

SCOPE OF OPERATIONS

SIMPLY SAFE & SUITABLE TEMPLATE 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-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.

Fermentation

Using micro-organisms to make or preserve food products. Examples: Kimchee, sauerkraut, 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.

Holding at serving temperature

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

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 you've ticked one of the options above and all of the food that you sell is **intended** to be eaten straight away, 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 that you prepare and / or make?

1

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Eggs

10

Infant formula

110

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

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Sell products made by others?

18

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Example: Scooping ice cream.

Eggs

10

Infant formula

110

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

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Do you:

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

Bake bread and bread products?

^{21_010} You should select this section if you bake bread and bread products only.

Note: *If you have ticked any of the **Purple** activities above (i.e. not including the Trading Operations and Processes sections) you can skip the remaining **Green** questions.*

Sell hot beverages and / or shelf-stable pre-packed food?

³⁵ Food which does not require chilling or freezing.

Hot beverage

10 Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20 In manufacturers' packaging.

Sell ice cream and iced confectionery?

³⁶ (In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20 Examples: Ice blocks, frozen yoghurt