

**SHIPCHECKAI CAPTAIN'S WEEKLY INSPECTION CHECKLIST FOR TOUR OF SHIP  
BASED ON MARITIME LABOUR CONVENTION (MLC, 2006)**

**Instruction/ guide:** Use this checklist Weekly to inspect your facility as required by MLC 2006.

## Captain's weekly accommodation inspection

2.

Vessel name
IMO number
Flag
Inspector name
Inspector rank

Drop up to 100 images  
or click to select (50-100 recommended)

Start Upload & Analyze
3.
4.
5.

Inspection ID (optional)
Pick Latest
Generate Report (Addon)

1.
Note: Does not work on Safari!

Create account
Log in

1. Use this checklist and during inspection make photos,
2. Create free account / put all ships details / upload all pictures once inspection completed into <https://shipcheckai.com/weekly-inspection/> , press "pick latest" + "Generate report"
3. Fix any issues on board if reported. (*Note: uploaded pictures after report is created are deleted from system and will not be available*)

Item	Titles/Criteria	Week Nr.	Comment/Corrective Action
<b>A</b>	<b>RESPONSIBILITIES: GENERAL CLEANLINESS</b>		
1	Is the kitchen area, dining room, Toilets, change room, cabins, recreation rooms and office space clean?		Daily Routine Cleaning carried out
<b>B</b>	<b>FOOD</b>		
	<b>FOOD HANDLING</b>		
2	Is adequate food available?		
3	Is foodstuffs in good quality (no perished)?		
4	Are all appliances and galley equipment cleaned after each meal?		
5	Do food handlers staff wash hand before handling food?		
6	Do food handlers staff uniforms clean when on duty?		Stwd use coverall uniforms
7	Do food handlers staff use the hair restraints (except well-trimmed mustaches)?		
8	Is the serving line cleaned?		
9	Is no smoke policy in the kitchen observed?		
10	Are cooks trained to use knives and slicing machines?		
11	Are all burner turned off when finish?		
12	Are the dry protective padding used when handling hot pots?		
13	Are food handlers staff trained to use fire extinguishers in kitchen?		
	<b>FOOD STORAGE</b>		

14	Are storage areas kept well clean and accessible at all times?		
15	Are food inventories rotated properly, First In - First Out system?		F-I-F-O Procedures always follow
16	Are foods stored in a clean covered container when preparing?		
17	Are foods stored in refrigerator covered or wrapped properly?		
18	Are frozen foods remained in its original container or wrapped in freezer paper?		
19	Are frozen cartons stacked crisscross?		
20	Do frozen meats retain on longer than 180 days or past the product's expiration day?		
21	Are foods stored on clean rack and a minimum of 6 inches above floor?		
22	Are freezer and chiller floor free of ice/water?		
23	Are food products stored on the shelves?		
24	No stack up more than three boxes when taking on stores?		
<b>FOOD PREPARATION</b>			
25	Are food handlers staff trained and qualified before preparing food?		
26	Do food handlers staff use utensils instead of hands or physical contact to prepare and serve food?		
27	Are potentially hazardous foods such as ground meat, seafood and poultry not thawed at room temperature for a time period longer than 6 hours?		
28	Are poultry and seafood quickly thawed under running water in clean container?		
29	No frozen foods cooked from the frozen state (allowed to thaw in the walk-in refrigerator)?		
30	Is poultry cooked separately from dressing?		
<b>FOOD PROTECTION</b>			
31	Do food handlers apply the good sanitation practices in handling food?		
32	Do food handlers staff maintain high standards of personal hygiene?		
33	Are Mayonnaise and salad dressing kept refrigerator at all times, except during meals?		
34	Do the dairy products have expiration date on product?		
35	Is seafood in good condition? (Shellfish from approved source, no pinkish/soft to touch/foul odour)		
36	Are red meats and poultry in good condition? (No greenish/soft to touch/foul odour)		
37	Is canned food in good condition? (No swollen top or bottom/leaking/flawed seals/rust/seam or rim dents/labels that have been removed or are illegible)		
38	Are dry items like flour, sugar, rice, spices, etc. kept in plastic airtight boxes?		
39	Are plastic baskets used to store fragile items in cold room?		
40	Are the fruits and vegetables checked in daily?		
<b>LEFTOVERS</b>			

41	No potentially hazardous foods that have been creamed or handled a great amount (e.g., hash, most gravies, dressing, creamed meats) retained as leftovers?		
42	Are the potentially hazardous food leftover no longer than 24 hours?		
43	Are the potentially hazardous foods offered for serving only once?		
44	Are the potentially hazardous foods kept in the refrigerator immediately after meal?		
45	No the leftover potentially hazardous foods to be frozen?		
46	Are leftover potentially hazardous foods labeled with the date and time?		
47	Are the potentially hazardous foods such as tuna, chicken, potato or meat salads, prepared in large quantities if kept refrigerated and displayed in small proportions on the serving line?		
48	Processed meat used for snacks kept in refrigerator?		
<b>UTENSILS AND EQUIPMENT</b>			
49	Are food preparation tables washed, rinsed and sanitized after each use?		
50	Are Kitchenware and food contact surface of equipment and all other utensils washed, rinsed and sanitized after each use, especially cutting board, slicers, mixers and grinders?		
51	Are the grills cleaned at least once per shift include the drip pan?		
52	Are deep fat fryers drained and the fat (grease) strained daily?		No Deep Fat Fryers on board
53	Are deep fat fryers covered when not in use?		No Deep Fat Fryers on board
54	Are stoves, ovens and drip pans cleaned daily?		
55	Are exhaust vents cleaned weekly?		
56	Are reach-in refrigerators cleaned and sanitized at least once weekly?		
57	Are all refrigerators and milk machines defrosted weekly?		
58	Are Walk-in refrigerators cleaned and sanitized weekly?		
59	Are soft ice cream machine dismantled, cleaned and sanitized daily?		No Milk Machine on board
60	Are juice dispensers dismantled cleaned and sanitized daily?		No Milk Machine on board
61	No steel wood and steel wool pads used for cleaning food contact surfaces?		
62	Are all dishes and utensils allowed to air dry before storing?		
63	Are glasses and cups stored and inverted?		
64	Are knives, forks and spoons dried and stored with the handles up?		
65	Are pots and pans stored by hanging or inverted?		
66	Are all the galley equipments in good order for usage?		
67	Are there any reported equipment problem by the galley staff?		
<b>PERSONNEL</b>			

<b>FOOD SERVICE PERSONNEL</b>			
68	Food Service Personnel had pre-employment and periodic medical examination?		
<b>EMPLOYEE HEALTH</b>			
69	No food service personnel who have any communicable diseases work in the kitchen? (These communicable diseases include, but are not limited to, diarrhoea, common cold, boils, burns, infected wounds and sores.)		
<b>PERSONNEL HYGIENE</b>			
70	Are hair restraints, caps, hats, hair nets, etc., worn at all times by all personnel working in the food preparation area?		
71	No use of tobacco in any form or wear strong smelling perfumes/colognes or wear aroma rings/loose fitting jewelry while food preparation or serving?		
72	No personnel assigned to latrine or change room duty to prepare or serve food, unless they shower and change into clean clothes.		
73	Are kitchen clothes removed before each visit to the latrine and hands thoroughly washed?		
74	Are hands washed as well after smoking, handling garbage; and between handling raw and cooked foods?		
75	Are authorized personnel only allowed in the food preparation area?		
<b>TRAINING</b>			
76	Are all food handling personnel must be formally instructed in: a. The principles of food borne illness. b. Transmission of communicable diseases. c. Personal hygiene. d. First aid for choking. e. Emergency drills. f. Fire fighting, fire prevent		
<b>GENERAL HOUSEKEEPING</b>			
77	Are all bunks made?		
78	Are all bunks changed immediately (fresh linen) after occupant has left?		
79	Are all bunks changed (fresh linen) every seven days?		
80	Are all rooms swept and mopped daily?		
81	Are uniforms worn at all times when on duty?		Coverall for Stewd/Chef uniform for Cook
82	Are hallways swept and mopped daily and as needed?		
83	Are all hallways kept unobstructed at all times?		
84	Are trash cans emptied daily and washed when needed?		
85	Are walls, window sills and ceilings cleaned weekly?		
86	Are air vents cleaned weekly or as often as needed?		
87	Is there a life jacket for every bed?		
88	Are wax applied once every fourteen days on the floor surfaces?		
89	Are showers cleaned and free from soap film and algae?		
90	No mix chemicals for cleaning?		
91	Are there report of service order when machine malfunction?		
92	Are pest control chemicals utilized as necessary?		

93	Do contractor use chemicals as the manufacturer's instruction?		
<b>GALLEY/DINING AREA</b>			
94	Are knives and other sharp objects kept in drawers or racks?		
95	No foodstuffs contact with chemicals of any nature?		
96	Are stoves and all surfaces free of grease?		
97	Are floors well mopped, no slippery?		
98	Are all utensils washed after use and stored properly?		
99	Are grease filters and hoods clean and in good condition?		
100	Are deep fryers clean and covered when not in use?		
101	Are tables clean?		
102	Are sauces, spices, juices, etc. properly stored?		
<b>REST ROOMS</b>			
103	Are urinals and commodes clean?		
104	Are floors thoroughly clean?		
105	Are the bulkheads-walls clean?		
106	Is the wash basins and mirrors clean?		
107	Are shower stalls, floors and bulkhead-walls clean?		
108	Are shower curtains clean?		
<b>HOSPITAL</b>			
109	Check - Medical Inventory, Medical chest certificate and Medical equipment		
110	General Housekeeping		
111	Is the Toilet clean and accessories in working condition?		
112	Check - Securing and condition of the bed frames, including ladder for climbing to the top bunk.		
113	Check - General condition of bunk beds including mattresses and bed lights.		