

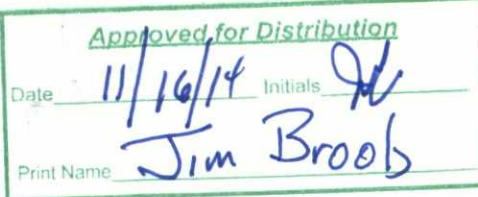
Notice of Change to Controlled Documents #216 / 14 Nov 2014

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
216	SOP-GEN-2014D ALL	New SOP developed to address galley health and safety	#1

17 Nov 14 *SS* SMM TOC web page updated
17 Nov 14 *SS* NOC web page updated
17 Nov 14 *SS* SMM files - each section updated
17 Nov 14 *SS* NOC sent to fleet
17 Nov 14 *SS* NOC pdf posted on CM
 _____ _____ Vessel Acks recorded on fleet tracking
 _____ _____ Office Controlled SMM updated

Approvals	Approvals
 <p><i>Approved for Distribution</i> Date <u>11/13</u> Initials <u>[Signature]</u> Print Name <u>Jim Powell</u></p>	 <p><i>Approved for Distribution</i> Date <u>11/13</u> Initials <u>[Signature]</u> Print Name <u>Peter [Signature]</u></p>



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 Date 11/16/14 Initials [Signature]
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SAFETY MANAGEMENT MANUAL



SOP-GEN-014A
Galley Health and Safety

Rev # 1

Revision date: 14 Nov 2014

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Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
12 November 2014 Revision #1	Dr. Jim Brooks Pete Tatro	Dr. Jim Brooks Pete Tatro Dr. James Howell	New SOP developed to address galley health and safety

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1.0 Introduction

TDI has developed this Galley Health and Safety plan in accordance with The Guide to Ship Sanitation from World Health Organization (WHO), IMO Guidelines on the training of ship's cooks (MESC/2013/9) and the USCG Food Service Sanitation Manual.

This document establishes the minimum sanitary requirements for maintenance and cleaning of the facilities, equipment and utensils, integrated pest management, health and hygiene control of food handlers, training of food handlers and control of quality and safety of the final product.

2.0 Responsibility

It is the responsibility of the first mate to ensure that all crew with galley duties understand their jobs and responsibilities, maintain the galley facilities in clean and orderly condition and handle food using the correct sanitary and safety procedures.

It is the responsibility of the cook to ensure all food is safely prepared, served and stored. This includes oversight of proper personal hygiene for the cook and all food handlers, rotation of stock, ordering food and housekeeping supplies for the vessel, as well as routine cleaning of the galley vent hood, freezers, chillers and dry stores.

Food handlers and the cook are to report to the first mate any illness that includes vomiting, diarrhea, sore throat with fever, and open wounds or cuts.

3.0 Training Requirements

All cooks and food handlers must have a current certificate showing completion of a food handler safety course.

At times, we will need to assign OSs and ABs as temporary messmen if one is not available. In those situations, the crewman may get a food handler's certificate by completing the food handler safety course located on the Galley page of the ship web pages. This is a third party training and costs \$10, reimbursable by TDI-Brooks.

Should additional training be required, there is a 6 part Basic Food Safety video training series on the Videos and PowerPoints page.

4.0 Food Supplies Receiving

The cook will order food and housekeeping supplies for the vessel and inspect them upon arrival for expiration dates, quality and proper temperature (frozen foods still

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frozen, refrigerated foods still cold). The containers in which the food arrives will be inspected for signs of pests or insect infestation.

5.0 Food Storage Areas

Food products must be stored on pallets, and/or shelves, taking into consideration the minimum area available so as to ensure proper ventilation, circulation, cleaning, and disinfection procedures. Moreover, these products must not be exposed to droppings, soil or other contamination.

Food must not be stored in restrooms, in or near garbage containment, engine rooms, under pipe or sewer lines, areas with water condensation, or any other area that may present a spoilage or contamination hazard.

Freezers and air conditioners must be maintained in proper condition, operation and repair so as to prevent dripping or condensation inside of storage areas or condensation over food.

Food should be kept off the floor using shelves, grating or some washable, durable material- not wood or cardboard.

All stock should be rotated on a first in – first out basis. (FIFO method) Food and storage areas should be inspected regularly and the inspections kept in a log on the bridge. Expired and spoiled food should be disposed of as soon as possible in accordance with MARPOL regulations.

6.0 Food Preparation and Handling

Food products must be stored and prepared at safe temperatures and using good sanitation practices as taught in the food handler safety course.

7.0 Food Sensitivities and Cultural Aspects

The first mate should ensure the cook is aware of food sensitivities and the importance of preventing cross-contamination. The cook should also be aware of cultural and religious dietary requirements of the crew. It is up to each crewman to advise the cook of his or her religious or dietary needs.

8.0 Food Holding Temperatures

Food products must be served at safe holding temperatures. Cold items must be held at 41 degrees Fahrenheit or lower and hot foods must be held at 140 degrees Fahrenheit or higher.

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Bacteria multiply rapidly at temperatures between 41 and 140 degrees Fahrenheit. For this reason, potentially hazardous foods which have been held at temperatures between 41 – 140 degrees Fahrenheit for longer than four hours are considered unsafe for consumption and must be destroyed.

9.0 Leftovers

Any food that has been served on the bain-marie during mealtimes must be discarded and may not be served on the line again.

Due the nature of the 24 hour operation of a vessel, a crewmen may not be awake or on duty during meal hours and may ask the cook to make him a plate. In this case plate must be created at the beginning of the meal service, wrapped and placed in the refrigerator.

Foods leftover from meal preparation, such as vegetables, dairy products and canned foods, must be wrapped and refrigerated. Once opened, canned foods must not be stored in the cans.

10.0 Disposable Gloves

Disposable gloves are provided for food handling with the understanding that the use of gloves is not a substitute for hand washing. Hands must always be washed with soap and water before putting on gloves.

Gloves are to be changed at a minimum, after 4 hours of continuous similar activity, after handling raw meat, poultry or seafood and when changing activities, such as going from raw foods to preparing ready to eat foods.

11.0 Aprons and Cut Resistant Gloves

Cut resistant gloves and aprons are to be supplied by TDI Brooks. In sufficient quantity that they may be washed daily and replaced if soiled throughout the day.

12.0 Personal Hygiene

Galley personnel must maintain high standards of personal hygiene. Clothing should be neat and clean. Fingernails shall be clean and short with no polish or lacquer. No artificial nails allowed. Hair will be clean and neatly trimmed. Long hair must be pulled back and sanitary head gear worn. This can be a clean cap, chef's hat, bandana or hair net at the discretion of the first mate.

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13.0 Hand Washing

At a minimum, galley crew shall thoroughly wash their hands and exposed portions of their arms with soap and warm water:

- Before starting work
- During work as often as necessary to keep them clean
- After smoking, eating or drinking
- After using the toilet
- After garbage handling or other cleaning duties

~~14.0 Vaccinations~~

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~~It is recommended that food handlers have a Hepatitis A vaccination. However, TDI Brooks recognizes it may not always be available.~~

15.0 Inspections

It is the responsibility of the first mate to ensure that weekly inspections of the galley facilities are conducted and kept in a file on the bridge. The inspection forms are found on the TDI Forms page of the ship web pages.