



Board of Examinations for Seafarers Trust



Cleanliness and Hygiene

Aims & Reasons for Cleanliness & Aesthetic –Hygienic Upkeep



- **A general overview of areas which should be covered during cleaning**
- **A general overview of personal hygiene**
- **Pleasant and safe environment**
- **Reduce contamination - bacterial hazards**
- **Reduce contamination - physical/chemical hazards**
- **Discourage pests**
- **Legal requirement**



Cleanliness & hygiene

Cleanliness
of working
place

Food safety

Personal
hygiene

What do you understand by cleanliness????



- ❑ Cleanliness is both the abstract state of being clean and free from dirt, and the process of achieving and maintaining that state.
- ❑ Cleanliness may be endowed with a moral quality, as indicated by the aphorism "cleanliness is next to godliness,"^[1] and may be regarded as contributing to other ideals such as health and beauty.
- ❑ On a practical level, cleanliness is thus related to hygiene and to hygiene and disease prevention.
- ❑ Washing is one way of achieving physical cleanliness, usually with water and often some kind of soap or detergent. Procedures of cleanliness are of utmost importance in many forms of manufacturing.



Cabin Cleaning Procedure

THUMB RULE: 1. ALWAYS CLEAN INSIDE – OUT

2. TOP TO BOTTOM

- Air out the room by opening the windows, turn off the air conditioning system
- Wash your hands and put on disposable gloves
- Empty out the trash cans / bins
- Strip the bed and remove dirty linens
- Move on to the bathroom / washroom
- Remove dirty towels (bath towels, hand towels, face towels)
- Spray the cleaning products necessary for disinfection
- Remove your gloves
- Make the bed
- Dust all surfaces such as bedside table, desk, chair, TV.../...
- Check TV, Air Conditioning, lights...to make sure they function properly
- Clean the bathroom / washroom
- Replace all fresh cleansing products such as soaps, etc.
- Vacuum the room
- Check over the room and make sure that everything is in place

SAMPLE PICTURE OF: BED MAKING & CABIN CLEANING





Dining Room/Smoking room cleaning Procedure

Dust down the ceiling and corners. Consider if the walls in your home need to be washed. Don't forget air vents and switch plates.

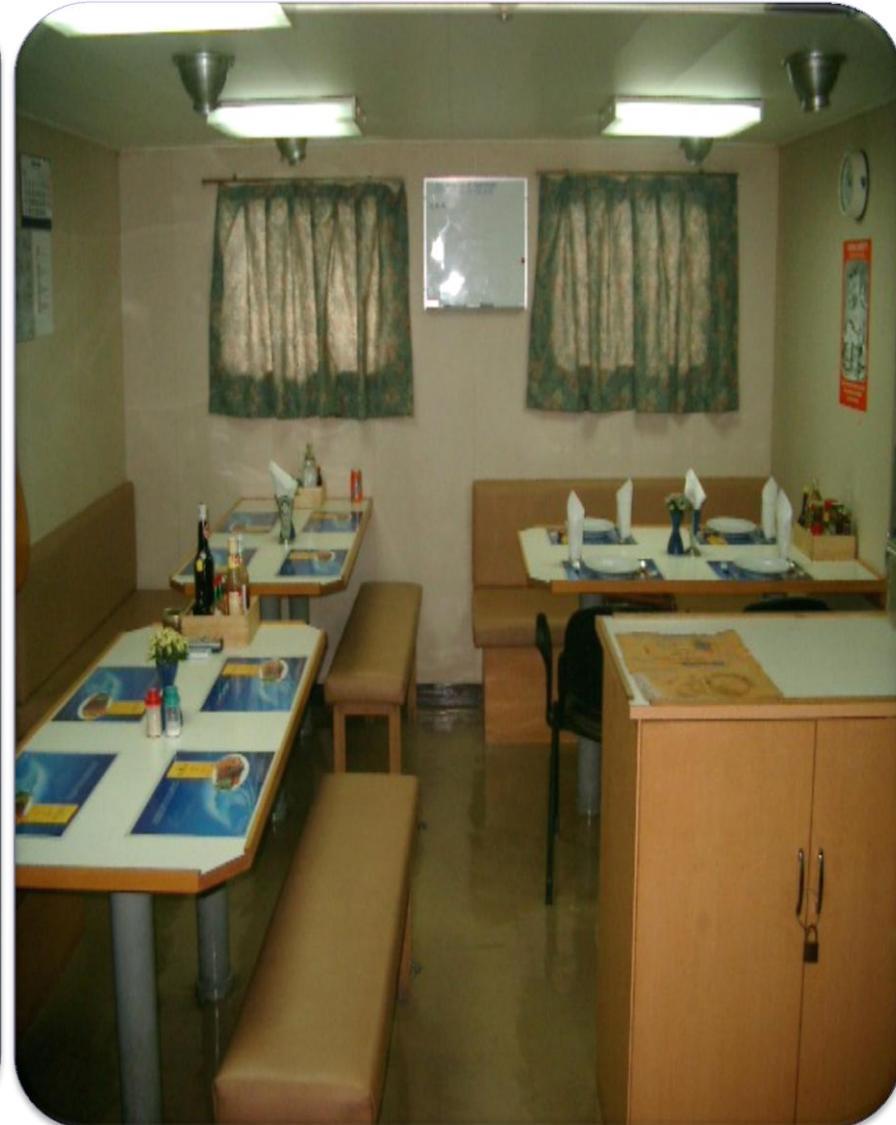
Dust and clean all wall art. Be careful when cleaning framed art and photographs. Never spray cleaner or water onto the frame. The liquid can seep behind the glass and damage the pictures. Instead lightly wet a clean cloth to wipe the frame and glass.

Take down draperies and curtains to wash or have cleaned according to the directions. Dust down any blinds and other window treatments. Dust down and wash window sills and corners. Wash the inside and outsides of windows. Take down and rinse off screens, before replacing.

Wash down the dining table, chairs, and any other furniture thoroughly. If you have wood furniture that needs to be oiled or waxed, do this now. If your chairs have an upholstered seat, spot clean the seats.

Clean the carpet and rugs. You can choose to use a carpet professional, rent a cleaning machine, or vacuum and spot-treat according to soil level.

SAMPLE PICTURE OF: Dining Room & Smoking Room





Cleaning Procedure for Galley & Store

Have a place for everything. It's much easier to use a utensil or appliance, clean it and put it away when it has a home. I use foil as an example in my kitchen. I have a special drawer that is used just for foil, plastic wrap and parchment paper. Those items are always easy to find, and are put away after each use because they have a special home.

Don't mix ammonia and bleach because it will create toxic fumes.

Identify spots in your kitchen that accumulate clutter and take a few minutes every day to clear those spots and place objects in their correct homes.

Try to end each day with a clean, empty kitchen sink.

Run the dishwasher before you go to bed and unload it first thing in the morning.

A sponge is actually a great way to spread germs.

Prefer using paper towels, discarding them after cleaning each surface, to totally prevent cross-contamination.



Prevention at Galley & Store Cleaning

Clean up spills as they occur so you won't be faced with one huge cleaning session.

Did you know that you use 20% of your utensils 80% of the time? Any tool or appliance which doesn't get used during a week of cooking should be cleaned and stored to save counter and cupboard space and cleaning time.

It's easier to clean a grill if you do it after each use. Also oil the grill rack before each use to make cleanup easier.

Wash as you go. Fill one half of a double sink or a separate waterproof tub with hot soapy water and drop in utensils as you use them. Food won't dry on the utensils and cleanup will be a breeze.

Once every 7-10 days, remove all the food from your refrigerator, wipe down the inside with warm soapy water, clean all the shelves and trays, then replace the food. As you work, check expiration dates and discard food past those dates. Place an open box of baking soda in the back of the fridge.

Once a month, remove all the food from your pantry, wipe down with a clean damp cloth, check for spoilage and expiration dates, then replace items in their designated places.

SAMPLE PICTURE OF: Galley & Store





Cleaning Standards at Engine Room of a Ship

Air Cooler Cleaning

Bilge Cleaning

Carbon Removing

De-Scaling

Electric Parts Cleaning

Filter Cleaning

General Purpose Cleaning (To Clean and Care for any possible spillages)

General Purpose Degreasing

Iron Oxide removal from diesel cooling water systems and passivator

Lube Oil/Fuel Oil Contaminant removal from marine equipment

Rust and Rust Stain Removal



Cleaning Standards at Engine Room of a Ship

Ballast Tank Corrosion Inhibitor

General Purpose Cleaning

Mud and Silt Dispersant in Ballast Tanks

Oil Spill Dispersant

On Deck Oil Spill Containment/Removal

Pre-coating Passivator for Rusted or Sandblasted Steel

Rust and Rust Stain Removal

Wire Rope Corrosion Inhibitor and Lubricant

Unpleasant Odor Eliminator for Tanks and Holds



Tips for Cleaning Engine / Deck & other areas on a ship

- Always ensure that the equipment / spare parts are properly cleaned and stored at their designated place, so that any predicaments are avoided.
- Any leakages such as oil / lubricant should be dealt with on priority basis.
- One should always keep his Boiler Suits, Gloves, Safety Shoes clean at every usage.
- Tasks should be well scheduled likewise Daily – Weekly and other types of calendar cleaning.
- Since the vessel is in the close proximity of saline atmosphere it is prone to Corrosions & Rust
- therefore a proper schedule should be followed with the help of ANTI-RUST / CORROSIVE objects.
- Cleaning of the TANK's in case of Oil & Gas Tankers should be dated on the tanks for the last cleaning and the next DUE cleaning.
- During cleaning of the above mentioned tanks; Ensure all the safety precautions need to be followed as per the checklist mentioned by the respective shipping corporation as each corporation follows their own standard operation procedures checklist.
- Initially during the design of engine room elements such as proper storage racks & designated space allotment for equipments from the TOOLBOX should be incorporated as it helps to find the correct equipment in short possible time.



Garbage Management



Introduction:

Garbage generated onboard has to be handled with the same care as the food prepared on board as garbage from ships can be just as deadly to marine life as oil or chemicals. Garbage disposal from ships is bound by Annex V of MARPOL (International Convention for the Prevention of Pollution from Ships).

1. Garbage means all kind food; domestic and operational waste excluding fresh fish generate during the normal operation of the ship and liable to be disposed of continuously and periodically.
2. Total prohibition of the disposal of plastics anywhere into the sea and severe restrictions on discharges of other garbage from the ship into coastal waters and special areas.
3. Garbage record book to record all disposal and incineration operations.

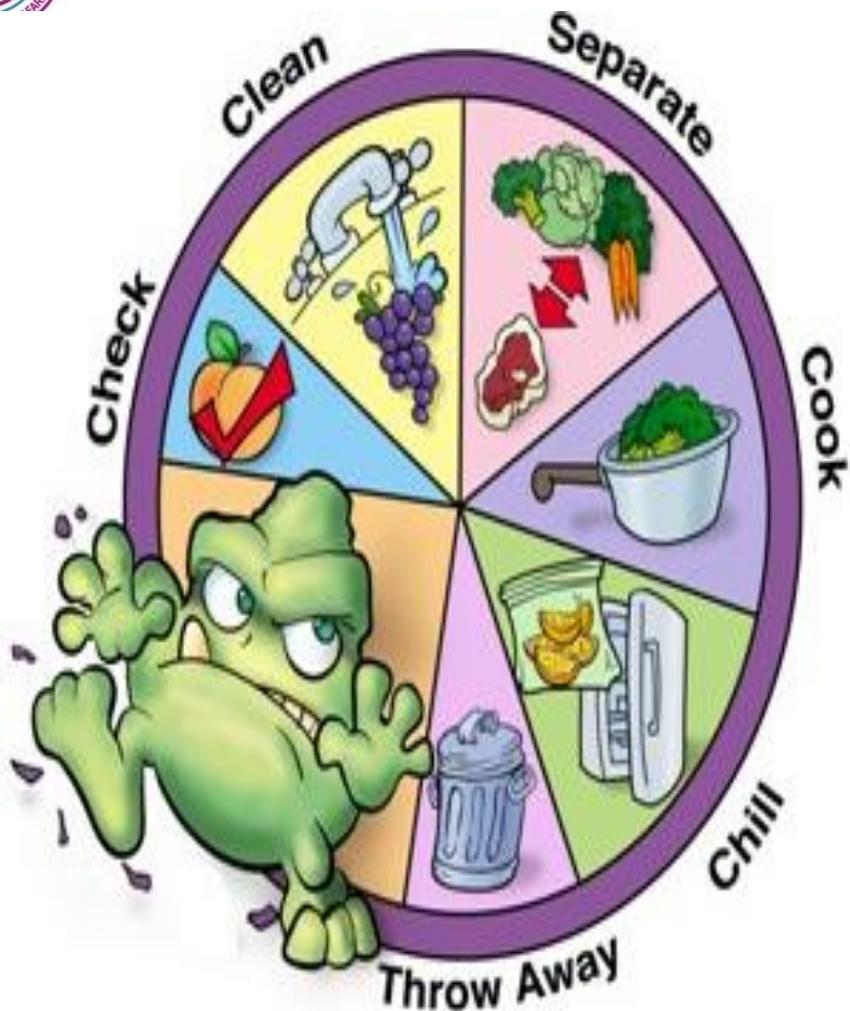


Restrictions on Garbage Disposal into Sea

Category	Garbage	Disposal at sea outside special areas	Disposal at sea inside special areas	Commonly used color code for bins
A	Plastics Includes Synthetic Rope, fishing nets, plastic bags, Incinerator Ashes from plastic products.	Disposal Prohibited	Disposal Prohibited	Red
B	Food Waste- comminuted or ground	Beyond 3 miles from the Nearest Land	Beyond 12 miles from the Nearest Land	Blue
	Food Waste- Not comminuted or ground	Beyond 12 miles from the nearest land	Disposal Prohibited	Blue
C	Domestic Wastes (Paper products, Rags, glass, metal, bottles, crockery etc.)	Disposal prohibited	Disposal Prohibited	Black
D	Cooking Oil	Disposal prohibited	Disposal Prohibited	
E	Incinerator Ashes	Disposal prohibited	Disposal Prohibited	Green
F	Operational Wastes	Disposal prohibited	Disposal Prohibited	
G	Cargo Residues	Beyond 12 miles from the nearest land	Beyond 12 miles from the nearest land with conditions	
H	Animal Carcass(ES)	As far As possible	Disposal Prohibited	
I	Fishing Gear	Disposal prohibited	Disposal Prohibited	



Food safety



- Check food before use
- Use the running water to wash your hands and fruit and vegetables as it carries the bug away
- Don't water fruit, herbs and vegetables with grey water if you are going to eat them without cooking
- Keep your fridge at 5°C or below
- Throw away waste food



What do you understand by Hygiene??????



- Some regular hygienic practices may be considered good habits by a society while the neglect of hygiene can be considered disgusting, disrespectful or even threatening.
- Sanitation involves the hygienic disposal and treatment by the civic authority of potentially unhealthy human waste, such as sewerage and drainage.



What do you understand by Personal Hygiene??????



- ❑ *Personal hygiene* involves those practices performed by an individual to care for one's bodily health and well being, through cleanliness.
- ❑ Motivations for personal hygiene practice include reduction of personal illness, healing from personal illness, optimal health and sense of well being, social acceptance and prevention of spread of illness to others.



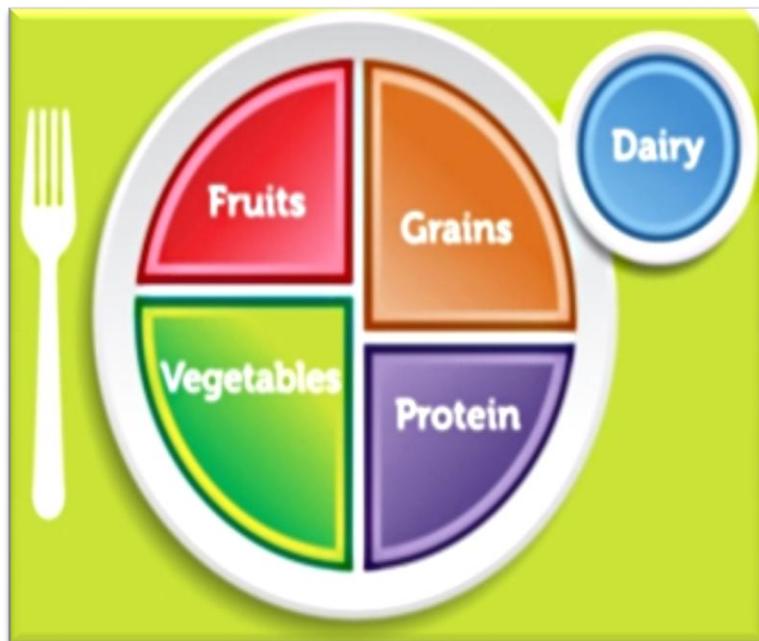
Reduction of Personal illness:-

Can be achieved by.....

i. Good eating habits

Your food should include right amount of carbohydrate, Protein, Fruits and other necessary items required for your body.

Eat right amount of food, Chew well for digestion





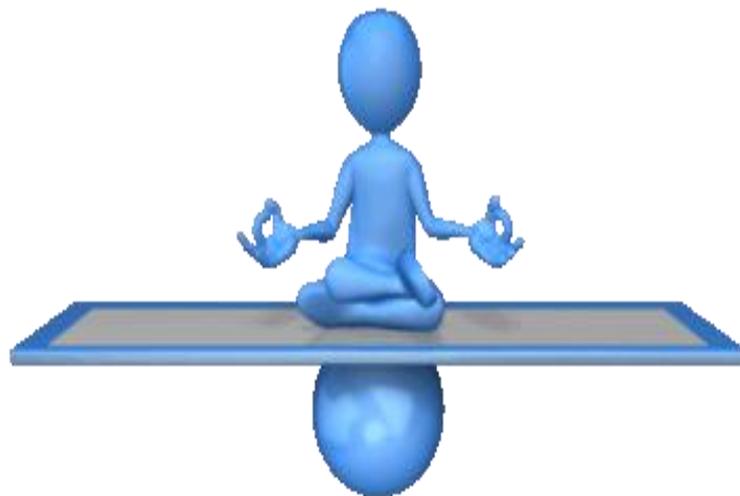
Reduction of Personal illness:-

Can be achieved by.....

ii. Exercise

You should devote some time for yourself for exercise and meditation .

This will help you and prevent illness to great extent.





Effective Hand Washing!

Why should *we* wash our hands???



- Hand washing is the single most effective way to prevent the spread of infections.
- You can spread certain "germs" (a general term for microbes like viruses and bacteria) casually by touching another person.
- You can also catch germs when you touch contaminated objects or surfaces and then you touch your face (mouth, eyes, and nose).
- "Good" hand washing techniques include using an adequate amount of soap, rubbing the hands together to create friction, and rinsing under running water.
- The use of gloves is not a substitute for hand washing.



How to wash hands Effectively???

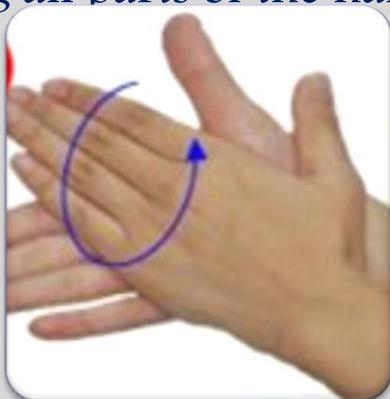
(i) Wet Hands under warm running water



(ii) Apply 3-5 ml of liquid soap to hands



(iii) Rub hands vigorously, together, under warm running water cleaning all parts of the hand



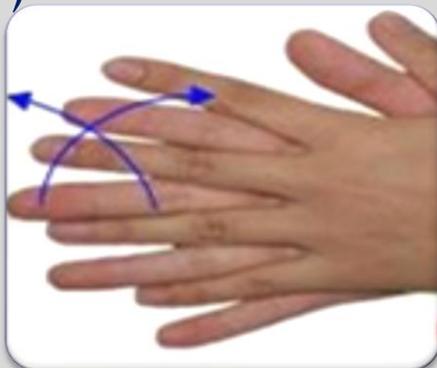
(iv) Clean between fingers & around the wrist, nails & tip of fingers.





Continuation.....

v) Rise Off All The Lather (& Bacteria)



(vi) Dry Hands Completely using a paper towel



(vii) Use Paper Towel To Turn Off the Tap



(viii) Dispose Of Paper Towel In a Foot Operated Container.

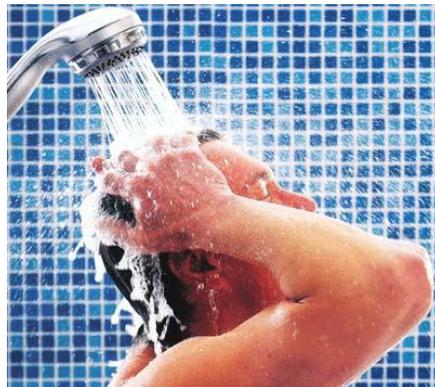




What is Personal Hygiene?



Brush teeth at least twice a day



Shower daily



Wash hair regularly



Use deodorant



Shave Daily



Wash hands regularly



Why is personal hygiene important?



To kill bad Bacteria
(germs)



Avoid bad Breath & Body Odor



Good Health & Prevent
Sickness





Legal requirement

To emphasize strongly on cleanliness & Hygiene
Legal requirements have been made very stringent

Through:-

MARPOL



MLC 2006



MARPOL

Discharge of Oil of
Sea Garbage
Management



Garbage
Management



MLC 2006

Relevant topics in MLC mentioned about hygiene food water



Laundry for cleanliness & adequate ventilation



Thank You



Board of Examinations for Seafarers Trust

Collaborative Unit of IMEI and CMMI

ISO 9001-2008 Certified under The Indian Register of Shipping

www.seafarers.edu.in