1. **IMPORTING FOOD**

# Section 8.1 Food Importer Registration

If the business imports finished product or ingredients for use in food for sale the business must be a registered food importer. MPI lists registered food importers in a public database (<https://mpi.my.salesforce-sites.com/publicregister/FoodImporterSearch>).

The process for importing food (including registration) can be found at:

<https://www.mpi.govt.nz/import/food/food-importing-requirements/>

# Section 8.2 Food Importer Requirements

The business must:

**Ensure food is safe and suitable**

* The food must be produced, manufactured, preserved, packaged, and stored under hygienic conditions.
* It must not contain any food safety hazards at levels that could harm consumers. Food safety hazards include biological (like bacteria), chemical (like toxins), and physical hazards (like foreign material).
* The food must not contain or have anything attached to it that would make the food unfit for its intended use and intended consumer. For example, the food must not contain any foreign matter, or material that is decomposed, diseased, filthy, or putrid.
* It must not be adulterated.
* It must meet applicable New Zealand standards.

An assessment of imported food safety and suitability must be conducted prior to importing the product. Refer to: Imported Food Safety and Suitability Assessment Checklist.

**Keep food safe during storage and transportation**

* is protected from pests and contaminants
* is protected from damage
* is not exposed to adverse environmental conditions
* packaging is not damaged or allowed to deteriorate, including any labels or identifying marks
* is maintained under the appropriate environmental conditions, such as relative humidity or temperature, to prevent microbial growth, toxin formation and deterioration.

The place where imported food is stored must:

* have enough space to hold the amount of food to be stored
* be kept clean and in a tidy condition
* be kept in a good state of repair to prevent the exposure of the food to adverse environmental conditions (such as rain, cold, and sun), environmental contaminants (such as dirt, fumes, smoke, and toxic substances), and pests
* have suitable facilities for controlling temperature, humidity, and other environmental conditions and have suitable equipment for monitoring their effectiveness
* have adequate light to allow you to properly handle the food and keep the space clean
* provide full access to consignments that require inspection or sampling.

The safety and suitability of imported food must not be compromised by:

* other activities that occur in the place of storage or its surrounding areas
* by the actions or behaviour of staff and visitors who enter the place.
* Unsafe food must be controlled

Any food under our responsibility that is suspected or confirmed to be unsafe or unsuitable for human consumption must be:

* clearly identified
* isolated from other food
* held secure during transport and storage.

This is to ensure the food:

* is not mistakenly released for sale or distribution for human consumption
* does not adversely affect any other food.
* If our food is awaiting food safety border clearance, it must also be controlled until clearance or further direction is given. Releasing food awaiting food safety border clearance is an offence.

**Must keep good records**

Must keep records that:

* show we have confirmed the safety and suitability of the food we import
* show the food is transported and stored in a way that keeps it safe and suitable
* describe the food imported
* enable the food to be traced from the supplier we bought it from, while it’s in our control, and to who we sold it to (unless they are the final consumer)
* detail the name and contact information of the supplier we sourced the food from
* detail the name and contact information of the manufacturer or producer of the food
* detail any recalls that have been undertaken.

We need to keep these records for at least 4 years.

**Have a recall plan in place**

* have procedures in place to recall food
* follow your procedures if you need to carry out a recall
* recall any food that is (or may be) unsafe or unsuitable.

Refer FSP Section 4.3.

For more information refer to the MPI website; [www.mpi.govt.nz/import/food/](http://www.mpi.govt.nz/import/food/)

Records:

*Food Importer Registration Certificate*

*Form 19: Imported Food Safety and Suitability Assessment Form* (or other records confirming the safety and suitability of the food)

*Form 1: Approved Supplier List*