

# 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	<b>Baked products (without filling or icing)</b>	60	<b>Processed fruits &amp; vegetables</b>
70	<b>Baked products, with filling or icing</b>	30	<b>Processed meat, poultry &amp; seafood products</b>
80	<b>Dairy products</b>		<b>Raw meat, poultry &amp; seafood</b>
40	<b>Eggs</b>	20	<b>Ready-to-eat meals &amp; snacks</b>
10	<b>Infant formula</b>	90	<b>Sauces, soups, dressings &amp; toppings</b>
110	Examples: Infant formula, follow-on formula and infant formula products for special dietary use.	100	<b>Shelf-stable products</b>
	<b>Minimally processed fruits &amp; vegetables</b>	120	Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.
50	Examples: Washed apple and trimmed beetroot.		

## Sell products made by others?

18	<b>Baked products (without filling or icing)</b>	60	<b>Processed fruits &amp; vegetables</b>
70	<b>Baked products, with filling or icing</b>	30	<b>Processed meat, poultry &amp; seafood products</b>
80	<b>Dairy products</b>		<b>Raw meat, poultry &amp; seafood</b>
40	Example: Scooping ice cream.	20	<b>Ready-to-eat meals &amp; snacks</b>
	<b>Eggs</b>	90	<b>Sauces, soups, dressings &amp; toppings</b>
10	<b>Infant formula</b>	100	<b>Shelf-stable products</b>
110	Examples: Infant formula, follow-on formula and infant formula products for special dietary use.	120	Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.
	<b>Minimally processed fruits &amp; vegetables</b>		
50	Examples: Washed apple and trimmed beetroot.		

## Do you:

### Provide food to pre-school children?

<sup>22</sup> 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?

<sup>21\_010</sup> 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?

<sup>35</sup> 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?

<sup>36</sup> (In manufacturers' packaging).

#### Ice Cream

10

#### Iced confectionery

20 Examples: Ice blocks, frozen yoghurt