

GALLEY AND CATERING: GENERAL PROCEDURES AND SAFE OPERATION

| Scenario / Background |
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| A scheduled Port State control inspection has been announced and the HOD has discovered that some of the galley records have not been completed and has ordered a complete review. |
| Pre-activity considerations |
| <ul style="list-style-type: none">- All galley and catering crew to complete a safety familiarisation review.- Are all crew aware of all records to be completed for each area of the galley (see equipment below)?- At what point should each monitoring step be implemented?- Who is responsible for maintaining each document?- What are the steps to be followed should any records be found to be incomplete / shown as inadequate?- What are the consequences of inadequate record keeping?- Who is responsible for monitoring record keeping? |
| Equipment |
| Ensure the following documents are present for reference/completion: <ul style="list-style-type: none">- Galley daily record sheets- Fridge temperature check record sheets- Cleaning schedule records- Garbage maintenance plan- Cleaning check sheets- Galley storage of hazardous liquids- material safety data sheets (MSDS)- Galley delivery / provision checklists- Dry / cold store records- Freshwater system records- COSH manual- COSWP guidelines- PPE inventory- Food safety manual- Official logbook - Master's inspection of galley and fridge spaces- Alarm testing record: Fridge lock-in alarm, smoke and heat alarms, galley ventilation switches, galley power switches. |

Note: This card and briefing sheet is intended for guidance only and in no way passes liability to any member of CHIRP or the Superyacht Training Group for its content and the procedures within.

Brief

CO / Captain, Head Chef, Chief Stewardess and Purser must be present to confirm correct procedure is outlined and followed.

- All galley / catering crew to complete a safety familiarisation review
- All record sheets to be introduced and explained
- All crew to be shown where relevant documents are stored
- Individual responsibilities must be clearly outlined and allocated
- All records to be checked and verified
- Any incomplete records to be completed / scheduled for completion
- All relevant crew to be issued with a list of essential record sheets and who is responsible for each one

Questions to confirm learning

- What do you do if you discover the fridge temperature is above the critical control limit?
- What action do you take if a crew member spills a chemical while cleaning the galley?
- What action should be taken if a fish delivery arrives and the use by date on the packaging has expired?
- Where can you find your material safety data sheets?
- Who is responsible for maintaining the galley daily record sheets?

What if's / Emergency considerations

- What action is to be taken if a fridge is found to be malfunctioning or has been discovered to be at too high a temperature?
- What are the corrective procedures to be taken should records be missing, incorrect or inadequate?
- Who is responsible for ensuring any identified training / knowledge gaps are rectified and what is the timescale for said training to be completed?

Post activity debrief points

- Were all required documents completed correctly and signed where necessary?
- What action is necessary to ensure records are correctly maintained going forward?
- Is everyone aware of their individual record keeping responsibilities?
- Is there a clear train of command and is everyone aware of who to go to, to report incomplete / inadequate records?
- Have there been any training needs identified that require further action?