

Ming Chuan University Food Service Committee Inspection Procedures

Revised and passed at the Administrative Council Meeting on April 25, 2016

- Article 1 In order to improve mechanisms for campus food service inspection and sanitation management, Ming Chuan University Food Service Committee Inspection Procedures were established (herein referred to as the procedures). These procedures were established according to the Ministry of Education's policy of University Sanitation Law, Ming Chuan University Guidelines for Managing Food Sanitation and Ming Chuan University Food Service Inspection Committee Organizational Charter.
- Article 2 To manage the sanitation inspection procedures of campus foodservice establishments, members of Food Service Inspection Committee comprise Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Executive Director of Human Resources Division, Executive Director of Taoyuan Campus Administration Division, Controller, Assistant Dean of Student Affairs, Deputy Executive Director of Taoyuan Campus Administration Division, Section Chief of Student Advising of Student Affairs Division, Section Chief of Campus Health Services, Section Chief of Taoyuan Campus Student Affairs and Section Chief of Taoyuan Campus General Affairs. Furthermore, each School is to please recommend one faculty representative, four Student Government Association representatives and two overseas student representatives to serve as supervisory Committee members.
- Article 3 The responsibilities of the University Food Service Inspection Committee members are as follows:
1. Attend the University Food Service Inspection Committee meeting.
 2. Regularly and sporadically conduct campus foodservice inspection.
 3. Provide sanitation management suggestions to the campus foodservice establishments, Student Affairs Division and General Affairs Division.
- Article 4 Campus food service inspection implementation procedures are listed as follows:
1. Food Service Inspection Committee members, either in groups or as individuals, conduct inspections at least once per month based on Ming Chuan University Food Sanitation Management Checklist.
 2. Campus Health Services Section of Student Affairs Division will sent monthly inspection results to the individuals responsible for campus foodservice establishments for future improvement; the results will also be submitted to Food Service Inspection Committee chairperson (President) for review and filing.
 3. Food Service Inspection Committee members can make suggestions at any time; Campus Health Services Section of Student Affairs Division will track improvements of noted situations.
- Article 5 Food Service Inspection Committee will hold a meeting every semester to discuss how to improve campus dining service related matters.
- Article 6 Food Service Inspection Committee members execute items based on Ming Chuan University Procedures for Managing Food Sanitation.
- Article 7 Matters not covered in these procedures should be processed in accordance with other related University regulations.
- Article 8 Upon being passed at the Administrative Council Meeting and approved by the President, these procedures were announced and implemented. Any revision must follow the same procedure.