Scope of Operations

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. 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.

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 your local council or MPI.
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.

- **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.

- **Retail**
  Examples: Supermarket, dairy or other premises selling direct to the consumer.

- **On-licence**
  Eat-in premises that sell alcohol for consumption at the same location.

- **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 retailer.
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.

- **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-to-eat) 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.
How do I complete the cards?

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

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

<table>
<thead>
<tr>
<th>Card</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extracts and packs honey&lt;br&gt;Select (tick) and go to card 1.</td>
</tr>
<tr>
<td>2</td>
<td>Retail food&lt;br&gt;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.</td>
</tr>
<tr>
<td>3</td>
<td>Food service – serves/sells food directly to customers to be eaten straight away&lt;br&gt;Examples: Cafés, restaurants / hospitals / takeaway shops, pubs that prepare food.</td>
</tr>
<tr>
<td>4</td>
<td>Manufacture, bake or process food&lt;br&gt;Food not for direct sale to consumers.</td>
</tr>
<tr>
<td>5</td>
<td>Grow and/or pack fresh fruit or vegetables&lt;br&gt;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.</td>
</tr>
<tr>
<td>6</td>
<td>Transport, distribute or warehouse food&lt;br&gt;Where these are the only/main activities of your food business.</td>
</tr>
<tr>
<td>7</td>
<td>Provide food to pre-school children&lt;br&gt;Businesses proving food as part of paid service in a centre-based service settings. Examples: Early childhood education (ECE) centres and kōhanga reo.</td>
</tr>
<tr>
<td>8</td>
<td>Exempt&lt;br&gt;Part of my business is exempt from registration as referenced in Schedule 3 of the Food Act 2014. Select (tick) and go to card 1.</td>
</tr>
</tbody>
</table>

Where can I go for assistance?

Contact your local council or Ministry for Primary Industries (MPI) if required.
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 section 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).
   - Iced confectionery  
     Examples: Ice blocks, frozen yoghurt
   - Ice Cream

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 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.

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

5. **Raw meat, poultry & seafood**  
   Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.

6. **Ready-to-eat meals & snacks**  
   Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.

7. **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.
- 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 and jar of mayonnaise. They may be sold in manufacturers’ packaging or removed from the manufacturers’ packaging. Example: Bulk bin foods.
- Ice cream
  Example: Scooping ice cream.

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:
- A wholesale bakery go to 4.1
- A bakery that makes only bread and bread products go to 4.2
  If your business prepares or manufactures or makes meat, poultry, or fish products you also need to complete 4.14.
  If you business makes shelf-stable grainbased products go to 4.20
- 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 section if your business prepares or manufactures and/or serves meals, snacks, or beverages, e.g. cafés, restaurants / hospitals / takeaway shops.

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

☐ 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.
Card 4

Manufacture, bake or process food

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

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 the right card.

☐ 1. 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 4.20

☐ 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.

☐ 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.
   2  Retail bakery go to 2.5
   4  Wholesale bakery go to 4.1

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

☐ 3. 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.
4. Manufacture/make confectionery

If your business makes ice, iced confectionery, and iced desserts or water based products go to 4.24

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.

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

If your business makes or manufactures nut snacks go to 4.27

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: Bhuja mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas, ‘popped’ popcorn and puffed rice.

6. 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.
8. 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 makes or manufacturers:

- Dairy powders / blends go to 4.6
- Dried fruit or vegetable powders go to 4.7
- Infant or follow-on formula go to 4.9
- Dried meat powders go to 4.14
- Dried egg products go to 4.17

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.
9. 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
- People over 65
- Pregnant women or
- People with compromised immune systems

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

Foods for infants

Examples: Puree, rusks, baby cereal, ready to eat baby food, fruit drink and vegetable drink.

Infant formula

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

Ready-to-eat meals & snacks

Example: Meals or snacks intended for hospital patients, children under 5, people over 65 or pregnant women.

10. 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.

Note: More information on definitions for food products found on this card go to http://www.foodstandards.gov.au, Australia and New Zealand Foods Standards Code (ANZFS).
11. 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.

12. 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.

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 vegetable, frozen berry pulp, frozen chips, frozen hash browns.

13. Manufacture/make meals and prepared foods

If you are doing ice cream and yoghurt go to 4.6

If you are doing water based dessert go to 4.24

- **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.
14. Manufacture/make meat, poultry or fish products

- 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.

15. Manufacture/make non-alcoholic beverages

- If your business manufactures or makes:
  - Freshly squeezed juices served directly to customers go to 3.1
  - Ultra-High-Temperature (UHT) processed beverages go to 4.3
    - Dairy beverages go to 4.6
    - Infant or follow-on formula go to 4.9
  - 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.
16. 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).

If you make dairy-based fats or spreads go to 4.6

- 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.

17. 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.

18. 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:

- Dairy products go to 4.6

Margarine or vegetable oils go to 4.16
Shelf-stable condiments go to 4.19

- 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.
19. Manufacture/make shelf-stable condiments
   Including sauces, spreads or preserves.
   If your business only makes or manufacturers:
   Dairy products go to 4.6
   Margarine or vegetable oils go to 4.16
   Non Shelf-stable condiments go to 4.18

   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.

20. Manufacture/make shelf-stable grain-based products
   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 4.5

   Baked products (without filling or icing)
   Shelf-stable. Examples: Savoury biscuits, sweet biscuits, enrobbed biscuits, crackers, crispbreads, corn cakes, rice cakes, wafers, shelf-stable wraps, shelf-stable fruit cakes, panforte, panettone, ginger kisses, 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.

21. Manufacture/make sugar or related products
   If your business is involved in extracting and packing honey, you only need to tick page 2 and fill in card 1.

   Sugar
   Raw, brown, white and caster sugar.

   Sugar products
   Examples: Syrups (glucose), molasses, golden syrup and treacle.
22. Manufacture / make vegetable proteins or other proteins

If your business makes or manufacturers dairy protein products go to 4.6

- 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

- Yeast & yeast products
  Yeast extract. Examples: Brewer's yeast extracts and yeast extract spreads.

23. Manufacture / make vinegar, alcoholic beverages or malt extract

- Alcoholic Beverages - other
  Products other than beer, wine, fruit & vegetable 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.
24. Manufacture / make water-based products
   Including ice, iced confectionery, and iced desserts.
   If your business manufactures / makes:
   - Dairy desserts go to 4.6
   - Fruit or vegetable juice based products go to 4.15 under non-alcoholic beverages

25. 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.

26. Process grain
   Select this section if you mill, malt, roll or roast grains.
   - 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. Excludes popcorn.

27. 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.
   - 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.
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 4.11
   Frozen fruit or vegetables go to 4.12
   Non-alcoholic beverages go to 4.15
   If you process herbs or spices go to 4.25

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.

☐ 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.