

Galley Inspection

The First Mate is in charge of galley crew and is responsible for galley health and safety.

Print Inspector's Name Below	Date: 01-January-2020

Inspection Summary

DIRECTIONS: All issues that could not be corrected during the inspection should have a new, separate task in Helm created to correct the issue. List the issues and task numbers below.

Section/ Item #	Helm Task #	Brief Description (title)	Status/ Notes

NOTES:

Inspector's Signature _____

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Galley Inspection Checklist

Section 1		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Food Handlers- Personal Hygiene/ Health</i>					
A	Cook has ship cook endorsement on seaman's book or current food handler's certificate on CM.				
B	Food handlers know to notify supervisor if feeling ill.				
C	Food handlers shower daily.				
D	Fingernails are short and clean.				
E	Food handlers' hair is clean.				
F	Food handlers wear hair restraints, clean caps, hair nets or are bald.				
G	Clothing is clean. Dirty aprons changed daily or as needed.				
H	No sores, cuts or infections on arms or hands. Sores or cuts on other body parts are covered and dry.				
I	Disposable gloves used to handle food and changed regularly.				
J	Hands washed frequently with soap and dried with paper towels, especially when moving from non-food prep surfaces to food prep tasks.				
K	No tobacco use while on duty. Smoking/ dipping must be done in designated areas and hands washed thoroughly before returning to work.				

Section 2		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Source of Food</i>					
A	Meat, poultry, eggs, dairy and other refrigerated items received cold.				
B	Frozen foods still frozen when delivered.				
C	Food examined for signs of spoilage, infestation, mishandling, expiration dates BEFORE SIGNING delivery invoice. (Return unacceptable items and insist on refund/ purchase price adjustment.)				

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Section 3		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Refrigerated Storage</i>					
A	Refrigerator temperature maintained at or below 40 °F (4 °C).				
B	Refrigerator temperature recorded daily in log.				
C	External thermometers visible and internal thermometers present.				
D	Products stored to allow adequate airflow to maintain temperature.				
E	Refrigerator doors kept closed as much as possible.				
F	Food in refrigerator is wrapped or in proper storage container to prevent cross contamination. (No open containers or unwrapped foods)				
G	Raw meat, fish, poultry stored separately and below cooked foods.				
H	No expired foods, salad dressings, condiments.				
I	Leftover foods discarded after 48 hours.				
J	Products used on First In/ First Out rotation (FIFO). (Rotate stock by using older items first, placing newer items behind them.)				

Section 4		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Frozen Storage</i>					
A	Freezer temperature maintained at or below 0 °F (-18 °C).				
B	Freezer temperature recorded daily in log.				
C	External thermometers visible and internal thermometers near back of freezer.				
D	Products stored to allow adequate airflow to maintain temperature.				
E	Freezer doors kept closed as much as possible.				
F	Food stored in original containers or wrapped tightly. (No unwrapped foods)				
G	Products used on First In/ First Out rotation (FIFO). (Rotate stock by using older items first, placing newer items behind them.)				

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Section 5		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Dry Goods Storage</i>					
A	Dry stores temperature maintained at or below 70 °F (21 °C).				
B	Food stored at least 6 inches off the floor.				
C	Foods stored in original packaging or labeled container/ plastic bag.				
D	Products stored to allow adequate airflow to maintain temperature.				
E	Sufficient lighting to see all dry stores easily.				
F	Spills cleaned up immediately.				
G	Products used on First In/ First Out rotation (FIFO). (Rotate stock by using older items first, placing newer items behind them.)				
H	No signs of active rodent or insect infestation.				

Section 6		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Food Preparation</i>					
A	When changing from the preparation of raw meats, poultry and seafood to produce or ready to eat items, prep area is sanitized and new, clean cutting boards and utensils are used.				
B	Work surfaces are sanitized with sanitizing spray or bleach solution after every task and new bleach solution made fresh daily or as needed.				
C	Cut resistant gloves used when knives are used. Changed and washed daily or as needed.				
D	Paper towels used to clean spills.				
E	Food thawed in refrigerator OR in clean tubs of cool water while in original packaging or plastic wrap. (Never left out overnight.)				
F	Food thermometers used to check for minimum safe internal temperatures. [Most foods = 140 °F (60 °C) , Stuffed poultry and meats 165 °F (74 °C)]				
G	Ovens and fryers not overloaded during cooking process.				
H	Cooked foods discarded or refrigerated within 3 hours of setting out in bain marie.				

**** To sanitize with bleach:** (3/4 cup bleach to 1 gal water. Clean all food off surface, wipe surface with bleach solution, wait 5 minutes, rinse and air dry)

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Section 7		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Kitchen Equipment</i>					
A	Hand washing station readily available with soap, hot and cold water and paper towels.				
B	Trash disposal areas clean and uncluttered.				
C	Trash cans cleaned at regular intervals.				
D	Used grease stored for proper shore side disposal.				
E	Cardboard boxes broken down and stored away from food.				
F	All food prep equipment maintained and cleaned according to manufacturer's recommendations.				
G	Knives are separated from other utensils, washed separately and never placed where they cannot be seen (soapy water). Stored when not in use.				
H	Pot/ Dishwashing area kept clean.				
I	Proper PPE used when conducting cleaning. (See manufacturer's recommended PPE on cleaning chemical bottles or SDS)				

Section 8		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Pest Control</i>					
A	Pesticides stored in original containers and away from food storage or preparation areas. (Under sink OK. On/ in cabinet with food, not OK)				
B	Crew uses manufacturer recommended PPE to apply pesticides when indicated. (disposable gloves, safety glasses, ventilation?)				
C	All food is covered or sealed in plastic wrap between mealtimes. Open cookies, crackers, cereal boxes, etc. must be stored in a sealed container, Ziplock bag or the original bag sealed with a clip. (No easy access for pests)				
D	Pest traps are checked and replaced regularly.				
E	Remove or cover all food before applying pesticide and food handlers must change clothes after applying pesticide.				

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Section 9		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>Dining Area</i>					
A	Tables wiped down between meals.				
B	Condiments requiring refrigeration put back in fridge after each mealtime.				
C	Tables sanitized at least once a day.				
D	Once a week all non-skid washed with soap and water and entire table and cabinet surfaces sanitized.				
E	Once a week all condiments on tables wiped down and checked for expiration dates. Items showing spoilage discarded. (Expiration dates are not safety dates. Can be kept as long as no signs of spoilage per USDA)				
F	Trash cans maintained and cleaned.				
G	Recycle bins maintained and cleaned.				
H	Floor maintained clean and free of food/ spills.				
I	Floor maintained free of cracks and trip hazards.				

Section 10		Satisfactory	Needs Improvement	Not Applicable	Not Observed
<i>General Safety</i>					
A	Is first aid kit with burn gel, band aids, readily available and stocked?				
B	Fire blanket and CO2 fire extinguisher nearby?				
C	Is there a working power cut off switch for the fryer/ stove/ grill in case of fire?				

General Safety

Any additional comments here:

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