

HMCS PA PMED Inspection

This checklist is to be completed by the PA of a ship 30 days prior to sailing to allow ships staff to correct problems, and whenever requested by Ship CoC. The goal is to do random, unannounced, serial evaluations of the facilities under normal conditions of use. A copy is to be forwarded to Fleet Surg and Fleet Sr PA when complete.

Ship:	HMCS XXX	PA Name:	Lt XXX
Date:	XX Jan XXXX	Med Tech:	Cpl XXX
Executive Summary (BLUF): XXXX		List priority of repairs if required: 1 2 3 4 5	

Galley

Serial	Checklist Item	Completed	Notes:
1	General cleanliness of work surfaces. Check cleaning agent used.	<input type="checkbox"/>	
2	Fridges are correct temperature (2 to 3C), Freezer temp -18 to -15C) logs outside each filled in correctly, thermometers are inside fridges.	<input type="checkbox"/>	
3	All previously prepared food is correctly labeled, to include date prepared or when it will expire.	<input type="checkbox"/>	
4	Hand washing station is identified and properly supplied.	<input type="checkbox"/>	
5	Random water testing is done. When?	<input type="checkbox"/>	
6	Grease traps have been cleaned out. When?	<input type="checkbox"/>	
7	When was the last time the galley was professionally steam cleaned?	<input type="checkbox"/>	
8	Baking area containers covered when not being used.	<input type="checkbox"/>	
9	Food being thawed is being thawed properly. Either in food safe bins in the fridge, or in cold running water just prior to cooking.	<input type="checkbox"/>	
10	Steam line maintains food at 60C or higher, clean work surfaces. Water changed frequently.	<input type="checkbox"/>	
11	Garbage removed frequently	<input type="checkbox"/>	
		<input type="checkbox"/>	

Serveries

		Main Crew	C & POs	Capt & SO	Wrdrm	Notes
12	Dishwasher has correct solutions attached to the correct lines (many are mislabelled or not connected). Solutions are being consumed in the machine (some of the lines are too short to empty the containers so they never empty or are never replaced. Press the prime button and the fluid should visibly move). A dishwasher needs three things, soap, sanitizer, and rinse agent. (The sanitizer can be substituted with very high temp water if you can measure a temp of 165F (74C) on a plate that has just been removed. On CPFs the dishwashers should have a water temp booster. Check temp on a plate after a wash cycle.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Grease traps cleaned. When?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Food prep surfaces cleaned with approved cleaner that is properly labeled. Not vinegar and water!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Check under sink areas for broken pipes and water collection under the sink. Backed up sewage water can collect here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Fridges are correct temperature(2 to 3C), logs outside each filled in correctly, thermometers are inside fridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Counter surfaces are cleaned with approved cleaner in properly labelled container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Hand wash station available with appropriate hand cleaner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Steam line maintains food at 60C or higher, clean work surfaces. Water changed frequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Check Galley AC Plant in C and POs Servery for cleanliness/grease/mould	N/A	<input type="checkbox"/>	N/A	N/A	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Eating mess area

		Café	C & POs	Wrdrm	Notes
21	General cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Counter surfaces cleaned with appropriate cleaner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Fridges are correct temperature (2 to 3C), logs outside each filled in correctly, thermometers are inside fridges (2 of them, one at front and one at back).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Food stored appropriately. Condiments requiring refrigeration are being stored in the fridge. No food stored directly on decks. Covers or containers for cereal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Hand washing is available prior to entering steam line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

26	Silverware stored handle up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Milk dispensers (2 to 3C) need fridge logs, and should be free of milk debris around the nozzles and the seals of the container should be inspected for debris and cracking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fridge flats (Fridges/Freezers/Cool Storage and Dry Stores)

Serial	Checklist Item	Completed	Notes:
28	Food stored off the deck (air needs to flow under) and secure for sea.	<input type="checkbox"/>	
29	Thawing, if present, is being done correctly.	<input type="checkbox"/>	
30	Fridges are correct temperature (2 to 3C), logs outside each filled in correctly, thermometers are inside fridges. Stores safely secured for sea.	<input type="checkbox"/>	
31	Freezers are correct temperature (-18C to -15C), logs outside each filled in correctly, thermometers are inside fridges. Stores safely secured for sea.	<input type="checkbox"/>	
32	Check that food is being rotated (first stuff in is first stuff out)	<input type="checkbox"/>	
		<input type="checkbox"/>	

Messes (Accommodation) and Cabins

		Messes	Cabins	Notes:
33	Beds made, linen clean	<input type="checkbox"/>	<input type="checkbox"/>	
34	General cleanliness, odour, and mold, paying particular attention to mattresses below Fan Coil Units	<input type="checkbox"/>	<input type="checkbox"/>	
35	No food in accommodations	<input type="checkbox"/>	<input type="checkbox"/>	
36	Floors clear of debris, and excess footwear	<input type="checkbox"/>	<input type="checkbox"/>	
37	Filters clean in heating and cooling units	<input type="checkbox"/>	<input type="checkbox"/>	
38	Random check of mattresses for mold	<input type="checkbox"/>	<input type="checkbox"/>	

Heads and Washplaces

Serial	Checklist Item	Completed	Notes:
39	Surfaces cleaned with approved cleaners.	<input type="checkbox"/>	
40	Showers clean, no soap scum, mold.	<input type="checkbox"/>	
41	Check for dripping taps/faucets	<input type="checkbox"/>	
42	Check lint traps in trunking around laundry units as well as the lint trap in the dryer itself.	<input type="checkbox"/>	
43	Soap dispensers and paper towels full	<input type="checkbox"/>	
44	Garbage removed frequently	<input type="checkbox"/>	
		<input type="checkbox"/>	

Laundry and Linen Stores

Serial	Checklist Item	Completed	Notes:
45	Clean and organized. Clean laundry physically separated from dirty. Clean laundry kept off the deck	<input type="checkbox"/>	
46	No bad odour in washer, seals clean.	<input type="checkbox"/>	