SCOPE OF OPERATIONS
FOR NP3 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-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.

- **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 microorganisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.

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

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

- **Reheating**
  Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

- **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 products made by others?
  - Baked products (without filling or icing)
  - Baked products, with filling or icing
  - Dairy products
    Example: Scooping ice cream.
  - Eggs
  - Infant formula
    Examples: Infant formula, follow-on formula and infant formula products for special dietary use.
  - Minimally processed fruits & vegetables
    Examples: Washed apple and trimmed beetroot.

- 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.

- Processed fruits & vegetables
- Processed meat, poultry & seafood products
- Raw meat, poultry & seafood
- Ready-to-eat meals & snacks
- Sauces, soups, dressings & toppings
- Shelf-stable products
  Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

- Mushrooms
  Mushrooms and fungi.

- Nuts & seeds

- Sprouts & microgreens
Do you:

- 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?
  (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
  - 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: Bhujia 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?

(Icluding ice, iced confectionery, and iced desserts)

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

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.
- Processed fruits & vegetables
  Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.
- Sauces, soups, dressings & toppings
  Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

Process nuts, seeds and /or coffee?

- Coffee bean products
  Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.
- Nut & seed products
  Examples: Nut or seed flour and nut/seed snack bars (where nuts/seeds are the principle component).
- Dried fruit & nut mixes
  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?
  - Dried mixes containing animal products
    - Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood.
    - Example: Gravy powder.
  - 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?
  - 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.
  - Processing aids
  - Vitamins & minerals
    - Examples: Folic acid, iodine and vitamin C.
  - Yeast & yeast products
    - Examples: Baker’s and brewer’s yeast.

- Manufacture / make non-alcoholic beverages?
  - Formulated drinks
    - Examples: Energy, sports and electrolyte drinks.
  - Fruit & vegetable juice
    - Shelf-stable or non-shelf-stable. Examples: Fruit and vegetable juices, juice concentrates, berry juice smoothie drink and chilled juice.
  - 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.
  - Water
    - Bottled water - still, carbonated, flavoured.
**Do you:**

- **Manufacture / make oils or fats for food?**
  - Animal fats
    - Examples: Tallow, lard and duck fat.
  - 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).

- **Manufacture / make vinegar, alcoholic beverages or malt extract?**
  - Alcoholic beverages - other
    - Products other than beer, wine, fruit & vegetables, wine or spirits. Example: Ready-to-drink.
  - Beer
    - Examples: Stout, light beer, lager, ale, pilsner and draught.
  - Malt extract

- **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.
  - Herbs & spices
    - More than minimal processing. Examples: Grinding, blending, repacking, drying or extracting.
  - Salt
    - Examples: Salt and flavoured salt.

- **Process grain?**
  - Select this section if you mill, malt, roll or roast grains.
  - 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.
  - Whole grains
    - Whole grains & kibbles. Examples: Pearl barley, groats, kibbled.