

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>15.2 CATERING AND VICTUALING</p> <p>FLEET PROCEDURE MANUAL</p>	<p>Sect : 15.2 Page : 1 of 44 Date : 6-Aug-25 Rev : 10.1 Appr : DPA</p>
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CATERING AND VICTUALING

1. FOOD SAFETY AND HYGIENE INCLUDING THE GUIDANCE ON DIET AND NUTRITION

Design, construction, equipment and maintenance of galley areas.

Galley design and safety must be considered and reviewed by the Master and CEO.

Surfaces must be of suitable material, normally stainless steel, and maintained to reduce risk of bacteria build up or harbouring of vermin.

Loose cladding and broken equipment must be repaired as soon as possible. Any retrofitted/removed equipment must not impede the integrity of the galley cleanliness regime.

Scuppers and non-slip floor tiles must be maintained in good condition.

Water supply must be monitored by the CEO to ensure it is of acceptable quality.

Grease traps are to be inspected weekly during the Masters inspection.


Fridge temperatures and sealing arrangements must be monitored by the CEO. This includes fridges in the pantries and common areas.

The Cook must report any defects in his department to the CEO as soon as possible.

The Cook is to inspect all utensils, crockery and cutlery regularly. Defective utensils, cracked or chipped crockery or damage cutlery is to be removed from service immediately. The Cook will inform the Master, who will requisition replacements.

The CEO will monitor the air supply and extraction equipment for the galley to ensure it is in good working order. This is to reduce contamination of accommodation areas with fat and food residue, and to ensure an acceptable working environment for the catering staff.

The CEO is to ensure all joining catering crew are aware of the firefighting arrangements in the galley, including the need to keep fire doors clear and operational.

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2. USE OF GALLEY EQUIPMENT

The Cook is responsible for ensuring Galley operational standards are maintained at all times. This includes the efficient and correct use of all galley equipment.

Only Galley equipment needed for use will be turned on. It is inefficient and costly to have electrical equipment turned on that is not being used.

Mechanical or Electrical Failure or Fault

No equipment is to be operated if it has an un-cleared fault. Immediately a failure or fault is detected, the equipment is to be turned off and the defect reported to the Chief Engineer.

No member of the Catering staff is to interfere or tamper with the equipment or attempt any repairs.

Disconnection of Power Supply

The power supply to each piece of equipment is to be turned off prior to the commencement of any cleaning.

When the galley is unmanned during the afternoon and at night, all appropriate galley equipment will be turned off (Main Range, Ovens, Fryers). In addition, the Cook is to complete a positive report (a phone call) to the Officer of the Watch on the Bridge that this equipment is turned off and that all galley fire doors are closed.


Galley Equipment

Here are some basic guidelines for Cooks on standard galley equipment found onboard most our vessels. This list is not extensive, as various classes of ship have different types of equipment; they may also have other additional equipment not listed;

2.1. Deep Fat Fryers

Particular care is to be taken when operating Deep Fat Fryers. The following procedures and working practices will be adhered to at all times:

- a. Only Sunflower Oil or Soya Oil is to be used in Deep Fat Fryers.
- b. Repeated use of oil and the build-up of residue within the oil will lower the oil smoke point. Daily monitoring of the quality of the cooking oil is to be carried out by the Cook. As a safety back-up, all Deep Fat Fryers are fitted with a safety thermostat which means the fryer will cut out once it reaches a specific temperature.
- c. For further information on the emergency cut-out temperature for your Deep Fat Fryer, the Cook can contact the Chief Engineer.
- d. Only trained Catering staff are to use this equipment.

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- e. Cooks are to monitor the oil during the cooking process to ensure there is no smoking of the oil while cooking at lower temperatures.
- f. Cooks will also check that the oil is not discoloured and that cooked food does not taste unusual.
- g. After and during use Cooks are to remove any residue food particles from the oil with the appropriate utensil.
- h. Frequency of changing cooking oil is to be determined by the Cook, taking into account the above points.

Changing the Oil in Deep Fat Fryers


Cooks are to read the manufacturer's instructions with regard to changing the old cooking oil. Instructions may be posted on the machine or found in the Instruction booklet which can be obtained from the Chief Engineer. Cooks will wear protective clothing when emptying used cooking oil. (Safety footwear, long-sleeved gauntlet gloves, apron, long-sleeved jacket, goggles or face mask) When changing oil, the Deep Fat Fryer is to be turned off and the cooking oil cooled to room temperature (15°C to 21°C). Always use a steel container with sufficient capacity to take the used cooking oil. Cooks will follow the ship's waste disposal procedures with regard to the disposal of used cooking oil. Cooks are never to remove hot cooking oil from a Deep Fat Fryer.

Used Cooking Oil

All used cooking oil will be transferred into empty metal cooking oil containers/drums with securely-fitted cap in place. Refer Garbage Management Plan for disposal of used cooking oil.

Cleaning Deep Fat Fryers

When fully drained, Deep Fat Fryers are to be cleaned down with liquid detergent and warm water, and finally rinsed down with cold water. Do not allow water to be spilled into electrical wiring or instruments; minimal use of water with a careful approach to the task is to be adhered to at all times. After the cleaning task is complete, dry the Deep Fat Fryer well and replenish the fryer with fresh oil before turning the Deep Fat Fryer on. Check the deck within the immediate vicinity of the Deep Fat Fryer in case of any oil spillages. Any spillages are to be cleaned up as soon as possible.

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2.2. Dishwasher

For hygienic washing and disinfection, all dirty crockery, glassware and cutlery is to be cleaned using the fitted dishwasher. Only trained Catering staff are to operate the dishwashing machine. Machine wash and rinse temperatures will be checked by the technical department as required. Detergent and rinse solution levels are to be regularly checked by the Cook or Steward.

Monitoring of Main Stores Refrigeration Areas

Food is not to be stowed in front of cooling units as this will restrict air circulation. Monitoring of ice build-up around motorized units will be undertaken by the Cook. If a build-up has occurred, then the Chief Engineer will be advised. The Chief Engineer is to be advised as soon as possible of any refrigeration machinery breakdown.

Refrigeration room temperatures are to be maintained within the range specified by the type of refrigeration plan fitted on the Vessel. Design and lay-out will differ according to class of Vessel. Records will be monitored by the Chief Engineer.

Area Temperature (Celsius)

Freezer Units (Frozen Meat Room) -18°C to -25°C

Freezer (Frozen Fish Room) -18°C to -25°C

Large Refrigerators (Vegetable, Dairy and Fruit Rooms) +1°C to +5°C

Cool Room (for thawing of Frozen Meats) +8°C to +15°C


Defrosting Refrigerators

The Chief Engineer will liaise with the Cook if de-frosting of the Main Freezers or Refrigeration units is required.

Food stores are to be transferred into appropriate storage by the Catering staff when this activity is undertaken. It is also an opportunity to give the unit a thorough clean. Under no circumstances will Catering staff interfere with the operation of Freezer or Refrigeration units.

2.3. Main Range Storm Bars

The Cook will make a weekly check to ensure all storm bars for the main range fit correctly and are accounted for. This will be prior to the Masters 7-day rounds of the galley area.

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The Main Range

The main range within the galley is extensively used. At sea, storm bars are to be in place at all times. The main range is to be kept clean at all times. Cleaning is to be undertaken as stated within the galley cleaning schedule and according to the manufacturer's guidelines. Always make sure the main range is turned off when cleaning. When not in use the main galley range is to be turned off. Cooks are to only turn on the range plates they intend to use.

Only trained Catering staff is to use this equipment.

2.4. Microwave Ovens

Microwave Ovens cook and heat food by using high frequency power. The high frequency waves disturb the molecules or particles of food and agitate them. This causes friction which has the effect of cooking the whole of the food. When Microwave ovens are in use it is important to ensure that the food is cooked thoroughly and evenly. The temperature is to be a minimum of 75deg.C

The instructions issued by the oven manufacturers are to be followed in conjunction with the packaging on the food. No microwave oven is to be operated if the oven door or its interlock is out of use, the door is broken or ill-fitting or if the seals are damaged. Cling film used to cover food during the cooking process, it is to be a suitable type for use in microwave ovens. Always check before use. Microwave ovens are to be kept clean and in good condition; Cooks will follow the galley cleaning routine for Microwave ovens. Signage stating "no metal objects" is to be clearly displayed on the outside of the microwave.


Only trained Catering staff are to use this equipment.

2.5. Tilting Frying Pans / Bratt Pan

This piece of equipment is very versatile. It can be used for shallow frying, stewing, braising, boiling. It can cook large amounts of food due to its capacity. The tilting facility enables food to be poured into pots or food kits quickly as soon as the cooking process is complete. Cleaning is to be undertaken as stated within the galley cleaning schedule and according to manufacturer's guidelines.

Always make sure the equipment is turned off when cleaning.

Only trained Catering staff are to use this equipment.

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2.6. Potato Peelers

These machines quickly peel bulk amounts of potato. The peelers are to be free of earth and stones left over from previous use and, checks are to be made before you load the machine with fresh potatoes.

The water spray is to be turned on with the abrasive drum operational before potatoes are loaded into the machine. The machine will be cleaned after use both inside and out. Check for trapped peel; the waste outlet is to be free from obstruction.

Cleaning will be undertaken as stated within the galley cleaning schedule and according to the manufacturer's guidelines.

Always make sure the equipment is turned off when cleaning.

Only trained Catering staff are to use this equipment.

2.7. Food Mixer

Food mixers are important labour- saving devices. They can be used for many purposes: mixing pastry, cakes and mashing potato.

Make sure safety guards are correctly in place before operation. Cleaning is to be undertaken as stated within the galley cleaning schedule and according to manufacturer's guidelines.

Always make sure the equipment is turned off when cleaning.

Only trained Catering staff are to use this equipment.

2.8. Waste Disposal Units


These machines take food waste and are an efficient and hygienic method of food waste disposal. Care is to be taken to ensure no metal objects are put into the unit, as this can permanently damage the unit.

Cleaning of the unit is to be undertaken as stated within the galley cleaning schedule and according to the manufacturer's guidelines.

Always make sure the equipment is turned off when cleaning.

Waste food is to be disposed of according to the ship's waste management procedures.

Only trained Catering staff may to use this equipment.

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3. HEALTH AND SAFETY IN THE GALLEY AND CATERING DEPARTMENT

3.1. Uniform

Cooks, Stewards and Messmen joining the Company are to make use of approved Uniform as issued. This Uniform must be worn at all times in the galley. Uniform is to neat and tidy at all times. Any damaged apparel is to be brought to the Masters notice and replacement gear ordered. Catering Staff may wear Company overalls when taking stores, tallying stores, or engaged in in depth cleaning operations.

Headwear

Anyone involved in the preparation of food is to wear protective headwear. This will greatly reduce the possibility of loose hairs, dandruff, and perspiration falling onto food. Disposable paper and washable cotton Chef's hats are readily obtainable and will be made available to food handlers.

Disposable Gloves

Disposable gloves are to be worn when handling raw meats. Other food preparation activities do not require use of disposable gloves. If food handlers choose to wear them they have to remain aware of the length of time they have been wearing them and the type of food preparation activities they have been undertaking. Failure to do so may result in cross contamination occurring.


Hands are to be washed before using disposable gloves, as this prevents contamination of the gloves by the hands. Gloves will be discarded once they have become soiled or when leaving the work area. Always wash your hands after wearing disposable gloves.

Heat Resistant Gloves

When handling hot pots and trays or removing hot food/dishes from ovens or grills, cooks are to wear appropriate heat-protective gloves.
(Gauntlet 43cm (17") or Elbow length 38cm (15")). Ships are to stock two sets of each. These are to be regularly inspected by the Cook for wear and tear; if necessary, replacement gloves will be ordered via the Chief Officer.

Footwear

Safety footwear is to be worn in the galley at all times. As the galley staff are on their feet for many hours, boots give added support. Modern working safety footwear is issued as part of the uniform issue by the Company. Footwear are to be maintained in good safe condition.

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Aprons

Aprons are designed to protect the body from being scalded or burned and particularly to protect the legs from any liquids which may be spilled. For this reason, the aprons are to be of sufficient length to protect the legs.

3.2. Personal Hygiene Standards

Anyone who works with food on a Company Vessel is to maintain the highest possible standards of personal hygiene to avoid contaminating food and causing illness. This is a responsibility of all food handlers. Keep yourself clean and tidy when working with food, regular and consistent hand washing ensuring nails, backs and front of hands are rubbed with soap and hot water, and pay particular attention to the areas in between fingers and around the wrist area.

Rinse your hands thoroughly after washing, dry with paper towels or hand dryer if fitted.

When to Wash Your Hands

Before

- Starting work
- Touching raw or high-risk food

During

- When switching between raw or cooked foods

After


- Handling raw food
- Visiting the Toilet
- Handling raw eggs in their shell
- Coughing or sneezing
- Touching your hair and face
- Handling rubbish or waste
- Eating, drinking or smoking

Cuts and Spots

Always use waterproof plasters if you have a cut, spot or wound to prevent bacteria spreading. You may need to wear a disposable glove as well.

If the cut or injury becomes septic, you have a responsibility to inform your line Manager.

A supply of plasters is always available in the Galley First Aid box.

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Bathing

Ensure you shower every day, as this will remove some of the bacteria that are naturally present in your hair and skin, and this includes those that thrive on stale perspiration. Body odour is offensive. Ensure you use a good quality deodorant which prevents the unpleasant body smells from developing after you have showered.

Hair

Hair is to be washed regularly. Hair that is not cared for is likely to come out or shed dandruff which may fall into food. Hair is to be kept short as it is easier to keep clean; it also looks neater.

The hair is never to be scratched, combed, or touched in the galley, as germs could be transferred via the hands to the food.

Catering Staff will be clean shaven at all times when on duty. Established and well groomed/trimmed beards are acceptable. If a Catering Staff member decides to grow a beard, he is to advise the Master.

Nose

The nose is not to be touched when food is being handled. If a handkerchief is used, the hands are to be washed afterwards. Ideally, paper handkerchiefs are to be used and then disposed of, and your hands washed afterwards. The nose is an area where there are a vast number of harmful bacteria.

Mouth


There are many germs in the area of the mouth; therefore, the mouth or lips are not to be touched by hands or utensils which may come into contact with food.

No cooking utensils will be used for tasting food, nor are fingers to be used for this purpose as germs may be transferred to food. A clean teaspoon is to be used for tasting, and washed afterwards.

Coughing over foods and working areas is to be avoided as germs are spread long distances if not trapped in a handkerchief/tissue.

Ears

The ears are not to be touched as germs can be transferred to hands and then on to the food being prepared.

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Cosmetics

Cosmetics, if used by food handlers are to be used in moderation, but ideally their use is to be discouraged. This does not include hand creams and balms to prevent dry chapping skin.

Galley Hand-wash and Toilet Facilities

All food preparation areas will be provided with hand wash facilities. These will have hot and cold water along with soap, nail brush and hand drying facilities.

Hand wash basins are only to be used for hand washing. Access to hand wash facilities will not be restricted. Soap, toilet paper and hand drying facilities will be kept replenished.

3.3. Safe Use of Equipment and Machinery in Catering

Within Catering operations there is a wide range of machinery and equipment you will be required to operate. Before you are allowed to operate any equipment, a trained operator will give you training.


They will record that this training has taken place.

Catering staff are not permitted to operate any equipment or machinery unless they have received appropriate training. Your line Manager will arrange for all training in equipment and machinery.

When using electrical equipment visually check it before use, if you discover it to be faulty, turn off the power supply and report it to the Chief Engineer, label the equipment with a notice 'do not use' to warn other staff.

The Code of Safe Working Practices (COSWOP)

This document is available in most recreational rooms onboard. Catering staff from time to time are to read through the sections appertaining to Catering Operations. It gives guidance in best practice with regards to safe working operations. Superintendents, when visiting, will check that Catering staff are aware of this document and discuss content accordingly.

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Use of Knives (Minimising the Risk of Cuts and Scratches)

All knives will be stored in dedicated enclosed stainless-steel safety knife racks when not in use. These racks are to be sanitised by washing in the dishwashing machine on a regular basis.

Knives are never to be misused. The following working practices will always be observed and carried out when using knives:


- a. The correct knife will be used for the appropriate job.
- b. Knives are always to be sharp and clean; a blunt knife is more likely to cause a cut because excessive pressure is being used.
- c. Handles will be free from grease to minimise the risk of slippage.
- d. When carrying knives, the pointed end will always be pointing down.
- e. Knives will be placed flat on the board so that the blade is not exposed upwards.
- f. Knives will be wiped clean with the sharp edge away from the hands. Never put knives in a washing up sink.
- g. When cutting, ensure the blade cuts away from the hands.
- h. When cutting, finger tips will be turned in.
- i. Do not allow yourself to be distracted when cutting, maintain concentration.
- j. When chopping keep hands away from the point of strike, never force a meat saw, it may jump out from the point of cutting and cut you.
- k. Never grab out at a falling knife or any sharp instrument.
- l. Do not carry knives about unnecessarily.

Further information on the safe use of knives can be found in the Code of Safe Working Practices (COSWOP).

Minimising the Risk of Burns and Scalds

A burn is caused by dry heat and a scald by wet heat. Both burns and scalds can be very painful and have serious effects, so certain precautions are to be taken to prevent them:

- a. Aprons will be worn at a sensible length so as to give adequate protection.
- b. Heat resistant protective gloves and mitts will be worn when handling hot equipment. Each ship will be supplied with two pairs of heavy insulation heat. These gloves have heavy insulation and can protect against hot temperatures. Periodic checks are to be made on the gloves to ensure they are in good condition and fit for purpose. Replacement gloves can be ordered through the Chief Officer.

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- c. Trays containing hot liquid are to be handled carefully, one hand on the side and the other on the end of the tray so as to balance it.
- d. Handles of pans will not protrude over the edge of the stove as the pan may be knocked off the stove.
- e. Certain foods require extra care when heat is applied to for example, boiling sugar.
- f. Frying, especially deep frying needs careful attention. When shallow or deep-frying fish, for example, the fish will be put into the pan away from the person so that any splashes will do no harm.
- g. Only dedicated Deep Fat Fryers are to be used for Deep Fat Frying.
- h. Shallow frying will only be undertaken on the main range in a frying pan or within dedicated tilting frying pans.
- i. Fire blankets, fire extinguishers and extinguishing systems are provided in every galley and are conveniently sited. Make yourself familiar with them and their uses.

Steam causes scalds. The oven door is not to be opened immediately.

Correct Disposal of Garbage

Garbage is separated for reasons of safety, hygiene, re-cycling and compliance with the law. Your ship will have a Garbage Management Plan. All Catering staff will know where this is located and understand how the segregation and disposal system works.


Safe Movement Onboard Ship

Working onboard ship means working in a moving environment. Ships are liable to make sudden movements especially in heavy weather, you can quickly lose your balance and footing, use handrails at all times. Make sure alleyways, deck surfaces and stairwells are kept free from obstructions.

Safe Manual Handling

Manual Handling involves:

- a. Lifting
- b. Pushing
- c. Pulling
- d. Carrying
- e. Moving
- f. Putting down with bodily force.

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It is important you understand the correct techniques. Never lift heavy or awkward weights by yourself. It can cause injury. Before any Manual Handling you are to stop, think and ask yourself these questions:

- a. Can I get someone to help me share the load?
- b. Can I lighten the load?
- c. Are there any obstructions?
- d. Is my vision obscured if I take hold of this package?
- e. Check the package for sharp edges or protruding nails?
- f. Is the deck wet?
- g. Will my clothing catch?
- h. Is there any equipment available to help me move it, such as the ship's lift?

You are always to consider the above points carefully before undertaking any Manual Handling.

Safe Storage

Within your work area there will be storage areas or dedicated storerooms. Working on a ship there will be a significant amount of movement. In heavy weather, it is very important items stored are secure and safe with high levels of housekeeping being maintained. Storm bars in all storage areas are to remain in place at all times.


If you are working in stores rooms and storing equipment or stores observe the following points:

- a. Always use restraining straps and bars to secure stores.
- b. Never stack stores or equipment where they are likely to topple over.
- c. Heavy items in particular are to be made secure and stored low down.
- d. Do not stow stores above sprinklers if fitted, they are to be stowed a minimum 40cm (16") below the sprinkler head.

Do not place loose items on open shelving

Procedures in the Event of Fire

The galley is a potential source of a fire on board ship. All Catering Staff are to make themselves familiar with the ship's safety routines regarding the outbreak of a fire and be able to demonstrate how a 'Galley Shut Down', takes place. Make yourself aware of where all fire-fighting equipment is located within the galley, make sure you know how to use it, if you require training speak to your line manager.

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All galleys have a first aid kit, if you use anything from this kit, advise the Cook who will inform the relevant Officer who can replace what has been used. The Cook is to make sure all galley staff know where the first aid box is located and what is available for first aid treatment.

Waste Management


Find out about the different types of garbage that is generated onboard and know exactly where it is to be disposed of. Different types of garbage are separated, for example:

- a. Broken glass and crockery
- b. Medical waste
- c. Cans
- d. Paper and cardboard
- e. Food.
- f. Plastics

The ship will have a waste management plan, all Catering staff are to understand and be able to identify the correct garbage segregation operated onboard.

General Health and Safety Points

- a. Do not submerge glasses in washing up sinks
- b. Remove knives or choppers from work benches before placing food stores on a workbench.
- c. Only use a dedicated can opener to open tin cans.
- d. When opening an oven door, do not stand in front and take the blast of heat into your face/body. Stand to the side and slowly open the door, waiting for the bulk of the heat to expel and dissipate before fully opening the door. Close doors as soon as possible after use.
- e. Never render down fat in an oven this is a highly dangerous practice and is liable to result in fire.
- f. Wipe up and if necessary wash down any spillages.
- g. Anyone entering the Galley is to wear safety footwear.
- h. All equipment is to be safely and securely stowed particularly in heavy weather.
- i. Think ahead, what needs to be done? Any food store that may have come into contact with broken crockery or glass is to be disposed of.
- j. When lifting use the correct techniques, if you are unsure ask. Training will be provided as required. Always bend at the knees when lifting.

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- k. Make sure and find out two different emergency escape routes from the Galley, walk these routes and familiarise yourself with them.

4. MENUS, DIET AND NUTRITION

The Company shall ensure that adequate food is provided free of charge to each seafarer during the employment period.

The food shall be suitable in respect of the quantity, quality, nutritional value and variety, a balanced diet shall be provided. The Master shall carry out weekly inspections using the Company form 05.02.01: "Weekly inspections of crew accommodation, food and water".

The Master shall ensure that there is sufficient stock of food / provisions onboard considering the number of seafarers onboard, duration and nature of the voyage.¹

4.1. Menus

The Cook is to consult with the Master on menu selections and proposals as appropriate. This may vary from ship to ship.

If the ship is working within the tropics the menu may need to reflect the climatic conditions, salads and cold cuts may be more popular.

In cold climates, hot soups and stews remain popular. It is all about a balance and understanding what the Officers and Crew prefer.

The Galley team are to use appropriate cooking methods that preserve the nutritional qualities of the dish. Healthy eating is positively encouraged and menus will reflect this.

All Officers and Crew will have access and availability each day to a choice of fresh fruit and vegetables. These products are to be on the menu or within the Messroom whenever possible.


Menu Efficiency

Cooks working on SA/European/Filipino manned vessels can create greater efficiency by producing 'common dishes' that both Officers and Crew will eat.

Compiling the Menu

There are a number of considerations the Cook is to make before compiling the Menu these include the following:

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- a. The information on the Menu is correct and accurate.
- b. The Menu has variety, choice, and that it is nutritionally balanced and appetising, appropriate accompaniments are made available to complement the relevant dishes.
- c. You have the equipment available to produce what you want to.
- d. The Cook is to use seasonal and local supplies as a matter of efficiency.
- e. The Cook is to remain aware of 'menu fatigue', repetition of dishes or flavours.
- f. The Galley team is to adopt a conscientious and creative approach to the meals produced, making the best use of their time.
- g. The Cook is to ensure appropriate quantities for the meal are produced.
- h. Portion control is to be maintained, and wastage is to be kept to a minimum

Types of Menu Onboard Ship

There are basically three types of menu operated within the Fleet; they are:

- a. A daily Set Menu.
- b. Buffet Menus.
- c. Barbeque Menus.

The Cook will retain a range of Menus onboard. These are to be kept on file.

In addition, all ships are provided with Cookery Books that Cooks will refer to and use as required.

The Daily Set Menu


The function of a menu is to inform Officers and Crew of what is available for the meal. Menus will be available in the appropriate Messrooms. The Messman will obtain the daily menu from the Cook. The menu will be clearly written and placed on the Officers tables, as well as in a menu cover and posted in the Crew Mess.

The Cook is to take into account specific considerations of the Officers and Crew, for example are there any Vegetarians onboard, are there any Crew or Officers who suffer from a food intolerance or an allergic reaction? Religious customs, for example, Muslims no pork, Hindus no beef, Jews no pork.

The daily set menu is to consist of a minimum:

Breakfast:

- a. Fruit or Fruit Juice

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- b. Cereal
- c. Eggs to Order
- d. Bacon, sausage or meat dish

Lunch and Dinner;

- a. A freshly made daily soup
- b. A hot or cold starter
- c. A main course
- d. Two fresh vegetables (subject to availability)
- e. Carbohydrate/Potato or Rice dish
- f. A Hot or Cold Dessert
- g. In addition, at Lunch and Dinner
- h. Salad selection with a minimum of two different simple/composite salads.
- i. In addition to the salad selection there are always to be a selection of cold meats/cheese/fish available for lunch and dinner.
- j. Daily 'Chefs Specials' are also to be included on the set menu whenever possible.
- k. Fresh fruit is to be available in all Messrooms whenever possible; the fruit bowls are to be monitored and replenished by the Messman. The Cook is to ensure a wide selection of fresh fruit and vegetables is ordered from suppliers and available onboard.
- l. Due to the nature and length of some voyages access to fresh produce may be limited; an ample supply of frozen vegetable produce will be retained onboard at all times as back-up.


4.2. Maintaining Diet and Nutrition Within the Menu

All Catering staff will undertake formal training in Diet and Nutrition. This is to raise awareness, knowledge and skills to ensure that the ship's Officers and Crew receive a balanced and nutritional diet. ('Balanced meal' will ensure seafarers have access to a range of meals with a mix of carbohydrates, protein, fat, fibre, vitamins and minerals.) ² Training normally takes place onboard ship. Other crew and officers are welcome to attend these sessions to raise awareness of the importance of healthy eating and a balanced nutritional menu being provided each day.

The eat-well plate offers advice and guidance for individuals and Catering staff to follow:

- a. Bread, rice, potatoes, pasta and other starchy foods 33%

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- b. Fruit and vegetables 33%
- c. Milk and dairy foods 15%
- d. Meat, fish, eggs, beans and other non-dairy sources of protein 12%
- e. Foods and drinks high in fat and/or sugar 8%


For the Cook, the following nutritional points are to be considered when compiling a Menu:

- a. The meals are to be based around starchy carbohydrate foods. For example, bread, cereals, pasta, rice, potatoes, couscous, bulgar wheat.
- b. Choose high fibre/wholegrain varieties of foods wherever possible.
- c. Offer a wide variety of meals containing protein, red meat, poultry (no skin), fish, oil-rich fish, peas, beans, pulses, nuts, seeds, milk, dairy products and eggs.
- d. Include a variety of the different types and colours of fruit and vegetables in meals in order to provide a balance of the antioxidant vitamins and minerals.
- e. Use a wide variety of low fat dairy products as well as other calcium containing foods.
- f. Avoid processed foods as much as possible as these can be lower in vitamins, minerals, higher in salt, higher in fat and may limit the variety of the diet.

Guidance on Cooking Methods Onboard Ship

Cooking methods have a profound effect on the nutritional value of the food and to the individual. Here is some basic advice on cooking methods which Cooks are to employ as often as possible.

- a. Avoid frying, especially deep frying, shallow fry or stir fry when you can
- b. Grill, Bake, Poach, Steam as often as possible
- c. When using oil in cooking, try to use the following types. Olive Oil, Sunflower Oil or Corn Oil. Do not use Ghee.
- d. Change cooking oil regularly as it becomes more saturated with use.
- e. When cooking in oil, make sure it is at the right temperature, the food will absorb less fat this way
- f. When roasting Meat, roast the joint on a rack, this allows the fat to drain off into a pan. Do not use the fat in gravy, discard it.
- g. Grill or oven bake sausages and burgers
- h. When cooking chips use thick cut and straight.
- i. When making stews, casseroles, soups and gravies, skim off the fat.

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Healthy Eating Check List for Cooks

Cooks are to include as many of the following healthy options into the ship's daily menu according to stock levels and availability:


- a. Vegetables
- b. Baked, Boiled or Mashed Potato, Rice or Pasta
- c. Wholemeal varieties of Bread
- d. Low Fat Sauces
- e. Salads without Dressings
- f. Fresh Fruit
- g. Low Fat Dairy products
- h. Oil-rich Fish (Salmon, Trout, Sardines, Herrings, Pilchards, Mackerel, Eel,
- i. Whitebait, Fresh Tuna
- j. Beans, Pulses, Lentils, Nuts and Seeds
- k. Avocado
- l. Eggs
- m. Noodles

Allergens

The following foods are associated with food allergy:

- a. Tree
- b. Nuts and Peanuts
- c. Milk
- d. Eggs
- e. Fish and Shellfish
- f. Soya
- g. Gluten
- h. Sesame Seed
- i. Celery
- j. Mustard
- k. Sulphur Dioxide

Food Allergy

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This is when someone's immune system reacts to a particular food as if it isn't safe.

This reaction can make them very ill. People can be allergic to one or more foods. If someone has a severe food allergy, this can be life threatening. It is called anaphylaxis.

Anaphylactic shock affects the whole body often within minutes of eating the food. It can be fatal if not treated immediately.

Food Intolerance

Food intolerance does not involve the immune system and is generally not life threatening. However, eating food you are intolerant to could make you feel very ill or even affect your long-term health.

Symptoms of an Allergic Reaction

The most common symptoms of an allergic reaction are as follows:


- a. Coughing
- b. Dry, itchy throat and tongue
- c. Itchy skin or rash
- d. Nausea and feeling bloated
- e. Diarrhoea and or vomiting
- f. Wheezing and shortness of breath
- g. Swelling of the lips and throat
- h. Runny or blocked nose
- i. Sore, red and itchy eyes
- j. Faintness and collapse

It is unusual to find an Officer or Crew member who suffers from allergic reaction or food intolerance. If there is a Crew member or Officer who does suffer allergic reaction, or does have food intolerance, then they are to advise the Master and Cook.

5. FOOD HYGIENE

Food Handlers are crew member who is involved with the onboard catering operations and handling of food, whether unwrapped or packaged.

5.1. The Food Handler's Responsibility

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This means continual practice of good food hygiene techniques. All Catering Staff are to comply with the following at all times:

- a. Keep yourself clean
- b. Keep your workplace clean
- c. Wear clean company uniform
- d. Do all within your job to protect food from contamination
- e. Store, prepare and display food at safe temperatures
- f. Do not provide food for consumption that is out of date or unfit
- g. Inform your line Manager immediately if you have an illness
- h. Report to your Manager immediately if you suspect you have food poisoning symptoms


The most common reasons that contribute to Food Poisoning are as follows:

- a. Food prepared too far in advance and stored at room temperature
- b. Cooling food too slowly prior to refrigeration.
- c. Not re-heating food to a high enough temperature to destroy bacteria
- d. The use of cooked food contaminated with food poisoning bacteria
- e. Undercooking
- f. Not thawing frozen poultry for sufficient time
- g. Cross Contamination from Raw Food to High Risk Food
- h. The consumption of raw food such as shellfish, eggs or milk
- i. Storing Hot Food below 63°C
- j. Infected Food Handlers.
- k. Poor personal hygiene standards

Controls against Cross-Contamination

There are a number of measures Catering staff are to undertake to minimise the risk of cross-contamination of food these include:

- a. Regular Training for Food Handlers
- b. Effective Food Separation
- c. Regular Cleaning and Disinfection
- d. Use of Colour Coded Cleaning Cloths
- e. Use of Colour Coded Chopping Boards
- f. Effective Waste Management

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- g. Good Personal Hygiene Standards by Food Handlers
- h. Use of Separate Utensils for Raw and Cooked Foods

Colour-Coded System for Chopping Boards

Chopping boards will be colour coded aboard Company vessels as follows:

WHITE Dairy Products only
GREEN Washed and prepared fruit and vegetables
RED Raw meat only
BLUE Raw fish only
YELLOW Cooked Meat only
BROWN Unwashed fruit and vegetables

A poster shall be displayed with this information.

Chopping must be regularly Washed and Sanitised.

Temperature Control

Temperature control involves restricting the time that high-risk foods are left at temperatures in the Danger Zone (between 5°C and 63°C) and using high temperatures to kill pathogenic micro-organisms.


All Catering staff will:

- a. Restrict the time high-risk foods spend in the Danger Zone (between 5°C and 63°C)
- b. Keep cold food really cold, ideally at 5°C or cooler.
- c. Keep hot food really hot at 63°C or hotter.

Poor Working Practice

It is worth remembering that poor temperature control frequently leads to food poisoning. Common problems caused by poor working practices:


- a. Not fully thawing frozen food
- b. Leaving food at ambient temperature instead of refrigerating it.
- c. Preparing food too far in advance and keeping it at ambient temperatures
- d. Undercooking meat and poultry
- e. Re-heating food inadequately
- f. Holding food at a temperature below 63°C for periods of time that allow bacterial multiplication

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- g. Cooling food too slowly before refrigeration

Keeping Food out of the Danger Zone (5°C and 63°C)

The longer that high-risk food is within ‘danger zone’ temperatures, the more chances bacteria will have to multiply to levels which may cause food poisoning. Perishable food will be in the ‘danger zone’ if it is left at ambient temperatures, the longer this is the case, the greater the risk.

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Food passes through the danger zone while it is being:

- a. Cooled
- b. Thawed
- c. Heated

Maintaining Temperature Controls

All food handlers are to maintain the following temperature controls:

- a. Refrigerate raw, highly perishable and high-risk foods immediately after delivery
- b. Keep refrigerated food in chilled storage (1°C to 5°C) until it is required for preparation or service
- c. Cook food thoroughly (75°C for 2 minutes)
- d. Serve and maintain hot food at 63°C and above
- e. After cooking, food that is for chilled storage it is to be cooled as rapidly as possible so that food spends as short a time as possible in the danger zone
- f. Thaw frozen food in a refrigerator or cool room unless it can be cooked from frozen
- g. Reheat food (once only) to kill most bacteria, 75°C for 2 minutes.

Washing Food

Food washing will only take place in dedicated food preparation sinks. Whenever possible raw meat will not be rinsed, this increases the risk of spreading bacteria across the surface of the food and the sink itself, it could also splash and contaminate food preparation surfaces.


All vegetable, salad and fruit is to be thoroughly washed before consumption.

Cooking Temperatures

Cooked food is to be hot enough all the way through for long enough to reduce bacteria to a safe level. Most bacteria are destroyed at temperatures of 75°C or hotter when the core temperature is held for up to 2 minutes.

Cooks are to check the centre (core) temperature of food towards the end of the cooking period. This is because the surface may be cooked while the centre of the food remains in the danger zone. Cooks will use a probe for this task. If the product has not reached the required temperature, continue cooking.

Whenever possible, cut large joints and poultry into smaller portions to ensure they cook evenly to the centre. When taking cooking temperatures of chicken, probe deep into the

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thigh and breast. Cook stuffing separately, so it does not stop the meat from cooking right through. Stir stews and casseroles so as to avoid cool spots.

The Cook will record down daily the temperature of food cooked in the Galley. This is to ensure that prepared cooked food has reached the required safe temperature before serving.

Hot Holding Food Temperatures

Food that is being held hot prior to serving will be kept at a minimum temperature of 63°C.

The Cook will check hot holding food temperatures. This will entail probing hot products at breakfast, lunch and dinner. Products are to be probed before service to ensure they are at the required minimum holding temperature (63°C) or above.

Cooling Hot Food

Chilled cooked food placed in a refrigerator is to be labelled with a 'use by' date, depending on the product. Chilled cooked food has a maximum period of 24 to 48 hours from the time it was put into the refrigerator; after this time, the product is to be consumed or disposed of.

Cooks are not to place hot food in a refrigerator. The high temperature can compromise the chilled temperature of other foods already in the unit.

Hot food that requires cooling can be kept in a ventilated cool room for a maximum of 90 minutes and then it is to go into a refrigerator.


If the product is a large amount for example a stew, curry or casserole, the product can be transferred to smaller shallow containers, this will speed up the cooling down process. Joints of meat are not to exceed 2.25kg, otherwise they will not cool within the 90-minute time frame.

Cooks will use the Galley Probe to monitor temperatures. During the cooling process food will always be covered, and kept completely separate from raw food.

Thawing Frozen Food

Frozen meat or fish is to be thawed in controlled conditions. This will be either are refrigerator or cool room/area environment; the temperature when thawing is not to exceed 15°C.

Cooks will plan their work to take into account the thawing time. If it is a multi-use fridge unit that is being used for thawing raw meat/fish, then the product is to be covered and stowed at the bottom of the unit to avoid the contaminated juices dripping down onto other food products.

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Thawing chicken correctly is very important. Cooks will check the inner cavity of poultry to ensure it is free from ice crystals before cooking. It will be ready for cooking when the body and legs are pliable. Always make sure and remove giblets. Inadequate thawing of poultry will result in undercooking and possible food poisoning.

Any equipment sinks or surfaces that have come into contact with raw thawed meat/fish are to be sanitised after use. All utensils used with raw chicken will be thoroughly cleaned and sanitised before and after use.

Thawed poultry is to be used by (cooked) within 24 hours of thawing date. Other thawed meats will be used by (cooked) within 48 hours.

Once thawed, products are to be transferred to a refrigerator.

Use of Microwave Ovens for Thawing

Cooks set the microwave at 'de-frost/thaw' when thawing products in a microwave. A higher power will not speed up the process.

Microwave ovens will not be used to fully thaw foods as the microwave energy is likely to cook the food's outer layers before the entire centre has been fully thawed.

Re-Heating Food

Re-heated food is a common cause of food poisoning. Problems occur if the food is not heated sufficiently, particularly if the cooking, cooling and storage procedures were inadequate. Remove food from the refrigerator just before reheating and serving, not any earlier.


Re-heated food is to have a core temperature of 75°C. Use a probe to check the temperature, it should be at 75°C for up to 30 seconds.

If using a Microwave, probe the food product in several places before serving, as there could be cold spots within the food. All food will only be re-heated once.

5.2. Delivery and Receipt of Victuals/Stores

Victualing stores will be ordered through reputable suppliers. The Cook and Steward will check all food stores delivered to the ship. Checks include:

- Any warning signs, for example on Dry Ice packaging
- Fresh produce is of good quality, are there any signs of food spoilage or pest infestation?
- Do any products have an offensive odour?
- Cook to check what is on the delivery note is what has been received onboard

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- e. Chilled or Frozen products are within temperature guidelines.
- f. Check outside packaging for damage and expiry dates

Recognizing Spoilage of Food and Visible Checks

Always check expiry dates on products before accepting onboard. Some foods spoil faster than others but the speed can be controlled by preservation methods and safe food handling practices. Spoilt food is sometimes easy to recognise.

- a. Fresh produce is to be clean and un-bruised and of a uniform size, colour and ripeness. There is to be no rotten fruit or vegetables.
- b. Fresh meat and poultry will have a fresh smell, be of a good colour and have no evidence of bruising.
- c. Dairy produce is to have no signs of mould or curdling
- d. Bread is to be covered, feel and smell fresh and show no signs of mould formation.
- e. Fish and any other sea-food will have a fresh smell, clear bright eyes,
- f. good colouring and not have any slimy film over them.
- g. Check all product packaging is intact and in a clean condition
- h. Check tinned goods for visible rust, dents or 'blown cans'.
- i. Dry stores, check there is no moisture penetration.

How to Check Chilled and Frozen Products

For chilled products, place the Galley probe between two packs of product and allow read-out to settle; in 10 to 15 seconds it is to read +8°Celsius or lower.


With frozen products, place the Galley probe between two packs of product and allow read-out to settle; in 10 to 15 seconds it is to read -12°Celsius or lower. It is accepted that there is a tolerance level during transportation of foods, and product temperatures may increase in temperature while unloading/storing.

If there is evidence that food has not been kept at the right temperature for 2 hours or more, then the ship is to reject the stores and the Cook will advise the Master.

The Master is to advise the supplier and seek replacement goods.

5.3. Food Storage

Food storage areas are to be inspected daily by the Cook. In particular, checks will be made on pulses and cereal products for pest infestation, and frequent checks are to be made on fresh produce for spoilage.

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Catering staff will keep food storage areas clean, tidy and dry at all times. Clear up any spills or debris straight away. All food is to be stored off the deck, make sure it is covered, protected and where appropriate dated. Catering staff will make sure food is stored in the correct storage area according to product.

Tinned goods are to be inspected for dents or if they are 'blown'. All blown tins will be disposed of as the contents may be dangerous and could cause food poisoning. Dented tins are to be used as soon as possible, not because the dent is an indication of inferior quality but because dented tins, if left, will rust and a rusty tin will eventually puncture.

All old stock is to be brought forward with each new delivery. First in, First out (FIFO).

Commodities with strong smells or flavours are to be stored as far away as possible from those foods which readily absorb flavour, e.g. strong smelling cheese is not to be stored near eggs.

Cakes and biscuits are to be stored in airtight tins. Open packs of food will be decanted into clean sealed containers with close-fitting lids.

Many bottled foods now need to be refrigerated once they are opened. Always refer to the instructions on the bottle or jar.

Store food immediately after it has been delivered and checked in appropriate containers if necessary. Handle everything with care. Rough handling can accelerate spoilage.

Place food in appropriate storage areas keeping 'best-before', 'use-by' or date receipt information visible.

Types of Storage Onboard Ship

Dry stores are for the short-term and long-term storage of canned, bottled and dry foods such as biscuits, cereals, uncooked rice and pasta, and others.


Freezers are for keeping high-risk and perishable food for several weeks, if required.

Refrigerators and cold stores are for storing high risk and perishable foods for short periods.

There are also stores for keeping cleaning chemicals and equipment safely separated from food.

Dry Goods Storage

Dry goods are to be kept cool (10°C to 15°C) whenever possible and kept in dry and well-ventilated conditions. There will be sufficient space between the supplies to allow air to flow freely and for the goods to be checked. Although canned goods have a long shelf life, care

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is to be taken to check and rotate stock regularly. Dry stores will always be covered once opened; this is to protect them from contamination.

Stores will be stocked in a manner that provides good rotation of stores.

Refrigerated Storage

High risk and perishable foods are to be refrigerated. This includes:

- a. Raw meat, poultry and fish
- b. Cooked rice (cooked rice will be kept in low level trays with a maximum depth of 75mm).
- c. Cooked meat, poultry, fish and seafood
- d. Pies, pates and gravies.
- e. Vacuum-packed raw meats, poultry and fish
- f. Milk, dairy products and products containing them such as quiche, cream cakes and others.
- g. Anything labelled for refrigeration, such as bottled sauces
- h. Prepared salads


Catering staff are to place food on the shelves so that cold air can circulate, ensuring that shelves are not over-stocked.

Keep stores off the deck. Catering staff will maintain tidy and clean storerooms at all times.

Refrigerated equipment in the stores area is checked each day by the Chief Engineer and temperature readings are recorded accordingly.

Galley refrigerated units have electronic displays showing current temperature reading; this is not to exceed + 8°C.

If any of this equipment shows an unacceptable temperature above +8°C, then the Cook is to advise the Chief Engineer as soon as possible.

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Frozen Storage

Catering staff are to place raw foods below high-risk foods to reduce any risk of contamination. Place stock with the longest shelf life below stock with a shorter shelf life. Keep the food in the supplier's packaging.

Frozen food is never to be refrozen once it has been allowed to thaw. Never store food unwrapped as this could become contaminated or, if frozen it will become freezer-burnt. Whenever possible, segregation of products neatly stowed is to be maintained at all times

5.4. Stock Rotation

Catering staff are to ensure correct stock rotation is undertaken at all times. Stock rotation involves using a product with the shortest shelf life before using a similar product with a longer shelf life. This is known as 'FIFO', or First in, First Out.

When storing food, put the shortest shelf life items at the front and the longest shelf life items at the back. Catering staff are to always check the date mark, packaging and condition of the food before use.

Best Before and Use by Dates

Use-by date on ready-to-eat foods means what it says. It is unsafe to consume food past its use-by date.


Best-before date – canned, dried and frozen products – can be used past best-before date, but safety and quality could be compromised.

Other products show '*expiry date*'; if it is a ready-to-eat product, then it is to be disposed of on the expiry date.

Delivery of Fresh Produce

To minimise wastage and ensure good stock rotation of fresh produce, any fresh or perishable products kept in the main stores are to be rotated on a 'first in-first out' (FIFO) basis.

Due to the limited life span of fresh produce, a daily check on the quality of fresh produce is to be carried out by either the Steward or Cook, in particular checks for spoilage.

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Freezing Down Food

When freezing down food such as bread, fresh meat or cooked products, catering staff will label up the product and write down the date the product was frozen. Fresh foods are never to be frozen down if they are near the end of their 'Use By' date.

Frozen Foods can be kept for significant periods of time; follow the manufacturer's guidelines. A general guide is as follows;

Vegetables, Fruit, Most Meats	12 Months
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Pork, Sausages, Offal, Fish, Butter, Soft Cheeses	6 Months
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Bread	3 Months
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Salad vegetables, single cream, eggs, bananas and non-homogenised milk are not to be frozen. With certain items of frozen food, the quality can become affected over the longer term.

5.5. Pest Management

All food handling areas and food stores areas onboard ship are to be inspected daily for signs of infestation by pests, insects or rodents.

Any sightings or evidence of infestation are to be reported immediately to the Cook or Master. Particular attention will be paid to undisturbed and waste storage areas, behind equipment, corners and dark areas and recesses within the Stores and Galley areas. Use a torch if necessary to gain a better view in recesses.


Cockroach traps will be in placed to check for roach activity

When putting out roach traps, Catering staff will write the date on the trap, as this helps identify the timescales and severity of the problem if one exists. Roach traps are to be checked regularly and changed if necessary. Insect traps can be ordered via the Chief Officer.

In port where fly infestation is rampant, precaution are to be taken to keep the flies out of the galley.

Frequent use of aerosol spray may be necessary. The Cook is to ensure all food stuff is well covered, and food preparation surfaces are cleaned before use.

Evidence of rodent presence must be checked at least each week during Masters rounds. Early detection is vital, and immediate action must be taken to eliminate the problem.

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5.6. Food Poisoning or Illness Outbreak, Guidance for Masters

Illness and Infections

No person suffering from, or being a carrier of, a disease likely to be transmitted through food or afflicted with open wounds, skin infections or diarrhoea is to be permitted to handle food or enter any food handling area in any capacity.

Any person so affected and employed in a food operation and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible their cause to their line manager / employer. Those persons who fall within the scope of this requirement are likely to be:

- a. Those employed directly in the production and preparation of food stuffs
- b. Those undertaking maintenance or repair work on equipment in food handling areas
- c. Visitors, including Enforcement Officers, to food handling areas onboard.

Illness and infections are a serious hazard to Food Handlers. Passing bacteria and viruses on to food causes food poisoning and food-borne diseases.


Any crew member with a communicable disease and symptoms are to inform their line manager /employer of their condition. This includes the following conditions:

- a. Boils
- b. Open Sores
- c. Infected Wounds
- d. Diarrhoea
- e. Jaundice (Yellow skin or eyes)
- f. Fever
- g. Vomiting
- h. Sore throat with fever
- i. Discharges from the nose or mouth
- j. Persistent coughing or sneezing

Action to be Taken

Any Catering crew member with any of the above symptoms is not to work with food. They are to report the matter to their line manager / employer as soon as possible.

Any Catering staff suffering with diarrhoea and sickness may only return to work with medical clearance from a Doctor. When attending a Doctor, the crew member is to state if he/she is a food handler. Ill persons are to be stood down from Duty until 48 hours of

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cessation of symptoms. Under no circumstances is a food handler to be allowed to work with food whilst suffering from food poisoning or infectious disease/symptoms.

At the onset of an outbreak of possible food-related illness amongst the Ship's Company it can be difficult to ascertain the probable cause. It is important at this stage to keep an open mind on the possible cause.

The consequences of Food Poisoning can extend beyond the initial outbreak and a chain of contamination could result. The most frequently encountered causes are:

- a. Viral Illness. This can be brought on to the ship and then spread amongst the crew.
- b. Gastrointestinal Illness acquired by an individual before returning onboard the ship.
- c. Contaminated food prepared and consumed onboard
- d. Bunkering of contaminated water.
- e. Water produced onboard becoming contaminated.

If it is established that the cause is contaminated food, it will most likely be one of the following:


- a. Food prepared too long before use
- b. Food stored at room temperature
- c. Food not properly cooled
- d. Food not properly re-heated
- e. Undercooked food
- f. Food not properly thawed
- g. Cross-contamination
- h. Infected Food Handler
- i. Poor personal hygiene

Recording the Facts and Information

In case of a suspected out- break of food poisoning onboard, the Master must launch an investigation to stop the outbreak, and discover the route cause on the incident. A suspect case can be defined as one or more of the following:

- a. Three or more episodes of diarrhoea (loose stools) in a 24-hour period
- b. Vomiting and one additional symptom including diarrhoea, abdominal cramp, muscle aches or fever.

If the Vessel has 2 or more crew reporting similar symptoms within a 24-hour period, this will generate an appropriate response.

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Depending on the situation, the Captain may be required to make a declaration to Port Authorities on arrival of the incident. He/she may also need to make contact with a local Doctor for Medical advice. The Port authorities and Doctor may want to know the following:

- a. Date and time of suspected outbreak
- b. Nature of Illness and symptoms suffered, number of persons affected
- c. Date and time of symptoms onset
- d. Details of food consumed in previous 48 hours by those affected
- e. Action taken by onboard Management to prevent the outbreak spreading.

Faecal samples may also be required to be taken from those associated with the outbreak. Advice will be given accordingly on this matter by the local Doctor and Enforcement Officers.

Infected staff are to be excluded from work. Infected persons can only return to work when it can be shown that they no longer present a risk to any food they may handle. This is likely to be 48 hours after any symptoms have stopped.

Samples of any suspect food will be retained and made available if required to Port Authorities. This food is to be covered, dated and labelled 'Not for Consumption'. It will be kept away from other foods in appropriate controlled conditions.


Local authorities may want to know the 'history' of the food, for example, when prepared, batch numbers on packaging, details of supplier, storage conditions, production dates and temperature records.

6. FRESH AND DRINKING WATER, INCLUDING ITS QUALITY, SUPPLY, STORAGE AND DISTRIBUTION

Water supplied aboard the Company's vessels will be checked to ensure it is safe, and free of foul odour or taste. Water supplied by the vessel will be supplied at no cost to the Seafarer.

Fresh water systems aboard are to be clearly marked and every precaution is to be taken against cross contamination via cross overs and misused equipment.

Inspection of the fresh water system is to be included in the Masters weekly rounds, and logged as per MLC 2006, as amended requirements. The 2 Navigating Officer is responsible for conducting the tests on the drinking water aboard, using the test kits supplied. These kits will be kept in the hospital aboard.

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To ensure compliance with the MLC 2006 regulations, monitoring must be kept of the:

- a. Delivery of Fresh Water to the vessel
- b. Correct storage of the Fresh Water
- c. Correct treatment of the Fresh Water
- d. Safe delivery of the water to the end user.

1.1.1. The Chief Engineer will be responsible for Drinking Water and Fresh Water systems maintenance record keeping. He will also ensure sufficient supplies of testing chemicals, filters and UV globes are stocked.

6.1. Fresh Water Loading and Supply arrangements

Fresh Water may be bunkered via the barge or shore hoses. A visual inspection should be undertaken by the rating taking the water. This should include:

- a. Checking the hose for defect or dirt.
- b. Running water to waste on deck before connecting the hose to the Fresh Water bunker point
- c. Visual check for clearness of the water as well as smelling for any odour.
- d. Visual check that the ships bunker point is clean and free of grease or salt build up

If any concern, abort operations and report the matter to the Chief Officer.

Ships hoses designated for taking fresh water shall be stored off deck, with the ends capped when not in use. They shall have a blue band painted on at the couplings. These hoses shall be inspected before use.


These hoses will also be filled with 50ppm Chlorine water once every six months, and allowed to stand for one hour, to sanitise.

The Fresh Water Bunker point is to be capped when not in use. The cap should be connected with a chain to ensure the cap does not lie on the deck. These caps must be locked when not in use.

6.2. Fresh Water Production Onboard

Sea water that is to be treated on ships should be taken from areas relatively free from pollution, including air pollution. Twenty miles from land is generally considered to be a safe distance, but this may be in excess of twenty miles in certain cases. Judgement should be used based on a risk assessment which should include consideration of possible effect the ship operations might have on the quality of the water intake.

The seawater intakes used should be as far forward as possible and on the opposite side to the ships overboard waste water and Ballast discharge outlets.

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The manufacturer of the desalinating equipment should be carefully adhered to. Alarms and critical temperatures and flow rates must be monitored.

There should be adequate store of spare replacement parts aboard, particularly fragile and critical parts.

Desalinated water is effectively dead, bland and not suitable for drinking. Appropriate stabilizing chemical should be considered and applied before entry into the storage tanks.

6.3. Water Treatment

Water management aboard will depend on the ships fitted system. Once the parameters are defined the Chief Engineer will conduct a risk assessment to assist in the method of treating the fresh water.

6.4. Fresh Water being bunkered, produced and stored aboard.

Chlorination of water must always be considered. It is accepted that chlorine as a disinfectant which requires about 20 minutes contact time to react. It can be the case that shore mains/Barge delivered water only contains low concentrations of free chlorine which may be further decreased within the ships environment. Although there is no requirement to do so and control measures will be influenced by the quality of the source water, it is considered good practice to add chlorine as routine when loading fresh water to a level that produces a 0.2mg/l (ppm) residual free chlorine or 0.1mg/l (ppm) chloramine when chlorinated water is supplied.

Chlorine should preferably be applied as a hypochlorite solution.

6.5. Water Storage Tanks and Distribution Systems


Fresh Water storage tanks must be marked "POTABLE WATER". Fresh Water not used as potable water will be stored in tanks referred to as Technical water tanks.

Potable Water tanks must be suitably coated, and inspected every six months. A light wash and mopping is to be carried out. All mops are to be new for this operation. Care must be taken that personnel entering the tank are cleanly attired, and are not suffering any illness or skin infections.

Tanks must be inspected every 12 months, coatings repaired, wiped down with Chlorine 50ppm solution, and refilled.

Tanks should be filled with high solution chlorine (50 ppm) at dry dock for 12 hours, flushed and refilled.

Pressure testing is carried out every 5 years.

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Distribution Systems

Fresh water pumps should not be used for any other service.

Cross over lines to the Fresh Water distribution system should be isolated or blanked. Fresh water lines should be marked and not run through non-potable water tanks or bilges. Drains, vents or overflows from the system, and associated equipment, must not be connected to sewage drains.

Water Fountains

Water fountains are to be included in the ships inspection regime. Filters and ultra violet systems must be maintained to ensure the water produced is of the desired quality. Sufficient stock of spares for these water fountains will be maintained.

Water fountains dispensing drinking water will be marked with a sticker indicating the date of the last filter change. The maintenance regime, other than the weekly water test that is logged in the Deck Log Book, will be in [CFM³](#).

The galley will have one designated tap that will be included in this regime of filtering and testing. This tap must be clearly identified as Potable drinking water.

The Company will issue each crew member with a suitable water flask for the safe storage of drinking water.

The company discourages the use of bottled water aboard, due to environmental concerns (plastic generation)

Taps and Other Fixtures


Taps should be fit for purpose and inspected for contamination by grease, oil or chemicals. Taps with cartridge filters in the galley should be cleaned and inspected regularly as bacteria growth can be expected.

Shower roses are to be removed, descaled and refitted at intervals of 3 months.

7. MEALS AND MESSROOMS

7.1. Late Meals Requirements

³ W 03 / 2024

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Officers and Crew are expected to maintain good timekeeping with regard to meals. Late arrival means the Catering Staff will be working later. This will impact on their hours of work, working routines and may entail overtime payments.

An exception to this is when an Officer or Crew member cannot make the meal due to work constraints. If this is the case, the Officer or Crew member is to advise the Cook who will leave a plated-up meal, covered and labelled for who it is intended in the main galley fridge or messroom fridge.

7.2. Hot Bain Marie Units in Messroom

Where they are not fitted, crew meals will be plated up by the Cook and handed to the crew member at the galley entrance. Crew members are not to enter the galley to collect their meals. The galley is a restricted area.

7.3. Officer Meal Service

Officers are not permitted to go in the Galley and help themselves to food. Officers will be served their meal at the table within the Officers' Messroom by the Steward. This service will be silver service. Meals will not be pre dished in the Galley. Tables will have a tablecloth fitted. The tablecloth will be changed as required. Grubby table clothes will not be tolerated.


Appropriate condiments are to be available and only placed on tables as required and according to the meal. The menu will be presented and order taken by the Steward which is then passed to the galley. Some ships operate a pre-order system so there is no need to take orders at the table. Hot meals will be served on warm plates to minimize the risk of food being served cold.

From time to time the Master or Chief Engineer may have invited guests onboard. When this occurs, meals are to be taken within the Officers' Messroom unless otherwise advised by the Master.

After meal service at night checks are to be made by the Steward on the fridge in the Officers' Mess, Crew Mess and Duty Mess to ensure there is always a supply of the following:

- a. Butter/low fat spread
- b. Juices
- c. Small selection of cold meats, covered
- d. Small selection of cheese covered
- e. Milk

Bread, Crackers and Rolls and bowl of Fresh Fruit will also be available.

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7.4. Crew Meal Service

Crew are not permitted to go in the Galley and help themselves to food. Crew will be served their meal at the galley entrance by the Cooks or by self-service from the hot Bain Marie units where fitted, in Crew Messrooms.

At breakfast, there will be a selection of preserves and butter/low fat spreads. Condiments will also be available for Crew to avail themselves as required. In addition, a selection of cereals and fruit juice will be available.

Tables are not laid up. Cutlery is made available from cutlery dispensers. There will also be a good supply of glassware and serviettes.

Menus will be placed on display to advise crew of what is available. A plastic tablecloth will be fitted to the Crew Messroom, and Duty Messroom tables.

7.5. Duty Mess

Meals are collected from the Cook who will serve them plated up from the Galley.

Crew using the Duty Mess are not permitted to go in the Galley and help themselves to food. Condiments are to be available to accompany meals served in the duty mess.


7.6. Buffets and Barbeques

Buffets are provided as an alternative to normal meal service in the Messroom. Buffets and barbeques are often provided at weekends, in a hot climate or any special occasion at the master's discretion. This is a self-serve operation, where food items are set out for Officers or Crew to avail themselves.

Buffet food will be set out in the appropriate Messroom by the Galley team. Hot food is to be presented at the last possible moment to keep hot. Where fitted, hot food will be placed in Bain Marie units. Buffets are not to be served in the Galley.

Guidance on leaving food out on buffet displays

Cold food can be left out on display for a maximum of 4 hours at ambient temperature; after this all leftover food is to be disposed of, it cannot be refrigerated or used again. If it is held under controlled conditions (refrigerated +5°C) it has up to 24/48 hours depending on product. Hot Food can be kept in ambient conditions for up to 2 hours, after this it has to be disposed of. It is not to be kept under any circumstances. If it is kept in hot hold conditions (Bain Marie Units at 63°C or above), it can then be kept for longer. When finished it can be rapidly chilled and kept as a cold dish for another 24/48 hours depending on product. It is to remain refrigerated.

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7.7. Messrooms Lunch and Dinner Cover Lay-up Guidance

For guidance listed below is a typical lay-up for Officer Messrooms. Ships can adopt what is best suited for their ship. The Steward is to check that all tableware is spotlessly clean before setting on the table.

Lunch and Dinner

- a. Main course knife and fork, knife to the right, fork to the left, approx. 30cm (12") apart, knife blade facing inwards.
- b. Soup spoon positioned to the right of the knife.
- c. Dessert Spoon at top of cover, spoon set out horizontally, handle to right.
- d. Side plate
- e. All cutlery and side plate are to be approx. 1.5cm (½") from the edge of the table, all aligned.
- f. Neatly folded serviette in centre of cover.
- g. Glass tumbler positioned above main course knife.

Breakfast Cover Lay-up

- a. Main course knife and fork, knife to the right, fork to the left, approx. 30cm (12") apart, knife blade facing inwards.
- b. Side plate
- c. Cereal spoon positioned to the right of the main course knife.
- d. All cutlery and side plate are to be approx. 1.5cm (½") from the edge of the table all aligned.
- e. Neatly folded serviette in centre of cover.
- f. Tea Cup and Saucer in place above main course knife, tea spoon on saucer with cup handle and tea spoon to the right.