

## Wholesaling Information Pack

Here are some free resources to help you with the top 5 food safety things to do before you start wholesaling.

This pack contains:

- i. The blog article
- ii. An example batch production record and traceability form
- iii. MPIs Guide to Food Labelling
- iv. Link to the free Nutrition Information Panel Calculator website:  
<https://www.foodstandards.govt.nz/industry/npc/Pages/nutrition-panel-calculator.aspx>
- v. Link to the public register to check your own business listing:  
<http://mpiportal.force.com/publicregister/PublicRegisterSiteDetails>
- vi. Packaging and labelling your food pages
- vii. Selling your food to other businesses pages
- viii. Tracing your food pages
- ix. Recalling your food pages

I hope this helps you get wholesaling so more people can enjoy your product!

If you need more help designing labels, or need some coaching or food safety training please contact me to see how I can help.

Kind regards,



Zoe Moulam | Consultant and Trainer

## **Top 5 food safety tips for new wholesalers**

If you want to start wholesaling your products to other retailers, this article gives you useful information on what you need to do.

Wholesaling can be a great way to expand your business and get your product out to more customers through other retailers. The Covid restrictions on face to face customer sales also mean some businesses are looking to package and label their products so they can be sold through shops, gift basket companies, on the internet and facebook groups etc.

Of course there are many other things to do like logo design, website and marketing, but these are the top 5 food safety things to do before you start wholesaling:

### **1. Labelling**

If you sell through another shop or business you'll need to fully label your products, as you are not there to give the customer any information. A label needs to contain key information like the name and physical address of who made it, the name of the food and the weight. There needs to be a full list of ingredients in weight order, and allergens declared. You'll need a Nutritional Information Panel with the values of energy, carbohydrate, fats and protein. You might be able to use the online Nutrition Panel Calculator to help calculate this if you have a recipe with weights of each ingredient. Other required information includes a best before or use by date depending on what the product is. This is not an exhaustive list and there is a really useful guide to labelling on the MPI website. And of course the label needs to be easy to read and stand out on the shelf!

### **2. Packaging**

Your packaging needs to not only look good but be safe for use with food. So be careful what you buy from the internet! You'll need an assurance from the supplier that's its safe for use with foods and be able to show that to your verifier. Make sure its compatible with your product eg oily foods may require a liner. Add your new packaging supplier to your list of suppliers. There are lots of great environmentally friendly packaging options that are recyclable or compostable.

### **3. Traceability**

You'll need to keep a record of what you have made and give it a batch number, which could be related to the best before or use by date. You'll also need to record the names and contact details of any business you supply to, with what you supplied, the amount and the date you supplied them. This means that if you ever had to recall a whole batch of product that you made on the same day, for example if you find out later that someone was sick when they made it, then you can trace where it all went. If you also record all the batch/lot details of the ingredients that went into each product, then if a supplier tells you they had a problem with an ingredient you only need to recall specific batches.

#### 4. Recall

Following on from traceability, the worst case scenario is that you have to recall some of your food. This could be because of a problem like your labels missing allergen warnings, or the wrong product is in the wrong package, or a supplier tells you there was a problem with an ingredient you have used in your food. You need to have a plan for if this worst case scenario happens. You'll need to keep records of any recalls. There is more detail in the Food Control Plan or National Programme pages called 'Recalling your food'.

#### 5. Tell the Council or MPI about any change in scope

Your registration may currently say that you only retail or trade from markets. If you want to start wholesaling you should notify your Council or MPI (whoever you are registered with). Ask them to add wholesaling and any other trading operations like internet trading. You can check your own listing on the public register to see what you are currently registered for: <http://mpiportal.force.com/publicregister/PublicRegisterSiteDetails>

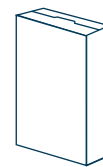
If you would like a free pack of the relevant pages from the FCP/National Programme Guidance, plus an example record for batch production and traceability, and a labelling guide with a link to the Nutritional Information Panel Calculator, email me at [zoe@minervaconsulting.co.nz](mailto:zoe@minervaconsulting.co.nz) or visit my website [www.minervaconsulting.co.nz](http://www.minervaconsulting.co.nz)

## Batch Record & Traceability Record

Date made	Product name	Batch #	Person making
Quantity made		Size eg 250g jars	
Ingredient		Ingredient batch code or useby/best before date	
Customer supplied to:		Quantity & sizes provided eg. 5x250g, 10x150g	

Date made	Product name	Batch #	Person making
Quantity made		Size eg 250g jars	
Ingredient		Ingredient batch code or useby/best before date	
Customer supplied to:		Quantity & sizes provided eg. 5x250g, 10x150g	

# A Guide to Retail Food Labelling



This guide explains the labelling information you must provide to customers about your retail food and drinks.

## What is a food label?

Food labels tell consumers important information about the food or drink they are consuming – to help them know which food and drink is right for them, and if it is safe for them to eat/drink. There are rules for what information must go on these labels.

## Purpose of this guide

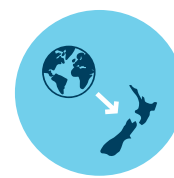
This guide will help you get your food label right. You must label your food so it meets the rules of the [Australia New Zealand Food Standards Code](#) (the Code). Your product could be recalled or you could be fined if you get this wrong. If your food doesn't need a label, this guide lets you know how you can share product information to consumers in other ways.

## Who is this guide for?



### Manufacturers

You make and sell packaged food intended for consumers



### Importers

You bring packaged food into New Zealand intended for sale to consumers



### Packers

You pack or re-pack food for retail sale



### Retailers

You sell pre-packaged food to consumers



### Caterers/food service businesses

You serve food to consumers



### Brand owners

You are responsible for the food, but don't manufacture it



# How to use this guide

There are 4 parts to this guide:



## Does my food need a label?

Find out how to provide information about your food.



## Labelling requirements

What needs to go on your label.

- Section A: What goes on your label
- Section B: Food that doesn't need a label



## The checklist

Make sure you've got the main parts covered, so you meet the rules in the Code.

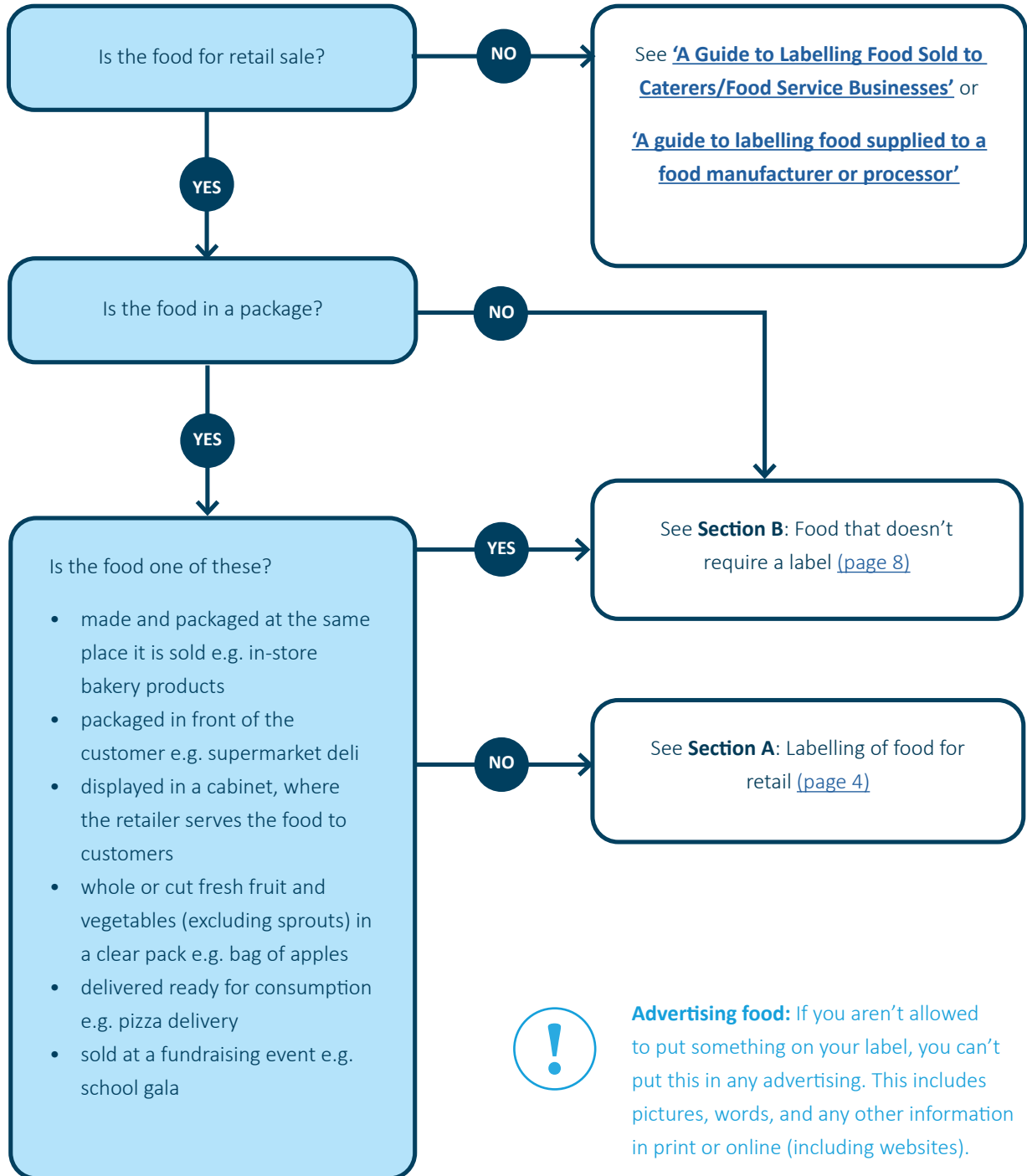


## Extra information

This guide only covers the basics, so you may need further help to label your food.



## Does my food need a label?



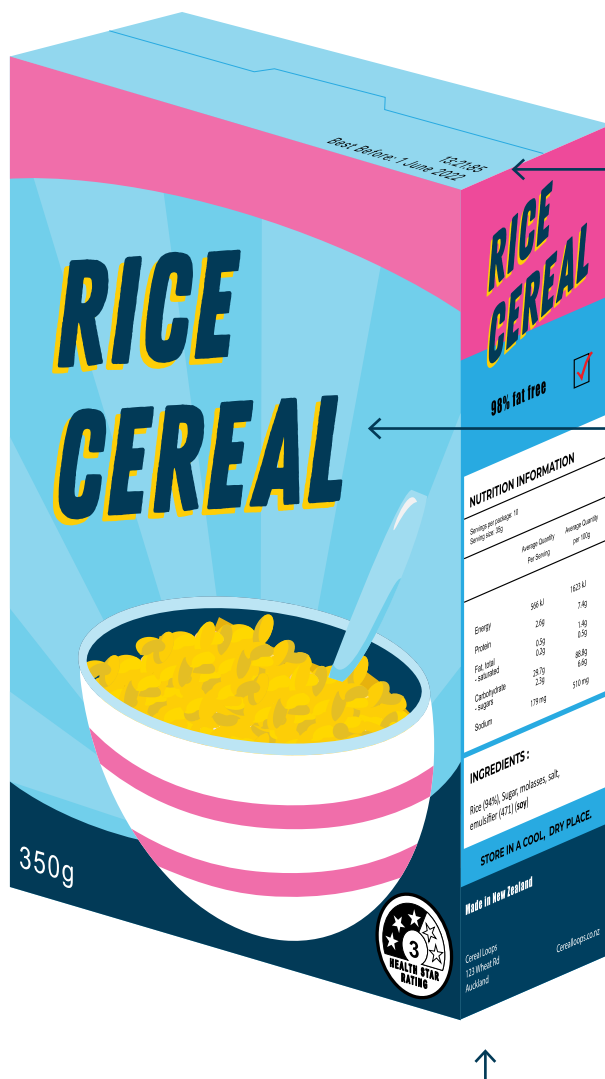


Section A:

## What goes on your label

### Your food label must:

- Be part of or attached to the food
- Be easy to read
- Be written in English
- Have the right information to meet the rules of the Code, the [Fair Trading Act 1986](#) and [Weights and Measures Act 1987](#).



### Identifying your food

#### Your food label must clearly have:

A **lot/batch identification** which enables you to trace your product if it needs to be recalled.

An accurate **name or description** of the food. Some foods (processed meat, honey and special purpose food) must use the exact names from the Code.

The **name and physical address of your New Zealand or Australian business**. A PO Box, website or email address by itself is not enough.



## Ensuring safety of your product

Your food label must clearly have:

A **date mark** for foods with a shelf life of less than 2 years. You need to write this as:

- **Use By:** If the food must be consumed before a certain date because it could make people sick after this, or
- **Best Before:** If the food declines in quality but is still safe to be consumed, or
- **Bkd On/ Bkd For:** only for bread with a shelf life of less than 7 days.



**Statement you have to make:** Some ingredients/foods need to be avoided by certain people (e.g. people with allergies and pregnant women), or the consumer needs certain information about the food so they don't get sick. There are 3 main statements that need to be included on the label:

- **Allergy declaration:** Some ingredients can cause severe allergic reactions for people. See the checklist on [page 9](#) for ingredients you have to highlight.
- **Warning statement:** Only applies to some food. You must use the exact words outlined in the Code and they must be 3mm or bigger (or >1.5mm for small packages). See the checklist on [page 10](#) for food that need a warning statement.
- **Advisory statement:** Only applies to some foods/ingredients. You can choose how to write your advisory statement, but you must make it clear why your consumer needs this information. See the checklist on [page 9](#) for foods that need advisory statements.

If you have multipack products, these statements must be included on all layers of packaging.

Note: Not all foods/ingredients need these. Read the user guide "[Warning and Advisory statements and Declarations](#)" to see if your product needs a statement [www.foodstandards.govt.nz/code/userguide/pages/warningandadvisoryde1403.aspx](http://www.foodstandards.govt.nz/code/userguide/pages/warningandadvisoryde1403.aspx)

Any specific food **storage instructions/directions for use** to keep food safe to eat for the duration of the shelf life must be added to the label.

## Informing your customer

Your food label must clearly have:

**RICE CEREAL**

**98% fat free**

**NUTRITION INFORMATION**

Servings per package: 10  
Serving size: 35g

	Average Quantity Per Serving	Average Quantity per 100g
Energy	566 kJ	1623 kJ
Protein	2.6g	7.4g
Fat, total - saturated	0.5g 0.2g	1.4g 0.5g
Carbohydrate - sugars	29.7g 2.3g	88.8g 6.6g
Sodium	179 mg	510 mg

**INGREDIENTS :**

Rice (94%), sugar, molasses, salt, emulsifier (471) (soy)

**STORE IN A COOL, DRY PLACE.**

**Made in New Zealand**

Cereal Loops  
123 Wheat Rd  
Auckland

Cerealloops.co.nz

### Nutrition content claims and health claims

You can find information on how to make a nutrition claim here. [Introduction to health and nutrition content claims](#). This can be a complex area of labelling and you may need to ask an expert.

If you choose to make nutrition content and/or health claims about your product, you must:

- Check you can make a claim for your product;
- Be able to prove the claim you have made;
- Add the nutrition information for your claim to your Nutrition Information Panel (NIP). This rule overrides any exception to having a NIP.

### Nutrition Information Panel (NIP)

- The NIP shows the amount per serving and amount per 100g (or 100ml for liquids).
- There are different types of NIPs. So yours may look different from this example depending on your product. As a minimum, you must have all of the information shown in this example.

Your NIP must meet the rules about layout and content as stated in the Code.

Some products don't need a NIP, including:

- Most alcoholic beverages;
- Herbs and spices, tea, and coffee;
- Fresh fruit, vegetables, meat, poultry, and fish;
- Prepacked filled rolls and sandwiches;
- Food in a package with less than 100cm<sup>2</sup> total surface area.

### Ingredients list

- List your ingredients in descending order.
- List any food additives you've used. There are rules about how you list these.

Some products don't need an ingredients list. These products are:

- Packaged water;
- Standardised alcoholic beverages;
- Food in a package with less than 100cm<sup>2</sup> total surface area.

## Informing your customer (continued)

Your food label must clearly have:



### Net contents of food

The net contents of food in appropriate unit of measure (e.g. kg, g, ml, l) in text size 2mm or larger, and be near the name of the food.

### Irradiated and genetically modified food:

If any part of your food has been irradiated or genetically modified you must state this.

### Alcohol labelling



Alcoholic drinks need the **number of standard drinks, alcohol by volume %Alc/Vol and pregnancy warning label**. Any other food requires a % Alc/Vol statement when more than 1.15% Alc/Vol.

### Percentage labelling

If some or all of your food product's ingredients are printed on your label (in words, pictures, or graphics), you must show what percentage of the food is made up by each of these ingredients.



### Health Star Rating

You can choose to put this on the front of your pack to help consumers make informed decisions. If you do, **you must use the Health Star Rating symbol correctly, including calculating the number of stars needed for your food**. See the weblinks on the Extra Information page ([page 13](#)).



## Section B:

# Food that doesn't need a label

These food products for retail sale don't need labels:

- Unpackaged food;
- Food made and packaged at the same place it is sold, or food packaged in front of the customer e.g. supermarket deli;
- Displayed in a cabinet that the seller serves to customers;
- Whole or cut fresh fruit and vegetables (excluding sprouts) in a clear pack e.g. a bag of apples;
- Food delivered ready for consumption e.g. pizza delivery;
- Food sold at a fundraising event e.g. school gala.

Although these foods do not require an attached label, you will still need to provide information about it in other ways. The specific information required will depend on the type of food for sale, and will need to be:

- Displayed in connection with the food e.g. sign near the food; or
- Declared or provided to the purchaser verbally or in writing; or
- In information accompanying the food for sale e.g. a flyer; or
- Provided to the purchaser on request.

The information required and ways to present it are provided in the checklist on [page 11](#).



# The checklist:

## Section A: labelling food for retail

Complete one checklist per product

WHAT MUST BE ON LABEL	Must have this	Depends on the product	It's on my label <small>Tick once complete</small>	Comments <small>If the item is not applicable for your product, write N/A in the comments box</small>
<b>Name or description of the food</b>	✓			
If your food is a processed meat, honey or special purpose food, have you used the exact name from the Code?		✓		
<b>Name and physical address of your New Zealand or Australian business</b>	✓			
<b>Lot/batch identification</b>	✓			
<b>Date mark for food with a shelf life of less than 2 years:</b>	✓			
Which one will be on your product?				
Best Before		Use By		
Bkd On / Bkd For				
<b>Storage instructions/directions for use to keep food safe to eat</b>		✓		
<b>Allergen declaration. Applies to foods containing (in any form):</b>		✓		
added sulphites*		milk		
soybeans		peanuts		
shellfish		sesame seeds		
crustacea		tree nuts		
egg		cereals containing gluten		
fish		lupin		
<b>Advisory statement applies to foods containing:</b>		✓		
bee pollen and propolis		quinine		
milk or milk substitutes made from cereal/nuts/seeds		food additives with a known laxative effect		
phytosterols or phytosterols or their esters		aspartame or aspartame-acesulphame salt		
unpasteurised milk products		unpasteurised egg products		
guarana or caffeine				

\* technically an intolerance, but must be declared

Section A checklist continued

WHAT MUST BE ON LABEL			Must have this	Depends on the product	It's on my label <small>Tick once complete</small>	Comments <small>If the item is not applicable for your product, write N/A in the comments box</small>
<b>Warning Statement</b> Only applies to royal jelly, kava, special purpose food products, foods for infants and formulated sports foods.				✓		
Used the exact wording from the Code		Text 3mm or bigger (or >1.5mm for small packages)				
<b>Ingredient list:</b>			✓			
In descending order			✓			
Food additives declared				✓		
Exemptions/exceptions				✓		
<b>Net contents of food (g, kg, ml or l) in text 2mm or bigger</b>			✓			
<b>Alcohol labelling</b>				✓		
Number of standard drinks				✓		
Alcohol by volume				✓		
Pregnancy warning label				✓		
<b>Nutrition information panel (NIP):</b>			✓			
Amount per serving			✓			
Amount per 100g (or 100ml for liquids)			✓			
Serving per package and serving size			✓			
Used the right NIP for your product			✓			
Layout from the Code followed			✓			
Listed the energy and 6 main nutrient components			✓			
Exemptions / exceptions				✓		
<b>Percentage labelling</b>				✓		
<b>Listed irradiated foods</b>				✓		
<b>Listed GM foods</b>				✓		
<b>Health Star Rating</b> (this step only applies if you have chosen to include a health star rating on your product)				✓		
Correctly calculated number of stars		Used the Health Star Rating symbol correctly				
<b>Your label is easy to read</b>			✓			
<b>Your label is in English</b>			✓			



# The checklist:

## Section B: Food that does not need a label

WHAT MUST BE PROVIDED	Must have this	Depends on the product	How this information can be provided	I can provide Tick once complete	Comments If the item is not applicable for your product, write N/A in the comments box
<b>Name or description of the food</b>	✓		Information can be displayed with the food  OR Provided on request		
If your food is a processed meat, honey or special purpose food have you used the exact name from the Code?		✓			
<b>Storage instructions to keep food safe to eat</b>		✓ unpackaged food	Information should accompany food		
<b>Allergen declaration. applies to foods containing (in any form):</b>		✓	Information can be displayed with the food  OR Provided on request		
added sulphites*	milk				
soybeans	peanuts				
shellfish	sesame seeds				
crustacea	tree nuts				
egg	cereals containing gluten				
fish	lupin				
<b>Advisory statement applies to foods containing:</b>		✓	Information can be displayed with the food  OR Provided on request		
bee pollen and propolis	quinine				
milk or milk substitutes made from cereal/nuts/seeds	food additives with a known laxative effect				
phytosterols or phytostanols or their esters	aspartame or aspartame-acesulphame salt				
unpasteurised milk products	unpasteurised egg products				
guarana or caffeine					
<b>Warning Statement</b> only applies to royal jelly, kava, special purpose food products, foods for infants and formulated sports foods:		✓			
Used the exact wording from the Code	Text 3mm or bigger				

\* technically an intolerance, but must be declared

Section B checklist continued

WHAT MUST BE PROVIDED	Must have this	Depends on the product	How this information can be provided	I can provide Tick once complete	Comments If the item is not applicable for your product, write N/A in the comments box
Percentage labelling		✓ unpackaged food or made on site	Information can be displayed with the food OR Provided on request		
Listed irradiated foods		✓	Information can accompany food OR be displayed with the food		
Listed GM foods		✓ unpackaged food	Information can accompany food OR be displayed with the food		
Information is easy to read	✓				
Information is in English	✓				





## Extra Information

This guide only covers the basics, so you may need further help to label your food.

### Specific product labelling guides

New Zealand Food Safety has published some ready-made guidance for labelling specific foods:

- **Honey:**  
[www.mpi.govt.nz/dmsdocument/26491-a-guide-to-new-zealand-honey-labelling](http://www.mpi.govt.nz/dmsdocument/26491-a-guide-to-new-zealand-honey-labelling)
- **Alcoholic drinks:**  
[www.mpi.govt.nz/dmsdocument/31404-a-guide-to-alcoholic-drinks-whats-in-them-and-how-to-label](http://www.mpi.govt.nz/dmsdocument/31404-a-guide-to-alcoholic-drinks-whats-in-them-and-how-to-label)
- **Hemp seeds in food:**  
[www.mpi.govt.nz/dmsdocument/31608-A-Guide-to-Labeling-Food-Containing-Hemp-Seeds](http://www.mpi.govt.nz/dmsdocument/31608-A-Guide-to-Labeling-Food-Containing-Hemp-Seeds)

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### Nutrition Panel Calculator

[www.foodstandards.govt.nz/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx](http://www.foodstandards.govt.nz/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx)

### Health Star Rating

[www.mpi.govt.nz/food-safety/food-safety-for-consumers/understanding-food-labels/health-star-ratings/](http://www.mpi.govt.nz/food-safety/food-safety-for-consumers/understanding-food-labels/health-star-ratings/)

### Pregnancy Warning Labels

[www.foodstandards.govt.nz/industry/labelling/Pages/pregnancy-warning-labels-downloadable-files.aspx](http://www.foodstandards.govt.nz/industry/labelling/Pages/pregnancy-warning-labels-downloadable-files.aspx)

### Getting Your Claims Right Guidance

[www.foodstandards.govt.nz/publications/Pages/gettingyourclaimsrigh.aspx](http://www.foodstandards.govt.nz/publications/Pages/gettingyourclaimsrigh.aspx)

### Information on the Code

[www.mpi.govt.nz](http://www.mpi.govt.nz) - this includes the health star rating guidance and calculator.

[www.foodstandards.govt.nz](http://www.foodstandards.govt.nz)

### Nutrition, health and related claims

[www.foodstandards.govt.nz/industry/labelling/Pages/Nutrition-health-and-related-claims.aspx](http://www.foodstandards.govt.nz/industry/labelling/Pages/Nutrition-health-and-related-claims.aspx)

### Nutrient Profiling Scoring Calculator for Glycaemic Index and Health Claims

[archive.foodstandards.gov.au/onsumerinformation/nutritionhealthandrelatedclaims/nutrientprofilingcalculator/index\\_code.cfm](http://archive.foodstandards.gov.au/onsumerinformation/nutritionhealthandrelatedclaims/nutrientprofilingcalculator/index_code.cfm)

### Fair Trading Act fact sheet Unsubstantiated Representations

Don't forget to check your label has the right information to meet Fair Trading Act and Weights and Measures Act requirements.

[comcom.govt.nz/\\_data/assets/pdf\\_file/0030/89850/Unsubstantiated-representations-Fact-sheet-July-2018.pdf](http://comcom.govt.nz/_data/assets/pdf_file/0030/89850/Unsubstantiated-representations-Fact-sheet-July-2018.pdf)

### Packaging and/or selling goods by quantity (Ministry for Business, Innovation & Employment)

As a packer, manufacturer, importer or retailer your packaged goods must meet the requirements of the Weights and Measures Act 1987.

[trademeasurement.tradingstandards.govt.nz/for-business/packaging-andor-selling-goods-by-quantity/](http://trademeasurement.tradingstandards.govt.nz/for-business/packaging-andor-selling-goods-by-quantity/)

### Export requirements for food

[www.mpi.govt.nz/export/food/](http://www.mpi.govt.nz/export/food/)

### Country of Origin labelling (for food exported to Australia)

[www.mpi.govt.nz/dmsdocument/16726/direct](http://www.mpi.govt.nz/dmsdocument/16726/direct)

**If you still need help, we recommend you contact a food labelling consultant to help write your label.**

[www.foodsafety.govt.nz/registers-lists/fsp-consultants.htm](http://www.foodsafety.govt.nz/registers-lists/fsp-consultants.htm)

For questions about food rules and food safety, visit [www.mpi.govt.nz/food-business](http://www.mpi.govt.nz/food-business), email [info@mpi.govt.nz](mailto:info@mpi.govt.nz) or call 0800 00 83 33.



# Packaging and labelling your food

## K

### Know

#### What do you need to know?

- You don't have to label your food if your food is:
  - not packaged,
  - made, packaged and sold in the same premises,
  - packaged in front of your customer,
  - whole or fresh cut fruit and vegetables (except for if you sell sprouts),
  - ready-to-eat food which is delivered to your business already packaged and ready to sell as is,
  - sold at a fundraising event,
  - displayed in a service cabinet which your customer doesn't have access to.
- Even if your food doesn't have to be labelled you must be able to tell your customers or display:
  - what's in the food,
  - any warning statements,
  - if the food is made from or contains genetically modified ingredients or irradiated foods.
- Food that is made in one premises and packaged in another premises must be labelled. Foods that are labelled must meet the rules about labelling in the Code.
- MPI has developed a guide to help you create your food label. Follow 'A guide to food labelling'  
<http://www.mpi.govt.nz/document-vault/2965>

**D****Do****What do you need to do?**

- If your food must be labelled you must include:
  - name of the food,
  - lot/batch identification,
  - name and address of your New Zealand or Australian business,
  - any applicable advisory statements, warning statements and declarations,
  - conditions for storage and use,
  - ingredients list,
  - date marking (e.g. Use By, Best Before etc.),
  - nutrition information panel,
  - information about nutrition, health and related claims (only if you've made a claim),
  - information about characterising ingredients and components,
  - if the product is or has been made with genetically modified foods or irradiated foods.
- Keep details of the ingredients you use in your food.
- Label your foods correctly, for your staff and for your customers.
- Use food safe packaging and packaging accessories (e.g. clips) to keep bugs and allergens out of food.

**S****Show****What do you need to show?**

- Show your verifier:
  - how you know what information to include on your food labels,
  - your food labels.



# Selling your food to other businesses

## K

### Know

#### What do you need to know?

- You can only sell food you've made to another business if:
  - it does not change the main purpose of what you do (i.e. sell your food direct to consumers), and
  - you don't have to do anything different to your food (e.g. change the way you package or label it).
  - Any businesses that you supply can only sell your food direct to their consumers, and not to other businesses. Examples of people that can use this plan include bakers who sell pies, cakes, slices etc. to café's or retail butchers providing sausages/steaks etc. to restaurants.
- When your food leaves your premises, you can no longer keep it safe and suitable – you rely on others to do this for you.
- You need to know the names and contact details of any businesses you regularly supply so you can recall any food if there is any problem.
- Anyone who consumes your food needs to know what is in it. If you are supplying other businesses that sell your food, you need to provide them with enough information so that they can answer any questions about what's in your food.



Know

- If you find you are mostly making food to sell to other businesses, you might be using the wrong plan. Contact MPI ([foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz)) for help.
- If you want to supply your products to another business in packaging they specify (e.g. with their branding) instead of in ways you use to supply your own customers, you cannot use this plan. Contact MPI ([foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz)) for help.



Do

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### What do you need to do?

- You must keep a record of:
  - any businesses that you knowingly supply food to,
  - the product(s) you have supplied them,
  - the amount you have supplied them,
  - the date you supplied them.
- You must provide all food businesses that sell your food enough information so that they can answer any questions about what's in your food. Follow the **'Packaging and labelling your food'** and **'Knowing what's in your food'** cards.
- You must tell any business that you supply how to keep your food safe, and how long it can be kept before being used or thrown out.
- You must not change the way you package or label food from the way you do for your own consumers, even if a business you are supplying requests it.

- If you discover something wrong with your food that you supplied to a business, you must follow the **'Recalling your food'** and **'When something goes wrong'** cards.

# S

## Show



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### What do you need to show?

- Show your verifier a **record** of:
  - any businesses that you knowingly supply food to,
  - the product(s) you have supplied them,
  - the amount you have supplied them,
  - the date you supplied them.
- Show or explain to your verifier:
  - how you know that any business you supply food to sells it direct to their consumer,
  - how any food you supply to other businesses is packaged and (if applicable) labelled.



# Tracing your food

## K

### Know

#### What do you need to know?

- You must be able to trace your food if a product you've made becomes unsafe and unsuitable.
- You have 2 options for tracing your food:
  - 1 record all information (including suppliers' information with batch/lot identification) so that your product can be traced and recalled (if necessary), or
  - 2 only record the minimum amount of information required and recall all food you have made if there is a problem.
- The minimum information you need to keep when receiving food is:
  - the name and contact details of your supplier,
  - the type and quantity of food,
  - the temperature of the food, if it needs to be kept at a certain temperature to make it safe and suitable.
- If you choose option 1, you must have a written plan to be able to trace your food, and recall it if necessary, if there's a food safety problem with either your product or any of the ingredients in your product.
- If you choose option 2, you must recall or dispose of all of the food which may have been affected.

# K

## Know

- Option 2 could be expensive as if there's a food safety problem, you would have to recall or dispose of all foods produced in your premises which may have been affected.
- There is specific information you must keep about foods you import.

# D

## Do

### What do you need to do?

- To trace imported food you must keep:
  - the name and contact details of:
    - your supplier,
    - the manufacturer of the food,
  - any information that shows the food:
    - has been assessed or confirmed as being safe and suitable,
    - is transported and stored safely to stop deterioration and contamination,
  - a description of the food including commodity, brand and lot or batch identification,
  - any information which will allow food to be traced:
    - from the supplier to the registered importer,
    - while it is under the registered importer's possession,
    - to the next person the food is passed onto (other than the final consumer).
- For all food choose either: (tick as appropriate)
  - option 1 – record all information to enable targeted recall; or
  - option 2 – record minimum information.



**D**

Do

If you choose option 1:

- you must have a plan for recording where your food has come from and where it has gone,
- your staff must know how to follow the plan (i.e. recording batch/lot identification, and where to look for this information on pre-packaged products).

**S**

Show




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### What do you need to show?

- A **record** of all information outlined in the **Do** if you are importing food.
- If you choose option 1, a **record** of all batch/lot identification information.
- If you choose option 2, a **record** of the minimum information is required.



# Recalling your food

## K

### Know

#### What do you need to know?

- Food that is unsafe or unsuitable can make people sick.
- You must be able to recall your food if there's a problem.
- The records you keep may help you in the event of a recall.
- There is helpful information about recalling food on the MPI website:  
<https://www.mpi.govt.nz/food-safety/food-recalls/recalled-food-products/>
- There can be 2 reasons for recalls:
  - 1 your supplier may need to recall a food product or piece of equipment or packaging you use, or
  - 2 you may need to recall the food you have made from your customers.

## D

### Do

#### What do you need to do?

- If a food product or piece of equipment or packaging that you have used in your business must be recalled, you must:
  - be able to identify if your food has been affected,
  - identify if the recalled food is on display, in storage or been used as an ingredient in another food,
  - identify if the recalled food contact item (e.g.

**D****Do**

- plastic container) is being used in your business,
  - be able to follow and meet with all of the instructions in the recall notice,
  - separate any recalled produce and label it as 'Recalled – do not use',
  - tell your supplier how much of their affected product is at your food business,
  - arrange for affected product to be picked up and disposed of.
- If you have made and sold food which is unsafe or unsuitable, you must do all of the following:
    - call 0800 00 83 33 and ask for the Food Compliance team (if during work hours) or ask for the on-call MPI Food Compliance Officer (if calling after hours),
    - complete the recall hazard/risk analysis form and send it to the MPI Food Compliance Team <https://www.mpi.govt.nz/dmsdocument/22291-recall-hazardrisk-analysis-form>
    - you must report to MPI your decision to recall within 24 hours,
    - draft a newspaper advertisement using the appropriate template:
      - food recall notice template – General products <https://www.mpi.govt.nz/dmsdocument/22357-food-recall-notice-template-general-products>
      - food recall notice template – Allergen warning <https://www.mpi.govt.nz/dmsdocument/22360-food-recall-notice-template-allergen-warning>

# D

## Do

- send the newspaper advertisement to your MPI Food Compliance Officer. Publish the advertisement once approved. All advertisements must be approved by your MPI Food Compliance Officer before publishing,
- ask your MPI Food Compliance Officer if there is anything else you have to do (e.g. point of sale notice (Food recall notice template - Point of sale: <https://www.mpi.govt.nz/dmsdocument/22363-food-recall-notice-template-point-of-sale> press release (Example press release: <https://www.mpi.govt.nz/dmsdocument/22357-food-recall-notice-template-general-products> , radio advertisement, website notice) and complete as required.

# S

## Show



### What do you need to show?

- If your food must be recalled, you must show your verifier a **record** of:
  - completed recall hazard/risk analysis form,
  - a copy of the recall notice.