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?**

  - **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**

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

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

  - **Sushi**
    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?
  - Baked products (without filling or icing)
  - Baked products, with filling or icing
  - Dairy products
  - 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.
  - 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.

- 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.
  - 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.
Do you:

☐ 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

☐ Bake bread and bread products?
   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?
   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

☐ Iced confectionery
   Examples: Ice blocks, frozen yoghurt