ 20 **Sauces, soups, dressings & toppings**
Shelf stable. Examples: Curry.

☐ 09

Manufacture / make sauces, spreads, dips, soups, broths, gravies or dressings that are not shelf-stable

☐ 20 **Fermented fruit & vegetable products**
Chilled or frozen. Examples: Sauerkraut, kimchee and pickle.

☐ 10 **Processed fruits & vegetables**
Chilled or frozen Examples: Fruit puree, jam, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole, mustard and wasabi.

☐ 30 **Processed meat, poultry & seafood**
Products chilled or frozen. Examples: Pâté, fish paste and potted meat.

☐ 40 **Sauces, soups, dressings & toppings**
Chilled or frozen. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, dip, stock, broth, bouillon and gravy.

☐ 12

Manufacture / make vegetable proteins or other proteins?

☐ 20 **Fermented fruit & vegetable products**
Examples: Tempeh, natto, soy-yoghurt, fermented soy bean curd, tofu cheese, pickled tofu, soy cheese and miso.

☐ 30 **Yeast & yeast products**
Yeast extract. Examples: Brewer's yeast extracts and yeast extract spreads.

☐ 10 **Non-fermented vegetable protein products**
Examples: Tofu, bean curd, soy sausage, lentil patties, hydrolysed vegetable proteins, soy flour, soy protein isolate, soy paste, functional proteins, soy ice-cream, soy frozen desserts. Vegetable-based beverages that are not commercially sterilised. Examples: Soy milk, coconut milk, oat milk, rice milk. Algae and algae derived products. Examples: Spirulina, agar-agar. Gluten and gluten products.

Do you:

☐ 04 Manufacture / make dairy products?

☐ 110 **Blended and / or encapsulated dairy products**
Examples: Colostrum tablets, sports protein powder.

☐ 90 **Butter products**
Examples: Butter, garlic butter.

☐ 70 **Cheese**
Soft and hard cheeses, fresh and ripened cheeses.

☐ 40 **Condensed & evaporated milk**
Example: Sweetened condensed milk.

☐ 50 **Cream products**
Examples: Clotted cream, cultured cream and sour cream.

☐ 80 **Dairy desserts**
Examples: Cheesecake, mousse and custard.

☐ 60 **Dried dairy products**
Milk powder, protein powder and whey powder. Excludes infant formula.

☐ 30 **Fermented or renetted dairy products**
Examples: Yoghurt and cultured buttermilk.

☐ 100 **Ice cream**

☐ 10 **Liquid milk**
In consumer packs.

☐ 20 **Raw milk dairy products**
Any dairy product made using raw milk.

☐ 120 **Sauces, soups, dressings & toppings**