

NP2

National Programme Guidance



includes sale of manufacturer packaged chilled and frozen foods plus bakers of bread and bread products, processors of nuts and seeds, frozen fruit and vegetables, manufacturers of confectionery and snack foods and shelf stable condiments ... [click more](#)

Kiwi English

Te Reo Maori

Translated Versions

Records

Chinese (simplified)

Chinese (traditional)

Hindi

Korean

Khmer-Cambodian

Thai

Vietnamese

Required Records

Example

Only if Problem

Topics	Click page for topic or flag for complete guide											Required Records	Example	Only if Problem
Contents			<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>			
What is a National Programme?			<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>			
Instructions			<u>6</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>			
Overview of getting started			<u>8</u>	<u>8</u>	<u>9</u>	<u>9</u>	<u>8</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>			
Records required			<u>9</u>	<u>9</u>	<u>10</u>	<u>10</u>	<u>9</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>			
Top 5 requirements			<u>10</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>			
Taking responsibility			<u>11</u>	<u>11</u>	<u>13</u>	<u>13</u>	<u>11</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>			
Checking the programme is working well			<u>17</u>	<u>17</u>	<u>19</u>	<u>19</u>	<u>17</u>	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>			
Places and equipment			<u>21</u>	<u>21</u>	<u>23</u>	<u>23</u>	<u>21</u>	<u>23</u>	<u>23</u>	<u>23</u>	<u>23</u>			
Suitable water			<u>25</u>	<u>25</u>	<u>27</u>	<u>27</u>	<u>25</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>27</u>	guideline information self supply water only		
Competency and training			<u>30</u>	<u>30</u>	<u>33</u>	<u>33</u>	<u>30</u>	<u>33</u>	<u>33</u>	<u>33</u>	<u>33</u>			
Cleaning and sanitising			<u>33</u>	<u>33</u>	<u>37</u>	<u>37</u>	<u>33</u>	<u>37</u>	<u>37</u>	<u>37</u>	<u>37</u>			
Checking for pests			<u>37</u>	<u>37</u>	<u>41</u>	<u>41</u>	<u>37</u>	<u>41</u>	<u>41</u>	<u>41</u>	<u>41</u>			
Maintaining equipment and facilities			<u>38</u>	<u>38</u>	<u>43</u>	<u>43</u>	<u>38</u>	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>			
Personal Hygiene			<u>42</u>	<u>43</u>	<u>47</u>	<u>47</u>	<u>42</u>	<u>47</u>	<u>47</u>	<u>47</u>	<u>47</u>			
Producing, processing or handling food			<u>47</u>	<u>48</u>	<u>53</u>	<u>53</u>	<u>47</u>	<u>53</u>	<u>53</u>	<u>53</u>	<u>53</u>			
Sourcing, receiving and tracing food			<u>50</u>	<u>51</u>	<u>57</u>	<u>57</u>	<u>50</u>	<u>57</u>	<u>57</u>	<u>57</u>	<u>57</u>			recalls
Safe storage and display			<u>54</u>	<u>55</u>	<u>61</u>	<u>61</u>	<u>54</u>	<u>61</u>	<u>61</u>	<u>61</u>	<u>61</u>			
Knowing what's in your food			<u>58</u>	<u>59</u>	<u>65</u>	<u>65</u>	<u>58</u>	<u>65</u>	<u>65</u>	<u>65</u>	<u>65</u>			
Separating foods			<u>61</u>	<u>63</u>	<u>69</u>	<u>69</u>	<u>61</u>	<u>69</u>	<u>69</u>	<u>69</u>	<u>69</u>			
Thoroughly cooking food			<u>64</u>	<u>66</u>	<u>73</u>	<u>73</u>	<u>64</u>	<u>73</u>	<u>73</u>	<u>73</u>	<u>73</u>	ECE/Kohanga reo only		
Reducing water content in food			<u>69</u>	<u>71</u>	<u>79</u>	<u>79</u>	<u>69</u>	<u>79</u>	<u>79</u>	<u>79</u>	<u>79</u>			
Making food acidic			<u>72</u>	<u>74</u>	<u>83</u>	<u>83</u>	<u>72</u>	<u>83</u>	<u>83</u>	<u>83</u>	<u>83</u>			
Keeping foreign matter out of food			<u>74</u>	<u>76</u>	<u>85</u>	<u>85</u>	<u>74</u>	<u>85</u>	<u>85</u>	<u>85</u>	<u>85</u>			
Packaging and labelling			<u>77</u>	<u>79</u>	<u>89</u>	<u>89</u>	<u>77</u>	<u>89</u>	<u>89</u>	<u>89</u>	<u>89</u>	guide:		
Transporting food			<u>82</u>	<u>84</u>	<u>95</u>	<u>95</u>	<u>82</u>	<u>95</u>	<u>95</u>	<u>95</u>	<u>95</u>			
When something goes wrong			<u>84</u>	<u>86</u>	<u>97</u>	<u>97</u>	<u>84</u>	<u>97</u>	<u>97</u>	<u>97</u>	<u>97</u>			
Recalling food			<u>86</u>	<u>88</u>	<u>99</u>	<u>99</u>	<u>86</u>	<u>99</u>	<u>99</u>	<u>99</u>	<u>99</u>	recalls		