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| **Organic**Farm**NZ**  **Template Food Control Plan**  **Scope of Operations Form** | Cert logo |

**If you are starting up or operating a horticulture operation and you choose to register under the OFNZ Template Food Control Plan, you need to tell OrganicFarmNZ exactly what your business does. This is done by filling out the Scope of Operations form.**

**Important**

**Please read the information and complete the scope of operations correctly, OrganicFarmNZ will register your business based on the information provided in your application. If there are any changes or it’s found that your food activity doesn’t fit the registration type this may affect your verification outcome. If changes are found, you will be required to submit a new application/new scope of operations. This will incur additional costs.**

**THIS APPLICATION IS FOR registration under OFNZ Food Control Plan**

**1. APPLICANT DETAILS**

|  |  |
| --- | --- |
| Name(s) |  |
| OFNZ producer number |  |

**2. HORTICULTURE OPERATION SET-UP**

**2.1 Horticulture operation details and management**

|  |  |
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| **Business details** | |
| **Legal name** |  |
| **Trading name** |  |
| **Activity** |  |
| **NZBN** |  |
| **Verification Agency** |  |
| **Postal address** | Address is private? Yes/No |
| **Telephone** | Day:  Evening:  Mobile: |
| **Email** |  |

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| **Trading Operations – How you source and supply your products/services** | | | |
| **Indicate YES or NO for the relevant Trading operations** | **YES** | **NO** | **CODE** |
| Market |  |  | MAR |
| Internet |  |  | INT |
| Catering |  |  | CAT |
| Eat-in premises |  |  | EAT |
| On-licence |  |  | OLC |
| Home delivery |  |  | HOM |
| Mobile |  |  | MOB |
| Takeaway |  |  | TAK |
| Retail |  |  | RET |
| Wholesale |  |  | WHO |
| Storage provider |  |  | TRP |
| Transport provider |  |  | TRP |
| Import |  |  | IMP |
| Export |  |  | EXP |

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| **Section 5 – Grow and/or pack fresh fruit and vegetables**  **What types of food does the business grow and pack?** | | | |
| **Indicate YES or NO for the relevant type of food** | **YES** | **NO** | **CODE** |
| **Minimally processed fruits & vegetables** |  |  | SEC-33\_010 |
| **Equivalent activities of a traditional greengrocer. E.g. cutting fruit and vegetables** |  |  | SEC-18\_050 |
| **Herbs & spices** |  |  | SEC-33\_020 |
| **Nuts & seeds** |  |  | SEC-33\_030 |
| **Mushrooms** |  |  | SEC-33\_040 |
| **Sprouts & Microgreens** |  |  | SEC-33\_050 |
| **Edible oils** - Bottling edible oil after been processed by a NP3 business and supplied in bulk containers. |  |  | SEC-15\_010 |
| **Honey** – Extractors and packers of honey |  |  | SEC-32\_010 |
| **Exemption less than 100 hens apply.**  The exemption is for up to only 100 hens where the eggs are sold directly to the end consumer - not through a third party. |  |  | No code |
| Describe non-food activities of the business (if applicable) |  | | |

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| **Processes** | | | |
| **Indicate YES or NO for the relevant processes** | **YES** | **NO** | **CODE** |
| **Acidification** – Using acid (low pH) to preserve food products. Examples pickles and shelf stable condiments. |  |  | ACD |
| **Drying** – Remove moisture from food to make products such as vegetable powder. |  |  | DRY |
| **Fermentation** – Using micro-organisms to make or preserve food products. Examples: Kimchee. |  |  | FER |
| **Pasteurisation (with heat)** – Apply heat treatment to preserve food and drink products. Example juice. |  |  | PAS |
| **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. |  |  | ASE |
| **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 fruit. |  |  | CAN |
| **Concentration** – Increase the thickness of food products by removing water for example malt extract or condensed milk. |  |  | CON |
| **Handling chilled RTE products** – Handling chilled Ready-To-Eat (RTE) products with a shelf life of more than 5 days. Example: sliced cooked ham. |  |  | HCL |
| **High-pressure processing** – Using high pressure to extend shelf-life of food. Examples: salad dressings, juice, salads, guacamole, smoothies and meat. |  |  | HPP |
| **Holding at serving temperature** – Holding at serving temperature in a pie warmer or bain-marie. |  |  | HOL |
| **Irradiation** – Apply radiation to preserve food products, or destroy pathogens. Examples: Irradiated herbs and spices. |  |  | IRR |
| **Novel or unique process** – Apply any of the following processes to food products: Ohmic, cold plasma, ultrasonication, hydrodynamic, electromagnetic processes (pulsed electric field, radio frequency, ultra violet (UV) etc.), microwave pasteurization, experimental cuisine and/or molecular gastronomy. |  |  | NOV |
| **Processing chilled TRE (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. |  |  | PCL |
| **Reheating** – Reheating a food that has been previously cooked for immediate consumption. Examples: reheating a frozen cooked ready-to-eat meal. |  |  | REH |
| **Slow or low temperature cooking** – Examples: Sous vide, hangi, umi and smoking. |  |  | SLL |
| **None of the above** – None of the above processes are used. | X |  |  |

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| **Location(s)** | |
| Street address (1)  (premises where food business operates) | Address is private? |
| Postal address (if different from above) |  |
| Local authority |  |
| Site identifier |  |
| Water supply |  |

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| **Additional site(s)** | |
| Street address (2)  (premises where food business operates) | Address is private? Yes / No |
| Local authority |  |
| Site identifier |  |
| Water supply |  |
| Street address (3)  (premises where food business operates) | Address is private? Yes / No |
| Local authority |  |
| Site identifier |  |
| Water supply |  |

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| **Operator: The operator is the owner or other person in control of the food business**  **Note: The Operator must be present at the verification.** | |
| Name |  |
| Day-to-Day Manager Position |  |
| Physical address |  |
| Telephone |  |
| Mobile |  |
| Email |  |
| Website |  |

**Privacy Act 1993 Authorisations**

I/We authorise OrganicFarmNZ (including its regional bodies) to:

(a) Collect from, and disclose to, any person (“**person**”) information in connection with this OFNZ Template Food Control Plan and Form for the purpose of registration and/or verification.

(b) Disclose to any person whether or not I/we have been granted registration and/or verification from OrganicFarmNZ.

I/We also authorise each person to provide any information about me/us to OrganicFarmNZ which OrganicFarmNZ may require in connection with assessing this OFNZ Template Food Control Plan and Form

I/We understand that, under the Privacy Act 1993, I/we may have rights of access to, and correction of, personal information held by OrganicFarmNZ about me/us.

**Declaration**

I/We hereby declare that:

(a) The information provided by me/us in this OFNZ Template Food Control Plan and Form:

(i) is true, accurate and complete;

(ii) is not false or misleading in any respect; and

1. represents my/our processes, inputs and outputs in
2. the business or property which is subject to this application for verification; and

(b) I/we have disclosed to OrganicFarmNZ all information that has reasonable bearing on whether or not OrganicFarmNZ will grant me/us verification.

(c) The operator is a resident in New Zealand within the meaning of section YD1 or YD2 (excluding section YD 2 (2)) of the Income Tax Act 2007.

By submitting this OFNZ Template Food Control Plan, I/we agree to accept and be bound by OFNZ Template Food Control Plan and Form (as may be amended from time to time).

OrganicFarmNZ reserves the right, at any time, to terminate any verification given by OrganicFarmNZ if I/we:

(a) Have withheld any information from, or given false or misleading information in, or in connection with this OFNZ Template Food Control Plan and Form; or

(b) Fail to comply with OrganicFarmNZ’s OFNZ Template Food Control Plan and OFNZ Template Food Control Plan Form.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Explanation and definitions**

Fill out **Activity** after filling out Section 5 – Grow and/or pack fresh fruit and vegetables. Look at the codes you filled out in section 5 and tick the some code under Section 5 – Grow and/or pack fresh fruit and vegetables.

**Registered Company**

If a Registered Company, partnership or trust, then the name must contain Limited, Partnership or Trust.  It must match the legal name on the NZBN Register.

If not a registered business, partnership or trust (i.e. sole trader), then the Legal Business Name must be a person (e.g owners name).

**Processes**

If you do any of the processes as described under Processes, you will need to apply to your local authority or MPI for registration as they will be outside the scope of the OFNZ Template Food Control Plan.

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| Caterer | Provides food, supplies and services for a social occasion or function or within an education or other facility. |
| Eat-in premises | A restaurant or eatery.  Examples: Restaurant, café, residential care, early childhood education (ECE) centres and  kōhanga reo. |
| Home delivery | Bringing of items to the customer’s home.  Examples: Pizza delivery, meals-on-wheels and  grocery delivery. |
| Internet | On-line selling of food products. |
| Import | Either as a registered food importer or through  an agent who is a registered importer. |
| Market | Example: Stall at farmers’ or other market. |
| Mobile | Example: Food truck. |
| NZBN | The New Zealand Business Number (NZBN) is a globally unique identifier, available to every Kiwi business. For more information go to nzbn.govt.nz |
| On-licence | Eat-in premises that sell alcohol for consumption at the same location. |
| Site identifier | The site identifier is a unique identifier for the site.  Use OrganicFarmNZ producer number followed by  “/01….  For example: OFNZ 1235/1, 1235/2 and so on.  Note, a business should always have at least 1 site record for the main business site. |
| Storage provider | Examples: Cold stores and warehouses. |
| Retail | Businesses that sell food, snacks, and drinks to customers for use or consumption rather than for resale.  Examples: Supermarket, dairy or other premises  selling direct to the consumer. |
| Takeaway | Ready-to-eat meals sold for immediate consumption at another location. |
| Transport provider | Ambient or temperature-controlled transport. |
| Verification agency | The agency that will carry out the verification. |
| Wholesaler | Means you are making food and selling to other businesses who sell to the public.  E.g. Premises selling to retailers. |