

# Scope of Operations



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## 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 Wairoa District Council exactly what your business does. One way to do this is by filling out the 'Scope of Operations' cards.

You need to complete the 'Scope of Operations' before you register. If you decide to do this by filling out the following 'Scope of Operations' cards, make sure you include your completed 'Scope of Operations' cards with your application form. Businesses that are exempt from registration are defined in section 31 and Schedule 3 of the Food Act 2014. You can view these exemptions at [www.legislation.govt.nz](http://www.legislation.govt.nz).

## What do I need to do?

You can do this by completing the appropriate 'Scope of Operations' cards for your business and submitting them with your application for registration to Wairoa District Council.

# Card 1

ALL BUSINESSES MUST COMPLETE THIS CARD.

## 1. Trading Operations – how you source and supply your products / services

Tick at least one of the trading operations from this section. If your business is involved in more than one trading operation tick all the relevant activities.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Caterer</b> - Provides food, supplies and services for a social occasion or function or within an education or other facility. | <input type="checkbox"/> <b>Mobile</b> - Example: Food truck.   |
| <input type="checkbox"/> <b>Eat-in premises</b> - Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.    | <input type="checkbox"/> <b>On-licence</b> - Eat-in premises that sell alcohol for consumption at the same location.    |
| <input type="checkbox"/> <b>Export</b>   | <input type="checkbox"/> <b>Retail</b> - Examples: Supermarket, dairy or other premises selling direct to the consumer. |
| <input type="checkbox"/> <b>Home delivery</b> - Examples: Pizza delivery, meals-on-wheels and grocery delivery.  | <input type="checkbox"/> <b>Storage provider</b> - Examples: Cold stores and warehouses.                                |
| <input type="checkbox"/> <b>Import</b> - Either as a registered food importer or through an agent who is a registered importer.                            | <input type="checkbox"/> <b>Takeaway</b> - Ready-to-eat meals sold for immediate consumption at another location.       |
| <input type="checkbox"/> <b>Internet</b> - On-line selling of food products.   | <input type="checkbox"/> <b>Transport provider</b> - Ambient or temperature-controlled transport.                       |
| <input type="checkbox"/> <b>Market</b> - Example: Stall at farmers' or other market.   | <input type="checkbox"/> <b>Wholesale</b> - Premises selling to retailers.  |

## 2. 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.UHT stocks and soups.
- Concentration** - Increase the thickness of food products by removing water for example malt extract or condensed milk.
- 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, yoghurt, feta cheese, uncooked comminuted fermented meats and salami.
- 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, ultraviolet (UV) etc), microwave pasteurisation, experimental cuisine and/ or molecular gastronomy.
- Pasteurisation (with heat)** - Apply heat treatment to preserve food and drink products. Examples: Milk, beer, juice or meat (pâte').
- Processing chilled RTE (ready-toeat) 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.

### 3. How do I complete the remaining cards?

In which sector does your business operate?

**Step 1:** Select (tick) all that apply to you.

**Step 2:** For the ones you have (ticked) complete those card(s)

#### Card 2 page 4

**Retail food** - Sells food or drink directly to customers in a retail store or shop. Examples: Bakeries, dairies, fishmongers, retail butchers, and supermarkets that have an on-site butchery, bakery, or delicatessen .

#### Card 3 page 6

**Food service – serves / sells food directly to customers to be eaten straight away** - Examples: Cafés, restaurants / hospitals / takeaway shops, pubs that prepare food.

#### Card 4 page 7

**Manufacture, bake or process food** - Food not for direct sale to consumers.

#### Card 5 page 15

**Grow and / or pack fresh fruit or vegetables** - Businesses that grow, harvest, and/or minimally process horticultural produce following harvest. Examples: Drying of nuts in their shells, or wholesale of horticultural produce that was grown by others.

#### Card 6 page 16

**Transport, distribute or warehouse food** - Where these are the only / main activities of your food business.

#### Card 7 page 17

**Provide food to pre-school children** - Businesses providing food as part of paid service in a centre-based service settings. Examples: Early childhood education (ECE) centres and kōhanga reo.

**Extracts and packs honey**

**Exempt** - Part of my business is exempt from registration as referenced in Schedule 3 of the Food Act 2014.

### Where can I go for assistance?

Contact Wairoa District Council.

# Card 2

**Retail – Sell food or drink to customers in a retail store or shop**

**Step 1:** Tick the boxes beside each of the section titles (1-5) to show what your business sells.

**Step 2:** For each section you have selected tick the products that you sell, or make and sell. If the food products don't seem to be those you make or sell then re-consider whether this card is relevant or not as there could be a better match.

## 1. Sell only hot beverages and 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.

## 2. Sell only ice cream and iced confectionery

(In manufacturers' packaging).

- Ice Cream**
- Iced confectionery** - Examples: Ice blocks, frozen yoghurt.

## 3. Sell only manufacturer packaged chilled or frozen food

Food which requires chilling or freezing including raw and heat processed foods that must be kept chilled or frozen to ensure safety on consumption (excluding ice cream, iced confectionery and iced dessert).

- Baked products (without filling or icing)** - Examples: Parbaked bread and rolls.
- Baked products, with filling or icing** - Examples: Iced cake, custard square, cream bun, sandwiches and filled roll.
- Dairy products** - Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.
- Eggs** - Pickled eggs.
- Processed fruits & vegetables** - Processed and/ or cooked fruit & vegetable products. Examples: Pesto, juice, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad.
- 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.
- Raw 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.

## 4. Sell products made by others

You may open and handle these products. Examples reheating, repacking or thawing.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Baked products (without filling or icing)</b>   | <input type="checkbox"/> <b>Processed fruits &amp; vegetables</b>   |
| <input type="checkbox"/> <b>Baked products, with filling or icing</b>   | <input type="checkbox"/> <b>Processed meat, poultry &amp; seafood products</b>  |
| <input type="checkbox"/> <b>Dairy products</b> - Example: Scooping ice cream.   | <input type="checkbox"/> <b>Raw meat, poultry &amp; seafood</b>   |
| <input type="checkbox"/> <b>Eggs</b>  | <input type="checkbox"/> <b>Ready-to-eat meals &amp; snacks</b>   |
| <input type="checkbox"/> <b>Infant formula</b> - Examples: Infant formula, follow-on formula and infant formula products for special dietary use. | <input type="checkbox"/> <b>Sauces, soups, dressings &amp; toppings</b>   |
| <input type="checkbox"/> <b>Minimally processed fruits &amp; vegetables</b> - Examples: Washed apple and trimmed beetroot.                        | <input type="checkbox"/> <b>Shelf-stable products</b> - Under ambient conditions. Examples: Packet of biscuits, can of tomato soup and jar of mayonnaise. They may be sold in manufacturers' packaging or removed from the manufacturers' packaging. Example: Bulk bin foods. |

## 5. Sell products that you prepare and / or make

Select this section if your business prepares or manufactures / makes products from the list below:

If your business is:

③ Making food only to serve for immediate consumption **go to card 3**

④ A wholesale bakery **go to card 4.18**

A bakery that makes only bread and bread products **go to card 4.2**

If your business prepares or manufactures or makes meat, poultry, or fish products you also need to complete **go to card 4.22**

If your business makes shelf-stable grain-based products **go to card 4.5**

Baked products (without filling or icing)

Baked products, with filling or icing

Dairy products

Eggs

Infant formula

Minimally processed fruits & vegetables

Processed fruits & vegetables

Processed meat, poultry & seafood products

Raw meat, poultry & seafood

Ready-to-eat meals & snacks

Sauces, soups, dressings & toppings

Shelf-stable products

# Card 3

## Serve/ sell food directly to customers to be eaten straight away

Select this card if your business prepares or manufactures and /or serves meals, snacks, or beverages, e.g. cafés, restaurants / hospitals / takeaway shops.

4 If your business prepares meals, snacks or beverages for immediate consumption to vulnerable populations [go to card 4.19](#)

7 If you are only serving food to pre-school children in a early childhood education setting [go to card 7.1](#)

### 1. What types of food does your food service produce?

**Ready-to-eat meals & snacks** - 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**

**Minimally processed fruits and vegetables** - Example: Washed apples.

**Doner meat** - Meals or snacks made using doner meat. Examples: Kebab and wrap.

**Sushi** - Sushi rolls and sashimi.

**Note:** *If all the food you make is for serving you're done now.*

# Card 4

## Manufacture, bake or process food

**Step 1:** Complete this card if your business is involved in any of the listed activities (these food products are not usually for direct sale to consumers).

**National Programme 1 go to page 7**

- Make sugar related products

**National Programme 2 go to page 7**

- Makes bread, grain-based products and / or confectionery
- Processes fruits and vegetables, nuts and seeds and / or shelf-stable condiments

**National Programme 3 go to page 8**

- Makes dry mixes or food additives
- Makes liquids or spices

**Food Control plan go to page 11**

- Makes ready-to-eat food and/or prepare meals
- Makes commercially sterilized, cold processed, and / or protein foods
- Dairy products

**Step 2:** Tick the boxes besides each of the section titles (1-27) to show what your business manufacturers / makes or processes.

**Step 3:** If you have not selected a product find a different card that applies to you.

## National Programme 1 – Make sugar related products

### 1. Manufacture / make sugar or related products

❶ If your business is involved in extracting and packing honey, you only need to **tick section 1.3 in card 1**.

**Sugar** - Raw, brown, white and caster sugar.

**Sugar products** - Examples: Syrups (glucose), molasses, golden syrup and treacle.

## National Programme 2 – Makes bread, grain-based products and / or confectionery

### 2. Bake only bread and bread products

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

If you make other products such as cakes, muffins, slices, biscuits or filled sandwiches or rolls then you should consider the following sections to see if they are more relevant.

❷ Retail bakery **go to 2.5**.

❹ Wholesale bakery **go to 4.18**.

**Breads** - Examples: Bread, bread rolls, bagels, pita bread and raisin bread.

### 3. Manufacture / make confectionery

❹ If your business makes ice, iced confectionery, and iced desserts or water based products **go to 4.6**.

**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.

## 4. Manufacture / make crisps, popcorn, pretzels or similar snack products

④ If your business makes or manufacturers nut snacks [go to 4.10](#)

For other snack products use this section.

**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, 'popped' popcorn and puffed rice.

## 5. Manufacture / make shelfstable grain-based products

④ If your business makes snacks such as popcorn, rice crisps, cassava and vegetable chips, corn chips, extruded chips, bagel/ pita chips and/ or crisps, or pretzels [go to 4.4](#)

**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, 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.

**Breakfast cereals** - Examples: Muesli, cornflakes and extruded brans.

**Pasta** - Shelf-stable pasta.

## 6. Manufacture / make waterbased products

(Including ice, iced confectionery, and iced desserts)

If your business manufactures / makes:

④ Dairy desserts [go to 4.27](#)

Fruit or vegetable juice based products [go to 4.13](#) under non-alcoholic beverages

**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.

# National Programme 2 – Processes fruits and vegetables, nuts and seeds and / or shelf-stable condiments.

## 7. Manufacture / make dried or dehydrated fruit or vegetables

④ If your business processes herbs or spices [go to 4.16](#)

⑤ If your business grows and packs fresh fruit or vegetables [go to 5.1](#)

**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.

## 8. 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.

④ If your business makes dry or dehydrated fruit or vegetables [go to 4.7](#)

**Processed fruits & vegetables** - Frozen fruit & vegetables. Examples: Frozen beans, frozen mixed vegetables, frozen stir-fry vegetables, frozen berry pulp, frozen chips, frozen hash browns.



## 9. Manufacture / make shelfstable condiments

(Including sauces, spreads or preserves)

If your business only makes or manufacturers:

④ Dairy desserts [go to 4.27](#)

Margarine or vegetable oils [go to 4.14](#)

Non Shelf-stable condiments [go to 4.25](#)

- 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.
- Processed meat, poultry & seafood products** - Shelf-stable. Example: Fish paste in a jar.
- Sauces, soups, dressings & toppings** - Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, stock, bouillon, gravy, fruit topping for ice-cream and honey-based spread.

## 10. Process nuts, seeds and / or coffee

Select this section if you carry out processes such as coating, roasting, salting or mixing or make bars where nuts or seeds are the main ingredient.

④ If you prepare nut or seed confectionery such as scorched almonds [go to 4.3](#)

- Coffee bean products** - Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.
- Dried fruit & nut mixes**
- 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.

# National Programme 3 – Makes dry mixes or food additives

## 11. Manufacture / make dry mix products

Select this section if your business prepares, manufactures / makes, blends, or packs dry mix powder products, including powdered desserts, drinks, flavouring, soups or sauces.

If your business only makes or manufacturers:

④ Dairy powders / blends [go to 4.27](#)

Dried fruit or vegetable powders [go to 4.7](#)

Infant or follow-on formula [go to 4.19](#)

Dried meat powders [go to 4.22](#)

Dried egg products [go to 4.23](#)

- 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 and non-dairy coffee whitener.

## 12. 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** - 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.

## National Programme 3 – liquids or spices

### 13. Manufacture / make non-alcoholic beverages mix products

If your business manufactures or makes:

- ③ Freshly squeezed juices served directly to customers [go to 3.1](#)
- ④ Ultra-High-Temperature (UHT) processed beverages [go to 4.24](#)
  - Dairy beverages [go to 4.27](#)
  - Infant or follow-on formula [go to 4.19](#)

- 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.

### 14. Manufacture / make oils or fats for food

Select this section if your business prepares, manufactures / makes oil or fat-based products or oil or fat products derived from vegetable or animal sources (including a mixture of those sources).

- ④ If you make dairy-based fats or spreads [go to 4.27](#)

- 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).
- Margarine & table spreads** - Fat and oil based products.

## 15. 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.
- Processed cereal & meal products** - Example: Malt extract.
- Spirits & liqueurs** - Examples: Gin and brandy.
- Wine & wine products** - (Excludes: Wine for export).  
Grape wine, fruit & vegetable wine, fruit & vegetable wine products. Examples: Cider, pear cider/ perry, innovative fruit wines with grape wine/ cider, beer/ grape wine and grape wine with strawberry flavouring, mead.
- Vinegar** - Example: Wine vinegar.

## 16. Processes 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.

## 17. Process grain

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

④ If you manufacture / make breakfast cereals or muesli bars [go to 4.5](#)

If you manufacture / make popcorn [go to 4.4](#)

- 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 wheat, rice, rye and maize.

# Food Control Plan – Makes ready-to-eat food and / or prepare meals

## 18. Bake and wholesale products

Tick and complete the section of the card that is relevant to your business.

② If your business is a retail bakery [go to 2.5](#)

④ If your business makes only bread and bread products [go to 4.2](#)

If your business prepares or manufactures only shelf stable products such as savoury or sweet biscuits [go to 4.5](#)

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

## 19. Manufacture / make food for vulnerable populations

Complete this section if your business manufactures or makes food products specifically for the following people:

- Children under 5
- Pregnant women or
- People over 65
- People with compromised immune systems

③ If your business prepares meals, snacks or beverages for immediate consumption to consumers other than vulnerable populations **go to 3.1**

- Foods for infants** - Examples: Puree, rusks, baby cereal, ready to eat baby food, fruit drink and vegetable drink.
- 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.
- Infant formula** - Examples: Infant formula, follow-on formula and infant formula products for special dietary use.
- 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.

## 20. Manufacture / make fresh ready-to-eat salads

- Fruit & vegetable salads** - With or without dressing. Examples: Fruit salad, green salad (bagged or binned), coleslaw, salad kit and mixed vegetable salad.
- 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.

## 21. Manufacture / make meals and prepared foods

④ If you are doing ice cream and yoghurt **go to 4.27**

If you are doing water based dessert **go to 4.6**

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

## 22. Manufacture / make meat, poultry or fish products

② If your business manufactures or makes raw meat or poultry or fish to sell directly to consumers such as retail butchers and fish mongers **go to 2.5**

- Other animal products** - Examples: Gelatine powder and edible casings.
- 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, insects, fish, shellfish, live shellfish.

## 23. Manufacture / make / processes egg products

Select this section if the egg component of your product is the main ingredient.

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

## Food Control Plan – Makes commercially sterilized, cold processed and / or protein foods

### 24. Manufacture / make commercially sterilized food products

- Dairy products** - Examples: Ultra-High-Temperature (UHT) milk, cream and custard in tetra pak.
- Fruit & vegetable products** - Examples: Canned corn and canned fruit.
- Processed fruits & vegetables** - Examples: Low acid canned fruit or vegetables, juice in bottles, pasta sauce in jars, UHT soy milk and UHT almond milk.
- Processed meat, poultry & seafood products** - Examples: Canned fish, canned beef and canned chicken.
- Sauces, soups, dressings & toppings** - Shelf stable. Examples: Curry sauce, soup or stock in a pouch.

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

(These products need to be kept chilled or frozen)

If your business only makes or manufacturers:

- ④ Dairy products *go to 4.27*
- Margarine or vegetable oils *go to 4.14*
- Shelf-stable condiments *go to 4.9*

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

### 26. Manufacture / make vegetable proteins or other proteins

- ④ If your business makes or manufacturers dairy 4 protein products *go to 4.27*

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

## Food Control Plan – Dairy Products

### 27. Manufacture / make dairy products

Complete this section if your business prepares or manufactures products whose main ingredients are derived from dairy material or dairy products.

**Blended and / or encapsulated dairy products** - Examples: Colostrum tablets, sports protein powder.

**Butter products** - Examples: Butter, garlic butter.

**Cheese** - Soft and hard cheeses, fresh and ripened cheeses.

**Condensed & evaporated milk** - Example: Sweetened condensed milk.

**Cream products** - Examples: Clotted cream, cultured cream and sour cream.

**Dairy desserts** - Examples: Cheesecake, mousse and custard.

**Dried dairy products** - Milk powder, protein powder and whey powder. Excludes infant formula.

**Fermented or renneted dairy products** - Examples: Yoghurt and cultured buttermilk.

**Ice cream**

**Liquid milk** - In consumer packs.

**Raw milk dairy products** - Any dairy product made using raw milk.

**Sauces, soups, dressings & toppings**

# Card 5

## Grow and/ or pack fresh fruit or vegetables

If you are doing any of the following:

④ Ready-to-eat salads [go to 4.20](#)

Frozen fruit or vegetables [go to 4.8](#)

Non-alcoholic beverages [go to 4.13](#)

If you process herbs or spices [go to 4.16](#)

### 1. What types of food does your business grow and/ or pack?

- Herbs & spices** - Fresh herbs & spices, cut or planted. Handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing, trimming, planting and packing.
- Minimally processed fruits & vegetables** - Fresh fruit & vegetables handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing, trimming, shelling, waxing and packing. Excludes peeling and cutting. Excludes sprouts and microgreens.
- Mushrooms** - Mushrooms and fungi handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing and packing.
- Nuts & seeds** - Nuts and seeds handled by the grower, packer or wholesaler. Minimal processing - is limited to drying, shelling and packing.
- Sprouts & microgreens** - Growing, harvesting or processing sprouts or microgreens.

# Card 6

## Transport and distribute or warehouse food

(Where these are the main activities of the food business)

### 1. What type of food does your business transport and distribute or store in a warehouse?

- Bulk food** - Bulk food in a container for transport. Examples: Grain, honey or juice in a drum, tank or tanker.
- Chilled food** - In manufacturers' packaging.
- Frozen food** - In manufacturers' packaging.
- Hot food** - In manufacturers' packaging.
- Shelf-stable food** - In manufacturers' packaging.



# Card 7

## Provides food to pre-school children

Complete this card if your business prepares or makes and / or serves meals, snacks, or beverages for immediate consumption by children of pre-school age (including children under 5 years of age) in a centre-based service setting (for example early childhood education service centres and kōhanga reo).

### 1. What type of food does your business provide to pre-school children?

- Infant formula** - Prepares infant formula for consumption by children attending pre-school. Examples: Infant formula, follow-on formula and infant formula products for special dietary use.
- Ready-to-eat meals & snacks** - Where the food is prepared or reheated by the food business. Examples: Meals, snacks, sandwiches or similar products that may need cooking and temperature control.