SELF-ASSESSMENT - weekly report
DD/MM_____ to DD/MM _____YYYY ____

Logbook for deliveries, refrigeration chain and the galley

Ship: _____
Approved: _____

Deliveries (enter on delivery)		**Date**	**Supplier/ product**		**Corrective action**				**Satis-factory**	**Unsatis-factory***	**Initials**
Delivery note?									☐	☐	
Seal intact (ISPS)?									☐	☐	
Packaging intact?									☐	☐	
Stowed on shelves – FIFO (first in first out) maintained?									☐	☐	
Chilled/frozen products (enter on delivery)											
Chilled temperature on delivery	under 5°C (41°F)								☐	☐	
Date stamp/expiry date valid	min. 4 weeks								☐	☐	
Frozen temperature on delivery	under -18°C (0°F)								☐	☐	
Frozen products after defrosting	(product quality)								☐	☐	
Cold/freezer room, refrigerator and stores (enter daily)		**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**			
Refrigerator temperature low enough?	under 5°C (41°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Freezer temperature cold enough?	under -18°C (0°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Defrosting space available?	under 5°C (41°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Pests/vermin present (mites, flour moths, cockroaches, etc.)?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Enough spare for provisions?	(nothing on the deck)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Cooking (enter spot checks on cooking temperature daily)		**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**			
Roasting temperature OK?	(observe directions for meat)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Have stews/leftovers been reheated?	min. 75°C (162°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Frozen food defrosted on lowest refrigerator shelf?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Have vegetables and meat been kept separate?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Is food kept refrigerated while waiting?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Buffet (enter temperature spot checks daily)		**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**			
Has cold food been in chilled display unit, etc?	5°C (41°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Has hot food been kept on hot plates, etc?	65°C (149°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Less than 3 hours from cooking till food is back in refrigerator.		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Hot food chilled from 65°C to less than 10°C in under 3 hours		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Cleaning (enter spot checks on quality daily)		**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**			
Equipment/worktops cleaned?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Dishwasher rinse cycle hot?	min. 80°C (176°F)	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Compliance with cleaning plan?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Personal hygiene (enter daily)		**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**			
Soap and paper dispenser available by the wash basin?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
No jewellery, watches, etc worn on hands?		☐	☐	☐	☐	☐	☐	☐	☐	☐	
Fresh work clothing, cloths and tea towels at the start of work?		☐	☐	☐	☐	☐	☐	☐	☐	☐	

* Enter corrective actions: