



# National Programme 1

**You should use National Programme 1 if you:**

- Extract or pack honey
- Grow or pack fruit, vegetables or other horticultural products
- Make sugar molasses, syrups or related products
- Sell tea, coffee, hot chocolate and packaged shelf stable food only
- Sell packaged ice creams, ice blocks or similar items only
- Store or transport food only

## Information

### What is a national programme?

Medium and lower risk businesses follow a national programme. This applies to many different businesses that sell food. It means you don't need a written plan, but must register your business, meet food safety standards, keep some records and get checked (verified).

There are three levels of national programmes which are based on the food safety risk involved in your business. Level 1 is the lowest risk.

### Who falls under a national programme?

National programmes include fruit and vegetable growers, manufacturers of low risk foods, brewers and shops like dairies that sell pre-packaged foods.

### Why should I read this booklet?

The national programmes booklet will tell you what procedures you need to follow and what records you should complete. It will help you to understand why you need to do these actions.

### Where can I find more information?

If you have any questions contact MPI or your local council.

Visit [www.mpi.govt.nz/foodact](http://www.mpi.govt.nz/foodact)

MPI: [info@mpi.govt.nz](mailto:info@mpi.govt.nz) 0800 00 83 33

Find your local council: [www.lgnz.co.nz](http://www.lgnz.co.nz)

## Overview

Title	NP1	NP2	NP3	FCP
Places and equipment	●	●●	●●●	●●●●
Water	●	●	●	●
Cleaning	●	●●	●●●	●●●●
Maintenance		●●	●●●	●●●●
Waste	●	●●	●●●	●●●●
Pest control		●●	●●●	●●●●
Personal hygiene	●	●●	●●●	●●●●
Sourcing and tracing	●	●	●	●
Processing and handling food	●	●●	●●●	●●●●
Competency and training	●	●	●	●
Checking and correcting	●	●	●	●
Packaging and labelling	Honey & Sugar			

The circles above demonstrate the increased requirements needed for National programmes and Food Control plans. Where there is no circle it means there is no requirements for that procedure.

## National Programme 1 requirements

Title	NP1
Places and equipment	Manage risks associated with previous land use or neighbouring activities. Make sure materials are easily cleaned.
Water	Must be clean and/or fit for purpose.
Cleaning	Keep food areas clean and tidy.
Maintenance	X
Waste	Dispose of rubbish regularly
Pest control	X
Personal hygiene	Wash hands. Sickness policy in place.
Scouring and tracing	Source safe/suitable food know where it is in your process. Know where you sent it.
Processing and handling food	Control points for horticulture.
Competency and training	All staff know what they need to do to keep food safe and suitable.
Checking and correcting	Keep records for: Report when things go wrong.
Packaging and labelling	X



# Instructions

## How to use this guide

This guide has been broken down into National Programmes regulations outlining records you must keep to prove that your business is providing safe and suitable food.

To help you make sure that you are keeping the right records for the right things we have placed icons throughout this document:



Regular record keeping needed



No record keeping needed



Only applies to a specific sector

## Overview



### Prepare

- Research your food safety obligations
- Write out a timetable
- If required, contact a consultant
- Contact an evaluator and a verifier



### Register

- Complete Scope of Operations
- Complete registration form
- Include letter from verifier
- Include fee



### Set up

- Food safety records
- Keep your records up to date



### Verification

- Ensure you can demonstrate how you can make safe and suitable food

## Verifiers sometimes check these

- Business location, construction and/or previous land use
- Selection and storage of cleaning & maintenance chemicals
- Pest control
- Waste management
- Ability to recall unsafe or unsuitable food
- Packaging & labelling (honey & sugar products only)

## Top five requirements

(Verifiers always check)



### Training and competency

Know how to make safe food.



### Cleaning

Clean dirt off



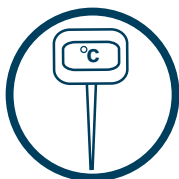
### Basic hygiene

Wash hands



### Sourcing and tracing

What comes in and out of distribution centres.



### Control points

Check your temperatures



### Horticulture

Water

Spray Diaries  
(horticulture)



## Training

### What training do you need?

You need to ensure all staff know what they need to do to keep food safe and suitable food. Training should include training on good food safety practices like:

- Personal hygiene
- Cleaning, and Receiving and tracking food
- Health & sickness
- What to do if (when) things don't go to plan

### Why is training important?

Your customers expect that you and all your staff are doing the right things so that people don't get sick and die because of something that has happened to the food in your business.

Everyone has a role to play in keeping food safe and suitable and needs to know how what they do can impact on food safety – especially if something doesn't happen as it normally would.

Not all of the things that impact on food safety are 'common knowledge' so it pays to be trained properly so you don't accidentally get it wrong for example through courses and education.

### How can I implement training in my business?

If you are a one person business you can try using online tools or seek help from a consultant. You can train staff any way that works for your business. You could consider:

- Work under supervision
- Courses (in-house or external)
- Buddy training

## How will training be checked?

A verifier or officer can observe you or your staff working or ask anyone questions about what they do, how & why they do it and what happens when things go wrong (or routines change).

## What if they see or hear something that means food might not be safe or suitable?

They will ask you:

- How you know that person has been trained.
- What you will do to ensure that person's food safety practices improve
- What you will do about food that might not be safe or suitable

The verifier may need to issue a request for a corrective action (that they will follow-up later) and if what they see is really really concerning they may need to notify Ministry for Primary Industries (MPI) or the local council.



### Will you keep records for this?

You do not need to keep records but a training record template is available if you want to use it (see page X)



## Cleaning

### What do you need to clean?

Most NP1 businesses will only need to keep their business generally clean and tidy. Any NP1 business that has open food, needs to clean anything that contacts the food (e.g. utensils, cups, the inside of bulk transport containers/trucks), anything that touches the food directly. It is also a good idea to keep storage rooms clean and tidy.

### Why is cleaning important?

Bugs love to hitch a ride on dust and dirt so an unclean area is also a food contamination area. Even if the food is fully packaged it's a good idea to keep things clean. If the outside packaging gets dirty that will contaminate the hands of people who open the package and this will contaminate the food.

### How can I implement cleaning in my business?

You can use the same kinds of cleaning methods in your business that you would do at home.

- Sweep or vacuum areas that need to be kept dry
- Mop areas where water can be used
- Use hot soapy water or a food grade cleaning chemical according to the label instructions.
- Wipe benches with clean water and cloths

## How will cleaning be checked?

A verifier will look around your business and check that everything looks clean and tidy. They will also ask you and/or your staff when and how you clean.

They might ask how you remember to clean things that aren't everyday or every time its used. For example: Cupboards, range-hoods,etc... They will ask how you clean equipment or food contact areas with lots of nooks and crannies (bits that are hard to get to).

## What you will do about food that may not be safe and suitable.

What you will do about food that may not be safe and suitable.

- What you will do to correct the situation so that it doesn't happen again.
- They may issue a corrective action request and come to check things have improved.



### Will you keep records for this?

You do not need to keep records but some businesses like to use a c;leaning schedule and cleaning record. Examples are available [here](#).



## Basic personal Hygiene

### What is basic personal hygiene?

- Washing hands
- Not working with food when sick with certain illness.

### Why is basic hygiene important?

On of the most common ways bugs gets into food is from people — mostly their hands. Washing and drying hands after doing something that could contaminate them is the best and easiest way to preventing food contamination.

### How can I implement basic hygiene in my business?

- Train staff when and how to wash their hands.
- Have a sickness policy

### How will basic personal hygiene be checked?

The verifier might ask you and your staff what they do to keep food safe from bugs coming in on people. They might ask you or your staff to show them how they wash their hands.

They will check whether there is a hand basin nearby — and that it's stocked with soap and a way to dry hands.

They will ask what happens if someone has a tummy bug or gets sick.

## What if they see or hear something that means food might not be safe or suitable?

What you will do about food that may not be safe and suitable.

- What you will do to correct the situation so that it doesn't happen again.
- They may issue a corrective action request and come to check things have improved.



### Will you keep records for this?

You do not need to keep records.



## Sourcing and tracing

### What is sourcing and tracing?

This includes:

- When it all goes horribly wrong.
- Traceability,
- Recall,
- Complaints
- Getting food from someone that has managed safe and suitability in their business.
- Knowing where your food is in your business and knowing where it goes to.

### Why is sourcing and tracing important?

When something goes wrong you need to be able to take appropriate action to protect your customers. It's not only when something goes wrong in your business it's when it's gone wrong somewhere else. If a supplier's ingredients can make people sick do you know:

- Whether you have purchased that product
- Whether you have used that product
- Who has your food with that ingredient in?
- If you have some of the food left over how will you stop it from being used.

### You need to decide:

- If you can you afford to throw out or recall everything in your business?  
If the answer is no then traceability is the key.
- If your customers could have food in their fridge, pantry or freezer?  
If yes, you need to have a recall plan.

## How can I implement sourcing and tracing in my business?

You can do this by recording where it is and where it went.

There are lots of options you can use:

- Keeping receipts
- Written batch records
- Bar coding system — tracing

## How will sourcing and tracing be checked?

Your verifier will ask to see your supplier list and ask what you do to keep track of ingredients and food.

## What if they see or hear something that means food might not be safe or suitable?

- Prove that you have corrected the situation so that it doesn't happen again.
- Your verifier may issue a corrective action request and come to check that improvements have been made.



### Will you keep records for this?

You are required to keep records for control points. Examples of how you can do this are found here. If you keep your records up to date frequently and be quite detailed about all of your ingredient sources.



Time is of the essence — to stop people from getting sick you need to act now. You don't have days or weeks to complete a 'stock take'. You have a choice about how much financial risk you take.



## Control points

### What are control points?

Control points are specific parts of the food handling process where any bugs, chemical or physical hazards already on the food can be reduced or eliminated.

### Why are control points important?

Lots of food cannot be completely protected from becoming contaminated. A control point can kill enough bugs that the food can be made safe to eat or prevent or reduce chemicals or physical hazards that can cause harm.

### How can I implement control points in my business?

- Temperature checks for fridges and freezers.

### How will control points be checked?

Verifiers will ask to see your temperature records. The verifier will also ask who checks the temperatures, how and when. The verifier might check the temperatures themselves or ask you to check them.

### What if they see or hear something that means food might not be safe or suitable?

What you will do about food that may not be safe and suitable.

- What you will do to correct the situation so that it doesn't happen again.
- They may issue a corrective action request and come to check things have improved.



## Will you keep records for this?

You are required to keep records for control points. Examples of how you can do this are found here...



## Control points for horticulture

Application of sprays and agriculture chemicals:

- Using the correct sprays
- Following label instructions
- Harvesting after any withholding period.



## Information for food business owners, operators/managers.

There is some basic stuff you need to know and your verifier will check you understand this. To be a food business operator you have to prove you understand your food safety obligations.

Not being able to demonstrate that you understand will lead to your business getting shut down.

### The Food Act 2014

The Food Act requires that you take responsibility for producing safe and suitable food.

### What does this mean?

You don't need to be a food safety expert, but you need to know enough to make good food safety and suitability decisions for your business.

### Food safety

Food can cause illness or harm if it contains certain 'hazards'.

Hazards fall into 3 categories:

- Biological: certain bacteria (bugs) can make people sick. Food is unsafe if it has these bugs in it.
- Chemical: Many chemicals can make people sick if in or on food.
- Physical: Glass, metal or other sharp objects can sometimes get into food and cause harm to people eating that food.

## Food Suitability

Your customers have many expectations of food. They have to know what's in the food, that it is what it says it is, and that it doesn't contain anything unexpected or offensive.

## Opening or expanding a food business

It is a good idea to think about food safety and suitability early on in the planning process for opening or expanding your food business.

### Location and design

Horticulture: Has the land you're planning on planting crops on previously been used for;

- a shooting range — could your crop be contaminated with lead?
- other high risk based uses...
- other high risk based uses...
- other high risk based uses..

### Neighbouring activities

You will need to take extra steps to manage food safety if setting up near;

- a shooting range
- other high risk based uses...
- other high risk based uses...
- other high risk based uses..

## Equipment

We love innovation and good old ‘kiwi ingenuity’. but if you’re not using equipment purpose built for use with food you could accidentally end up with equipment that is a source of contamination of food.

It’s best to source equipment especially designed for food use. If you really want to create something new it’s best to involve a food safety expert in the design and creation process.

You should always use and clean equipment according to the manufacturers instructions.

### Water

Where possible use water already proven to be safe for drinking e.g. council supply.

- Self water supply will generally need to be treated and tested (to prove it’s safe).
- Crops can be irrigated with clean untreated water — if possible, or if safety is in doubt in-ground irrigation (e.g. soaker hoses) should be considered.

### Maintenance

Anything that contacts food should be maintained to good standards and repair.

## Waste

Rubbish can be source for food contamination

- Store it away from food
- Dispose of it regularly

## Pests

Rats, mice, cockroaches, ants, flies etc. carry bugs that can contaminate food — and if they get into food they are at least a ‘yuck’ factor (**unsuitable**).

So it makes good sense to keep an eye out for pests and take action to make sure they can’t make food unsafe or unsuitable.

## Packaging and labelling

Draft