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| **Galley/Mess Cross Audit** | | | | | | |
| **Auditor:** | | |  | | Date: | |
| # | Item | | Yes/No | | Action To Be Taken | |
| **Housekeeping** | | | | | | |
| 1 | Are foodstuffs and cleaning materials adequately segregated? Separate Food Preparation Sink | |  | |  | |
| 2 | Is garbage segregated and are rubbish bins emptied on a regular basis? Are Garbage Cans Kept covered | |  | |  | |
| 3 | Are all utensils and equipment serviceable? | |  | |  | |
| 4 | Are all foodstuffs covered while stored in the refrigerators or cold shelves etc? | |  | |  | |
| 5 | Is Raw Food Kept From Cooked Food | |  | |  | |
| 6 | Are all electrical appliances and any extension cables etc., in good condition? | |  | |  | |
| **Storeroom** | | | | | | |
| 7 | Is food kept away From Chemicals and other non-Food | |  | |  | |
| 8 | Is the area Clean and maintained. | |  | |  | |
| 9 | Are foodstuffs in date and stored as per the manufacturer’s instructions? Randomly check. | |  | |  | |
| 10 | Stock Rotated, Food Promptly Put Away | |  | |  | |
| **Refrigerators** | | | | | | |
| 11 | Are the temperatures in the freezers and refrigerators within the correct ranges? Refrigerators: +2° to +4°C Freezers: -18°C | |  | |  | |
| 12 | Is Food Kept on Racks, Not on Floor and covered. | |  | |  | |
| 13 | Is housekeeping in good order. | |  | |  | |
| 14 | Are there alarms fitted and working for the walk in freezer. | |  | |  | |

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| **Safety Points.** | | | |
| 15 | Is the location of the First Aid kit known |  |  |
| 16 | Extinguisher and Fire blanket in place and accessible |  |  |
| 17 | Do Personnel Know the fire procedure and how to use the fire equipment available in the galley. Ask them to show you. |  |  |
| 18 | Are all fire appliances and alarms identified by galley staff and are they accessible and ready for use? Ask the cook/steward |  |  |
| **Mess Area** | | | |
| 19 | Is the mess room clean of debris, floors swept and dry, trash removed regularly? |  |  |
| 20 | Is all equipment, supplies and loose items secured against ship movement? |  |  |
| 21 | Are fire Extinguisher clearly marked and  unobstructed |  |  |
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| **Additional Comments:** | |  |  |
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