



Food Act 2014

Territorial Authority Guidelines

Transferring Risk Based Measures (Food Control Plans & National Programmes) Registration Data to MPI

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2 Background

The Food Act 2014 (“the Act”) is due to come into force on 1 March 2016. The Act establishes the Ministry for Primary Industries (MPI) and all territorial authorities (TAs) as registration authorities (RAs). Their regulatory functions include the registration of food control plans (FCPs) and the registration of “food businesses subject to a national programme” (NPs).

FCPs and NPs are collectively referred to in the Act as risk based measures (RBMs).

It is expected that each registration authority will use their own systems to manage their RBM registration processes.

The Act requires MPI to maintain a public register of RBMs (see [Parts 2 and 3 of Schedule 5](#)). The public register will include details of all FCP and NP registrations, across all RAs.

MPI has developed an online system which will hold all registered RBMs and enable TAs to transfer their RBM registration data. This system is known as MAPS (Multiple Approvals Processing System).

Sections 59 and 88 state that the TAs are responsible for transferring details of their registrations to MPI, in order for MPI to maintain the public register.

3 Document Purpose

This document outlines the functions that MAPS will provide to support the TAs in transferring their RBM registration details to MPI.

It introduces some key MAPS principles and data structures.

It also provides an overview of the XML¹ structure that TAs can use to transfer registration data to MAPS in bulk.

This document reflects MPI’s current expectations and requirements for MAPS. As the MAPS design and build phase progresses there may be some minor changes to the structures and mechanisms outlined in this document.

4 Overview of MAPS – TA Perspective

TAs will use MAPS to ensure that their RBM registrations are displayed correctly on the public register.

By using MAPS, TA users will be able to:

- a) Record a new registration or update an existing registration directly, using a web form (i.e. direct data entry in MAPS); and
- b) Upload an XML file of registration details for batch processing; and
- c) Make use of MAPS’ searching and reporting functionality.

MAPS will use RealMe as the authentication mechanism for TA users.

It is expected that the TAs will use their own systems to process registration applications. MAPS would need to be updated once the process is complete (i.e. once the new registration has been approved).

These are the situations where TAs would need to update MAPS:

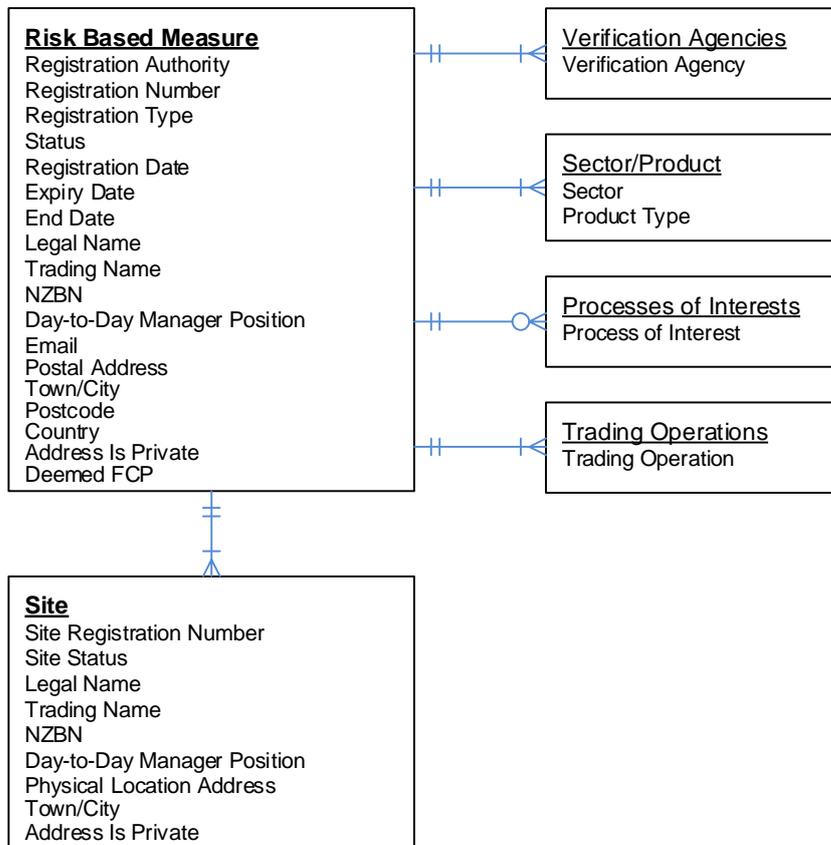
- A new registration has been approved
- A registration is amended or changed (including the addition or removal of sites from a multi-site registration)
- A registration is renewed
- A registration is cancelled
- A registration is surrendered
- A site is suspended from a multi-site registration

¹ XML is a file type that supports structured data, such as parent records with multiple child records.

5 Data Model and Business Definitions

5.1 RBM Data Model

The following data model indicates the schema relevant to the transfer of RBM registration data from the TAs to MPI.



5.1.1 Details not required for the public register

This data model, and this document generally, only indicates the details that MPI requires in the transfer of registration data from the TAs. It does not represent the full extent of data that the TAs may need to capture in order to perform their regulatory functions.

The TAs may choose to capture additional registration details, such as:

- Vehicle registration numbers for mobile business operating under a RBM registration (at the site level)
- Shop-front names (at the site level)
- Conditions of registration (at the RBM level)
- Legacy and other IDs, such as the identifier from a prior registration (at the RBM level)
- Address for courier (at the RBM level)
- Contact names for correspondence (at the RBM level)
- Phone numbers (at the RBM level)

These details are not required as part of the transfer of information to MPI as they do not need to be included in the public register.

Some data is not required for the register but will be used by MPI and TAs for monitoring and reporting purposes.

5.2 Risk Based Measure Entity – Business Definitions

The Risk Based Measure is the core registration entity. It represents the registration of a risk based measure – either a food control plan (FCP) or a food business subject to national programme (NP).

Field Label	Business Definition	Displayed On Public Register?
Registration Number	Unique identifier for the RBM registration. This will include three characters denoting the registration authority and then 6 numeric digits. For example: ASH000125. See section 6.5.2 for the definition of the three letter RA codes.	Yes
Registration Authority	The registration authority for the RBM.	Yes
Status	Indicates the current status of the registration. For example: Registered, Cancelled, Surrendered, Expired. See section 5.4.1 of this document for further details.	Yes
Registration Type	The selection of the type of registration, such as: “Template FCP”, “NP Level 3”, and so on.	Yes
FCP Template	Template FCP sub types: <ul style="list-style-type: none"> - MPI issued template (s39) - MPI Cheesemaker Template 	No
Registration Date	The date of the initial registration of the RBM.	Yes
Expiry Date	The current expiry date.	Yes
End Date	The date on which a registration was cancelled or surrendered. Must be today or in the past. Only applicable if a registration has been cancelled or surrendered.	No
Verification Agencies	The name of the organisation(s) responsible for verification functions for the registration.	Yes
Legal Name	The name of the entity who is legally responsible for the registration. For example: the natural person, partnership, or registered company.	Yes
Trading Name	The trading name (if any) of the entity responsible for the registration.	Yes
NZBN	The New Zealand Business Number (if any) of the entity responsible for the registration.	No
Day-to-Day Manager Position	The position of the manager responsible for the day-to-day operation of the registration (FCP or NP).	Yes
Email	The email address (if any) of the manager responsible for the day-to-day operation of the registration.	Yes
Postal Address	The postal address for the operator of the registration. To be used for communications regarding the registration.	Yes
Town/City		
Postcode		
Country		
Address Is Private	A Boolean field to indicate if the above address is a personal dwelling and the operator has requested confidentiality. If this is set to TRUE then the postal address will be displayed as “Private” on the public register.	Yes
Deemed FCP	A Boolean field to indicate if this food business (or these food businesses) had a “deemed” food control plan according to section 430 .	No
Sector/Product	A selection indicating the sectors and products that define the scope of operations for a registration. An RBM can have one or more sector and one or more product type for each sector. See section 7 of this document for further details.	Yes
Processes of Interest	A selection indicating the processes of interest that are involved in a registration (if any), for example, high pressure processing. An RBM can have zero or more processes of interest selections.	No
Trading Operations	A selection indicating the distribution and trading types applicable to this registration. Examples include: import, retail, mobile, etc. An RBM can have one or more trading operation selections.	Yes

5.3 Site Entity – Business Definitions

A risk based measure record can have one or more sites. A single-site registration will have one site record under the RBM record. A multi-site record will have a site record for each registered site.

Field Label	Business Definition	Displayed On Public Register?
Site Registration Number	This is the unique identifier for the site. It is to consist of the RBM’s registration number followed by an integer starting at one and incrementing by one for each site included in the registration. For example, ASH000125/4 would be the fourth site in registration number ASH000125.	Yes
Status	Indicates the current status of the site. See section 5.4.2 of this document for further details.	Yes
Legal Name	The name of the entity who is legally responsible for the food business operating the site. For example: the natural person, partnership, or registered company.	Yes
Trading Name	The trading name (if any) of the food business operating the site.	Yes
NZBN	The New Zealand Business Number (if any) of the food business operating at the site.	No
Day-to-Day Manager Position	The position of the manager responsible for the day-to-day operation of the site.	Yes
Physical Location Address	The physical location of the site expressed as an address. This must be a physical location rather than a postal address.	Yes
Town/City	In the case of mobile businesses this should be a nominated home base.	
Address Is Private	This is a Boolean field to indicate if the site address is a personal dwelling and the operator has requested confidentiality. If this is set to TRUE then the site’s physical location will be displayed as “Private” on the public register.	Yes

5.4 RBM and Site Statuses

5.4.1 RBM Statuses

In MAPS, RBMs will allow for the following statuses:

- Registered (the default value)
- Cancelled
- Surrendered
- *Expired*

“Expired” will not be user-selectable on the RBM web form, nor will it be accepted as a status in the XML file. The system will automatically change the status to “expired” when the expiry date passes – see section [5.4.3](#) below.

RBM records with a status of “cancelled” or “surrendered” are considered to be in an end-state. They will not be able to go back to “registered”. The MPI support team may be able to help with cases of accidental cancellation or surrender.

5.4.2 Site Statuses

Site records will allow for the following statuses:

- Active (the default value)
- Suspended - Mandatory
- Suspended - Voluntary
- Inactive

When a user changes an RBM from “registered” to “cancelled” or “surrendered” the system will automatically change all its site records to “inactive”.

The “inactive” status should also be used to indicate that a site has been removed from a multi-site registration, for example where an outlet closes or is sold.

5.4.3 Expiry

Every evening MAPS will automatically change the status of all “registered” RBMs that have passed their expiry dates. It will change their status from “registered” to “expired”. So, for example, if a registration has an expiry date

of 12 April, then on the evening of 12 April MAPS will change the status to “expired”. Later that night, when the public register gets updated, that registration status will be displayed as expired.

The system will not automatically change the status on any associated site records when it changes a RBM record to “expired”. When a registration is expired its site status information on the public register will be hidden.

5.5 The Public Register

The public register is available on the MPI website (<http://mpiportal.force.com/publicregister>). It is updated from MAPS in real-time.

The public register lists registrations that have a status of either “registered” or “expired”. Cancelled and surrendered registrations are not listed on the public register. MPI provides members of the public with details of any cancelled or surrendered registrations upon request.

As well as the RBM record, the public register also includes details of the associated site record(s). Against each qualifying (registered and expired) RBM record it lists all sites that aren’t “inactive”. Active sites and suspended sites are listed.

5.6 Registration Numbers

Each RA should allocate its own registration numbers according to the following standard.

They should consist of: three characters denoting the registration authority followed by 6 numeric digits. For example: ASH000125.

MPI will allocate a unique three character RA code to each RA (see section 6.5.2). Each RA is then able to use the 6 digit number range to ensure its registrations are uniquely identified. As long as registration numbers are unique for a given RA then they will also be unique nationally.

Sites also need to be uniquely identifiable, and so they should be given a Site Registration Number. This should consist of the RBM’s registration followed by a unique integer. The first site should be numbered one, with that integer incrementing by one for each additional site. For example, the first site in registration ASH000125 would have a Site Registration Number of ASH000125/1.

5.7 Combined Districts and User Authorisation

MAPS will support the concept described in the Act as “combined districts”. This is where 2 or more TAs enter into an agreement that allows one to act on behalf of the other (see [section 173\(2\)](#) of the Act).

User profiles will indicate which TAs a user is authorised to act for. MAPS will use that to restrict the records for which a user has update privileges.

There will be a formal user provisioning process to ensure that a TA is added to a user’s profile only when sufficient evidence of TA authorisation has been provided (e.g. a form with the relevant TA’s manager signature).

5.8 MPI Support

Territorial authorities will be able to seek MPI support to resolve issues with data in MAPS, for example if an RBM was cancelled and needs to be changed back to “registered”, or if an RA amalgamation takes place and registrations need to be reassigned.

6 Batch Upload Details

This section sets out the guidelines for preparing and uploading TA registration data into MAPS via the XML batch processing function.

6.1 Overview the XML Data Structure

The main principle behind the design of the XML schema is that a TA should be able to do regular uploads to MPI, for example, daily or weekly, and when they do they should only have to upload a single file.

On that basis TAs will be able to combine new registrations and registration changes in a single XML file. MAPS will process it as an “upsert”, that is: if a matching registration number is found it will update it, otherwise it will insert a new record.

This mechanism is not designed to cater for full extracts of all registration data from territorial authorities. Only the records that are new or have been modified since the last upload should be provided in the XML file.

The XML file will allow for site records to be updated independently of RBM records. For example, when an existing site record is updated without any changes to the parent RBM record then the TA should only include that site record in the XML file.

The upload process will not support deletes. Registrations and sites will be removed from the register through the use of the record’s status. For example if a site gets removed from a multi-site registration through the approval of an amendment then that site should be included in the XML upload with a status of “Inactive”.

See section [6.3](#) for further details on the XML file data structure and contents.

6.2 Process Overview

This section describes the process through which an authorised TA user will upload their XML file.

a) Log In to MAPS

In order to upload a file for processing a TA user must first log in to MAPS. They will navigate to the MAPS URL. From there they will be taken to the RealMe login page and prompted to log in to their RealMe account. Once they have successfully logged in to RealMe they will be taken to their MAPS home screen.

b) Upload XML File

The user will then select MAPS’s “Upload XML File” function. The system will prompt them to select the XML file from their PC or network.

c) Indicate which RA they are uploading data for

If the user is authorised for more than one registration authority (refer to “combined districts” in section [5.7](#)) the system will prompt them to select the registration authority that they are uploading data for.

d) System Validation Checks

Once the user has selected the XML file MAPS will upload it and start processing it. MAPS will run a number of validity checks on the data. The following are a number of examples of some of these checks:

- Check that the structure/schema of the XML is valid according to the specified standard.
- Check that the user is authorised for the TA specified.
- Check that the legal names, addresses and other mandatory data has been provided.
- Check that each registration has at least one active (or suspended) site.
- Check that the sector/product codes are valid for the registration type. For example if the registration type is “NP3” check that no FCP sectors have been selected.

These are just some examples of the validations that MAPS is to carry out. Other validation rules are available in MAPS and can be requested from MPI.

Data that satisfies these conditions will be imported into MAPS.

e) System Reports Issues

Details of any data validation failures will be listed for the TA user. For example:

- RBM RDC000129 is a new registration but no sites were found in the XML file.
- RBM RDC000135 has an invalid sector/product code: 08_120
- RBM TAU000291 refers to a registration authority that you aren’t authorised for: TAU (Tauranga City Council)
- Unable to find a parent RBM record for site GIS001591/1

The TA user can then rectify these issues either by updating the details in their own systems and running another XML batch upload, or by creating or editing the registration details in MAPS directly, through the use of the RBM web forms.

6.3 XML Data Structure

The XML file is to contain two main sections. The first section (the `<RiskBasedMeasures>` element) should contain the RBM records that have been created or modified since the last upload. The second section (the `<Sites>` element) should contain the site records that have been created or modified since the last upload. These sections/elements are mandatory.

The `<RiskBasedMeasures>` element may contain zero or more `<RiskBasedMeasure>` elements. The `<Sites>` element may contain zero or more `<Site>` elements.

MPI will make an XML schema definition (an XSD file) available to the territorial authorities.

See the XML data dictionary (section [6.4](#)) for more details on the specific XML data elements.

6.3.1 Sample XML File

The following is an example of the contents of an XML file. It includes 1 RBM record and 2 site records. One of the site records is related to the RBM record as it shares the same base registration number (AKC000129). It may be a new registration or it may be a recent amendment being passed through to MAPS. MAPS would figure out whether it needs to insert them or update existing records.

The second site record (AKC000102/2) doesn't have a parent RBM record in the XML file. This record may represent a new site being added to an existing registration or it could represent a change to an existing site.

```
<?xml version="1.0" encoding="UTF-8"?>
<RBMDData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <RiskBasedMeasures>
    <RiskBasedMeasure>
      <RegistrationNumber>AKC000129</RegistrationNumber>
      <RegistrationType>FCP</RegistrationType>
      <Status>Registered</Status>
      <RegistrationDate>26/02/2015</RegistrationDate>
      <ExpiryDate>26/02/2016</ExpiryDate>
      <LegalName>The Burger Joint Franchises Limited</LegalName>
      <TradingName>The Burger Joint New Zealand</TradingName>
      <NZBN>9429039959546</NZBN>
      <ManagerPosition>Food Safety Manager</ManagerPosition>
      <Email>todd.haynes@bk.co.nz</Email>
      <PostalAddress>PO Box 159
Shortland Street</PostalAddress>
      <TownCity>Auckland</TownCity>
      <Postcode>1060</Postcode>
      <Country>New Zealand</Country>
      <AddressIsPrivate>FALSE</AddressIsPrivate>
      <DeemedFCP>FALSE</DeemedFCP>

      <VerificationAgencies>
        <VerificationAgencyID>AKC</VerificationAgencyID>
      </VerificationAgencies>

      <SectorProductCodes>
        <SectorProductCode>01_040</SectorProductCode>
        <SectorProductCode>01_070</SectorProductCode>
        <SectorProductCode>07_020</SectorProductCode>
      </SectorProductCodes>

      <ProcessesOfInterest>
        <ProcessOfInterest>HPP</ProcessOfInterest>
        <ProcessOfInterest>STE</ProcessOfInterest>
      </ProcessesOfInterest>

      <TradingOperations>
        <TradingOperation>IMP</TradingOperation>
        <TradingOperation>RET</TradingOperation>
      </TradingOperations>

    </RiskBasedMeasure>
  </RiskBasedMeasures>

  <Sites>
    <Site>
      <SiteRegistrationNumber>AKC000129/1</SiteRegistrationNumber>
```

```
<SiteStatus>Active</SiteStatus>
<LegalName>Frank Simmons Assets Limited</LegalName>
<TradingName>The Burger Joint Albany</TradingName>
<NZBN>9429039953186</NZBN>
<ManagerPosition>Store Manager</ManagerPosition>
<Address>123 Civic Cres</Address>
<TownCity>Albany</TownCity>
<AddressIsPrivate>FALSE</AddressIsPrivate>
</Site>

<Site>
  <SiteRegistrationNumber>AKC000102/2</SiteRegistrationNumber>
  <SiteStatus>Active</SiteStatus>
  <LegalName>Mary Bloggs and Joe Bloggs</LegalName>
  <TradingName>Birkenhead Coffee</TradingName>
  <ManagerPosition>Store Manager</ManagerPosition>
  <Address>123 Onewa Road</Address>
  <TownCity>Birkenhead</TownCity>
  <AddressIsPrivate>FALSE</AddressIsPrivate>
</Site>
</Sites>
</RBMDData>
```

The data in this example is included for illustrative purposes only. It doesn't bear any resemblance to real companies, people or registrations.

6.4 XML Data Dictionary

6.4.1 XML Data Dictionary – RBM Records

Field Label (Web Form)	XML Element Name	Data Type	Field Length	minOccurs	maxOccurs	Notes
Registration Number	RegistrationNumber	String	9	1	1	See section 5.6 for details on how registration numbers should be allocated.
Registration Type	RegistrationType	Enumeration	6	1	1	Allowed values: FCP, NP3, NP2, NP1. See section 6.5.1 For MPI Cheesemaker FCP template, choose value of CHEESE
Status	Status	Enumeration		1	1	Allowed values: Registered, Cancelled, Surrendered
Registration Date	RegistrationDate	Date		1	1	Format as dd/mm/yyyy
Expiry Date	ExpiryDate	Date		1	1	Format as dd/mm/yyyy
End Date	EndDate	Date		0	1	Format as dd/mm/yyyy. Must be provided if status is Cancelled or Surrendered. Must be in the past. Must not be included if status is Registered.
Verification Agency	VerificationAgencyID	String	10	1	unbounded	MPI ID for the verification agency. See section 6.5.3 Will be validated against MPI list of verification agencies.
Legal Name	LegalName	String	80	1	1	
Trading Name	TradingName	String	80	0	1	
NZBN	NZBN	String	80	0	1	
Day-to-Day Manager Position	ManagerPosition	String	80	1	1	
Email	Email	String	80	0	1	MAPS will validate the string as an email address, for example, checking that it has an “at symbol” (@).
Postal Address	PostalAddress	Multiline Text	255	1	1	
Town/City	TownCity	String	80	1	1	
Postcode	Postcode	String	80	1	1	
Country	Country	String	80	1	1	
Address Is Private	AddressIsPrivate	Boolean		1	1	Allowed values: TRUE, FALSE
Deemed FCP	DeemedFCP	Boolean		1	1	Allowed values: TRUE, FALSE.
Sector/Product Type	SectorProductCodes	String	6	1	unbounded	See section 7 for further details
Processes of Interest	ProcessesOfInterest	String	3	0	unbounded	See section 6.5.6 for supported values
Trading Operations	TradingOperations	String	3	1	unbounded	See section 6.5.5 for supported values

In the case of an update these elements will be ignored:

- Registration Type - The system will not allow standard users to change registration type after it has been registered.

- Registration Date – The system will not allow standard users to change the original date of registration. MPI support will be available should a territorial authority need to do any of these things.

6.4.2 XML Data Dictionary – Site Records

Field Label (Web Form)	XML Element Name	Data Type	Field Length	minOccurs	maxOccurs	Notes
Site Registration Number	SiteRegistrationNumber	String	14	1	1	See section 5.6 for details on how site registration numbers should be allocated.
Status	SiteStatus	Enumeration		1	1	Allowed values: Active, "Suspended - Mandatory", "Suspended - Voluntary", Inactive
Legal Name	LegalName	String	80	1	1	
Trading Name	TradingName	String	80	0	1	
NZBN	NZBN	String	80	0	1	
Day-to-Day Manager Position	ManagerPosition	String	80	1	1	
Address	Address	Multiline Text	255	1	1	
Town/City	TownCity	String	80	1	1	
Address Is Private	AddressIsPrivate	Boolean		1	1	Allowed values: TRUE, FALSE

6.5 XML Reference Data

6.5.1 Registration Type and FCP Template type

The three-character code to be provided in the `<RegistrationType>` element is defined as follows:

Name	Code
Template food control plan	FCP
Business subject to national programme level 3	NP3
Business subject to national programme level 2	NP2
Business subject to national programme level 1	NP1

For MPI Cheesemaker template only, use code CHEESE in in the `<RegistrationType>` element to define the Cheesemaker FCP Template:

6.5.2 Registration Authority Code

The three-character RA code is defined as follows:

Name	Code
Ashburton District Council	ASH
Auckland Council	AKC
Buller District Council	BDC
Carterton District Council	CDC
Central Hawkes Bay District Council	CHB
Central Otago District Council	COD
Chatham Islands Council	CTI
Christchurch City Council	CCC
Clutha District Council	CLT
Dunedin City Council	DCC
Far North District Council	FND
Gisborne District Council	GBD
Gore District Council	GDC
Grey District Council	GRD
Hamilton City Council	HMC
Hastings District Council	HDC
Hauraki District Council	HRD
Horowhenua District Council	HRW
Hurunui District Council	HRN
Hutt City Council	HCC
Invercargill City Council	ICC
Kaikoura District Council	KKR
Kaipara District Council	KPC
Kapiti Coast District Council	KCD
Kawerau District Council	KDC
Mackenzie District Council	MCK
Manawatu District Council	MNW
Marlborough District Council	MBD
Masterton District Council	MST
Matamata-Piako District Council	MPD
Napier City Council	NPC
Nelson City Council	NCC
New Plymouth District Council	NPD
Opotiki District Council	ODC
Otorohanga District Council	OTH

Name	Code
Palmerston North City Council	PNC
Porirua City Council	PCC
Queenstown-Lakes District Council	QLD
Rangitikei District Council	RGT
Rotorua Lakes Council	RDC
Ruapehu District Council	RPH
Selwyn District Council	SDC
South Taranaki District Council	STD
South Waikato District Council	SWK
South Wairarapa District Council	SWR
Southland District Council	SLD
Stratford District Council	SFD
Taranaki District Council	TRD
Tasman District Council	TMD
Taupo District Council	TPD
Tauranga City Council	TCC
Thames-Coromandel District Council	TCR
Timaru District Council	TDC
Upper Hutt City Council	UHC
Waikato District Council	WKD
Waimakariri District Council	WMR
Waimate District Council	WMT
Waipa District Council	WPD
Wairoa District Council	WRD
Waitaki District Council	WTK
Waitomo District Council	WTD
Wanganui District Council	WGN
Wellington City Council	WCC
Western Bay Of Plenty District Council	WBP
Westland District Council	WDC
Whakatane District Council	WKT
Whangarei District Council	WGR

6.5.3 Verification Agencies

The verification agency identifiers, to be provided in the <VerificationAgencyID> elements, are defined as follows:

Name	ID
All Systems Go Auditing Limited	ASGA01
Assured Audits New Zealand Limited	YELLOWVW89
AsureQuality Limited	AQ1
Eurofins Food Analytics NZ Limited	NZLS2
First Fresh New Zealand Limited	FFNZLTD01
MPI Verification Services	NZFSAVA1
New Zealand Defence Force	NZDF18
Quality Auditing Specialists Limited	QA5100
SGS New Zealand Limited	SGS1
Telarc SAI Limited	VNZ1
Sandra de Vries t/a Snap Audits NZ	SNAP15
The Food Auditor Limited	TFAL15
Auditing Solutions NZ Limited	FHS16
Hans Adriaan Buik trading as A+ Food Safety	HANS16
To be confirmed*	TBC

*Some businesses under national programmes can't find a verification agency in their region, even though the business has tried all options to find a verification agency. MPI has agreed that the business can be registered, with a temporary verification agency: "To be confirmed".

This list will be updated as new verification agencies are registered by MPI.

In addition to the list of specific verification agencies above, all the Registration Authority Codes listed on the previous page (section [6.5.2](#)) will also be accepted in the <VerificationAgencyID> element.

6.5.4 Sector-Product Code

A registration may involve one or more sectors and one or more product types. Those product types may all relate to a single sector or they may relate to a number of different sectors.

Each <SectorProductCode> value in the XML file represents a sector-product pair.

If a registration involves one product type in one sector, it would come through in the XML with one code value. If it involved two products it would come through with two code values, regardless of whether those product types relate to the same sector.

See section [7](#) for a definition of the sector-product codes.

6.5.5 Trading Operation Types

The three-character code to be provided in the <TradingOperation> element is defined as follows:

Name	Code
Caterer	CAT
Eat in premises	EAT
Export	EXP
Home delivery	HOM
Import	IMP
Internet	INT
Market	MAR
Mobile	MOB
On-Licence	OLC
Retail	RET
Storage provider	STP
Takeaway	TAK
Transport provider	TRP
Wholesale	WHO

6.5.6 Processes of Interest

The three-character code to be provided in the `<ProcessOfInterest>` element is defined as follows:

Name	Code
Acidification	ACD
Aseptic processing/packaging	ASE
Canning/retorting	CAN
Concentration	CON
Drying	DRY
Fermentation	FER
Handling chilled RTE products	HCL
High-pressure processing	HPP
Holding at serving temperature	HOL
Irradiation	IRR
Novel or unique process	NOV
Pasteurisation (with heat)	PAS
Processing chilled RTE products	PCL
Reheating	REH
Slow or low temperature cooking	SLL

6.6 Specific State Change Behaviour and Restrictions

6.6.1 Cancellation and Surrender

When the status of the registration is changed to “cancelled” or “surrendered” MAPS will also change the status of the associated site records to “inactive”. This applies both in terms of TA users updating registrations directly in MAPS (through the use of the MAPS web forms) and in terms of the XML batch upload.

Any future references to cancelled or surrendered registrations in XML uploads will be ignored.

7 Sector/Product Code

The codes to be used in the <SectorProductCode> element are defined as follows. Note, this list only includes sectors that are available for registration by Territorial Authorities:

Sector	Product Type	Code
Food retail sector where food businesses prepare or manufacture and sell food	Eggs	01_010
Food retail sector where food businesses prepare or manufacture and sell food	Raw meat, poultry & seafood	01_020
Food retail sector where food businesses prepare or manufacture and sell food	Processed meat, poultry & seafood products	01_030
Food retail sector where food businesses prepare or manufacture and sell food	Dairy products	01_040
Food retail sector where food businesses prepare or manufacture and sell food	Minimally processed fruits & vegetables	01_050
Food retail sector where food businesses prepare or manufacture and sell food	Processed fruits & vegetables	01_060
Food retail sector where food businesses prepare or manufacture and sell food	Baked products, without filling or icing	01_070
Food retail sector where food businesses prepare or manufacture and sell food	Baked products, with filling or icing	01_080
Food retail sector where food businesses prepare or manufacture and sell food	Ready-to-eat meals & snacks	01_090
Food retail sector where food businesses prepare or manufacture and sell food	Sauces, soups, dressings & toppings	01_100
Food retail sector where food businesses prepare or manufacture and sell food	Infant formula	01_110
Food retail sector where food businesses prepare or manufacture and sell food	Shelf-stable products	01_120
Food service sector	Ready-to-eat meals & snacks	02_010
Food service sector	Minimally processed fruits & vegetables	02_020
Food service sector	Sushi	02_030
Food service sector	Doner meat	02_040
Food service sector	Chinese style roast duck	02_050
Manufacturers of dairy products	Raw milk dairy products	04_020
Manufacturers of dairy products	Cheese	04_070
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Beer	13_010
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Processed cereal & meal products	13_020
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Wine & wine products	13_030
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Alcoholic Beverages - other	13_040
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Vinegar	13_050
Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Spirits & liqueurs	13_060
Manufacturers of non-alcoholic beverages	Water	14_010
Manufacturers of non-alcoholic beverages	Soft drinks	14_020
Manufacturers of non-alcoholic beverages	Formulated drinks	14_030
Manufacturers of non-alcoholic beverages	Fruit & vegetable juice	14_040
Manufacturers of oils or fats for human consumption	Edible oils	15_010

Sector	Product Type	Code
Manufacturers of oils or fats for human consumption	Margarine & table spreads	15_020
Manufacturers of oils or fats for human consumption	Animal fats	15_030
Manufacturers of food additives, processing aids, vitamins, minerals, or other nutrients intended to be added to food	Food additives	16_010
Manufacturers of food additives, processing aids, vitamins, minerals, or other nutrients intended to be added to food	Vitamins & minerals	16_020
Manufacturers of food additives, processing aids, vitamins, minerals, or other nutrients intended to be added to food	Processing aids	16_030
Manufacturers of food additives, processing aids, vitamins, minerals, or other nutrients intended to be added to food	Yeast & yeast products	16_040
Processors of grain	Whole grains	17_010
Processors of grain	Processed cereal & meal products	17_020
Retailers that handle food (but do not prepare or manufacture food)	Eggs	18_010
Retailers that handle food (but do not prepare or manufacture food)	Raw meat, poultry & seafood	18_020
Retailers that handle food (but do not prepare or manufacture food)	Processed meat, poultry & seafood products	18_030
Retailers that handle food (but do not prepare or manufacture food)	Dairy products	18_040
Retailers that handle food (but do not prepare or manufacture food)	Minimally processed fruits & vegetables	18_050
Retailers that handle food (but do not prepare or manufacture food)	Processed fruits & vegetables	18_060
Retailers that handle food (but do not prepare or manufacture food)	Baked products, without filling or icing	18_070
Retailers that handle food (but do not prepare or manufacture food)	Baked products, with filling or icing	18_080
Retailers that handle food (but do not prepare or manufacture food)	Ready-to-eat meals & snacks	18_090
Retailers that handle food (but do not prepare or manufacture food)	Sauces, soups, dressings & toppings	18_100
Retailers that handle food (but do not prepare or manufacture food)	Infant formula	18_110
Retailers that handle food (but do not prepare or manufacture food)	Shelf-stable products	18_120
Processors of herbs or spices	Herbs & spices	19_010
Processors of herbs or spices	Salt	19_020
Manufacturers of dry mix products	Dried mixes containing animal products	20_010
Manufacturers of dry mix products	Dried mixes not containing animal products	20_020
Bakeries that prepare or manufacture bread or bread products only	Breads	21_010
Food service provided to pre-school children (including children under 5 years of age) in a centre-based service setting	Ready-to-eat meals & snacks	22_010
Food service provided to pre-school children (including children under 5 years of age) in a centre-based service setting	Infant formula	22_020
Manufacturers of confectionery	Chocolate & cocoa products	23_010
Manufacturers of confectionery	Sugar confectionery	23_020
Processors of nuts and seeds	Nuts & seeds	24_010
Processors of nuts and seeds	Coffee bean products	24_020
Processors of nuts and seeds	Nut & seed products	24_030
Processors of nuts and seeds	Dried fruit & nut mixes	24_040
Manufacturers of crisps, popcorn, pretzels, or similar snack products	Crisps & chips	25_010
Manufacturers of crisps, popcorn, pretzels, or similar snack products	Snack products	25_020

Sector	Product Type	Code
Manufacturers of dried or dehydrated fruit or vegetables	Processed fruits & vegetables	26_010
Manufacturers of dried or dehydrated fruit or vegetables	Dried fruit & nut mixes	26_020
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Processed fruits & vegetables	27_010
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Fermented fruit & vegetable products	27_020
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Processed meat, poultry & seafood products	27_030
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Sauces, soups, dressings & toppings	27_040
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Fermented sauces	27_050
Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	Nut & seed products	27_060
Manufacturers of shelf-stable grain-based products	Baked products, without filling or icing	28_010
Manufacturers of shelf-stable grain-based products	Baked products, with filling or icing	28_020
Manufacturers of shelf-stable grain-based products	Breakfast cereals	28_030
Manufacturers of shelf-stable grain-based products	Pasta	28_040
Manufacturers of water-based products including ice, iced confectionery, and iced desserts	Ice	29_010
Manufacturers of water-based products including ice, iced confectionery, and iced desserts	Water-based desserts	29_020
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Eggs	30_010
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Raw meat, poultry & seafood	30_020
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Processed meat, poultry & seafood products	30_030
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Dairy products	30_040
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Processed fruits & vegetables	30_050
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Baked products, without filling or icing	30_060
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Baked products, with filling or icing	30_070
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Ready-to-eat meals & snacks	30_080
Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Sauces, soups, dressings & toppings	30_090
Manufacturers of frozen fruit or vegetables	Processed fruits & vegetables	31_010
Extractors and packers of honey	Honey	32_010
Horticultural production and packing operations	Minimally processed fruits & vegetables	33_010
Horticultural production and packing operations	Herbs & spices	33_020
Horticultural production and packing operations	Nuts & seeds	33_030
Horticultural production and packing operations	Mushrooms	33_040
Horticultural production and packing operations	Sprouts & microgreens	33_050
Manufacturers of sugar or related products	Sugar	34_010
Manufacturers of sugar or related products	Sugar products	34_020
Retailers of hot beverages and shelf-stable manufacturer-packaged foods only	Hot beverages	35_010
Retailers of hot beverages and shelf-stable manufacturer-packaged foods only	Shelf-stable products	35_020
Retailers of manufacturer-packaged ice cream or iced confectionery	Ice cream	36_010

Sector	Product Type	Code
Retailers of manufacturer-packaged ice cream or iced confectionery	Iced confectionery	36_020
Transporters or distributors of food products	Frozen food	37_010
Transporters or distributors of food products	Chilled food	37_020
Transporters or distributors of food products	Shelf-stable food	37_030
Transporters or distributors of food products	Bulk food	37_040
Transporters or distributors of food products	Hot food	37_050
Exempt (Schedule 3)	Various Products	38_010

8 Sector/Registration Type Relationship

This table shows the relationship between the registration types and allowable sector codes. This list only includes sectors and registration types that are available for registration by Territorial Authorities, and shows which sectors can be used with the MPI Issued Template (s.39).

Sector Code	Sector Name	Applicable Registration Types	Applicable FCP Template Types	Required Registration Type
SEC-01	Food retail sector where food businesses prepare or manufacture and sell food	Template FCP	MPI Issued Template (s.39)	FCP
SEC-02	Food service sector	Template FCP	MPI Issued Template (s.39)	FCP
SEC-04	Manufacturers of dairy products	Template FCP	MPI Issued Template (s.39); MPI Cheesemaker Template	FCP
SEC-13	Brewers, distillers, manufacturers of vinegar, alcoholic beverages, or malt extract	Template FCP; NP Level 3	MPI Issued Template (s.39)	NP Level 3
SEC-14	Manufacturers of non-alcoholic beverages	Template FCP; NP Level 3	MPI Issued Template (s.39)	NP Level 3
SEC-17	Processors of grain	Template FCP; NP Level 3		NP Level 3
SEC-18	Retailers that handle food (but do not prepare or manufacture food)	Template FCP; NP Level 3	MPI Issued Template (s.39)	NP Level 3
SEC-19	Processors of herbs or spices	NP Level 3		NP Level 3
SEC-20	Manufacturers of dry mix products	NP Level 3		NP Level 3
SEC-21	Bakeries that prepare or manufacture bread or bread products only	Template FCP; NP Level 3; NP Level 2	MPI Issued Template (s.39)	NP Level 2
SEC-22	Food service provided to pre-school children (including children under 5 years of age) in a centre-based service setting	Template FCP; NP Level 3; NP Level 2	MPI Issued Template (s.39)	NP Level 2
SEC-23	Manufacturers of confectionery	NP Level 3; NP Level 2		NP Level 2
SEC-24	Processors of nuts and seeds	NP Level 3; NP Level 2		NP Level 2
SEC-25	Manufacturers of crisps, popcorn, pretzels, or similar snack products	NP Level 3; NP Level 2		NP Level 2
SEC-26	Manufacturers of dried or dehydrated fruit or vegetables	NP Level 3; NP Level 2		NP Level 2
SEC-27	Manufacturers of shelf-stable condiments (including sauces, spreads, or preserves)	NP Level 3; NP Level 2		NP Level 2
SEC-28	Manufacturers of shelf-stable grain-based products	NP Level 3; NP Level 2		NP Level 2

Sector Code	Sector Name	Applicable Registration Types	Applicable FCP Template Types	Required Registration Type
SEC-29	Manufacturers of water-based products including ice, iced confectionery, and iced desserts	NP Level 3; NP Level 2		NP Level 2
SEC-30	Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts)	Template FCP; NP Level 3; NP Level 2	MPI Issued Template (s.39)	NP Level 2
SEC-31	Manufacturers of frozen fruit or vegetables	NP Level 3; NP Level 2		NP Level 2
SEC-32	Extractors and packers of honey	NP Level 3; NP Level 2; NP Level 1		NP Level 1
SEC-33	Horticultural production and packing operations	NP Level 3; NP Level 2; NP Level 1		NP Level 1
SEC-34	Manufacturers of sugar or related products	NP Level 3; NP Level 2; NP Level 1		NP Level 1
SEC-35	Retailers of hot beverages and shelf-stable manufacturer-packaged foods only	Template FCP; NP Level 3; NP Level 2; NP Level 1	MPI Issued Template (s.39)	NP Level 1
SEC-36	Retailers of manufacturer-packaged ice cream or iced confectionery	Template FCP; NP Level 3; NP Level 2; NP Level 1	MPI Issued Template (s.39)	NP Level 1
SEC-37	Transporters or distributors of food products	NP Level 3; NP Level 2; NP Level 1		NP Level 1
SEC-38	Exempt (Schedule 3)	Template FCP; NP Level 3; NP Level 2; NP Level 1	MPI Issued Template (s.39)	Exempt

9 Document History

Version Number	Date Issued	Description of Changes
v1.0	27 Aug 2015	Initial version issued
v1.1	16 Oct 2015	<ul style="list-style-type: none"> a) Removed verifier details from site records. The name of the verifier only needs to be recorded at the RBM level. The verifier details for the site will be implied from the RBM record. b) Removed “RA is Responsible for Verification” checkbox. Instead allow for “Registration Authority” to be selected as a verification agency. c) Added “End Date” field to the RBM record to capture the date of cancellation and surrender. d) Added a “Deemed FCP” checkbox to the RBM record to indicate if a food business had a deemed FCP. e) Changed the trading operation value in the XML file from a name to a code. f) Renamed “Scope of Operations” in the data model and the XML definition to Sector-Product. “Scope of Operations” is more than just the sector and product. g) Added field size details to the data dictionary. h) Updated the XML reference data definitions in section 6.5. i) Added the sector/product code list into appendix 2. j) Removed the registration authority element from the XML definition. The RA will be selected in MAPS rather than being included in the data. See item c) in section 6.2
v1.2	17 Dec 2015	<ul style="list-style-type: none"> a) Two additional trading operation types (“Storage provider” and “Transport provider”) See section 6.5.5 b) Changed the following three-letter RA codes: (see section 6.5.2) <ul style="list-style-type: none"> - Auckland Council from ACC to AKC - Kaipara District Council from KDC to KPC c) Fixed spelling mistake in product type “Blended and/or encapsulated dairy products”. It was previously misspelled as “encapsulated”. d) Changed product type “Baked products” to “Baked products, without filling or icing”. e) Changes to Process of Interest values: (see section 6.5.6) <ul style="list-style-type: none"> - “Sterilisation” has been removed - “Aseptic processing/packaging” has been added - “Canning/retorting” has been added f) Removed “Standalone” parameter from XML declaration in sample XML data. See section 6.3.1
v1.3	21 Jan 2016	<ul style="list-style-type: none"> a) Changed the three-letter code for the “Irradiation” Process of Interest value from “RAD” to “IRR” (see section 6.5.6)

Version Number	Date Issued	Description of Changes
v1.4	11 Mar 2016	<p>Change to the products listed in section 7 to align with the Scope of Operation card set issued by MPI. Three products impacted:</p> <ul style="list-style-type: none"> a) Sprouts & microgreens: <ul style="list-style-type: none"> i. Move the “Sprouts & microgreens” product type from sector 6 (Manufacturers of fresh ready-to-eat salads) to sector 33 (Horticultural production and packing operations) ii. Change the product code from 06_030 to 33_050 b) Rename product 12_010 from "Vegetable protein products" to "Non-fermented vegetable protein products" c) Rename product 37_030 from "Shelf-stable products" to "Shelf-stable food"
v1.5	12 April 2016	<p>The “Registration Authority” entry is to be removed from the Verification Agency picklist. Instead each TA will be listed individually. Consequently the codes applicable to the <code><VerificationAgencyID></code> element in the XML definition are also changing. MAPS will no longer accept “REGULATOR” but will instead accept the TA’s three-letter code in the <code><VerificationAgencyID></code> element. See section 6.5.3 for details. This change was deployed to MAPS on 5 May.</p>
v1.6	28 April 2016	<p>New verification agency: “All Systems Go Auditing Limited”. See section 6.5.3 for details. This change was deployed to MAPS on 5 May.</p>
v1.7	19 May 2016	<p>Added a new product (“Hot food”) to the “Transporters or distributors of food products” sector.</p>
V1.8	22 June 2017	<p>Removed sector/product codes for custom FCP sectors from Appendix 2, and added “TBC” to verification agency list (see section 6.5.3 for details).</p>
V1.9	1 August 2018	<p>Introducing FCP Template mechanism Update code list New Sector code/Registration Type code relationship New Verification Agencies – First Fresh NZ Ltd and NZ Defence Force</p>