



衛生福利部
食品藥物管理署
Taiwan Food and Drug Administration

Guidelines on Hygienic Practices for Food Service Workers



Preface by the Director-General

To enable food service workers to quickly acquire knowledge of food hygiene and comply with relevant regulations, thereby implementing sound food hygiene management, this “Guidelines on Hygienic Practices for Food Service Workers” has been revised in accordance with the Good Hygiene Practice (GHP) standards announced in the Republic of China (Taiwan) in 2025. Some text and illustrations in this handbook are adapted from the “Illustrated Manual of Good Operating Practices for Chefs” published by the Taiwan Food and Drug Administration (TFDA) of the Ministry of Health and Welfare in 2001, with certain sections updated. This handbook is designed to provide clear and practical guidelines for domestic food service workers in hygiene management, ensuring the safety and quality of public food service.

The contents of this handbook are divided into chapters, including: “Preparation Before Work,” “Personal Hygiene of Workers,” “Hygiene Requirements of the Workplace,” and “Hygienic Practices During Food Preparation.”

In terms of presentation, this handbook strives to be simple and easy to understand, explaining hygiene and safety requirements for food service workers in a clear manner. To enhance practical understanding, the text is supplemented with abundant illustrative examples, enabling food service workers to follow, quickly apply the practices, ensure food safety, and prevent foodborne illness.

Respectfully,
Director-
General
December, 2025

姜至剛

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Chapter 1. Preparations for Food Service Workers Before Work

Food safety and hygiene are of vital importance to the food service industry. Not only must raw material procurement meet quality requirements, but food safety management must also be implemented throughout the entire process. From raw material procurement and ingredient storage to food preparation, every step must be strictly controlled. Among these, food preparation personnel play a crucial role. As the frontline operators handling food, their health condition and hygiene knowledge directly affect food safety. If workers are in poor health or lack proper hygiene awareness, it may lead to cross-contamination or the spread of pathogens, thereby increasing food safety risks. Therefore, strengthening the management and health education of food service workers helps reduce the risk of contamination caused by improper practices and ensures hygiene and safety in food preparation.

When hiring food service workers, food business operators must comply with relevant regulations concerning health examinations and training, both at the time of employment and during the period of service.

(1) Health Examination

When hiring food service workers, employers must first confirm that the worker has obtained a valid health examination certificate. If the examination has not yet been completed or the certificate has not been obtained, the worker may not engage in food preparation operations. During employment, employers must proactively arrange at least one health examination per year for food service workers. In carrying out these health examinations, there are two particular points to note:

1. Medical institutions currently authorized to conduct health examinations include hospitals, clinics, and health centers, but do not yet include medical laboratories.
2. Typhoid testing can be divided into two methods: stool examination and serological diagnosis (Widal test). It should be noted that for food service workers, the stool examination method must be used for typhoid testing.



1-1 Health Examination Items for Food Service Workers

Meaning of IgM and IgG in Hepatitis A Testing

Hepatitis A Testing	Test Result	Meaning	Permitted to Work
Anti-HAV IgM	Positive	Indicates "recent infection" or "current infection"	Not permitted
	Negative	Not infected	Permitted
Anti-HAV IgG	Positive	Previously infected and has developed antibodies	Permitted
	Negative	Never infected; Hepatitis A vaccination may be considered	Permitted

Food service workers without Hepatitis A antibodies are encouraged to receive preventive vaccination. If Hepatitis A antibodies are present, maintaining the health examination record exempts the worker from repeated annual testing

(2) Food Safety Education and Training:

1. At the time of employment: New food industry employees must undergo training to understand hygienic practices during food preparation and to adopt correct concepts of food safety. To ensure their performance meets production, hygiene, and quality management requirements, the training must include at least 3 hours of coursework.
2. During employment: Food industry employees must regularly receive training in food safety, hygiene, and quality management, with at least 3 hours of training each year.

Training content must cover food safety, hygiene, and quality management

Target Audience	New food industry employees	Current food industry employees
Training Hours	At least 3 hours	At least 3 hours
Frequency	At the time of employment	Annually

1-2 Food Safety Course Training

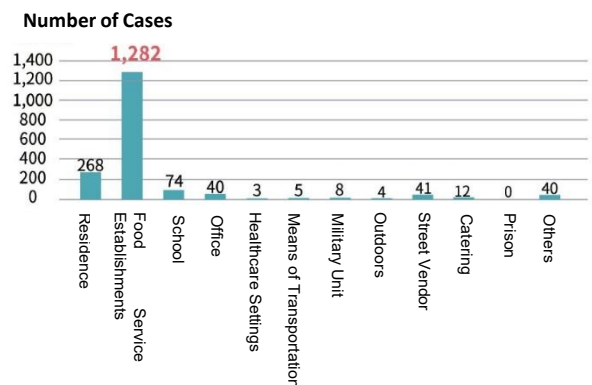
The above training must be properly documented. Records may include attendance sheets, training photos, course materials, and documentation of training hours.

Training may be organized by the business itself or outsourced to the competent health authority or its accredited institutions. Accredited institutions can be found through the “Food Hygiene and Safety Course Information Management System.” For self-organized training, it is recommended that the main course content include:

- 1) Prevention of food poisoning.
- 2) Handling food safety-related customer complaints.
- 3) Good hygiene practices during food preparation.
- 4) Promotion based on TFDA guidelines or publications.

Continuous training helps food workers strengthen their knowledge of food poisoning prevention, and good practices can reduce the risk of foodborne illnesses.

According to the TFDA’s 2024 “Food Poisoning Cases by Food Consumption Location” statistics, most food poisoning cases in Taiwan occurred in food service establishments (such as restaurants, hotels, inns, eateries, and ice shops). If food preparation is not handled carefully, catering businesses are more likely to cause food poisoning.



Source: Taiwan Food and Drug Administration – Statistics on Food Poisoning Cases by Food Consumption Location

Common main causes of food poisoning:

- 1) Improper cooling
- 2) Preparing food too early (long interval between preparation and serving)
- 3) Sick or unhygienic food handlers
- 4) Improper cooking/heating
- 5) Improper hot holding
- 6) Improper reheating: use of leftovers
- 7) Contaminated raw ingredients
- 8) Cross-contamination
- 9) Improper cleaning and sanitizing of equipment
- 10) Toxic substances
- 11) Unsafe food sources
- 12) Improper food storage



1-1 Cross-contamination



1-2 Food should be stored separately with proper labeling



Prevention of Food Poisoning

Five Musts and Two Don'ts Principle

Five Musts

Wash hands



Wash hands before cooking; cover any wounds properly.

Use fresh ingredients



Consume ingredients while fresh; use hygienic water.

Separate raw and cooked foods



Store raw and cooked foods and utensils separately to avoid cross-contamination.

Thoroughly cook



Heat food until the core temperature reaches above 70°C.

Pay attention to storage temperature



Keep below 7°C; for cooked or perishable foods, store below 5°C and do not leave at room temperature for long.

Two Don'ts



Do not drink spring water



Do not consume unknown plants or animals

Note: Prepared dishes have storage time and temperature requirements. Do not leave at room temperature for more than 2 hours; cooked and perishable foods should be refrigerated promptly, and hot foods should be kept above 60°C.



(3) Requirements for Obtaining Professional Certification

For culinary staff in the food and beverage industry, the proportion of employees holding a Technician Certificate (referred to as “certification ratio”) varies depending on the type of establishment. Please refer to the table below for the required ratio. The proportion of culinary staff holding a Chinese Cuisine, Western Cuisine, or Food Preparation Technician Certificate must comply with the Regulations on the Establishment and Management of Specialized or Technical Certificate Personnel for Food Operators.

Certification ratio of culinary staff in the food and beverage industry

Type of food and beverage establishment	Ratio (%)
Food and beverage operations in tourist hotels	85
Catering for contracted organizations	75
Food service supplying schools	75
Catering banquet restaurants	75
Outdoor/catering food service	75
Central kitchen type food service	70
Buffet service	60
General restaurants	50
Small-scale bakery with front shop and back kitchen	30

1. When calculating the ratio, any fraction of a person less than one is counted as one person.
2. Technician certificates include Chinese Cuisine, Western Cuisine, or Food Preparation Technician certificates.
3. Regulatory source: Regulations on the Establishment and Management of Specialized or Technical Certificate Personnel for Food Operators (Amended Nov 6, 2020)

During employment, the aforementioned certified personnel must attend at least 8 hours of hygiene training each year, organized by the competent authorities or institutions accredited by them.

The Taiwan Food and Drug Administration (TFDA) has established the Food Hygiene and Safety Course Information Management System, which allows users to quickly and conveniently check training hours.

The screenshot shows the homepage of the '食品衛生安全課程資訊管理系統' (Food Hygiene and Safety Course Information Management System). The header includes the TFDA logo and the system title. Below the header is a navigation bar with tabs: 首頁 (Home), 公告訊息 (Announcements), 廚師證書 (Chef Certificate), 衛生講習 (Hygiene Training), HACCP課程 (HACCP Course), 學習資源 (Learning Resources), 時數查詢專區 (Credit Inquiry Special Zone), and 管理專區 (Management Special Zone). The main content area displays a list of recent announcements with columns for the announcement text and the date. The announcements are related to the 114th annual FDA Good Chef and Good Kitchen Selection Activity.

By selecting the hygiene training or HACCP course, users can view the currently available courses and the institutions offering them.

The two screenshots show the course selection interface. The left screenshot shows the '衛生講習' (Hygiene Training) selection screen, and the right screenshot shows the 'HACCP課程' (HACCP Course) selection screen. Both screens have a similar layout with a header, navigation bar, and a main content area. The main content area includes a search bar with filters for course type, course name, and course date. Below the search bar is a table listing the available courses. The table has columns for course name, course type, course date, and course status. The courses listed are related to the 114th annual FDA Good Chef and Good Kitchen Selection Activity.

Reference: Taiwan Food and Drug Administration (2024). Food Hygiene and Safety Course Information Management System.

<https://foodedu.fda.gov.tw/tblu/main/ap/index.jsp> (Last accessed: June 2, 2025)

Chapter 2. Personal Hygiene of Food Service Workers

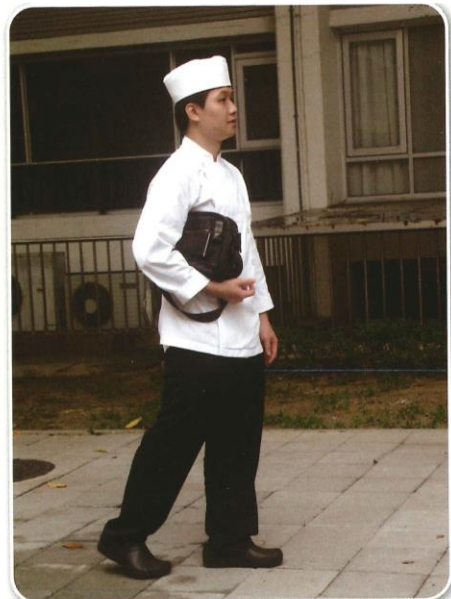
One of the causes of food poisoning is related to poor personal hygiene of food handlers. Therefore, the attire and health status of food handlers are very important. The following regulations regarding attire and health conditions must be followed:

(1) Dress Code for Food Service Workers

1. Within the workplace, food handlers shall wear clean work clothing, caps (and shoes), and face masks. Personal clothing shall not be brought into the workplace.
2. It is recommended that work clothing be white or light-colored. Work clothing and caps must be changed before entering the workplace and worn only inside the workplace. They shall be replaced when leaving the workplace to avoid contamination. Food handlers shall not wear work clothing or caps when moving outside the designated work areas.
3. In food preparation areas, a full-length mirror shall be provided in an appropriate location so that food handlers may check and adjust their appearance before entering the workplace to ensure compliance with hygiene requirements.



2-1 Standard Attire for Food Service Workers



2-2 Work uniforms shall not be worn outside the workplace

(2) Personal Hygiene Requirements During Work

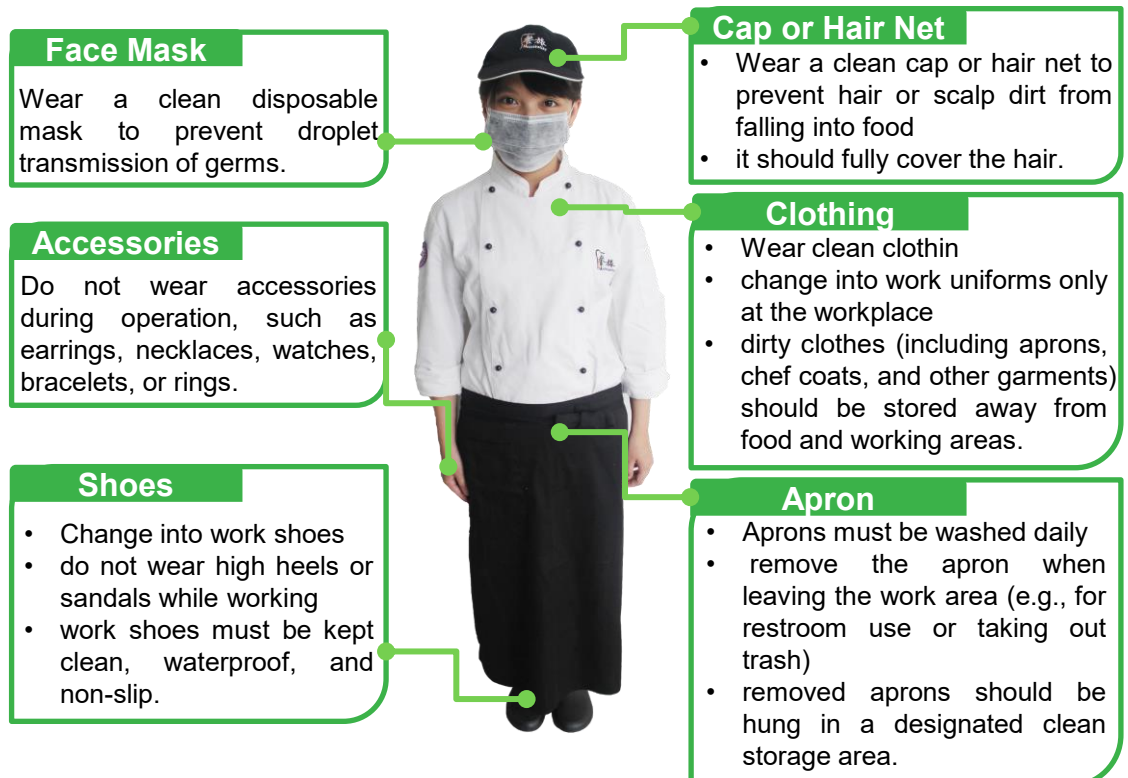
1. Fingernails shall not be kept long, painted, decorated, covered with artificial nails, or adorned with accessories (such as watches, bracelets, rings, etc.). Cosmetics, medicines, or other substances on the skin shall not contaminate food products.
2. Before entering the workplace, and after using the toilet, spitting, blowing the nose, or any action that may contaminate the hands, hands must be thoroughly washed according to the posted handwashing procedures before resuming work.
3. Smoking, chewing betel nut, chewing gum, eating, or any other activity that may contaminate food products is strictly prohibited in the workplace.
4. Food handlers preparing ready-to-eat foods must thoroughly wash and disinfect their hands, and wear clean waterproof gloves when necessary.
5. Wearing gloves does not replace proper hand hygiene; hands must be washed correctly before putting on gloves.
6. If a food handler has a wound on the hand, it must be properly bandaged. It is not advisable to engage in food preparation. If unavoidable, the wound must be bandaged and covered with waterproof gloves, which should be changed or disinfected regularly to avoid contamination.
7. It is recommended that check the health condition of food handlers daily. Only those in good health should perform food preparation. If suffering from or infected with an illness that may contaminate food, handlers must inform their supervisor and refrain from food-related work during the infection period.
8. Personnel experiencing gastrointestinal symptoms such as diarrhea or vomiting should rest at home to prevent transmission to others, and may only resume food-related work at least 48 hours after symptoms have resolved.



(3) Non-compliant Personal Hygiene Behaviors

Personal hygiene must comply with regulations, with the primary purpose of preventing improper behaviors from contaminating products. The following are common non-compliant personal hygiene practices:

1. Wearing facial makeup or lipstick.
2. Wearing multiple hand accessories (commonly watches, rings, bracelets not removed).
3. Having long fingernails or wearing nail polish.
4. Not wearing a mask during work, or wearing it improperly (not covering nose and mouth).
5. Reusing disposable masks after use or when visibly dirty.
6. Not washing hands according to proper handwashing steps.
7. Working without properly bandaging hand wounds before wearing gloves.
8. After handling cooked or ready-to-eat food, failing to wash hands or change gloves after touching potentially contaminated items.
9. Food handlers preparing ready-to-eat food also handling money or other potentially contaminated items simultaneously or consecutively.



2-3 Detailed Requirements for Clean and Proper Work Attire of Food Workers

(4) Handwashing

It is very important for food service workers to keep their hands clean, as hands are the main medium for spreading microorganisms. The most effective way to remove pathogens and viruses is handwashing. Situations when workers must wash their hands:

1. Before, during (when hands are contaminated), and after preparing food.
2. When handling raw food such as meat, seafood, or eggs.
3. After coughing, sneezing, or blowing the nose.
4. After using the toilet.
5. After handling garbage.
6. After wiping counters or cleaning surfaces with chemicals.
7. After using a mobile-phone or handling money.

Washing hands is the simplest and easiest way to prevent food cross-contamination, but also the most often neglected.



2-4 Handwashing Facilities

In recent years, foodborne illness outbreaks caused by norovirus have increased in the food service industry, mainly due to contamination of raw material aquaculture water. Businesses must ensure that raw materials are safe for consumption, verify whether they can be eaten raw, monitor workers' health, and regularly disinfect utensils and work environments with chlorine-based bleach to reduce norovirus risks.



Chapter 3. Hygiene Management Requirements for Food Service Premises

(1) Management of Environment and Facilities in Food Premises

1. Cleanliness Zoning Management of Food Premises

- 1) Areas with different cleanliness requirements shall be effectively separated and managed, with sufficient space for transportation.
- 2) Sales counters shall be effectively separated from preparation, processing, and operation areas.
- 3) Dining areas shall be kept clean at all times.

Contaminated Area (General Work Area)	Receiving, Washing
Semi-Clean Area	Preparation, Cooking
Clean Area	Packaging, Food Serving
Non-Food Work Area	Office, Restroom

3-1 Diagram of Hygiene Zoning in Food Service Establishments

2. Airflow Management in Food Service Establishments

- 1) The kitchen should maintain appropriate air pressure and room temperature. It is recommended that the food service area be kept under positive pressure, while the kitchen be maintained under negative pressure. Airflow directed from the dining/service area toward the kitchen has the following advantages:

- ① Helps reduce kitchen temperature.
- ② Improves kitchen air freshness.
- ③ Compensates for localized low-pressure areas caused by air exhaust in the kitchen.



Air flows from high pressure to low pressure, i.e., from positive pressure to negative pressure.

- 2) Cooking fumes should be properly managed to prevent grease and smoke pollution in the workplace and dining environment. Customers should not smell kitchen cooking odors in the service area. If detected, the cause must be eliminated.
- 3) Smoking areas should be avoided as much as possible. If necessary, the setup depends on the type of air-conditioning system:
 - ① Central air-conditioning system: Place near the return air vent.
 - ② Box-type and window-type air-conditioning system: Not allowed.
 - ③ Multi-story buildings: Place at the rooftop return air vent.



3-2 Proper ventilation and exhaust facilities in food establishments

3. Hygiene Management of Handwashing Facilities

- 1) The location of handwashing and hand-drying facilities shall be appropriate, and the number shall be sufficient for on-site personnel. The design of the handwashing facilities shall prevent hands from being re-contaminated after washing.
- 2) On-site handwashing facilities shall be equipped with running water, detergent, paper towels or other hand-drying equipment, and a nail brush for cleaning fingers. Disinfection equipment shall be provided when necessary.
- 3) Simple and easy-to-understand handwashing steps and methods shall be posted in visible locations. If foreign workers are employed, it is recommended that handwashing steps be additionally posted in a language they can understand.



3-3 The TFDA website provides translated materials on correct handwashing steps. Businesses are encouraged to download and use them.



3-4 Handwashing facilities

4. Hygiene Management of Water Supply Facilities

- 1) The piping systems for potable water and non-potable water shall be completely separated. The outlets for reclaimed water used in food preparation, ice production, and cleaning of food-related equipment and utensils must be clearly identified and distinguishable.
- 2) Water storage tanks (including towers and reservoirs) shall be cleaned and maintained at least once a year, with proper records maintained.
 - ① It is recommended that keep photos of the tank before and after cleaning for inspection purposes.
 - ② If cleaning is outsourced to a contractor, relevant records such as work orders and photos must be retained.
 - ③ Water quality shall be re-verified after cleaning.

5. Hygiene Management of Washing Areas

- 1) Washing areas for food ingredients shall be equipped with running water that meets potable water quality standards, as well as facilities for washing, rinsing, and effectively sanitizing utensils and tableware.
- 2) Utensil washing facilities shall have faucets positioned higher than the sink's full water level to prevent backflow contamination. Where sufficient running water meeting potable water standards is not available, only single-use disposable utensils shall be used.



3-5 Washing facilities shall have the functions of washing, rinsing, and effective sanitization (the picture shows a three-compartment sink).

Food service operators shall install either a manual three-compartment sink or a high-temperature automatic dishwashing machine for cleaning tableware. If a high-temperature dishwashing machine is used, the water pressure of the facility shall be at least 23 pounds per square inch (23lbs/psi). The operational requirements for washing, rinsing, and effective sanitization facilities are as follows:

Operational Parameters for High-Temperature Dishwashing Facilities	
Washing Sink	Hot water with detergent at 45°C or above (recommended 45–49°C).
Rinsing Sink	Sufficient running water to completely remove detergent.
Sanitizing Sink (To be carried out by one of the following methods)	<ol style="list-style-type: none"> 1. Water temperature at 80°C or above (manual washing: immerse for \geq 2 minutes). 2. Dry heat at 110°C or above (manual washing: heating for \geq 30 minutes). 3. Chlorine solution at 200 ppm residual chlorine (manual washing: immerse for \geq 2 minutes). 4. Steam at 100°C or above (manual washing: heating for \geq 2 minutes).
Note: Washing is not allowed if water temperature or pressure does not meet the standard. Good Practice Guidelines for Dishwashing, 2012-09-07	

※ Care should be taken to ensure that the water temperature is not too high during cleaning. Otherwise, residual proteins on the surface of utensils may become denatured by heat, adhere to the surface, and be difficult to remove.

6. Hygiene Management During Operations

- 1) Employee drinking water shall be stored and managed in a designated area. Employees must leave the work area before drinking.
- 2) Grease traps shall be cleaned regularly.
- 3) Clean and disinfect the environment regularly, and keep proper records. Restrooms must be cleaned and disinfected daily.
- 4) Effective pest control measures shall be implemented in the premises to prevent pests or signs of pest activity.

- ① Choose a qualified pest control operator and verify their valid pest control license.
- ② Maintaining a hygienic work environment is recommended instead of relying solely on pest-related disinfection.
- ③ During pest control disinfection, avoid contaminating utensils or equipment; cover them properly before spraying.



Source of image: Chemical Substances Management Agency, Ministry of Environment



3-6 Keep the kitchen dry and clean to prevent the introduction of pests and the growth of pathogenic microorganisms.

- 5) During working hours, if there are visitors, they must be handled in the reception room. Visitors should not be allowed to enter the kitchen directly.
- 6) Deliveries should be avoided during working hours as much as possible to reduce kitchen contamination.



3-7 Visitors should be received in the reception room.

(2) Hygiene Management of Utensils and Equipment

- 1) The equipment and utensils used during the preparation process shall be operated and maintained to avoid food contamination; when necessary, equipment and utensils of different uses should be distinguished by color.
- 2) Disposable tableware shall be discarded immediately after use; in shared dining settings, provide serving spoons, chopsticks, forks, knives, and other necessary utensils.



3-8 Restaurants should provide napkins and chopsticks for customers.

- 3) Provided tableware shall be kept dry and clean, with food-contact surfaces smooth, free from deformation, damage, cracks, chips, or rust; free from residues of grease, starch, protein, and food detergents; and tested for pathogenic microorganisms when necessary.

Methods for testing residual fat, starch, protein, and detergents in tableware may refer to the "Simple Test Methods for Residues of Fat, Starch, Protein, and Alkylbenzene Sulfonate in Tableware" published by the Ministry of Health and Welfare on November 3, 2023, or other suitable methods selected based on self-management needs, such as using commercial test kits.



- 4) Food and tableware should be stored with dust-proof, insect-proof, and other necessary sanitary measures.
- 5) Equipment, utensils, and other devices used in food preparation must be kept clean.
 - ① Utensils should only be used after confirming they are clean, and they must be thoroughly washed after use.
 - ② Cleaned and disinfected equipment and utensils should be kept dry and protected from recontamination.
 - ③ Cleaning and disinfection of equipment and utensils must prevent detergents or disinfectants from contaminating food, food contact surfaces, and packaging materials.
- 6) Recommended practices for keeping equipment, utensils, and other devices used for food clean and preventing contamination:
 - ① Designate a specific area for storing cleaned utensils, with clear labeling and proper zoning. Storage locations must be appropriate and not near contaminants (such as trash bins or unwashed food and utensils).
 - ② Store cleaned utensils in clean containers or cover them with clean plastic bags.
 - ③ Equipment and utensils that have been washed and disinfected must be dried before stacking.



3-9 After drying, utensils should be stacked neatly.

- 7) Food service establishments shall clean and disinfect or sterilize facilities, equipment, utensils, and containers. Cleaning operations must use washing water that meets drinking water quality standards. If detergents are used, only food-grade cleaning agents are permitted.
- 8) Which utensils and equipment require disinfection or sterilization, and by what methods should this be carried out?
 - ① Cutting boards, kitchen knives, spatulas, and tableware: treat using dry heat, steam, hot water, chlorine solution, or other effective methods.
 - ② Towels and cleaning cloths: treat using steam, boiling water, chlorine solution, or other effective methods.



3-10 Separate Storage of Cleaned Utensils



3-11 Cutting boards shall be separated for raw and cooked foods (distinguished by color).

Common Methods of Utensil Sterilization in the Food Service Industry

	Boiling Sterilization	Steam Sterilization	Hot Water Sterilization	Chlorine Solution Sterilization	Dry Heat Sterilization
Towels, cleaning cloths, etc.	100 °C for 5 minutes	100 °C for 5 minutes	---	---	---
餐具	100 °C for 1 minutes	100 °C for 2 minutes	80 °C for 2 minutes	Effective residual chlorine below 200 ppm; immerse in the solution for 2 minutes.	110 °C for 30 minutes

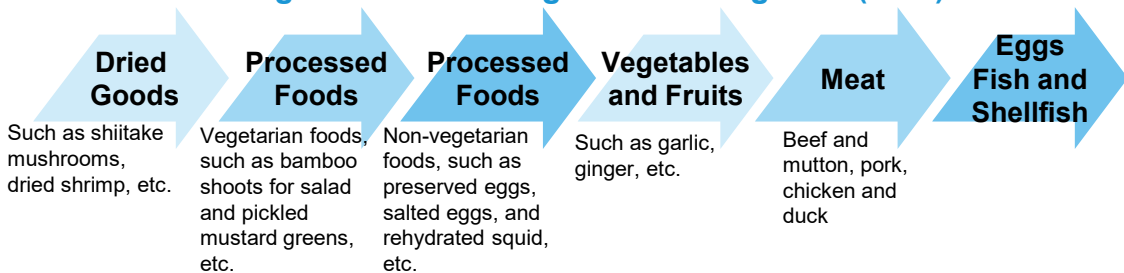
Note: "---" indicates no recommended usage conditions.

Chapter 4. Hygiene Management During Food Preparation

(1) Washing and Pre-processing of Ingredients

1. Before carrying out different work tasks, employees must wash their hands thoroughly.
2. When washing different types of ingredients, cross-contamination must be avoided. Two feasible approaches are: ① separation by area; ② separation by time.
 - ① Separation by Area: Designate separate washing zones for different types of ingredients, such as areas for vegetables and fruits, meat, and seafood (fish, shellfish, etc.).
 - ② Separation by Time: If the establishment has only one processing area, different types of fresh ingredients must be handled at separate times, in the following order: vegetables and fruits → meat → fish and shellfish.

Example of Time-Based Separation for Handling Ingredients in a Single Processing Area (Sink)



4-1 Separate Handling of Fish, Shellfish, and Vegetables/Fruits

After washing various types of food, remember to clean the sink to prevent cross-contamination.



(2) Cooking and Processing

1. The illumination of general work areas shall be at least 100 lux, and the illumination of work or preparation surfaces shall be at least 200 lux. The light source used must not alter the color of the food. Lighting fixtures above food must be equipped with protective covers, and lighting equipment shall be kept clean.



4-2 Lighting Fixtures Shall Have Protective Covers

2. Food preparation surfaces shall be covered with stainless steel sheets. Notes:
 - 1) The wooden backing inside the stainless steel panel shall be completely covered with stainless steel to prevent decay.
 - 2) For noodle preparation surfaces, marble may be used as needed; however, the use of acidic substances should be avoided.



4-3 Food Preparation Tables Shall Be Covered with Stainless Steel Sheets

3. Food, food containers, and utensils must not be placed on the floor to prevent contamination. Even food, containers, and utensils waiting to be washed must not be placed on the floor.
4. Kitchens shall be equipped with an Air Make-up System. The advantages are:

- 1) Compensates for the air deficiency caused by kitchen exhaust.
- 2) Provides heat insulation.
- 3) Reduces temperature.



4-4 Kitchens Shall Be Equipped with an Air Make-up System

5. During cooking, high-efficiency stoves shall be used to reduce excessive kitchen heat, which could otherwise provide favorable conditions for the proliferation of pathogens.
6. Most Chinese restaurants use blast stoves, which have the advantage of providing strong heat and quick stir-frying. However, nearly 70% of the heat is released into the kitchen, creating a serious sanitation problem.
7. Institutional catering operations should preferably use gas tilting kettles and combined steaming/roasting ovens to reduce kitchen fumes and waste heat.
8. Cooking oil used for deep-frying must be completely replaced once the content of total polar compounds (TPC) reaches 25%. The oil must not be reused.
9. For banquet cold dishes served to customers, foods that have been acidified or dehydrated should preferably be provided to ensure food safety.
10. During stir-frying, excessive tossing of the wok should be avoided.



* Excessive wok tossing may cause kitchen fires and result in greasy and unsanitary kitchen conditions.

4-5 Excessive wok tossing can easily cause fires and greasy, unsanitary conditions.

11. Pork and chicken shall be served fully cooked to prevent the condition of being cooked on the outside but raw on the inside.

- 1) Cooking pork and chicken thoroughly is to prevent contamination by parasites and other pathogens.
- 2) Service staff must not ask customers questions such as, "How would you like your pork chop or chicken steak cooked?"
- 3) Pork and certain other livestock meats must be fully cooked and must not be served half-cooked.
- 4) When cooking steak, the core temperature must reach at least 80°C to prevent food poisoning.
- 5) Fresh seafood must be cooked thoroughly before consumption to avoid food poisoning.



4-6 Improper cooking of meat can result in being cooked on the outside but raw on the inside.

12. Utensils used for raw and cooked foods shall be kept separate. Knives and cutting boards must be washed and disinfected immediately after use. Cutting Boards:

- 1) At least two cutting boards are required: one for raw food and one for cooked food.
- 2) Additionally, three more cutting boards should be prepared to separately handle vegetables, fish and shellfish, and meat.



4-7 Raw and cooked foods must not be handled together, as this can easily cause contamination.

13. Any raw food used as decoration placed on or under cooked food must first undergo effective washing and decontamination before being used for garnishing. The methods are as follows:
 - 1) Blanching
 - 2) Scalding / Enzyme deactivation
 - 3) Washing with acetic acid solution
 - 4) Wash with 50–100 ppm chlorine solution, ensuring that the final residual chlorine is below 1 ppm.
14. Cooked food shall be served as soon as possible. If refrigeration is required, the food should be divided into several smaller containers and promptly placed in the refrigerator. This ensures that the internal and external temperatures are consistent, preventing the false impression of being cold outside but warm inside, and reducing the risk of bacterial growth.
15. Refrigeration temperature shall be below 7°C, freezing temperature shall be below -18°C, and hot holding temperature shall be above 60°C. Food shall also be covered or packaged for proper classified storage.



4-8 Bacteria grow most readily at temperatures between 16°C and 49°C.

16. Except for designated contamination zones, kitchen floors shall be kept dry and clean at all times. Disadvantages of wet and slippery floors:
 - 1) Staff may easily slip and get injured.
 - 2) In a damp workplace, staff may cause cross-contamination if not properly managed.
 - 3) In damp workplaces, bacteria can easily proliferate.
17. Food preparation processes shall include measures to prevent cross-contamination.
18. Preparation, processing, and handling of raw or cold foods shall be carried out in dedicated work areas.
19. Aquaculture sites for fresh aquatic products shall be effectively separated from food preparation areas.
20. During food preparation periods, the movement of goods and personnel into and out of kitchens and work areas shall be properly controlled.
21. Dining areas shall be kept clean at all times.

(3) Serving and Packaging

1. The serving and packaging areas are classified as clean work zones, and the entry and exit of personnel shall be strictly controlled. Key Points:
 - 1) Hand-washing stations shall be installed for employees to wash their hands at any time.
 - 2) Positive air pressure shall be maintained to ensure air cleanliness.
 - 3) Doors for entry and exit shall be subject to one-way control.
2. Buffet serving counters shall be equipped with facilities to prevent dust and droplets.

Reason: To prevent food contamination from droplets of staff and consumers.



4-9 Dust- and Droplet-Prevention Facilities for Buffet Serving Counters

3. Facilities and areas for selling and storing food shall be kept clean and equipped with effective measures to prevent the entry of pests.
4. Hot holding (high-temperature storage) of food shall be maintained at 60°C or above.
5. Prepared dishes shall be stored and served at appropriate temperatures. They shall not be kept at room temperature for more than 2 hours. Cooked and perishable dishes must be refrigerated promptly, and hot holding temperatures for cooked food shall be maintained at 60°C or above.
6. Those supplying ready-to-eat dishes not prepared on-site shall take measures to prevent spoilage, deterioration, and ensure food safety.



4-10 Hot holding temperature shall be maintained at 60°C (142°F).

7. Items in warehouses shall be stored by category on pallets or shelves, or other effective measures shall be taken. They must not be placed directly on the floor, and good ventilation shall be maintained.
8. A designated sanitation management officer shall be present on-site to oversee food hygiene management.
9. Sales and storage operations shall follow the First-In, First-Out (FIFO) principle.
10. For sales and storage operations requiring temperature and humidity control, control methods and standards shall be established and implemented accordingly.
11. During sales and storage operations, product labeling and storage conditions shall be inspected regularly. Any abnormalities shall be addressed immediately to ensure the quality and hygiene of food or food additives.
12. Materials or packaging that may contaminate raw materials, semi-finished, or finished products shall have measures in place to prevent cross-contamination; otherwise, they must not be stored together with raw, semi-finished, or finished products.
13. Lighting in sales areas shall reach at least 200 lux, and the light source used must not alter the color of the food.
14. Businesses selling or storing frozen and refrigerated foods shall comply with the following professional requirements:
15. Retailers shall not arbitrarily change the storage temperature conditions set by the manufacturer. The core temperature of frozen foods shall be kept below -18°C ; the core temperature of refrigerated foods shall be kept below 7°C but above freezing point.



4-11 Diagram of Refrigerated or Frozen Storage

16. Freezers and refrigerators shall be defrosted regularly and kept clean.
 - 1) Frozen foods shall have basic packaging that is completely sealed. Frozen and refrigerated foods must not be fastened with metal staples or rubber bands, and products with torn packaging must not be sold.
 - 2) Frozen foods shall be stored and sold separately from refrigerated foods.
 - 3) When displayed in freezers, frozen foods shall not exceed the maximum load line, in order to maintain proper air circulation and protect food quality.
17. Ingredients in storage rooms shall be stored separately according to food categories. Raw and cooked foods of the same type must not be stored together and shall be kept separately. The “First-In, First-Out (FIFO)” principle shall be applied.
18. For catering businesses, in addition to the above requirements, the following regulations shall also be observed:
 - 1) Cooking areas and supplied food must not be directly exposed to sunlight, rain, or sources of contamination, and must be equipped with shelter and freezing/refrigeration facilities.
 - 2) When preparing food, the principles of freshness, cleanliness, promptness, proper heating, and refrigeration shall be followed, and cross-contamination must be avoided.
 - 3) For catering events serving more than 200 people, the local health authority at the catering site shall be notified at least 3 days in advance. The filing shall include the organizer, contractor, venue, number of participants, and menu.



4-12 Catering businesses shall cook food in sheltered areas.

Guidelines on Hygienic Practices for Food Service Workers

Published by : Taiwan Food and Drug Administration, Ministry of Health and Welfare (TFDA)

Address : No.109, Ln.130, Sec.1, Academia Rd., Nangang Dist., Taipei 115021, Taiwan (R.O.C)

Website : <http://www.fda.gov.tw>

Phone : +886-2-2787-8200 · 1919 (Food Safety Information Hotline)

Publisher : Ciang, Chih-Kang

Editor-in-Chief : Tsai, Shu-Chen

Deputy Editor-in-Chief : Hsu, Chao-Kai

Reviewer : Hsiao, Hui-Wen; Chou, Pei-Ju

Editorial Team (2nd Edition) : Liu, Tsu-An ; Chen, Juo-Yu; Chuang, Pei-Hua; Lee, Wan-Chen

Editorial Team (1st Edition) : Hsieh, Hsiu-Ying; Hsu, Yao-Nan; Chang, Cheng-Chin; Chuang, Li-Hsun

Published in : December, 2025 (2nd Edition)

Design : Food Industry Research and Development Institute

GPN : 1011401647

ISBN : 978-626-448-006-2

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