SCOPE OF OPERATIONS
FOR NP2 BUSINESSES

What does ‘Scope of Operations’ mean?

The term ‘Scope of Operations’ is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a ‘Scope of Operations’?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.
Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

- Caterer
  Provides food, supplies and services for a social occasion or function or within an education or other facility.

- Eat-in premises
  Examples: Restaurant, café, residential care early childhood education (ECE) centres and kūhanga 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 other businesses.
Processes

What processes do you use in your food business?

- **Acidification**
  Using acid (low pH) to preserve food products. Examples: Mayonnaise, pickles and shelf stable condiments.

- **Concentration**
  Increase the thickness of food products by removing water for example malt extract or yeast.

- **Drying**
  Remove moisture from food to make products such as dried meat, milk powder and vegetable powder.

- **Fermentation**
  Using micro-organisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.

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

- **None of the above**
  None of the above processes are used.
Operations

Tick all the activities your business does, and the products you work with.

Do you:

☐ Sell hot beverages and / or shelf-stable pre-packed food?
   Food which does not require chilling or freezing.
   - Hot beverage
     Examples: Coffee, tea and cocoa.
   - Packaged food (shelf-stable products)
     In manufacturers’ packaging.

☐ Sell ice cream and iced confectionery?
   (In manufacturers’ packaging).
   - Ice Cream
     Examples: Ice blocks, frozen yoghurt
   - Iced confectionery
     Examples: Ice blocks, frozen yoghurt

☐ Sell manufacturer packaged chilled or frozen food?
   - Baked products (without filling or icing)
     Examples: Parbaked bread and rolls.
   - Baked products, with filling or icing
     Examples: Custard square, cream bun, sandwiches and filled roll.
   - Dairy products
     Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.
   - Eggs
     Pickled eggs.
   - Processed meat, poultry & seafood products
     Chilled or frozen, smoked, cooked, marinated, dried and processed products. Examples: Smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed comminuted meat. May be cooked or raw.
   - Processed meat, poultry & seafood
     Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.
   - Ready-to-eat meals & snacks
     Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.
   - Sauces, soups, dressings & toppings
     Not shelf-stable. Examples: Dressing, dip, stock, bouillon and gravy.
Do you:

- **Grow and / or pack food?**
  - Herbs & spices
    - Fresh herbs & spices, cut or planted.
  - Minimally processed fruits & vegetables
    - Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.
  - Mushrooms
    - Mushrooms and fungi.
  - Nuts, seeds & grains
  - Sprouts & microgreens

- **Transport and distribute or warehouse food?**
  - Bulk food
    - Bulk food in a container for transport.
  - Chilled food
  - Frozen food
  - Hot food
  - Shelf-stable food

- **Provide food to pre-school children?**
  - Infant formula
  - Ready-to-eat meals & snacks
  - Extract and pack honey?
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?
  - **Sugar**
    - Raw, brown, white and caster sugar.
  - [ ] Sugar products
    - Examples: Syrups (glucose), molasses, golden syrup and treacle.

- [ ] Manufacture / make confectionery?
  - **Chocolate & cocoa products**
    - 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.

- [ ] Manufacture / make crisps, popcorn, pretzels or similar snack products?
  - **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.
  - [ ] 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,

- [ ] Manufacture / make shelf stable grain-based products?
  - **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, 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: Filled biscuits.
  - [ ] Breakfast cereals
    - Examples: Muesli, cornflakes and extruded brans.
  - [ ] Pasta
    - Shelf-stable pasta.

- [ ] Manufacture / make water products?
  - [ ] 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).
  - [ ] Water-based desserts
    - Water-based chilled desserts or confections. Example: Jelly.
Do you:

- Manufacture / make dried or dehydrated fruit or vegetables?
  - Dried fruit & nut mixes
    - Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

- Manufacture / make frozen fruit or vegetables?
  - Select this section if you are cutting, shells, dicing, and blanching fruit and / or vegetables and then freezing them.

- Bake bread and bread products?
  - You should select this section if you bake bread and bread products only.

- Manufacture / make shelf stable condiments?
  - Fermented fruit & vegetable products
    - Shelf-stable. Examples: Sauerkraut, kimchee and pickle.
  - Fermented sauces
    - Shelf-stable. Examples: Soy sauce and black bean sauce.
  - Nut & seed products
    - Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

- Process nuts, seeds and /or coffee?
  - Coffee bean products
    - Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.
  - Dried fruit & nut mixes

- 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.

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

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

- 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.