



# **STANDARD PORT HEALTH INSPECTION**

## **GUIDELINES TO PREPARE THE VESSEL**

### **VESSEL SANITATION PREPARATION LIST**

This document is a guideline to prepare the vessel for a P.H. inspection.

Pre-inspect three days before arrival in port.

Prepare a repair list if necessary for the staff Captain or Chief Engineer.

Conduct a department Head Meeting to discuss the results of the pre-inspection in the following areas:

#### **FOOD HANDLING**

#### **CLEANLINESS OF DEPARTMENTS**

#### **PERSONAL HYGIENE**

#### **CHECKLIST**

- Ensure that all refrigerators have thermometers.
- Ensure that there are no cleaning supplies in any department (except three step bucket system). This includes:
  1. Brooms, Mops and Deck Brushes
  2. Insecticide Sprays
  3. Deck Soap
- Ensure that there are no wooden utensils in use.
- Ensure that there is evidence in all Departments of utilization of the three bucket system.
- Ensure that there is one crew member stand by for each department.
- Ensure that all ready to eat items on the line have individual serving utensils.
- Ensure that no on duty crew member has rags in their trousers or utensils such as knives in their pockets.

- Ensure that no one opens the storeroom refrigerator. It is therefore recommended that the Food Manager keep the storeroom refrigerator key until the P.H. inspection is completed.
- Ensure that the approved sanitation menu for lunch is prepared the night before. Not cooked, only prepared.
- Ready to be cooked food is only to be moved from the refrigerator to the stove. It is not to be left out at room temperature.
- All drains are to be clear of food particles, and there is to be no water deposit.
- All air condition vents must be free of dust accumulation
- Check all exhaust filters in galley and also check for dripping grease from deck head.
- Ensure that refrigerator covers are clean.
- Check that no condensation is inside refrigerators.
- Ensure that refrigerator cover fans are clear of dust and rust.
- All personnel must have clean uniforms, aprons, hat and gloves. Further, they must maintain their personal hygiene.
- Ensure that all light fixtures are in satisfactory condition.
- Ensure that maximum lighting is exposed.
- A list of authorized personnel must be posted, and only those on the list are to report for duties, until the inspection is completed.
- Ensure that there is evidence clean and sanitized working utensils in each section.
- Keep the least amount possible of cooked food in the cooked food refrigerator.
- Ensure that there are enough pallets in all stations to ensure that nothing goes on deck.
- Especially the outside refrigerator in the storeroom.
- If there is an elevator, ensure that it is clean inside and is lifted to clean the bottom.
- No Lexan boxes are to be marked with markers.
- Ensure that all pots and pans in the pot washer are properly cleaned and sanitized; also ensure that there is a separation between clean and soiled.
- Cutting boards must be clean and sanitized. Never have all new cutting boards out for an inspection.
- Breakfast skillets must be in clean condition and after service are to go directly to the pot wash soil section.
- Ensure that only 4" and 6" Lexan boxes are utilized to keep food or sauces in refrigerators.
- All port holes must have fitting screen or kept closed.

- Bulk milk dispenser has to be served from bulk or in original container or refrigerated ½ pints.
- Ensure that there is no evidence of oven gloves in pastry or bakery shop.
- Cooks are not permitted to wear any sort of jewellery. The only exception is the cook doing poached eggs who is authorized to wear a watch.
- Ice blocks for decoration purposes must be isolated from food in deep freezer and on a pallet, a sign “Non potable Water” must be posted.
- All food handlers must know food temperature and their danger zone of 45° F to 140° F, and the three step systems and how to use it.
- A utility cleaner must be on standby in the breakfast line to pick up any soiled dishes or pans in the line. This will allow the breakfast cooks to only touch clean items and ready to serve food.
- All meats in the thawing room must be in clean containers a din separation. Example: Beef Veal Lamb Chicken, Fish and seafood are to be kept on different shelves.
- Nothing is to be in the thawing room in carton boxes or in their original box.
- Raw food and cooked food must be separated.
- All containers must have dates (Please do not use masking tape).
- All garbage cans must have leads.
- Clear paint from S/S surfaces.
- No utensils such as knives, ladles, etc. should be kept in Chefs Office or F&B Manager’s office, as well as liquors or anything used in food preparation.
- Ensure that there are no working utensils in buckets.
- All crew members must know about the three sink system and their temperature. (Water temperature 110F).
- Bakery shop must be ready to be inspected by 06:00 AM.
- No breakfast preparation is to be done after 06:30 AM. (Recommendation).
- Check pot wash area before arrival.
- Ensure that all boxes are closed in dry storeroom and all #10 cans and labels are straight.
- Ensure that pastry carts and baker carts are clean (especially the wheels).
- No blood is to be visible on or around items in the thawing room.
- We recommend a cabin inspection to ensure that crew accommodation is free of working utensils etc.
- Flour bin in baker shop must be clean and dry. Check the handle of the bin.
- All plastic and aluminium foil must be in original boxes.

- Avoid breakfast for waiters and busboys on sanitation day.
- Fire extinguishers must be clean.
- Remove pots and pans and trays without handles.
- Ice machines must be clean; they must have S/S scoops and a chain 6" from the deck.
- Check the Maître d'hôtel cabinet.
- No flambé cart.
- Ensure that the butter in the Dining Room is iced down.

## **SANITATION INSPECTION GUIDELINES**

### Personnel involved in food storing, preparation or service

- Good Hygiene practiced: Uniforms clean, bath frequently, failing to cover their face when sneezing or coughing, wash hands often etc.
- Free: of infections and communication deceases.
- Prohibited: from eating, chewing gum, drinking or smoking in food preparation areas.
- Using: of plastic gloves when is needed.
- Handle: dishes and utensils in a sanitary manner.
- Parts: of dishes and utensils that will make contact with the consumer's mouth should never be touched by a server.
- When: serving food always wash their hands after wiping tables or bussing soiled dishes.

### Safe Food Service

- Before refrigerating potentially hazardous food make certain an internal temperature of 45° F or less will be maintained.
- Use extreme care in storing and handling food prepared in advance of service.
- Cook or heat process food to recommended temperatures.
- Make certain that hot-handling devices maintain food at temperatures of 140° F or higher.
- Heat left-over's quickly to an internal temperature of 165° F.
- Avoid carrying contamination from raw to cooked and ready to serve foods via hands, equipment and utensils.
- Obtain food from approved sources.

## Main Galley

- General appearance: Floors, walls, ceiling clean, roaches free, and maintained. Report any missing or broken tiles. Daily dust removal-weekly scrubbing-periodic resealing.
- Plumbing: In good condition, leakage free, sufficient water supply. Hot water where needed. Drains clean and free of obstacles.
- Ventilation: Sufficient. Free of condensation and accumulation of dirt and grease.
- (Hoods and ducts clean unclogged and in good repair).
- Lighting: Sufficiently lit in all areas (report any burned or broken lamps).
- Food preparation and holding:
- Food preparation equipment: Keep them clean when not in use.
- Hot holding equipment: Maintain food at or above 140° F.
- Cold food: Held at 45° F (7.2° C) or lower. All refrigerators are equipped with thermometers.
- Equipment & Utensils not in use: Keep them clean and sanitized.
- Preparation Equipment: Clean and sanitize between changed uses.
- Fruits & Vegetables: Wash thoroughly prior to preparation and service.
- Food warmers, steam tables and bain-marie: In good condition and working order.
- Frozen food: Thaw properly under refrigeration or cold running water.

## **SANITATION PROCEDURES**

### General cleanliness and sanitizing

- Work tables/counters/shelves: Clean and sanitize after each use. Wash with hot water, rinse with clean water, sanitize with solution containing at least 100 PPM chlorine but no more than 200 PPM. Leave surface damp to permit the chlorine to effectively sanitize and air dry.
- Heat grinders/ slicers /meat choppers/mixers: Schedule regular clean up after each use.
- Disassemble parts and clean them completely. Operating correctly.
- Steam tables: Clean outside, free of lime scale inside.
- Coffee/tea urns: Flush out, clean, de-lime, rinse cloth filters in cold water.
- Stoves Grill and surrounding area: Free of burned food or grease. Clean drop pans when not in use.
- Steam cookers mixing vat: Clean inside and out. De-lime when necessary.
- Can openers: Clean, free of metal particles. Keep them sharp.
- Cutting boards: Free from splints, holes or cuts. Use separate for raw and cooked food.

- Clean and sanitize them after each use.
- Deep fat fryers: Clean inside and out.
- Shortening stained cleaned.
- Discard when necessary.
- Electrical fixtures-wiping: Dust free in good repair.
- Refrigerators: Max temperature 40° F. Keep them clean inside and outside. Gaskets in good condition. Keep food items inside covered containers not more than 4” high.
- Cooked or ready to eat food always stored on different shelves or above from raw food.
- Check food temperatures. Keep open period to a minimum.
- Ice machine/cuber: Clean inside and outside. Scoops fastened. Surrounding area clean.
- 2 & 3 compartment sink: Open sinks before use.
- Change wash and rinse water frequently.
- Check to be equipped with thermometer, wire basket and condition of mixing battery. Steam consumption adequately.
- Hand wash facilities: Make sure they do not use for any other purpose. Check for supply of soap, towel paper and waste receptacle.
- Also for sufficient supply of cold and hot water.
- Pot and dish glass washing area, dish washing procedure: Bushing:
- Glass/cups: Check if they handle them in racks to avoid chipping.
- Dishes/bowls/desert plates: Bus separate the ones with heavy soil.
- Glasses/Cups/Dishes/Silver and S.S. ware: Make sure that they are always pre-showered before using in the machine.
- Heavy soil and paper: Make sure that dishes are scraped into waste receptacles (pulper) before racking.

## Racking

- Dishes placed in racks: All of one kind, each in line, no over crowd.
- Hollowware (cups/glasses etc.): Rack them up-side down so wash water can get in and rinse water gets out.
- Silver: Place them in racks with eating end up and never over crowded.

## Operating machine

- Correct wash & rinse temperature: 140° F minimum wash. 180° F minimum rinse.
- Wash & rinse sprays: Check to be free of obstructions.

- Pre-rinse shower: Make sure that it operates correctly.
- Pre-wash water: Change it regularly.

### Clean dish handling

- Dish carts: Check to be clean and place it at end of machine for easy loading.
- Dish handlers: Check that they clean their hands thoroughly and pick up dishes properly.
- Equipment and utensils (pots/plates/glasses etc.): Check that they are clean, self drain and dry in sufficient storage space.

### Clean up dish/glass washing machines

- Cleaning: Clean properly each day. Wash and rinse arms cleaned out.
- Scrap trays: Keep them clean and in good condition.
- Tank drained: Hose out and clean strainer.
- Curtains: Clean them by scrubbing and hang to dry.
- Machine and tables: Wash with detergent solution and hose out (wiped dry).

### Rest rooms

- Sanitary equipment: Operating satisfactory.
- Ventilation/lighting: Adequate.
- Toilet door: In good working order.
- Hand wash facility: Make sure that it is always equipped with soap and tissues.
- Hot and cold running water: Adequate.

### Garbage storage

- Waste containers: Make sure that there are sufficient for each area. Check to be leak proof, keep them covered when not in use. Clean them when empty and label them according to their use.

### Garbage room

- 2. Generally: Make sure that the room is kept clean and orderly. Free of spilled food and liquids and avoid accumulation of garbage.
- Trash and garbage containers: Clean them on the outside.
- Garbage container bags: Close them air tight without leaking.

## Walk-in refrigerators general

- Thermometers: Check regularly inside/outside. Log to a report.
- Doors: In good working order, gaskets clean and maintained. Open doors only when necessary.
- Cold curtains: Are clean and in good condition.
- Lighting: Adequate, report any burned or broken light bulbs.
- Floor: Clean and dry. Report any missing or broken tiles.
- Ceiling/walls/shelves: Free of condensation. Clean and sanitized on a regular basis.

## Storage

- Never fill refrigerators beyond their capacity.
- Follow the rule first in - first out.
- Keep food in their original cartons or in clean wrappers or covered containers.
- Place in a way to allow circulation of cold air among them. Foods that are packed tightly may begin to defrost.
- Separate ready to eat or prepared food from raw food.
- Never store food items inside ice block room. Do not use ice blocks for human consumption.

## Defrosting

- Defrost when necessary to eliminate excessive frost build up. If practical defrost when
- Least amount of food is in storage.
- Defrost food items always at temperature 45° F max. Not outside.

## **CHECKLIST FOR MAIN GALLEY**

### Walk in refrigerators

- Accurate inside Thermometer in place.
- Temperature at or below 40° F.
- No bad odours in room.
- No ice built up on compressor.



- Food storage allows good air flow.
- All food containers covered.
- Nothing stored on deck.
- Shelves clean and in good repair.
- Raw and ready to eat food stored separately to assigned areas.
- Meat and fish stored separately to assigned areas.
- Deck clean and in good repair.
- Lighting adequate.
- Rubber seals on doors are clean and in good repair.

#### Pantry Appetizer

- Stainless steel benches are clean.
- Refrigerators are clean, containers covered and clean.
- No personal items stored in the area.
- All machines are clean, disinfected (Hobart, slicer etc.)
- Deck clean in alleyways, no dirt in corners.
- All debris removed from deck.
- Food preparation sink and hand wash basins clean.
- Deck heads clean, no residues.
- Drainage system, waste-pips are clean.

#### Pantry Buffet, Vegetables station, Roast man station:

- Refrigerators are clean and in good repair.
- All containers are covered.
- Nothing stored on deck.
- Stainless steel benches are clean.
- Deck clean and in good repair.
- Food preparation sink is empty and clean.
- Drainage system, waste-pipe are clean, no food or dirt stuck.
- Hobart mixers are clean and disinfected.

#### Pantry Salad, Pantry sandwich:

- Refrigerators are clean and in good repair.
- All food containers are covered.

- Food preparation sink is empty and clean.
- Stainless steel benches are clean and disinfected.
- Slicer machine is clean.
- Deck and alleyways are clean and in good repair.
- Drainage system, waste-pipe clean.
- Galley shelves are clean.
- Deck clean under deck and fridges.
- Coffee machines are clean, no filter inside.
- Dropper cleaned and sanitized.
- Juice machine clean, concentrate container empty.
- Ice machines are clean, rubber seals in good repair.
- Stainless steel benches clean, chlorine are to reveal.
- No sauce, goose neck etc. are stored.
- Locker below coffee machines are tidy, items stored properly.
- Drainage system clean.

#### Ice cream station

- Freezer clean, ice cream containers are covered.
- Ice cream machines are properly cleaned, rotating part & rubber seals.
- Deck, alleyways & drainage system clean.
- Stainless steel table clean & sanitized.

#### Dish/Pot wash area

- Machines are clean & sanitized.
- Rubber curtains in the machines are clean & right placed.
- Racks are clean & properly stored.
- Dishes/pots are stored as outlined in the Vessel sanitation regulation.
- Deck & hand wash basins are clean.
- Nothing stored on deck.

#### Hot Galley

- Soup stations clean, kettle in good repair.
- Ovens, grill, roast station clean.
- Steam (hot) table clean, twice a week cooked out lime way.

- Stainless steel tables cleaned & disinfected.
- Deck, deck head & drainage clean.
- Lines are clean no food items left outside.
- Salamanders clean, nothing stored in them.
- Cleanliness of Chef's Office.

### Bakery/Pastry

- Ovens & fridges are clean.
- Stainless steel tables are clean, no object that do not belong stored there.
- No open tins or cans.
- Pastry floor and walls must be clean, good airflow.
- Rotating roll clean.
- Deck, deck head & drainage clean.
- Basins & sinks are clean.
- Cold table on the front clean & sanitized.

### General cleanliness

- 3 buckets are to be found in the right place and in order.
- Hand wash basins in the Galley are clean with soap and towels stored.
- No cleaning materials left in the galley.
- Cleaning locker tidy, no chemicals without labels stored.
- Toilet is clean, prove with chlorine test.
- Can openers are clean.
- Garbage containers are kept in the right place, in good condition.
- Ventilation, blow hole are clean.
- Cleaner locker clean