

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.



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-liscence

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-Temperature (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, sourkraut, 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.

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 made by others?

18	Baked products (without filling or icing)		Processed fruits & vegetables
70	Baked products, with filling or icing	60	Processed meat, poultry & seafood products
80	Dairy products	30	Raw meat, poultry & seafood
40	Example: Scooping ice cream.	20	Ready-to-eat meals & snacks
10	Eggs	90	Sauces, soups, dressings & toppings
110	Infant formula	100	Shelf-stable products
	Examples: Infant formula, follow-on formula and infant formula products for special dietary use.	120	Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.
50	Minimally processed fruits & vegetables		
	Examples: Washed apple and trimmed beetroot.		

Grow and / or pack food?

33	Herbs & spices		Mushrooms
20	Fresh herbs & spices, cut or planted.	40	Mushrooms and fungi.
10	Minimally processed fruits & vegetables	30	Nuts & seeds
	Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.	50	Sprouts & microgreens

Do you:

Transport and distribute or warehouse food?

37

Bulk food

Bulk food in a container for transport.

40

Frozen food

10

Chilled food

20

Hot food

50

Shelf-stable food

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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

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

20

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

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

20

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

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,

20

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

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

20

Breakfast cereals

Examples: Muesli, cornflakes and extruded brans.

30

Pasta

Shelf-stable pasta.

40

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

Water-based chilled desserts or confections.
Example: Jelly.

20

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.

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.

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.

10

Processed fruits & vegetables

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.

40

Sauces, soups, dressings & toppings

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.

Process nuts, seeds and /or coffee?

24

Coffee bean products

20

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

30

Nut & seed products

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

Dried fruit & nut mixes

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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.

Do you:

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.

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

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.

30

Processing aids

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

Vitamins & minerals

Examples: Folic acid, iodine and vitamin C.

Yeast & yeast products

Examples: Baker's and brewer's yeast.

Manufacture / make non-alcoholic beverages?

14

Formulated drinks

30

Examples: Energy, sports and electrolyte drinks.

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.

Fruit & vegetable juice

40

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

Water

Bottled water - still, carbonated, flavoured.

Do you:

Manufacture / make oils or fats for food?

15

Animal fats

30

Examples: Tallow, lard and duck fat.

20

Margarine & table spreads

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.

60

Spirits & liqueurs

Examples: Gin and brandy.

Beer

10

Examples: Stout, light beer, lager, ale, pilsner and draught.

30

Wine & wine products

Grape wine, fruit & vegetable wine, fruit & vegetable wine products.

Processed cereal & meal products

20

Example: Malt extract.

50

Vinegar

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.

20

Salt

Examples: Salt and flavoured salt.

Process grain?

17

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

Processed cereal & meal products

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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.

Do you:

Make baked products for wholesale?

15	Baked products (without filling or icing) Examples: Muffin, slice, cake and biscuits.	20	Breads Examples: Bread, bread rolls.
10	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.	20	Ready-to-eat meals & snacks Examples: Meat pie, samosa, pizza and quiche.

Manufacture / make food for vulnerable populations?

13	Complete this section if your business manufactures or makes food products specifically for the following people: <ul style="list-style-type: none">• Children under 5• People over 65• Pregnant women or• People with compromised immune systems.
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40	Foods for infants Examples: Puree, rusks, baby cereal, ready to eat baby food, fruit drink and vegetable drink.	60	Infant formula Examples: Infant formula, follow-on formula and infant formula products for special dietary use.
10	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	50	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.

Manufacture / make fresh ready-to-eat salads?

19	

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.
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Manufacture / make meat, poultry or fish products?

17	

20	Other animal products Examples: Gelatine powder and edible casings.	10	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.
	Raw meat, poultry & seafood Chilled, frozen or shelf-stable poultry, meat.		

Do you:

Manufacture / make meals and prepared foods?

15	Desserts Frozen, chilled, or shelf-stable desserts. Examples: Shelf-stable steamed pudding, frozen juice-based sorbet or dessert.	20	Processed fruits & vegetables Frozen or chilled fruit and vegetables (or their products) that have undergone more than sorting, washing and minimal processing.
20	Pasta Examples: Fresh pasta and fresh noodles.	20	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.

Manufacture / make / processes egg products?

13	Dried egg products Examples: Dried whole egg, dried egg white (albumen) and dried egg yolk.	60	Liquid egg products Examples: Pasteurised whole egg pulp, pasteurised egg white and pasteurised egg yolk.
10	Frozen egg products Examples: Frozen egg whites, yolks, pulp and quiche mixes.	50	Processed eggs Examples: Boiled, smoked, pickled, salted or preserved eggs. Omelette mix, scrambled egg mix and quiche mix.

Manufacture / make commercially sterilized food products?

19	Dairy products Examples: Ultra-High-Temperature (UHT) milk, cream and custard in tetra pak.	20	Processed meat, poultry & seafood products Examples: Canned fish, canned beef and canned chicken.
10	Fruit & vegetable products Examples: Canned corn and canned fruit.	10	Sauces, soups, dressings & toppings Shelf stable. Examples: Curry.
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.		

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

17	Fermented fruit & vegetable products Chilled or frozen. Examples: Sauerkraut, kimchee and pickle.	10	Processed meat, poultry & seafood Products chilled or frozen. Examples: Pâté, fish paste and potted meat.
	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.		Sauces, soups, dressings & toppings Chilled or frozen. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, dip, stock, broth, bouillon and gravy.

Do you:

Manufacture / make vegetable proteins or other proteins?

15	Fermented fruit & vegetable products Examples: Tempeh, natto, soy-yoghurt, fermented soy bean curd, tofu cheese, pickled tofu, soy cheese and miso.	20	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.
20	Yeast & yeast products Yeast extract. Examples: Brewer's yeast extracts and yeast extract spreads.		

Manufacture / make dairy products?

13	Blended and / or encapsulated dairy products Examples: Colostrum tablets, sports protein powder.	60	Dried dairy products Milk powder, protein powder and whey powder. Excludes infant formula.
10	Butter products Examples: Butter, garlic butter.	50	Fermented or renneted dairy products Examples: Yoghurt and cultured buttermilk.
10	Cheese Soft and hard cheeses, fresh and ripened cheeses.	50	Ice cream
10	Condensed & evaporated milk Example: Sweetened condensed milk.	50	Liquid milk In consumer packs.
10	Cream products Examples: Clotted cream, cultured cream and sour cream.	50	Raw milk dairy products Any dairy product made using raw milk.
10	Dairy desserts Examples: Cheesecake, mousse and custard.		Sauces, soups, dressings & toppings