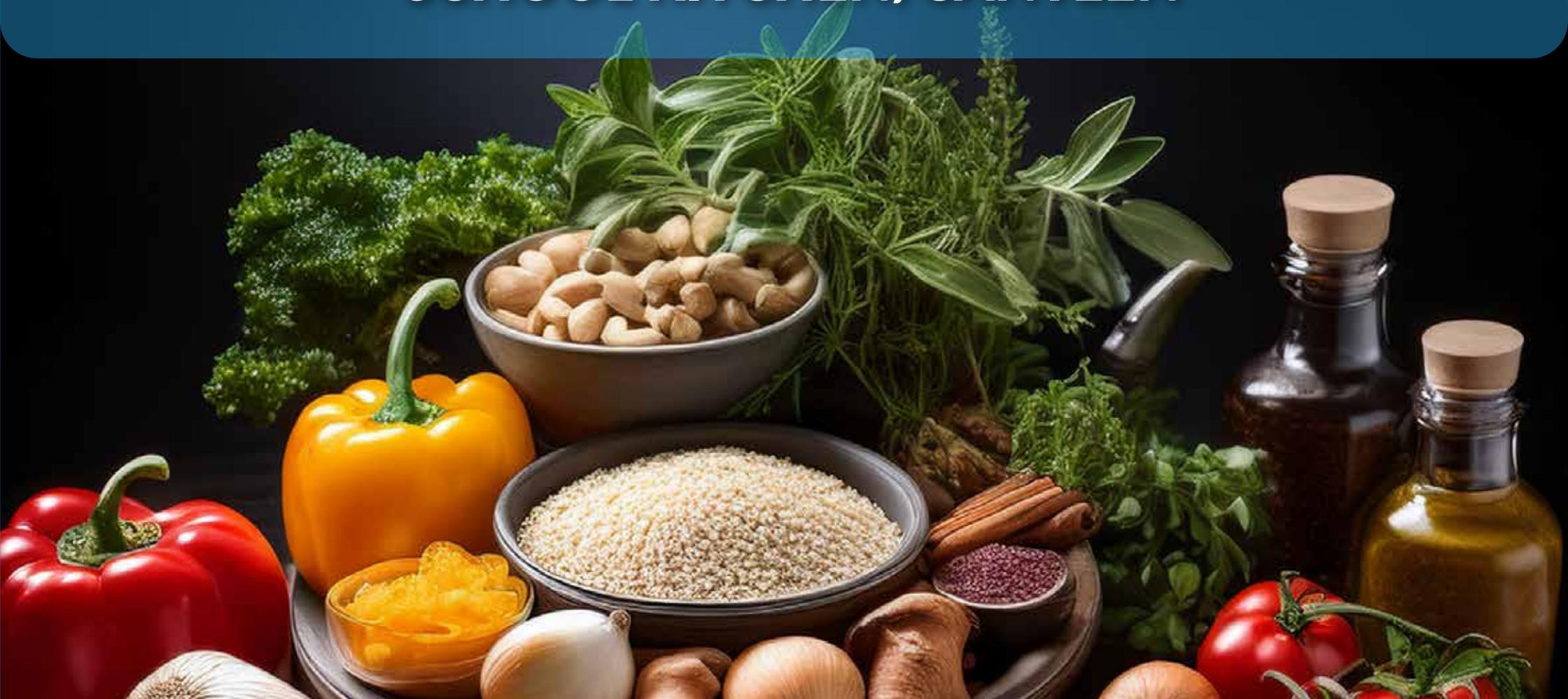




Ministry of Agriculture
and Environment



FOOD SAFETY SELF-MONITORING CHECKLIST FOR SCHOOL KITCHEN/CANTEEN



FOOD SAFETY SELF-MONITORING CHECKLIST FOR SCHOOL KITCHEN/CANTEEN

1. **Assessment/Audit Date and Time:**

2. **Location:**

3. **Assessor/Auditor:**

4. **Audit Contents:**

Food Safety Checklist for School Kitchen/Canteen: Based on the Law on Food Safety (LFS); Article 2, Decree No. 155/2018/NĐ-CP regarding revision of Article 5, Decree No. 67/2016/NĐ-CP; MOH Circular No. 17/2023/TT-BYT regarding revision of MOH Circular No. 48/2015/TT-BYT, and several other relevant legal documents

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
1. Conditions regarding documentation and legal compliance						
1.1	The establishment must hold a valid Certificate of Eligibility for Food Safety issued by the competent authority at appropriate decentralized level, or an equivalent certification such as GMP, HACCP, ISO 22000... (For collective kitchens operated by contracted service providers, the canteen must also possess a business registration licence in food service and meal processing)	<p>Compliant: Holds a valid certificate issued by the decentralized competent authority, still within its validity (3 years), or an equivalent certificate. Decentralization of food safety management is carried out in accordance with the current Decision of the Hanoi People's Committee. Decentralization details: The Department of Health (Hanoi Sub-Department of Food Safety and Hygiene) issues Food Safety Certificates to food service establishments with business registration granted by the city; Commune/Ward People's Committees issue Food Safety Certificates to food service establishments with business registration granted by the commune/ward.</p> <p>Non-compliant: If the establishment does not hold a certificate; holds an expired certificate; holds a certificate issued by the wrong authority under the decentralization scheme; or possesses an equivalent certificate such as ISO, HACCP, etc, but has not submitted a copy to the competent authority as decentralized by the Hanoi People's Committee.</p>				Clause 1, Article 37, LFS Articles 11 & 12, Decree No. 15/2018/NĐ-CP Hanoi MPC Decision No. 28/2022/QĐ-UBND regarding decentralized responsibility for food safety management.

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1.2	The establishment must have a written commitment to ensure food safety (applicable to schools with self-operated collective kitchens that are not required to obtain a Certificate of Eligibility for Food Safety as per regulations). This written commitment must be submitted to the competent food safety authority in accordance with the decentralized management system	<p>Compliant: A written commitment is available and has been submitted to the appropriate authority as decentralized under the regulations of the Hanoi People's Committee. (Decentralization: Commune/Ward authorities manage kitchens of public preschools, primary, lower and upper secondary schools, private preschools, and independent childcare groups; commitment forms are to be submitted to the Division of Culture and Social Affairs.)</p> <p>Non-compliant: No written commitment is available, or it exists but has not been submitted to the competent authority as required under the decentralized management system.</p>				Article 12, Decree No. 15/2018/NĐ-CP Hanoi MPC's Decision No. 28/2022/QĐ-UBND
1.3	The establishment obtains the health certificate for all food handlers directly involved in food preparation, as required by regulations	<p>Compliant: Health certificates are available for 100% of food handlers directly involved in food preparation, in accordance with regulations (health checks must be conducted at least once per year at a medical facility as regulated).</p> <p>Non-compliant: One or more food handlers do not have a valid health certificate; or the certificate has expired; or the medical examination was conducted at a facility not authorized to provide health examinations as prescribed.</p>				<p>Clause 2, Article 5, Decree No. 155/2018/NĐ-CP</p> <p>Chapter VI, Articles 30-38 of Circular No. 32/2023/TT-BYT, which provides detailed provisions for the Law on Medical Examination and Treatment, specifies the detailed regulations on health examinations.</p>

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1.4	The establishment must maintain a list of individuals trained in food safety knowledge, covering both the establishment owner and all food handlers, verified by the establishment owner in accordance with regulations	<p>Compliant: The establishment has organized food safety training for 100% of food handlers, verified by the establishment owner (with training materials and a knowledge assessment test on food safety, as required by the Ministry of Health, are available). Training must be conducted at least once per year.</p> <p>Non-compliant: The establishment does not have a list of trained individuals verified by the establishment owner; or has not organized training on food safety knowledge (lacking training materials or the required knowledge assessment test of the Ministry of Health); or training was conducted but more than one year has passed; or one or more food handlers have not yet been trained.</p>				Clause 2, Article 5, Chapter II, Decree No. 155/2018/NĐ-CP (as amended) Point b, Clause 4, Article 15, Decree No. 124/2021/NĐ-CP MOH Decision No. 75/2023/QĐ-BYT
1.5	The establishment must have valid water testing results for processing water that complies with technical standards as required by regulations	<p>Compliant:</p> <ul style="list-style-type: none"> • If using municipal tap water: the establishment holds a contract or water bill; • If using well water or rainwater: a valid water testing certificate is available, meeting QCVN 01-1:2024/BYT; • If using bottled water: a copy of the water testing certificate is available, meeting QCVN 6-1:2010/BYT; • If using ice for direct consumption: a copy of the producer's testing certificate is available, meeting QCVN 10:2011/BYT. <p>Non-compliant:</p> <ul style="list-style-type: none"> • No valid water testing certificate is available when using well water or rainwater as required under QCVN 01-1:2024/BYT; • No copy of the testing certificate is available for bottled water or ice for direct consumption used by the establishment. 				Clause 2, Article 28, LFS QCVN 01-1:2024/BYT QCVN 6-1:2010/BYT QCVN 10:2011/BYT

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1.6	The school must have a contractual agreement on food safety responsibilities with the food supplier establishment	<p>Compliant: The school has a valid contract with food suppliers (for a self-operated kitchen); or with a catering service provider (if outsourcing meal preparation). The food supplier/catering contractor maintains a capability dossier, including valid legal documents that demonstrate compliance with food safety regulations.</p> <p>Non-compliant:</p> <ul style="list-style-type: none"> • The school does not have a contract with a food supplier; or • The contract has expired or does not include provisions on food safety and quality assurance; or • The food supplier/catering contractor does not maintain a capability dossier with valid legal documents demonstrating compliance with food safety regulations. 				Clause 7, Article 28; Articles 52-53, LFS
1.7	The head of the entity operating a collective kitchen is responsible for ensuring food safety	<p>Compliant: The school has a food safety assurance plan, duly signed by the school leadership, and implements internal supervision and control of the kitchen. A Food Safety Management Board and an Internal FS Supervision Team established. A regular supervision schedule for the collective kitchen is in place. Records of internal supervision are maintained, with specific checklists covering the monitored contents.</p> <p>Non-compliant: If one or more of the conditions are not met:</p> <ul style="list-style-type: none"> • No food safety assurance plan, or the plan exists but is not signed by the school leadership; • No Food Safety Management Board or Internal FS Supervision Team established; • No regular supervision schedule for the collective kitchen; • Internal supervision records exist but without specific checklists attached. 				Clause 7, Article 28; Articles 52 and 53, LFS Point d, Clause 2, Article 22, Decree 115/2018/NĐ-CP

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2. Requirements on food traceability, three-step food verification, and food sample retention						
2.1	Availability of the 3-step food verification logbook (as required)	<p>Compliant: A three-step food verification logbook is available and follows the prescribed format under the MOH Decision No. 1246/QĐ-BYT (2017).</p> <p>Non-compliant: No 3-step food verification logbook, or the logbook exists but does not conform to the prescribed format under the MOH Decision No. 1246/QĐ-BYT (2017).</p>				MOH Decision No. 1246/QĐ-BYT (2017)
2.2	Sổ kiểm thực 3 bước được ghi chép đầy đủ đúng quy định.	<p>Compliant: The 3-step food verification logbook records all 3 required steps: checking food prior to preparing; checking during preparation; and checking before serving - in full compliance with the prescribed forms, columns, and guidelines of the MOH Decision No. 1246/QĐ-BYT (2017).</p> <p>Non-compliant: The 3-step food verification logbook does not record all 3 required steps, or the entries are not consistent with the prescribed forms and guidelines of the MOH Decision No. 1246/QĐ-BYT (2017).</p>				Point c, d, Clause 2, Article 22, Decree No. 115/2018/NĐ-CP MOH Decision No. 1246/QĐ-BYT (2017)

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2.3	Retention of food samples in accordance with MOH guidelines (for meals of 30 portions or more)	<p>Compliant: Food samples are retained in full compliance with MOH Decision No. 1246/QĐ-BYT (2017), specifically: collected properly (before meals are served); right quantity (all meals and all dishes are sampled); correct portion sizes are retained using proper containers, properly labeled, and sealed. Samples are stored separately from other foods at 2°C - 8°C, with a temperature monitoring device/thermometer in place; and kept for a minimum of 24 hours.</p> <p>Non-compliant: Any non-compliance with the above requirements, including: missing samples for one or more meals or dishes; improper collection in accordance with the guidance in Decision No. 1246/QĐ-BYT (2017) of the Ministry of Health on sampling procedures (e.g., taken after meals or from the kitchen); incorrect portion size, containers, labels, or sealing; incomplete label information; samples not stored separately; storage temperature outside 2°C–8°C or lack of a monitoring device; or retention period of less than 24 hours.</p>				Clause 1, Article 30, LFS MOH Decision No. 1246/QĐ-BYT (2017)

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2.4	Availability of a stock-in logbook to ensure traceability and reporting of product origin	<p>Compliant: A stock-in logbook is maintained for food ingredients and food-contact containers received daily. Records are complete and stored in accordance with regulations, ensuring that information on each batch of food ingredients or food-contact containers can be readily extracted and reported. Recorded information includes: supplier name and address, quantity and weight received, date of receipt, delivery location, and inventory balance. Supporting documents include: contracts, purchase invoices, delivery notes, and supplier competency file... are also properly stored to enable traceability in compliance with legal requirements.</p> <p>Non-compliant: No stock-in logbook is maintained for daily-received food ingredients or food-contact containers; or the logbook exists but is incomplete or missing required information, preventing extraction and reporting of batch information. Supporting documents such as contracts, purchase invoices, and delivery notes are not fully retained.</p>				<p>Clause1, Article 30, LFS MOET Circular 25/2019/TT-BYT</p> <p>Points c, d, Clause 2, Article 22, Decree 115/2018/NĐ-CP</p> <p>National Standard TCVN 13987:2024 – Traceability – Requirements for Information Collection in Food Traceability.</p>
2.5	Conduct regular monitoring of food safety conditions at food ingredient suppliers	<p>Compliant: The school conducts annual monitoring of food ingredient suppliers and retains records of the monitoring. The monitoring covers legal documents, actual hygiene conditions at the facility, equipment, personnel involved in food production/business, and conditions for food storage and transportation. Records include monitoring reports and recommendations for corrective actions, if any.</p> <p>Non-compliant: No monitoring of food safety conditions at food ingredient suppliers is conducted, or monitoring records are not retained.</p>				<p>Point d, Clause 2, Article 22, Decree 115/2018/NĐ-CP</p>

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2.6	Preparedness plan for coordinating with health authorities to investigate and respond to food poisoning incidents and trace the source of contaminated food	<p>Compliant: A preparedness plan is established to coordinate with health authorities in investigating and responding to food poisoning incidents and tracing the source of contaminated food. The plan includes: reporting procedures for foodborne illnesses and food-transmitted diseases, preparation of location, equipment, and personnel, and clear assignment of responsibilities.</p> <p>Non-compliant: No preparedness plan is established for coordinating with health authorities to investigate and respond to food poisoning incidents.</p>				Point g, Clause 2, Article 8; Articles 53-54, LFS MOH Decision 39/2006/QĐ-BYT MOET Decision 354/QĐ-BGDĐT dated 22/01/2024
3. Kitchen facility conditions						
3.1	The kitchen is located separately from sources of dust, toxic chemicals, and other harmful factors	<p>Compliant: The kitchen is located separately from sources of dust, toxic chemicals, and other harmful factors. It is not affected by smoke, dust, or unusual odors from surrounding pollution sources such as waste dumps, livestock farms, or live animal markets.</p> <p>Non-compliant: The kitchen is affected by smoke, dust, or unusual odors from surrounding pollution sources such as waste dumps, livestock farms, or live animal markets.</p>				Point a, Clause 5, Article 9, Decree 115/2018/NĐ-CP
3.2	The kitchen layout is arranged to prevent cross-contamination between raw and cooked foods, with areas designed and organized in a unidirectional workflow from incoming raw materials to final products	<p>Compliant: The kitchen is designed and organized with a unidirectional workflow/separate zones, ensuring separation between raw and cooked areas: preparation area, cooking area, serving area, distribution of cooked food, dining area, food storage, and sanitation facilities. Each area is clearly labeled.</p> <p>Non-compliant: The kitchen does not follow a unidirectional workflow, or raw and cooked areas are not separated (preparation, cooking, and storage areas are not distinct from serving, distribution, or dining areas). Area labels are missing.</p>				Clause 2, Article 25 and Clause 1, Article 28, LFS Point d, Clause 1, Article 15, Decree 124/2021/NĐ-CP Point a, Clause 1, Article 4, Decree 155/2018/NĐ-CP Point e, Clause 3, Article 9, Decree 115/2018/NĐ-CP

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3.3	Walls, ceilings, and floors of preparation, cooking, business, and storage areas should be waterproof, free from cracks and mold, and prevent entry of insects and pests	<p>Compliant: Walls, ceilings, and floors in preparation, cooking, business, and storage areas are waterproof, free from cracks, dampness, mold, or peeling. Doors and windows are sealed (with glass or mesh) to prevent entry of insects and pests.</p> <p>Non-compliant: Walls, ceilings, or floors in preparation, cooking, business, or storage areas are water-damaged, cracked, damp, moldy, or peeling. Doors, windows, or structural elements have openings, and there is no glass or mesh to prevent entry of insects and pests.</p>				Amended Article 2 (Point b, Clause 1, Article 4, Chapter II), GoV Decree 155/2018/ND-CP
3.4	The dining area/canteen must be well-ventilated, cool, adequately lit, maintained in a clean and hygienic condition, and equipped with measures to prevent insects and pests	<p>Compliant: The dining area or canteen is well-ventilated, cool, adequately lit, and maintained in a clean and hygienic condition. No paper or trash is present on the floor. Doors and windows are sealed (with glass or mesh) to prevent entry of insects and pests.</p> <p>Non-compliant: The dining area or canteen is dark, damp, or poorly lit. Hygiene is inadequate, with paper or trash on the floor. Doors and windows are not properly sealed (no glass or mesh), allowing insects and pests to enter.</p>				Clause 5, Article 28, Section 4, LFS

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3.5	The kitchen must ensure adequate lighting to meet processing and production requirements, and ensure product safety	<p>Compliant: The kitchen ensures adequate lighting for clear visibility of processed products, ensuring product safety (minimum illuminance level for school kitchens: 300 LUX).</p> <p>Non-compliant: The kitchen does not ensure adequate lighting, products cannot be clearly seen (minimum illuminance level for school kitchens is below 300 LUX).</p>				MOH Circular No. 22/2016/TT-BYT on National Technical Regulation on Lighting
3.6	Lighting equipment and bulbs in food processing and dining areas must be safely protected/covered with boxes or mesh to ensure food is not contaminated in case lighting equipment breaks	<p>Compliant: Lighting equipment and bulbs in food processing and dining areas are safely protected/covered with boxes or mesh.</p> <p>Non-compliant: Lighting equipment and bulbs in food processing and dining areas are not protected/covered with boxes or mesh.</p>				Section 6.3.2.6, TCVN 5603:2023 - General Principles of Food Hygiene
3.7	Adequate water, compliant with technical standards, is available for food preparation, as well as for cleaning equipment, utensils, and dining areas	<p>Compliant: A contract or invoice is available to verify the use of municipal tap water. If well water or rainwater is used, laboratory test results comply with QCVN 01-1:2024/BYT. If bottled drinking water is used, test results comply with QCVN 6-1:2010/BYT. If ice is used, test results comply with QCVN 10-2011/BYT. Water tanks are fitted with lids, cleaned periodically in accordance with regulations, and cleaning schedules are properly recorded and monitored.</p> <p>Non-compliant: Well water is used without test results meeting QCVN 01-1:2024/BYT. Bottled drinking water is used without test results meeting QCVN 6-1:2010/BYT. Ice is used without test results meeting QCVN 10-2011/BYT. Water tanks are lidless, empty, not cleaned at least once per year as required, or cleaning records are not maintained.</p>				Clause 2, Article 28, LFS. Point a, Clause 4, Article 15, Section 2, Chapter II, Decree No. 115/2018/NĐ-CP QCVN 01-1:2018/BYT QCVN 10-2011/BYT

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3.8	Drainage systems in dining and kitchen areas must be unobstructed, free of stagnant water, and properly covered	<p>Compliant: Drains in the dining and kitchen areas are unobstructed, free of stagnant water, properly covered, and without unusual odors.</p> <p>Non-compliant: Drains are uncovered, blocked, or contain stagnant water.</p>				Clause 4, Article 28, LFS Decree 155/2018/ND-CP Point d, Clause 2, Article 15, Decree 124/2021/ND-CP
3.9	Toilets must be located separately from food preparation areas and equipped with a dedicated handwashing sink	<p>Compliant: Toilets are located separately from food preparation areas; toilet doors do not open directly into processing or dining areas; a dedicated handwashing sink is available and used only for handwashing, not for food or utensils.</p> <p>Non-compliant: Toilets are not arranged separately from food processing areas; toilet doors open directly into processing or dining areas; no dedicated handwashing sink is available, or the sink is used for washing food or utensils.</p>				Point e, Clause 3, Article 9, Decree 115/2018/ND-CP Section 6.3.2.3, TCVN 5603:2023 (General Principles of Food Safety)
3.10	Changing rooms for protective clothing must be provided for use before and after work	<p>Compliant: A dedicated changing room for protective clothing is available and is separate from food processing areas.</p> <p>Non-compliant: No changing room for protective clothing is provided, or the changing room is not separate from food processing areas.</p>				Article 2, Decree 155/2018/ND-CP
3.11	The facility must conduct daily cleaning to ensure that workshops, equipment, and auxiliary areas are kept clean	<p>Compliant: Daily cleaning is performed; all areas are well maintained with no litter, dust, or cobwebs.</p> <p>Non-compliant: Litter, dust, or cobwebs are present in some areas of the kitchen or dining facility.</p>				Point b, Clause 2, Article 22, Decree 115/2018/ND-CP, amended by Decree 124/2021/ND-CP

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4. Requirements for equipment and utensils						
4.1	Equipment and utensils used for cooking, processing, storing, serving, and directly contacting food must be made of safe materials, easy to clean, non-toxic, and non-contaminating	<p>Compliant: Cooking utensils (pots, pans...); processing and storage tools (grinders, cutters, knives, cutting boards, buckets, basins...); and food-contact items (bowls, plates, chopsticks, spoons, forks, ladles...) are proven to have a safe origin, supported by purchase invoices or self-declaration of conformity with applicable technical regulations (QCVN 12-1/2011/BYT; QCVN 12-2/2011/BYT; QCVN 12-3/2011/BYT; QCVN 12-4/2015/BYT). No colored plastic items of unverified origin are in use.</p> <p>Non-compliant: The above utensils and equipment lack proof of safe origin (no purchase invoices or no self-declaration of conformity), or colored plastic items of unverified origin are used.</p>				Point c, Clause 1, Article 4, Chapter II, Decree 155/2018/NĐ-CP Point b, Clause 2, Article 27; Clause 2, Article 29, LFS QCVN 12-1/2011/BYT QCVN 12-2/2011/BYT QCVN 12-3/2011/BYT QCVN 12-4/2015/BYT
4.2	Cooking, processing, serving, storage equipment, and utensils that come into direct contact with food must be cleaned, disinfected, and kept dry	<p>Compliant: All equipment and utensils used for cooking, processing, serving, storing, and directly contacting food are thoroughly cleaned with disinfectant solution, hygienically maintained, and kept dry.</p> <p>Non-compliant: Equipment and utensils are not properly cleaned; residues of starch, grease, dust, mold, or unusual odors are still present.</p>				Clause 2, Article 29, LFS QCVN 12-1/2011/BYT QCVN 12-2/2011/BYT QCVN 12-3/2011/BYT QCVN 12-4/2015/BYT

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4.3	Adequate utensils must be available for preliminary processing, cooking, portioning cooked food, and for the separate storage and handling of raw, frozen, and processed foods	<p>Compliant: Separate utensils are available for storing raw and cooked foods. Utensils for portioning cooked food are provided, along with single-use gloves. Distinct knives and cutting boards are used for raw and cooked foods.</p> <p>Non-compliant: Raw and cooked foods are stored together. No utensils are provided for portioning cooked food, no single-use gloves are available, and the same knives and cutting boards are used for both raw and cooked foods.</p>				Point b, Clause 1, Article 15, Chapter II, Decree No. 115/2018/ND-CP
4.4	Availability of sufficient shelves and elevated tables for preliminary processing, cooking, portioning, and food storage	<p>Compliant: Adequate shelves and elevated tables (minimum height of 60cm) are provided for preliminary processing, cooking, portioning, and food storage.</p> <p>Non-compliant: Shelves are insufficient; food is placed directly on the floor; or tables for processing, cooking, portioning, or storing cooked food are lower than 60cm.</p>				Clause 3, Article 30, LFS
4.5	Specialized equipment must be available to ensure safe temperature control for each type of regulated product	<p>Compliant: Thermometers are provided to monitor the temperature of the sample storage cabinet. Additional thermometers are available for monitoring the temperature of freezers, refrigerators, or other cold storage units used for food storage.</p> <p>Non-compliant: No thermometer is available to monitor the temperature of the sample storage cabinet, or thermometers are missing for freezers, refrigerators, or insulated cabinets used for food storage.</p>				Point a, Clause 4, Article 9, Decree 115/2018/ND-CP

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4.6	Food preparation areas, dining areas, and sanitation areas must be equipped with hygienic handwashing facilities	<p>Compliant: Handwashing stations are available in all food preparation, dining, and sanitation areas. Each station is equipped with adequate soap or antiseptic solution; clean towels, single-use paper towels, or hand dryers; and Ministry of Health (MOH) handwashing procedure posters displayed in a visible location.</p> <p>Non-compliant: One or more required areas lack a handwashing station, or stations do not have sufficient soap or antiseptic solution. After handwashing, no clean towels, single-use paper towels, or hand dryers are provided; or shared towels are still in use.</p>				Point d, Clause 2, Article 15, Decree 115/2018/NĐ-CP
4.7	Equipment and measures are in place to prevent insects and pests. No insects or pests are observed in food processing areas, food and ingredient storage areas, or dining areas	<p>Compliant: Pest-prevention measures are in place, such as sealed doors and cabinets, or windows fitted with glass and mesh screens. Traps or rodent-control devices are clean, rust-free, and easy to maintain. No insects or pests are observed in food processing, food/raw material storage, or dining areas.</p> <p>Non-compliant: Doors or cabinets are not properly sealed, or windows lack glass/mesh screens. Traps or rodent-control devices are absent, unclean, or not easy to maintain. Insects or pests are observed in food processing, food/raw material storage, or dining areas.</p>				Clause 5, Article 28, LFS Articles 2 and 3, Decree 155/2018/ND-CP Point b, Clause 3, Article 9, Decree 115/2018/ND-CP
4.8	Rodenticides, insecticides, or other pest-control chemicals are not used in food processing areas or in storage areas for food and food ingredients	<p>Compliant: No rodenticides, insecticides, or pest-control chemicals are present or used in food processing or storage areas.</p> <p>Non-compliant: Rodenticides, insecticides, or pest-control chemicals are stored or used in food processing or storage areas.</p>				Point e, Clause 4, Article 9 of Decree 115/2018/ND-CP

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4.9	Waste collection containers are available, ensuring hygienic storage of waste and garbage, which are removed and cleaned daily	<p>Compliant: The food preparation area, canteen, and toilets are equipped with covered trash bins fitted with foot-operated lids and liners. Waste is collected, removed, and cleaned daily, and disposed of in a proper manner. The garbage collection point is located outside the food processing area.</p> <p>Non-compliant: The food preparation area, canteen, and toilets are not equipped with covered trash bins with foot-operated lids, or waste is not collected, removed, and cleaned daily. The garbage collection point is located inside the food processing area.</p>				Clause 3, 6 Article 28, LFS Point e Clause 2 Article 15, Decree 124/2021/ND-CP MOH Guidelines on Food Safety for Collective Kitchens (2015, 2020)
4.10	Cleaning, disinfecting, and sanitizing chemicals are available, with clear origin and compliance with regulations, and are permitted for use in handwashing, personal hygiene, and cleaning/ disinfecting equipment and utensils to ensure human safety	<p>Compliant: Cleaning chemicals for floors, disinfectants for hands, and sanitizing agents for dishes and cooking utensils are available, with clear source and manufacturer information, and are officially permitted for use. Chemicals are stored in a designated area, separate from food storage, preliminary processing, food preparation, and dining areas.</p> <p>Non-compliant: Cleaning, disinfecting, or sanitizing chemicals are missing; or available chemicals lack verified origin/manufacturer information, or are not permitted for use. Chemicals are stored in food storage, preliminary processing, food preparation, or dining areas.</p>				Point d, Clause 1 Article 23, LFS Point d, Clause 4 Article 9, Decree 115/2018/ND-CP

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5. Personal Hygiene Conditions of Food Handlers						
5.1	Food handlers wear separate, clean protective clothing when handling raw and cooked food	<p>Compliant: Staff working in raw food areas (preliminary processing, cooking) wear clean protective clothing that is clearly distinguishable in color or style from the clothing worn by staff working in cooked food areas (portioning, meal service in the canteen).</p> <p>Non-compliant: Staff do not wear distinct clothing to differentiate between raw and cooked food areas, or the clothing is not clean.</p>				Clause 1, Article 9, Point d, Clause 1, Article 15, Decree 115/2018/NĐ-CP, and Decree 124/2021/NĐ-CP
5.2	Food handlers practice proper hand hygiene	<p>Compliant: Food handlers wash hands according to the MOH's 6-step procedure before preliminary processing, cooking, and meal service; and after toilet use, waste handling, contact with dirty surfaces, chemicals, or when switching from raw to cooked food. Disposable gloves are worn when directly handling ready-to-eat or cooked food. Fingernails are kept short, and hands are free of rings, watches, and bracelets.</p> <p>Non-compliant: Food handlers do not maintain hand hygiene. Handwashing is not performed according to the MOH's 6-step procedure, lacking soap, towels/paper/drying equipment, or using a common towel for drying hands. Handwashing is skipped before food handling, processing, cooking, serving meals, and after toilet use, waste handling, contact with dirty surfaces, chemicals, or objects when switching from raw to cooked food. Direct handling of ready-to-eat food/cooked dishes with bare hands (without gloves), or using gloves improperly (touching other objects without changing gloves). Fingernails are not kept short, or hands wear rings, watches, or bracelets.</p>				Clause 4, Article 29, LFS Point d, Clause 1, Article 15, Decree 115/2018/NĐ-CP Section 6.6.4, TCVN 5603:2023 - General Principles of Food Hygiene

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
5.3	Food handlers must practice proper daily personal hygiene	<p>Compliant: Food handlers refrain from eating, drinking, chewing gum, smoking, or spitting in food processing areas. They do not sneeze or cough over unprotected food. Hair is fully covered with a cap, and face masks cover up to the bridge of the nose. Masks and gloves are worn and removed in accordance with the MOH's guidelines when directly handling cooked or ready-to-eat food.</p> <p>Non-compliant: Failure to comply with any of the above requirements.</p>				<p>Clause 1, Point c, Clause 2, Article 9, Decree 115/2018/NĐ-CP and Decree 124/2021/NĐ-CP Article 2, Decree 155/2018/NĐ-CP</p> <p>Section 6.6.2, TCVN 5603:2023 - General Principles of Food Hygiene</p>
5.4	Food handlers must not handle food if suffering from the diseases of: cholera, dysentery, typhoid, hepatitis A and E, infectious skin diseases, pulmonary tuberculosis, or acute diarrhea	<p>Compliant: Food handlers are in good health and show no signs of foodborne infectious diseases such as frequent diarrhea (≥ 4 times per day), coughing with phlegm or blood, jaundice (yellowing of the skin or eyes), or infectious skin conditions. Food handling must be suspended immediately if diagnosed by a healthcare facility with cholera, dysentery, typhoid, hepatitis A or E, infectious skin diseases, pulmonary tuberculosis, or acute diarrhea, and may only be resumed after full recovery.</p> <p>Non-compliant: Food handlers continue to handle food despite being diagnosed by a healthcare facility with any of the above-mentioned diseases.</p>				<p>Point a, Clause 7, Article 9; Clause 5, Article 15, Decree 115/2018/NĐ-CP (as amended by Decree 124/2021/NĐ-CP)</p> <p>Clause 4, Article 29, LFS</p> <p>Clause 2, Article 5, Decree 155/2018/NĐ-CP</p>

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
6. Conditions for storage, processing, and food ingredients						
6.1	All fresh food ingredients and unpackaged food must meet safety and hygiene requirements	<p>Compliant: During receiving, preliminary processing, preparation, and storage, all food ingredients are stored hygienically, protected from harmful contamination, and placed on tables, racks, or trolleys to prevent direct contact with the floor. Ingredients are intact, not spoiled, crushed, or damaged, and free from unusual odors. The product's natural color, flavor, and integrity are preserved. No evidence of harmful contamination (if tested).</p> <p>Non-compliant: Food is placed directly on the floor, found contaminated (if tested), or ingredients are spoiled, moldy, crushed, discolored, or emitting unusual odors.</p>				Clause 3, Article 30, LFS Point a, Clause 1, Article 10; Point c, Clause 2, Article 15, Section 2, Chapter II, Decree 115/2018/NĐ-CP
6.2	Pre-packaged food ingredients must ensure safety and comply with applicable technical regulations	<p>Compliant: Pre-packaged food ingredients must bear proper labels (for imported food, an additional Vietnamese sub-label is required) containing all mandatory information as prescribed in Decree 43/2017/NĐ-CP, Decree 111/2021/NĐ-CP, and Circular 29/2023/TT-BYT. A copy of the manufacturer's/business's self-declaration dossier must be available, following Vietnamese standards and regulations. Packaging must be intact (not broken or torn). The product must maintain their original color, flavor, and integrity, and remain within shelf life, show no signs of spoilage, mold or unusual odor, and be free from harmful contamination (if tested).</p> <p>Non-compliant: Failure to comply with any of the above requirements.</p>				Points a, b, Clause 1, Article 4, Decree 115/2018/NĐ-CP Decree 43/2017/NĐ-CP Decree 111/2021/NĐ-CP MOH Circular 29/2023/TT-BYT

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
6.3	Storage of food and ingredients at correct regulated temperatures: cold foods kept cold and hot foods kept hot as required	<p>Compliant: Food ingredients and products are stored at the proper temperatures in accordance with the manufacturer's label (if provided). Cold foods are kept in refrigerators or freezers equipped with thermometers for monitoring. Hot foods are maintained at the appropriate hot-holding temperatures.</p> <p>Non-compliant: Food ingredients and products are not stored at the required temperatures specified on the manufacturer's label (if provided). No thermometer is available for monitoring storage temperatures.</p>				Point d, Clause 1, Article 27; Clause 2, Article 30, LFS VFA's Guidelines
6.4	Availability of a hygienic storage area/warehouse for food ingredients	<p>Compliant: A dedicated, clean storage area/warehouse is available for food ingredients. It is equipped with adequate racks and shelves, clear warehouse signage, and posted warehouse regulations. The facility is protected from dust, unusual odors, rain, direct sunlight, insects, and pests. Food ingredients are stored on tables or shelves at least 15cm above the floor, 30cm away from walls, and 50cm below the ceiling.</p> <p>Non-compliant: Failure to meet any of the above requirements.</p>				Points b, c, d, Clause 3, Article 9, Decree 115/2018/ND-CP Point b, Clause 1, Article 20, LFS
6.5	Separation of utensils for raw and cooked food; raw and cooked food must be stored separately	<p>Compliant: Raw food ingredients and cooked food are stored in separate containers and designated storage areas, ensuring no mixing or cross-contact. Knives, cutting boards, and other utensils for raw and cooked food are kept in clearly designated, separate areas.</p> <p>Non-compliant: Raw and cooked food are stored together in the same container or storage area, or utensils (knives and cutting boards) for raw and cooked food are kept together without separation.</p>				Point b, Clause 1, Article 15, Decree 115/2018/ND-CP

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
6.6	Food ingredients are processed in a manner that ensures safety and prevents harmful interactions	<p>Compliant: Food ingredients used in menu preparation are safe and do not interact to produce harmful substances, in accordance with the manufacturer's instructions provided on the label (if any).</p> <p>Non-compliant: The menu contains incompatible food combinations that may pose a risk to health.</p>				Clause 1, Article 26; Clause 2, Article 30, LFS
6.7	Food must be processed in a safe and hygienic manner	<p>Compliant: Food is thoroughly cooked; drinking water is boiled before consumption. Frozen ingredients are properly thawed prior to processing to ensure safety and hygiene.</p> <p>Non-compliant: Food is undercooked; drinking water is not fully boiled. Frozen ingredients are improperly thawed, posing food safety and hygiene risks. Food is tasted without using separate bowls and spoons.</p>				Clause 2, Article 30, LFS
6.8	Use of food additives and processing aids must comply with regulations and be within the MOH's permitted list	<p>Compliant: Only food additives and processing aids permitted under MOH Circular No. 24/2019/TT-BYT and MOH Circular No. 17/2023/TT-BYT are used.</p> <p>Non-compliant: Use of food additives or processing aids that are (i) not included in the permitted list under MOH Circular No. 24/2019/TT-BYT or MOH Circular No. 17/2023/TT-BYT; (ii) included in the list but applied to the wrong food group, used in excess of the permitted limits, or past their expiry date; or (iii) lacking labels or of unknown origin.</p>				MOH Circular No. 24/2019/TT-BYT MOH Circular No. 17/2023/TT-BYT

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
7. Conditions for Use and Transportation of Food						
7.1	Ensure food is thoroughly cooked and water is boiled before consumption	<p>Compliant: Only consume thoroughly cooked food; drink boiled water or bottled water meeting QCVN 6-1:2010/ BYT standards (cook food thoroughly, boil water before drinking). The time from completion of cooking to consumption does not exceed 2 hours.</p> <p>Non-compliant: Food is undercooked; water is not boiled to 100°C; or bottled water used does not have testing results confirming compliance with QCVN 6-1:2010/ BYT. Food is consumed more than 2 hours after cooking without being kept in a warming cabinet or reheated.</p>				Clause 2, Article 30, LFS QCVN 6-1:2010/ BYT
7.2	Food must be clean and comply with applicable technical regulations	<p>Compliant: Food is clean, free from spoilage, and without changes in color, taste, or odor. Laboratory testing (if conducted) must show compliance with relevant technical regulations, and food must not contain toxic substances exceeding permissible limits.</p> <p>Non-compliant: Food shows signs of spoilage, discoloration, or abnormal taste/odor. Laboratory testing (if conducted) indicates non-compliance with relevant technical regulations, or contamination with toxic substances exceeding permissible limits.</p>				Article 10, LFS QCVN 8-1:2011/ BYT QCVN 8-2:2011/ BYT QCVN 8-3:2012/ BYT
7.3	Food transport vehicles must maintain the required temperature	<p>Compliant: Food transport vehicles maintain the appropriate temperature (cold foods are kept cold, hot foods are kept hot).</p> <p>Non-compliant: Food transport vehicles fail to maintain the required temperature (cold foods are not kept cold, hot foods are not kept hot).</p>				Point b, Clause 1, Article 21, LFS Point b, Clause 1, Article 5, Chapter II, Decree 155/2018/NĐ-CP

#	AUDIT CONTENT	DETAILED AUDIT GUIDANCE	COMPLIANT	NON-COMPLIANT	CORRECTIVE ACTION/EXPECTED COMPLETION TIME	LEGAL/TECHNICAL REFERENCE
7.4	Transport equipment must be hygienic and must not cause food contamination	<p>Compliant: Food transport equipment is cleaned before and after each use; food is not transported together with chemicals or hazardous goods; and vehicles are properly covered to protect against dust, rain, sunlight, and intrusion by insects and harmful animals.</p> <p>Non-compliant: One or more of the above requirements are not met, e.g., transport equipment is not cleaned before and after use; food is transported together with chemicals or hazardous goods (such as disinfectants or cleaning agents); or vehicles are not adequately covered to prevent contamination from dust, rain, sunlight, insects, or harmful animals.</p>				Clause 1, Article 21, LFS Point 3, Article 30, LFS
Total number of compliant and of non-compliant items						

5. Summary of Sampling and Testing Results during the Audit Period (if any)

#	SAMPLE NAME	SAMPLING DATE	ANALYTICAL PARAMETERS	TEST RESULTS (AS STATED ON THE REPORT)	COMPARISON WITH REGULATION (COMPLIANT/NON-COMPLIANT)	REMARK

6. Comments:

7. Recommendations/Proposals:

SCHOOL MANAGEMENT VERIFICATION

AUDIT TEAM/AUDITOR

Notes:

1. Conditions that are fully and correctly implemented are rated as "Compliant"
2. Conditions that are not implemented, or implemented with at least one incorrect or incomplete element, are rated as "Non-compliant"
3. Conditions not applicable to the establishment are not evaluated (for example: kitchens serving fewer than 30 meals are not required to retain food samples; self-operated school kitchens are not subject to the requirement for a Certificate of Food Safety Eligibility).
4. Audit frequency: once every three months.

Implemented by

The “Safe Food For Growth” project (SAFEGRO Project) is implemented by Alinea International and the University of Guelph (Canada), in collaboration with the National Authority for Agro-Forestry-Fishery Quality, Processing and Market Development, Ministry of Agriculture and Environment.

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