

# 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 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.

## **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?

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

## Sell manufacturer packaged chilled or frozen food?

30

### Baked products (without filling or icing)

60 Examples: Parbaked bread and rolls.

### Processed meat, poultry & seafood products

30

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.

### Baked products, with filling or icing

70 Examples: Custard square, cream bun, sandwiches and filled roll.

### Dairy products

40 Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.

### Raw meat, poultry & seafood

20

Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.

### Eggs

10 Pickled eggs.

### Ready-to-eat meals & snacks

80

Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.

### Processed fruits & vegetables

50 Processed and/ or cooked fruit & vegetable products. Examples: Pesto, juice, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad.

### Sauces, soups, dressings & toppings

90

Not shelf-stable. Examples: Dressing, dip, stock, bouillon and gravy.

## Do you:

### Grow and / or pack food?

33

#### Herbs & spices

20 Fresh herbs & spices, cut or planted.

#### Mushrooms

40 Mushrooms and fungi.

#### Minimally processed fruits & vegetables

10 Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

#### Nuts, seeds & grains

30

#### Sprouts & microgreens

50

### Transport and distribute or warehouse food?

37

#### Bulk food

40 Bulk food in a container for transport.

#### Frozen food

10

#### Hot food

50

#### Chilled food

20

#### Shelf-stable food

30

### 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**

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

### 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**

20 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?

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**

20 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?

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, cereal/muesli bars that contain fruit, nuts, seeds etc. as minor components.

#### **Baked products, with filling or icing**

20 Shelf-stable. Baked products that are filled or iced after baking. Example: Filled biscuits.

#### **Breakfast cereals**

30 Examples: Muesli, cornflakes and extruded brans.

#### **Pasta**

40 Shelf-stable pasta.

### 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**

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

## 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.

#### **Processed fruits & vegetables**

10 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.

#### **Fermented sauces**

50 Shelf-stable. Examples: Soy sauce and black bean sauce.

#### **Nut & seed products**

60 Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

#### **Processed fruits & vegetables**

10 Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.

#### **Sauces, soups, dressings & toppings**

40 Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

### Process nuts, seeds and /or coffee?

24

#### **Coffee bean products**

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

#### **Dried fruit & nut mixes**

40

#### **Nut & seed products**

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

#### **Nuts & seeds**

10 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.