



YOZGAT BOZOK UNIVERSITY

DIRECTIVE ON THE LEASING, OPERATION, AND INSPECTION OF CANTEENS, CAFETERIAS, TEA HOUSES, STATIONERY SHOPS, PHOTOCOPY SHOPS, MARKETS, AND SIMILAR ENTERPRISES

Official English version for institutional web publication

Purpose — ARTICLE 1:

(1) The purpose of this Directive is to regulate the principles regarding the operation and inspection of enterprises operating within the units of the University in order to meet the nutritional, recreational, and other social needs of the students and staff of the University.

Scope — ARTICLE 2:

(1) This Directive covers the principles and procedures regarding the operation and inspection of enterprises operating within the units of the University.

Legal Basis — ARTICLE 3:

(1) This Directive has been prepared based on Articles 46 and 47 of the Higher Education Law No. 2547 and the provisions of the Implementation Regulation on Medico-Social Health, Culture, and Sports Affairs of Higher Education Institutions.

Definitions — ARTICLE 4:

(1) As used in this Directive, the following terms shall mean:

1. Department: The Yozgat Bozok University Department of Health, Culture, and Sports,
2. Unit: Academic and administrative units affiliated with the University,
3. Unit Inspection Board: The board formed by units that house an enterprise, tasked with inspecting the enterprise within that unit,
4. Inspection Board: The board tasked with inspecting the enterprises within the units,
5. Price Determination Commission: The commission that determines the prices of products offered for sale by enterprises within the units,
6. Enterprise: Canteens, cafeterias, tea houses, stationery shops, photocopy shops, markets, and similar businesses located within the units,
7. Tenant (Operator): The natural or legal person leasing an enterprise established in units to meet the nutritional, recreational, and other social needs of students, staff, and third parties,
8. Rector: The Rector of Yozgat Bozok University,
9. Senate: The Senate of Yozgat Bozok University,
10. University: Yozgat Bozok University,
11. Executive Board: The Executive Board of Yozgat Bozok University,
12. Steering Committee: The committee that takes principal decisions regarding the operation and inspection of enterprises within the units.

Organs and Duties

Steering Committee and its Duties — ARTICLE 5:

(1) The Steering Committee consists of the Vice Rector assigned by the Rector as Chair, the General Secretary or Assistant General Secretary, the Head of Department of Administrative and Financial Affairs, the Head of Department of Health, Culture, and Sports, and an institute/faculty/school secretary of a unit that houses a tenant. The term of office for committee members is two years. Members whose terms expire may be reappointed using the same procedure, or they may be removed from office prior to the expiration of their terms using the same procedure by which they were selected. In the event of a vacancy before the end of a term, a new appointment shall be made using the same procedure to complete the remaining term. However, in all cases, the term of office of the members automatically ends when the Rector's term of office expires.

(2) The duties of the Steering Committee are as follows:

1. To determine the principles, procedures, and rules regarding the operation and inspection of enterprises in units and make proposals to the Executive Board, which takes decisions in this direction.
2. To decide on the price lists proposed by the Price Determination Commission and submit them for the approval of the Executive Board.
3. To ensure the monitoring that products of the same nature are sold at the determined price in all enterprises.
4. To evaluate the reports prepared by the Inspection Board and ensure that necessary measures are taken.
5. To decide on taking administrative and legal action against enterprises that fail to comply with the provisions of this Directive and the tender contract as a result of inspections conducted, and to ensure implementation.

Inspection Board and its Duties — ARTICLE 6:

(1) The Inspection Board consists of an academic staff member, a branch manager from the Department of Administrative and Financial Affairs, and a dietitian/food engineer, under the coordination of the branch manager on duty in the Department, upon the proposal of the Department and approval of the Rectorship. The term of office for the Inspection Board is 2 years. Members whose terms expire may be reappointed using the same procedure. In the event of a vacancy before the end of a term, a new member shall be appointed to complete the remaining term.

1. To inspect the enterprises in the units at least 3 times a year in line with the principles specified in this Directive, and to submit inspection reports and recommendations to the Steering Committee.
2. To conduct inspections regarding general cleanliness and hygiene of places, tools, machinery, and materials used, as well as the preparation, service, and storage of food in tea houses, canteens, and cafeterias within units.
3. To ensure that products offered for sale in enterprises that are spoiled, expired, or unfit for consumption are removed from sale, and to warn and inform authorized bodies on this matter.
4. To ensure that personnel working in enterprises comply with dress code and general cleanliness rules, and to inspect relevant documents (Hygiene Certificate, Business Registration Certificate).
5. To inspect whether enterprises comply with price lists, ensure compliance, and report to the Steering Committee for necessary action if non-compliance is detected.
6. To fill out the form in Annex-1 as a result of inspections conducted.
7. In cases where a situation requiring penalties against the operator is detected during inspections, to notify the Steering Committee for the application of penalties listed in the penalties section of this Directive.
8. To inspect enterprises in terms of substances that are prohibited from being sold or kept on premises (narcotics, tobacco products, alcoholic beverages, etc.).
9. To inspect whether shortcomings identified according to Unit Inspection Board reports have been resolved.

Unit Inspection Board and its Duties — ARTICLE 7:

(1) The Unit Inspection Board is a board consisting of at least three persons including the unit secretary, formed by units housing an enterprise. The term of office of the Unit Inspection Board is determined by the administration of the relevant unit.

1. To inspect the enterprise in the unit every month in accordance with the principles specified in this Directive by filling out the form in Annex-1, and to report the inspection results to the Department.
2. To ensure and monitor the operation of the enterprise in the unit in accordance with the points in the form in Annex-1 and specifications provisions.
3. To inspect whether the price lists prepared by the Price Determination Commission and approved by the Steering Committee are complied with, ensure compliance, and propose to the Steering Committee for action in case of non-compliance.
4. To submit to the Department the issue of determining prices for items offered for sale in the enterprise that differ from the lists prepared by the Price Determination Commission.
5. To determine measures aimed at increasing the quality of services provided in the enterprise, make determinations on better methods that can be applied, and make proposals to the Steering Committee on these matters.
6. To ensure that personnel working in the enterprise adhere to dress code and general cleanliness rules and to inspect relevant documents (Hygiene Certificate, Business Registration Certificate).
7. To inspect whether spaces, tools, and machinery in the enterprise are used cleanly and properly, and ensure necessary measures are taken for detected deficiencies.
8. To check the expiration dates of products offered for sale, ensure that products that are spoiled, expired, or unfit for consumption are removed from sale, and warn and inform authorized bodies on this matter.

Price Determination Commission and its Duties — ARTICLE 8:

(1) It is a commission formed by a faculty member, a branch manager from the Department, a dietitian/food engineer, a branch manager from the Department of Administrative and Financial Affairs, and an enterprise representative, upon the proposal of the Department and approval of the Rectorship. The commission's term of office is two years. The Commission meets at the beginning (September or October) and middle (January or February) of each academic year and whenever necessary. It determines the prices of products offered for sale by tenants and submits the Price Determination Protocol to the Steering Committee.

Operating Principles

Principles Regarding the Operation of Enterprises — ARTICLE 9:

1. To comply with general health, hygiene, and cleanliness rules regarding the preparation, serving, and storage of food, and to post a list of company products used for non-packaged foods in a visible place.
2. To comply with the provisions of this Directive in pricing products offered for sale, and not to apply prices above those determined by authorized bodies.
3. To post the price list prepared and approved by authorized bodies in at least two visible locations in the enterprise.

4. Not to serve meals other than those specified in the price list in canteens and cafeterias without permission from the Rectorship.
 5. To maintain the neatness, order, and cleanliness of enterprises and the general health and cleanliness of personnel.
 6. Not to keep enterprises closed without permission and for reasons other than those deemed appropriate.
 7. Not to allow anyone other than those with work relations in the service production areas of enterprises.
 8. Not to engage in divisive and ideological activities aimed at the unity of the nation and the indivisible integrity of the State with its territory, and not to create environments for such activities in enterprises.
 9. Not to keep or sell banned publications in enterprises, and not to stream radio, television, or music broadcasts that have not passed Radio and Television Supreme Council (RTÜK) supervision.
 10. To start personnel to be employed in the enterprise after submitting their identity, resume, and health information and obtaining approval from the Unit Inspection Board (In this case, the enterprise shall deliver copies of identity cards, criminal records, health reports, and documents showing compliance with labor law and social security legislation—periodical payrolls when due—of the personnel to be employed to the Unit Inspection Board).
 11. To provide locker rooms for personnel in enterprises (Employees shall wear a uniform dress code, and a photo ID card approved by management shall be worn on the upper left lapel).
 12. Not to keep, use, or permit the use of prohibited items in the enterprise (narcotics, tobacco products, alcoholic beverages, etc.).
 13. Not to engage in activities related to any work other than its own business within the enterprise.
 14. To act within etiquette and courtesy rules; refrain from derogatory behaviors or words targeting service recipients that negatively affect personal development, regardless of the reason.
 15. To assist in fulfilling inspection services during inspections and checks of enterprises.
 16. To comply with the provisions of this Directive and tender contract provisions.
 17. Not to construct additional fixed facilities on leased immovable properties, except for creating areas with management approval intended for rental purposes.
 18. To take all measures against hazards such as sabotage and fire in the enterprise, and to compensate the Rectorship/Treasury for any loss or damage caused by negligence, carelessness, fault, etc.
 19. Except for force majeure, not to make requests such as altering the nature of the contract, extending the lease term, reducing the rent amount, changing the surface area of the leased space, or similar demands during the contract term.
 20. Not to transfer part or all of its rights to third parties without the knowledge and permission of the administration, and not to share assigned rights and obligations with third parties.
 21. To ensure that food production, sales, and consumption areas are clean and hygienic.
 22. To take necessary precautions against pests and rodents in accordance with the relevant legislation of the Ministry of Health and keep first aid equipment fully available.
 23. To have the right to open more than one enterprise at the same location if needed, upon obtaining Rectorship approval.
 24. Not to sell expired products.
- 1) The tenant is responsible for all damages and losses (including accidents) caused to the environment or third parties during the period from the date of taking delivery of the immovable property to the date of handing it over to the Rectorship/Treasury.
 - 2) Products offered for consumption must comply with:
 1. The provisions of the Regulation Showing Special Qualifications of Foodstuffs and Equipment/Materials Concerning Public Health, put into effect by Cabinet Decree No. 3/15481 dated 4/8/1952 prepared by the Ministry of Health.
 2. Turkish Food Codex Regulation.
 3. Hazard Analysis and Critical Control Points System Principles and Procedures (HACCP).
 4. Regulation on Special Hygiene Rules for School Canteens.
 5. Law No. 5996 on Veterinary Services, Plant Health, Food, and Feed of the Ministry of Food, Agriculture, and Livestock.
 6. Occupational Health and Safety Law No. 6331 and other principles set forth in relevant legislation.

Coordination — ARTICLE 10:

(1) The Department carries out the coordination duties between enterprises, authorized boards, and administrative bodies, as well as monitoring the operation and inspection of enterprises in units in accordance with the provisions of this Directive, and ensuring communication. The relevant Department is also responsible for carrying out necessary secretariat and correspondence operations pursuant to legislation.

General Provision — ARTICLE 11:

(1) The tenant (operator) is responsible for all actions and behaviors of its personnel while carrying out services. If personnel act contrary to legislation, university regulations and directives, hygiene rules, or the provisions of this Directive, the phased sanction procedure specified below shall be applied by the University.

(2) Phased Sanction Procedure:

1. Upon the first violation, a written warning is issued to the operator.



2. Upon the second violation, a contractual penalty of 5,000 TL is imposed by the University.
3. Upon the third violation, the contractual penalty to be applied is determined as twice the previous penalty.
4. Upon the fourth violation, a contractual penalty of three times the previous penalty is applied, and a written warning is sent to the operator stating that the contract will be terminated upon the next violation.
5. Upon the fifth violation, the University reserves the right to terminate the contract.

Violation Cases: The following actions and behaviors are considered violations within the scope of this article:

1. Rude, threatening, derogatory, or disrespectful behavior of personnel towards students, academic or administrative staff, or third parties.
2. Acting contrary to hygiene rules (e.g., working without uniforms, insufficient personal cleanliness, behavior contrary to food safety).
3. Offering spoiled, hazardous to health, or expired products for sale.
4. Failure to comply with rules notified in writing by the University administration.
5. Making unauthorized price increases.

Notification and Collection of Penalty: Imposed contractual penalties are notified in writing to the operator following the detection of the violation. The operator must pay the penalty amount to the relevant account under the University Strategy and Development Department within fifteen (15) days at the latest from the date of notification. Penalties not paid on time shall be deducted from the collateral deposited by the operator to the university.

Section Five - Miscellaneous and Final Provision

Cases Without Provisions — ARTICLE 12:

- (1) In cases where there are no provisions in this Directive, relevant legislation and decisions of the Steering Committee shall apply.

Repealed Directive — ARTICLE 13:

- (1) Upon the entry into force of this Directive, the Yozgat Bozok University Directive on the Leasing, Operation, and Inspection of Canteens, Cafeterias, Tea Houses, Stationery Shops, Photocopy Shops, Markets, and Similar Enterprises dated 27/09/2018 and numbered 13 has been repealed.

Enforcement — ARTICLE 14:

- (1) This Directive enters into force on the date it is accepted by the Senate.

Execution — ARTICLE 15:

- (1) The provisions of this Directive are executed by the Rector.

SENATE PUBLICATION / AMENDMENT INFORMATION

Type	Senate Date	Decision No.
Publication	27.09.2018	2018.013.117
Amendment	17.09.2025	2025.030.214



**ANNEX-1****YOZGAT BOZOK UNIVERSITY
CANTEEN, RESTAURANT, TEA HOUSE, CAFETERIA, STATIONERY, MARKET, AND SIMILAR ENTERPRISES
INSPECTION FORM**

Unit Where Enterprise is Located:		Date of Inspection:	

A. PHYSICAL CONDITIONS, TOOLS AND EQUIPMENT

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Floors, ceilings, and walls are clean and well-maintained; overall cleanliness of canteen area (including tables and chairs) is suitable	■	■	■	
2- Ambient lighting is sufficient	■	■	■	
3- Work counters where food is prepared are made of marble, stainless steel, or similar materials	■	■	■	
4- Food preparation counters, cutting boards, and other tools/equipment are clean	■	■	■	
5- Toast machines, fryers, heating knives, spatulas, and other materials in contact with food are made of stainless steel and clean	■	■	■	
6- Serving trays used are intact and clean	■	■	■	
7- Teapots, water heaters, samovars, etc., used do not have lime or rust on inner surfaces	■	■	■	
8- Sinks are located as far as possible from food preparation areas	■	■	■	
9- Sinks are clean (no clogging, rusting, or stains present)	■	■	■	
10- Disinfectant liquid hand soap and paper towels are available at sinks for handwashing	■	■	■	
11- Sufficient number/size of stainless metal or plastic foot-pedal trash cans with closed lids containing trash bags are present	■	■	■	
12- Trash, packaging materials, and cardboard boxes are not accumulated; no accumulated trash inside the canteen	■	■	■	
13- Rodent Station is installed by individuals/institutions approved by MoH General Directorate of Public Health against pests/rodents, and inspection documents (every 3 months) are present	■	■	■	
14- Cleaning cloths used are clean	■	■	■	
15- Storage areas for food are clean, orderly, and maintained (products do not touch the floor, pallets placed underneath)	■	■	■	
16- Usage area (square meters) specified in contract is complied with	■	■	■	

B. FOOD AND HYGIENE

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Food-contact counters, cutting boards, tools, and equipment are clean	■	■	■	
2- No expired products; products are not contaminated, spoiled, altered in appearance/quality, bulged, wormy, or moldy	■	■	■	
3- Packaged/cold-stored foods (ayran, yogurt, pudding, etc.) have suitable refrigerator storage at appropriate temperatures	■	■	■	
4- Raw meat and raw meat products are not kept at all (for Canteens). (In restaurants/cafes, raw meat kept in refrigerators max 3 days unfrozen with invoices)	■	■	■	
5- Ready/semi-processed meat products (doner, meatballs, nuggets, schnitzel, burger patties, sucuk, etc.) have Ministry authorization, production/expiration dates, and proper cold storage	■	■	■	
6- Foods served raw (salads, fruits, etc.) are covered with stretch film and kept refrigerated until service	■	■	■	
7- Equipment (knives, counters, boards) for raw vegetables and meat products are separated	■	■	■	
8- Disposable gloves are used during preparation and serving of unpackaged foods requiring hand contact	■	■	■	



INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
9- Staff in production/preparation wear disposable arm sleeves (For Cafeteria & Restaurant; Canteens excluded)	■	■	■	
10- Food and food-contact materials are not stored in the same place with cleaning chemicals	■	■	■	
11- Food items sold are stored under suitable conditions (temp, humidity); hot food served above 65°C	■	■	■	
12- Disposable utensils (cups, forks, plates, spoons, etc.) are used for served food consumption	■	■	■	
13- Frozen products (if any) are stored at -18°C	■	■	■	

C. PERSONNEL AND HYGIENE

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Employees' fingernails are short and clean; no open wounds or cuts on hands	■	■	■	
2- Contractor/staff have Hygiene Certificate, criminal record, ID copy at start; owner has Business Registration Document ready during inspection	■	■	■	
3- Work clothes are available and clean	■	■	■	
4- Personnel wear gloves, masks, and hairnets (bones)	■	■	■	
5- Personnel lockers are available; no personal clothes/shoes kept in food prep/cooking/serving areas	■	■	■	
6- Personnel have photo ID cards attached to the upper left lapel	■	■	■	
7- Personnel do not engage in non-work activities	■	■	■	
8- Personnel act within rules of etiquette and courtesy	■	■	■	
9- No unauthorized persons in service production areas	■	■	■	
10- Enterprise is not closed during service days/hours unless permitted for valid reasons	■	■	■	

Ç. OCCUPATIONAL SAFETY

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Sufficient first aid kit compliant with TSE 6075 is available	■	■	■	
2- Fire extinguisher available and refilled every 4 years	■	■	■	
3- If LPG cylinder is used, it is located outside, secured, with copper connections	■	■	■	
4- If natural gas is used, gas detector is operational	■	■	■	

D. LISTS

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Price list compliant with ceiling prices set by University posted in at least two visible spots; prices followed	■	■	■	
2- Price tags visibly displayed on products offered for sale	■	■	■	
3- No food served outside the price list (unless Rectorship permission is granted—for Canteens & Cafeterias)	■	■	■	
4- Supplier list for unpackaged foods posted in a visible area	■	■	■	

E. OTHER RULES

INSPECTION CRITERIA	SUITABLE (PRESENT)	NOT PRESENT	NOT SUITABLE	EXPLANATION
1- Prohibited items (narcotics, tobacco products, alcohol, etc.) are not kept, used, or permitted in the enterprise	■	■	■	

