Scope of Operations for Food Business needing a Template Food Control Plan or National Programme

Why do I need to do this?

If you're starting up or operating a food business you need to tell the council and Ministry for Primary Industries (MPI) exactly what your business does. This is done by filling out a scope of operations form which you attach to your application. Once you've registered with the council, you can check your business details on MPI's website http://mpiportal.force.com/publicregister.

Tell us what types of food you'll be making and selling. Attach a copy of your menu if you have one.

How do I know which sections I need to fill out?

To start with, all businesses must complete **Section 1.** This describes the different types of trading processes and will help you find other sections you'll need to fill out:

Section 1	pages 4-6	all businesses to complete
Section 2	pages 7-8	retail, eg dairy, butcher, fishmonger
Section 3	page 9	food service, eg restaurant, café, catering
Section 4	pages 10-18	manufactures and wholesalers
Section 5	page 19	growers
Section 6	page 19	transporters and distributers
Section 7	page 19	food to pre-school children

Which type of registration should I apply under?

If you operate a café, restaurant, takeaway, lunch bar, catering company, retail butcher, retail fish shop, retail bakery, or supermarket with an onsite butchery, bakery or delicatessen.

→ **your type of registration will be a Template Food Control Plan** http://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates

If you are a business that only handle food but don't prepare or manufacture food for example, a dairy or a service station

→ **National Programme 3**

If you just bake bread

→ **National Programme 2**

If you operate a coffee cart, seller of hot beverages and shelf-stable manufacturer food only

→ **National Programme 1**

These are just a few of the food businesses included in Schedule 2 of the Food Act 2014. Click on the link to read more about which types of food businesses are covered under National Programme **https://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/**.

Template Food Control Plan examples:
- I am a takeaway/restaurant/café/lunch bar and I sell food direct to the public
  → fill in sections 1 and 3
- I am a fish and chip takeaway and I also sell wet fish
  → fill in sections 1 and 2
- I am a supermarket with an onsite takeaway, butchery and bakery that sells direct to the public
  → fill in sections 1, 2 and 3
- I am a butcher that sells direct to the public
  → fill in sections 1 and 2.

National Programme examples:
- I am a dairy that sells only pre-packaged shelf-stable food, pre-packaged chilled and frozen food, repacked lollies and roll ice cream
   → fill in sections 1 and 2
- I am an early childhood centre and make ready-to-eat meals for pre-school children
  → fill in sections 1 and 7
- I am a bar that buys all my food from a registered food business and only reheats food
  → fill in sections 1 and 2
- I am a registered importer with MPI and I repack imported food in my warehouse and distribute to outlets around New Zealand
  → fill in sections 1, 4 and 6
- I am a bakery that bakes only bread and only sell it from my premises
  → fill in sections 1 and 4
- I am a chocolatier and I sell at local markets and through the internet
  → fill in sections 1 and 4
- I grind coffee beans and sell at local markets and from my premises
  → fill in sections 1 and 4.

Important
Businesses covered by a Template Food Control plan that also wholesale need to email MPI info@mpi.govt.nz to see if the wholesale side of the operation requires a Custom Food Control Plan.

For more information go to this link: https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/steps-to-a-custom-food-control-plan/

Other businesses that may need to register a Custom Food Control Plan with MPI include:

- wholesale bakery - bake and wholesale products
- manufacturer of food for vulnerable populations
    - children under 5 years
    - people over 65 years
    - pregnant women
    - people with compromised immune systems
- manufacturer and wholesaler of fresh ready-to-eat salads
- manufacturer and wholesaler of meals and prepared foods
- manufacturer of meat, poultry or fish products (not for direct sale to the public)
- manufacturer of processed egg products
- manufacturer of commercially sterilised food products
- manufacturer of non-shelf-stable sauces, spreads, dips, soups, broths, gravies or dressings
- manufacturer of vegetable or other proteins
- manufacturer of dairy products.

Section 1: Trading operations and processes (all businesses must fill this in)

1.1   How do you distribute your products or services?

Tick as many as apply to your business

☐ **Takeaway** TAK • eg ready-to-eat meals sold for eating immediately at another location	☐ **On-licence** OLC • eg customers eat and drink alcohol on the premises
☐ **Eat-in premises** EAT • eg restaurants, cafés	☐ **Caterer** CAT • eg provides food, supplies and service for a social occasion or function or within an education or other facility
☐ **Markets** MAR • eg farmers' or other market stall	☐ **Retailer** RET • eg supermarket, dairy or other premises selling direct to customers
☐ **Mobile** MOB • eg food truck, coffee cart	☐ **Wholesaler*** WHO • eg selling to retailers rather than directly selling to the public
☐ **Home delivery** HOM • eg pizza delivery, meals-on-wheels, grocery delivery	☐ **Transport provider** TRP • eg ambient or temperature-controlled transport
☐ **Internet** INT • eg selling of food products online	☐ **Storage provider** STP • eg cold stores, warehouses
☐ **Exporter** EXP • eg exports under the Food Act, Wine Act or Animal Products Act	☐ **Importer** IMP • eg either as a registered food importer or through an agent who is a registered importer

* If your food business is subject to a Template Food Control Plan and you also wholesale you will need to contact MPI before submitting your application. Your wholesale activity may require you to register a Custom Food Control Plan with MPI. Email info@mpi.govt.nz to find out more.

1.2   How do you make your food?
Tick each process you use in your business

☐ **Reheating** REH Reheating food cooked for immediate eating, eg reheating a frozen, cooked ready-to-eat meal	☐ **Holding at serving temperature** HOL Holding at serving temperature in a pie warmer, bain-marie or food warmer
☐ **Handling chilled ready-to-eat (RTE) products** HCL Handling chilled ready-to-eat products with a shelf-life of more than five days, eg sliced cooked ham, sliced cheese, smoked meats	☐ **Slow or low temperature cooking** SLL eg sous vide, smoking or using a slow cooker
☐ **Processing chilled ready-to-eat products** PCL Chilled ready-to-eat products with a shelf-life of more than five days, eg cooked ham, cooked small goods (requiring time/temperature combinations to control pathogens such as *Listeria*)	☐ **Novel or unique process** NOV Ohmic, cold plasma, ultrasonication, hydrodynamic, electromagnetic processes (pulsed electric field, radio frequency, UV, etc), microwave pasteurisation, experimental cuisine and/or molecular gastronomy
☐ **High pressure processing*** HPP Using high pressure to extend the shelf-life of food, eg salad dressings, guacamole, smoothies and meat	☐ **Fermentation** FER Products, eg kimchee, yoghurt, beer and uncooked, ground, fermented meats such as salami and pepperoni
☐ **Drying** DRY Remove moisture from food to make products, eg dried meat eg meat, milk powder and vegetable powder	☐ **Irradiation*** IRR Irradiating food to preserve products or destroy pathogens, eg herbs or spices
☐ **Concentration** CON Increasing the thickness of food products by removing water, eg malt extract or condensed milk	☐ **Canning/retorting*** CAN Applying high temperature and pressure to make canned food products with an extended shelf-life, eg canned baked beans, canned fruit
☐ **Acidification** ACD Using acid (low pH) to preserve food, eg mayonnaise, pickles, shelf-stable condiments	☐ **Pasteurisation (with heat)*** PAS Batch or continuous processing of products, eg milk, beer, juice or meat (pâté)
☐ **Aseptic processing/packaging*** ASE Applying heat treatment to preserve food for an extended period of time.Ultra High Temperature treated milk, beverages, stocks or soups.	☐ **Not applicable** None of the 15 processes described

*Only select these processes if you use them to prepare commercially sterilised food.

1.3   Which description best suits your food business?
Tick all the boxes that apply to you and then fill in the relevant section

☐ **Food retail sector** Retail shop selling food or drink directly to the public, eg fishmonger, butcher, dairy, supermarket Complete **Section 2** only	☐ **Transport, distribute or warehouse food** These are the only/main activities of your food business Complete **Section 6** only
☐ **Food service sector** Selling food directly to the public to be eaten straight away, eg café, restaurant, caterer, takeaway shop Complete **Section 3** only	☐ **Food to pre-school children** Providing food as part of a paid service in centre-based service settings, eg early childhood education centres, kōhanga reo Complete **Section 7** only
☐ **Manufacture, bake or process**[**] **food for wholesale** Not for direct sale to the public Complete **Section 4** only	☐ **Extract and pack honey** **32_010** Complete **Section 1** only
☐ **Grow food** Growing, harvesting, and/or minimally processing horticultural produce, eg drying nuts in their shells, wholesale of horticultural produce grown by others Complete **Section 5** only	☐ **Exempt** **38_010** Complete **Section 1** only

[**]Meaning of processing
Under Section 11 of the Food Act 2014 processing and handling includes:
(a) preparing food
(b) manufacturing food
(c) packing food
(d) labelling food
(e) transporting food
(f) storing food
(g) displaying food
(h) serving food.

Section 2: Retail – how do you make and sell your products

Tell us what foods you sell
Tick all the boxes with the products your make or retail

2.1 ☐ **Do you sell only hot beverages and shelf-stable, pre-packaged food, ie food that doesn't need chilling or freezing?**

☐ **Hot beverages** **35_010** eg coffee, tea, cocoa	☐ **Packaged food (shelf-stable products)** **35_020** eg in manufacturers' packaging

2.2 ☐ **Do you sell ice cream and iced confectionery?**

☐ **Ice cream** **36_010** eg in manufacturers' packaging	☐ **Iced confectionery** **36_020** eg ice blocks, frozen yoghurt, in manufacturers' packaging

2.3 ☐ **Do you sell manufacturer packaged chilled or frozen food?**
(excluding ice cream, iced confectionery and iced desserts)

☐ **Eggs** **30_010**	☐ **Raw meat, poultry and seafood** **30_020**
☐ **Processed meat, poultry and seafood products** **30_030** Chilled or frozen, smoked, cooked, marinated, dried and processed products, eg smoked chicken, cold smoked fish, salami, sausages	☐ **Dairy products** **30_040** eg cheeses, yoghurts, milkshakes
☐ **Processed fruits and vegetables** **30_050** Processed and/or cooked fruit and vegetable products, eg pesto, juices, frozen vegetables, fruit salad, pasta salads, coleslaw	☐ **Baked products without filling or icing** **30_060** eg parbaked breads and rolls
☐ **Baked products with filling or icing** **30_070** eg iced cakes, custard squares, cream buns, sandwiches, filled rolls	☐ **Ready-to-eat meals and snacks** **30_080**
☐ **Sauces, soups, dressings and toppings** **30_090** Not shelf-stable, eg dressings, stock, dips	

2.4 ☐ **What products do you sell which you may open and handle but is made by others?**

☐	**Eggs**	**18_010**	☐	**Raw meat, poultry and seafood**	**18_020**
☐	**Processed meat, poultry and seafood products**	**18_030**	☐	**Dairy products** eg scooping ice cream	**18_040**
☐	**Minimally processed fruits and vegetables**	**18_050**	☐	**Processed fruit and vegetables**	**18_060**
☐	**Baked products without fillings or icing**	**18_070**	☐	**Baked products with fillings or icing**	**18_080**
☐	**Ready-to-eat meals and snacks**	**18_090**	☐	**Sauces, soups, dressings and toppings**	**18_100**
☐	**Infant formula**	**18_110**	☐	**Shelf-stable products**	**18_120**

2.5 ☐ **What products do you make or prepare to sell?**

☐	**Eggs**	**01_010**	☐	**Raw meat, poultry and seafood**	**01_020**
☐	**Processed meat, poultry and seafood products** Hot, chilled or frozen, smoked, cooked, marinated, dried and processed products, eg jerky, smoked chicken, salami, sausages, fish fingers, cooked or raw processed ground meat	**01_030**	☐	**Dairy products** eg cheese, yoghurt, ice cream, curd, smoothies, milkshakes	**01_040**
☐	**Minimally processed fruits and vegetables**	**01_050**	☐	**Processed fruit and vegetables** Processed and/or cooked fruit and vegetable products, eg pesto, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad	**01_060**
☐	**Baked products without fillings or icing** eg bread, rolls, muffins, slices, cakes, biscuits	**01_070**	☐	**Baked products with fillings or icing** eg iced cakes, custard squares, cream buns, sandwiches, filled rolls	**01_080**
☐	**Ready-to-eat meals and snacks** eg ready-to-eat meals, pizza, meat pies, filled rolls, sandwiches, filled wraps	**01_090**	☐	**Non shelf-stable sauces, soups, dressings and toppings** eg dressings, dips, stock, bouillon, gravies	**01_100**
☐	**Infant formula**	**01_110**	☐	**Shelf-stable products**	**01_120**

Section 3: Food service – selling food directly to customers to be eaten straight away

3.1 **What types of food does your business make?**

Important:
You must contact MPI if your business makes meals, snacks or beverages to be eaten straight away by vulnerable populations as you will need to register a Custom Food Control Plan. Vulnerable populations include:

- children under 5 years
- adults over 65 years
- pregnant women
- people with compromised immune systems.

Go to 7.1 if you are serving food only to pre-school children in an early childhood education setting.

☐ **Ready-to-eat meals and snacks** 02_010 eg restaurant meals, catered food, takeaways, sandwiches, pies, filled rolls and fruit juices	☐ **Minimally processed fruits and vegetables** 02_020 eg washed apples
☐ **Sushi** 02_030 Sushi rolls, sashimi	☐ **Doner meat** 02_040 Meals or snacks using doner meat, eg kebabs, wraps
☐ **Chinese style roast duck** 02_050	

Well done.
If all the food you make is for serving directly to the public then you've finished filling in this form.

Section 4: Manufacture, bake or process food for wholesale

Step 1. Fill in this section if your business makes or processes food products not usually for direct sale to the public

Step 2. Tick all the boxes with food products that your business makes or processes

4.1 ☐ **I make sugar-related products**

Note: If your business only extracts and packs honey just fill in **section 1.3**

☐ **Sugar** **34_010** eg raw, brown, white, caster	☐ **Sugar products** **34_020** eg syrups (glucose), molasses, golden syrup, treacle

4.2 ☐ **I bake only bread and bread products**

☐ **Breads**   **21_010** eg bread, bread rolls, bagels, pita bread, raisin bread

4.3 ☐ **I manufacture confectionery**

☐ **Chocolate and cocoa products** **23_010** Chocolate, carob and compound chocolate products (eg individual chocolates, blocks and bars), filled or enrobed products (eg scorched almonds)	☐ **Sugar confectionery** **23_020** eg caramels, toffees, hardboiled sweets, gums and jellied sweets, liquorice, fudge, marshmallows, nougat, icing, frosting, chewing gum, sherbet

4.4 ☐ **I manufacture crisps, popcorn, pretzels or similar snack products**

☐ **Crisps and chips** **25_010** eg 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** **25_020** Dried fruit and nut mixes and puffed wheat, baked, fried and or curried pulses, popped corn and rice, eg bhuja mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas, popped popcorn, puffed rice

4.5 ☐ **I manufacture shelf-stable grain-based products**

☐ **Baked products without fillings or icing** **28_010** eg sweet biscuits, enrobed biscuits, crackers, crisp breads, corn cakes, rice cakes, wafers, shelf-stable wraps, shelf-stable fruit cakes, panforte, panettone, ginger kisses, cereal/muesli bars containing fruit, nuts, seeds, etc, as minor components	☐ **Baked products with fillings or icing** **28_020** Shelf-stable baked products filled or iced after baking, eg iced cakes
☐ **Breakfast cereals** **28_030** eg muesli, cornflakes, extruded brans	☐ **Pasta** **28_040**

4.6 ☐ **I manufacture water-based products, including ice, iced confectionery and ice desserts**

☐ **Ice** **29_010** Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based products (frozen or to be frozen) Excludes juice-based products	☐ **Water-based desserts** **29_020** Water-based chilled desserts or confections, jellies

4.7 ☐ **I manufacture dried or dehydrated fruit or vegetables**

☐ **Processed fruit and vegetables** **26_010** Dried, dehydrated or candied fruits and vegetables, dried split lentils or pulses, eg fruit chips, crystallised fruit, fruit leather, desiccated coconut, split peas	☐ **Dried fruit and nut mixes** **26_020** eg mixed fruit and nut combinations, scroggin

4.8 ☐ **I manufacture frozen fruit or vegetables**

☐ **Processed fruit and vegetables** **31_010** Frozen fruit and vegetables, eg beans, mixed vegetables, stir-fry vegetable, berry pulp, chips, hash browns

4.9 ☐ **I manufacture shelf-stable condiments (including sauces, spreads and preserves)**

☐ **Processed fruit and vegetables** **27_010** eg fruit purée, jam, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole, mustard	☐ **Sauces, soups, dressings and toppings** **27_040** eg mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, stock, bouillon, gravy, fruit topping for ice-cream, honey-based spread
☐ **Fermented fruit and vegetable products** **27_020** eg sauerkraut, kimchee, pickles	☐ **Processed meat, poultry and seafood products** **27_030** eg fish paste in a jar
☐ **Fermented sauces** **27_050** eg soy sauce, black bean sauce	☐ **Nut and seed products** **27_060** Nut and bean based butters, spreads and pastes, eg peanut butter, sweet bean paste

4.10 ☐ **I process nuts, seeds and/or coffee**

☐ **Nuts and seeds** **24_010** Raw, roasted, ground, flavoured or salted mixed nuts or seeds, (excludes raw nuts or seeds of one type only)	☐ **Coffee bean products** **24_020** Raw, roasted or ground
☐ **Nut and seed products** **24_030** eg nut or seed flour, nuts and seed snack bars (where nuts and seeds are the main ingredients)	☐ **Dried fruit and nut mixes** **24_040**

4.11 ☐ **I manufacture, blend or pack dry mix powder products, including powdered desserts, drinks, flavouring soups or sauces.**

Note: If your business makes:
- dried fruit or vegetable powders go to 4.7
- dried meat powders go to 4.22
- dried egg products go to 4.23
- dairy powders go to 4.27.

☐ **Dried mixes containing animal products** **20_010** Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood, eg meat-based stock or bouillon powder, cheese powder	☐ **Dried mixes not containing animal products** **20_020** Dried soups, meal bases, sauces and gravies, baking mixes, beverage mixes, batter mixes, coating and stuffing mixes, dessert mixes, eg bread, cake and pancake mixes, breadcrumbs, custard powder, flavoured drink powder, sports drink powder, milkshake mixes, instant tea and coffee mixes, tea bags, chocolate and malt drink powder, coffee substitute powder, non-dairy coffee whitener

4.12 ☐ **I manufacture food additives, processed aids, vitamins, minerals or other nutrients added to food**

☐ **Food additives** **16_010** eg 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	☐ **Vitamins and minerals** **16_020** eg folic acid, iodine and vitamin C
☐ **Processing aids** **16_030** eg isinglass (clarifying agent), hydrogen peroxide (bleaching agent)	☐ **Yeast and yeast products** **16_040** eg baker's and brewer's yeast

4.13 ☐ **I manufacture non-alcoholic beverages**

Important: If your business makes freshly squeezed juices served directly to customers **go to 3.1**

☐ **Bottled water** **14_010** eg still, carbonated, flavoured	☐ **Soft drinks** **14_020** eg cola drinks, soft drinks, mixers, cordials, post-mix syrups, ready-to-drinks based on coffee, tea or herbs, kombucha, water kefir, traditionally brewed ginger beer
☐ **Formulated drinks** **14_030** eg energy, sports and electrolyte drinks	☐ **Fruit and vegetable juice** **14_040** Shelf-stable or non-shelf stable, eg fruit and vegetable juices, juice concentrates, berry juice, smoothies

4.14 ☐ **I manufacture vegetable and/or animal-based oils or fats for human consumption. If you make dairy-based fats or oils you will need to register a Custom Food Control Plan with MPI**

☐ **Edible oils** **15_010** Vegetable/seed/fruit/nut oils, eg canola, sunflower, rice, bran, olive, avocado, coconut, hazelnut oils, also oils infused with flavouring (and may contain a flavouring product such as garlic)	☐ **Margarine and table spreads** **15_020** Fat and oil-based products
☐ **Animal fats** **15_030** eg tallow, lard and duck fat	

4.15 ☐ **I manufacture vinegar, alcoholic beverages or malt extract**

☐ **Beer** 13_010	☐ **Processed cereal and meal products** 13_020
eg stout, light beer, lager, ale, pilsner, draught	eg malt extract, wort packs
☐ **Wine and wine products** 13_030	☐ **Alcoholic beverages – other** 13_040
Grape wine, fruit and vegetable wine fruit and vegetable products, eg cider, innovative fruit wines with grape wine/cider, grape wine with strawberry flavouring Excludes wine for export	Products other than beer, wine, fruit and vegetable wine or spirits, eg ready-to-drink (RTDs)
☐ **Vinegar** 13_050	☐ **Spirits and liqueurs** 13_060
eg wine vinegar	eg gin, brandy, Baileys

4.16 ☐ **I process herbs and spices or buy in bulk and blend and repack them**

☐ **Herbs and spices** 19_010	☐ **Salt** 19_020
More than minimal processing, eg grinding, blending, repacking, drying or extracting	Natural and flavoured salt

4.17 ☐ **I mill, malt, roll or roast grains**

☐ **Whole grains and kibbles** 17_010	☐ **Processed cereal and meal products** 17_020
eg pearl barley, groats, kibbled wheat, rice, rye, maize	Flours, meals, starches, malted grains, rolled/flaked grains, heat treated and torrefied grains, eg white and wholemeal flours, grits, semolina, polenta, cornflour, rolled oats, flaked rice, bulgur, freekeh, puffed wheat

Important: If your business is making and selling products described in 4.18 to 4.27 please contact MPI as you may need to register a Custom Food Plan with MPI.

4.18 ☐ **I bake and wholesale products**

☐ **Breads** **10_010** eg bread, bread rolls	☐ **Baked products with filling or icing** **10_030** Baked products that are filled or iced after baking, eg iced cakes, custard squares, cream buns, sandwiches, filled rolls
☐ **Baked products without filling or icing** **10_020** eg muffins, slices, cakes, biscuits	☐ **Ready-to-eat meals and snacks** **10_040** eg meat pies, samosa, pizza, quiche

4.19 ☐ **I manufacture food for vulnerable populations**

Complete this section if your business manufactures or makes food products specifically for the following people:
- children under 5 years
- people over 65 years
- pregnant women
- people with compromised immune systems.

Note: If your business prepares meals, snacks or beverages for immediate consumption to consumers including vulnerable populations **go to 3.1**

☐ **Infant formula** **05_010** eg infant formula, follow-on formula and infant formula products for special dietary use	☐ **Food for infants** **05_020** eg purée, rusks, baby cereal, ready-to-eat baby food, fruit drink, vegetable drink
☐ **Formula meals and supplementary foods** **05_030** For people needing additional nutrition. Supplements are intended to be used under medical supervision, eg powdered food contained in individual sachets	☐ **Ready-to-eat meals and snacks** **05_040** These prepared meals cover a large range of frozen, chilled or shelf-stable food products. eg meals or snacks intended for hospital patients, children under 5, people over 65 or pregnant women

4.20 ☐ **I manufacture fresh ready to eat salads**

☐ **Fruit and vegetable salads** **06_010** With or without dressing, eg fruit salad, green salad (bagged or binned), coleslaw, salad kit, mixed vegetable salad	☐ **Salads containing grains or animal products** **06_020** Salads containing pasta, bean, rice and grains, eg quinoa salad, couscous salad Salads containing meat, poultry, seafood, cheese or eggs, eg caesar salad

4.21 ☐ **I manufacture meals and prepared foods**

☐ **Ready-to-eat meals and snacks** **07_010** Frozen, chilled, or shelf-stable ready meals, snacks or meal component, eg frozen heat-and-eat meals, chilled meat or snacks, TV dinners, frozen pizza	☐ **Desserts** **07_020** Frozen, chilled, or shelf-stable desserts, eg shelf-stable steamed pudding, frozen juice-based sorbet or desserts
☐ **Pasta** **07_030** eg fresh pasta, fresh noodles	☐ **Processed fruits and vegetables** **07_040** Frozen or chilled fruit and vegetables (or their products) that have undergone more than sorting, washing and minimal heating

4.22 ☐ **I manufacture meat, poultry or fish products**

☐ **Raw meat, poultry and seafood** **08_010** Chilled, frozen or shelf-stable poultry, mammals, reptiles, insects, fish, shellfish, live shellfish Secondary meat processing only (eg cutting, mincing)	☐ **Processed meat, poultry and seafood products** **08_020** Chilled, frozen or shelf-stable smoked, cooked, marinated, dried and processed products, eg jerky, smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed ground meat. May be cooked or raw
☐ **Other animal products** **08_030** eg gelatine powder, edible casings	

4.23 ☐ **I manufacture processed egg products**

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

☐ **Dried egg products** **11_010** eg dried whole egg, dried egg white (albumen), dried egg yolk	☐ **Liquid egg products** **11_020** eg pasteurised whole egg pulp, pasteurised egg white, pasteurised egg
☐ **Frozen egg products** **11_030** eg frozen egg whites, yolks, pulp, quiche mixes, etc	☐ **Processed eggs** **11_040** Further processed or formulated egg products, eg boiled, smoked, pickled, salted or preserved eggs, omelette mix, scrambled egg mix, quiche mix

4.24 ☐ **I manufacture commercially sterilised food products**

☐ **Processed fruit and vegetables** **03_010** eg low acid canned fruit or vegetables, juice in bottles, pasta sauce in jars, UHT soy milk, UHT almond milk	☐ **Sauces, soups, dressings and toppings** **03_020** Shelf-stable, eg curry sauce, soup or stock in a pouch
☐ **Processed meat, poultry and seafood products** **03_030** eg canned fish, canned beef, canned chicken	☐ **Fruit and vegetable products** **03_040** eg canned corn
☐ **Dairy products** **03_050** eg UHT milk, cream, custard in tetra pak	

4.25 ☐ **I manufacture non-shelf stable sauces, spreads, dips, soups, broths, gravies or dressings**
(these products need to be kept chilled or frozen)

☐ **Processed fruits and vegetables** 09_010 Chilled or frozen, eg fruit puree, jams, relishes, pickles, chutneys, preserves, marinades, sauces, salsa, hummus, pesto, tapenades, tahini, guacamole, mustards, wasabi	☐ **Sauces, soups, dressings and toppings** 09_040 Chilled or frozen, eg mayonnaise, aioli, tartare sauces, hollandaise sauces, béarnaise sauces, dips, stock, broths, bouillon, gravies
☐ **Processed meat, poultry and seafood products** 09_030 Chilled or frozen, eg pâté, fish paste	☐ **Fermented fruit and vegetable products** 09_020 Chilled or frozen, eg sauerkraut, kimchee, pickles

4.26 ☐ **I manufacture vegetable proteins or other proteins**

☐ **Non-fermented vegetable protein products** 12_010 Non-fermented bean products, eg tofu, bean curd, soy sausage, lentil patties, hydrolysed vegetables proteins, soy flour, soy protein isolate, soy paste, functional proteins, soy ice-cream, soy frozen desserts Vegetable-based beverages that are not commercially sterilised, eg soy milk, coconut milk, oat milk, rice milk Algae and algae-derived products, eg spirulina, agar-agar Gluten and gluten products	☐ **Fermented fruit and vegetable products** 12_020 Fermented soy bean products, eg tempeh, natto, soy yoghurt, fermented soy bean curd, tofu cheese, pickled tofu, soy cheese and miso
☐ **Yeast and yeast products** 12_030 Yeast extract, eg brewer's yeast extracts, yeast extract spreads	

4.27 ☐ **I manufacture dairy products**

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

☐ **Liquid milk** **04_010** Milk in consumer packs	☐ **Raw milk dairy products** **04_020** Any dairy product made using raw milk
☐ **Fermented or renneted dairy products** **04_030** eg yoghurt, cultured buttermilk	☐ **Condensed and evaporated milk** **04_040** eg sweetened condensed milk
☐ **Cream products** **04_050** eg clotted cream, cultured cream, sour cream	☐ **Dried dairy products** **04_060** eg milk powder, protein powder, whey powder Excludes infant formula
☐ **Cheese** **04_070** Soft and hard cheese, fresh and ripened cheese	☐ **Dairy desserts** **04_080** eg cheesecakes, mousses, custards
☐ **Butter products** **04_090** eg butter, garlic butter	☐ **Ice cream** **04_100**
☐ **Blended and/or encapsulated dairy products** **04_110** eg colostrum tablets, sports protein powder	☐ **Sauces, soups, dressings and toppings** **04_120**

Section 5: Grow and pack

If you grow/handle/process:
- frozen fruit or vegetables   **go to 4.8**
- non-alcoholic beverages   **go to 4.13**
- herbs and spices   **go to 4.16**

5.1   **What types of food do you grow and pack?**

☐ **Minimally processed fruits and vegetables** **33_010** Handling by the grower, packer or wholesaler is limited to rinsing, trimming, shelling, waxing, packing Excludes peeling and cutting Excludes sprouts and microgreens	☐ **Fresh herbs and spices (cut or planted)** **33_020** Handling by the grower, packer or wholesaler is limited to rinsing, trimming, planting, packing
☐ **Nuts and seeds** **33_030** Handling by the grower, packer or wholesaler is limited to drying, shelling, packing	☐ **Mushrooms and other fungi** **33_040** Handling by the grower, packer or wholesaler is limited to rinsing, packing
☐ **Sprouts and microgreens** **33_050** Growing, harvesting or processing	

Section 6: Transportation and distribution

6.1   **What types of food do you transport and distribute?**

☐ **Frozen food** **37_010** In manufacturers' packaging	☐ **Chilled food** **37_020** In manufacturers' packaging
☐ **Shelf-stable products** **37_030** In manufacturers' packaging	☐ **Bulk food** **37_040** In a container for transport, eg grain, honey or juice in a drum, tank or tanker
☐ **Hot foods** **37_050** In manufacturers' packaging	

Section 7: Providing to pre-school children

7.1   **What types of food do you provide to pre-school children?**

☐ **Ready-to-eat meals and snacks** **22_010** Food is manufactured, prepared or reheated by the food business, eg meals, snacks, sandwiches or similar products that may need cooking and temperature control	☐ **Infant formula** **22_020** Infant formula prepared for children attending a pre-school, eg infant formula, follow-on formula and infant formula products for special dietary use