



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT

Ministry of Ports & Civil Aviation

No.79, Technical Junction, Maradana Road, Colombo 10, Sri Lanka.

Telephone: +94(0)112435127, Fax: +94(0)112435160, E-mail: dmsmos@sltnet.lk

120Hrs Steward Updating Course

1. Core Syllabus

120 Hrs Steward Updating Course- Core Syllabus

#	UNITS	Hrs
1	OBSERVE GENRAL GALLEY PROCEDURES:	7.00
2	OBSERVE HEALTH AND FOOD HYGIENE PRACTICES	7.00
3	MARPOL & MLC	7.00
4	PERSONAL HYGIENE OF A STEWARD	7.00
5	FOOD & BEVERAGE SAFETY STORAGE	7.00
6	KNOWLEDGE OF FOOD & BEVERAGE ITEMS	7.00
7	MULTI CULTURAL & RELEGIOUS AWARENESS	7.00
8	FOOD & BEVERAGE EQUIPMENT HANDLING	7.00
9	FOOD & BEVEARGE COSTING/REQUISITIONING	7.00
10	HACCP	7.00
11	5 S STANADRDS	7.00
12	PRACTICAL	45.00
	TOTAL	122.00



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2. Detail Syllabus

120 Hrs Steward Updating Course – Detail Syllabus

#	UNITS	Hrs
1	OBSERVE GENRAL GALLEY PROCEDURES:	7.00
1.1	GALLEY SAFETY	
1.2	SAFE & SECURE STORAGE OF LOOSE ITEMS	
1.3	ADEQUATE ILLUMINATION IN GALLEY	
1.4	QUESTIONANIRE	
1.5	MAINTENANCE OF GALLEY - GREASY TRAPS	
1.6	MAINTENANCE OF GALLEY - VENTILATORS	
1.7	AWARENESS OF SOURCES OF FIRE IN THE GALLEY	
1.8	QUESTIONNAIRE	
1.9	METHOD OF USING A FIRE EXTINGUISHER	
1.10	TYPE OF FIRE EXTINGUISHERS	
1.11	QUESTIONANIRE	
1.12	REASONS FOR ACCIDENTS	
1.13	SLIPPERY FLOORS	
1.14	SPILLS ON A FLOOR	
1.15	QUESTIONNAIRE	
1.16	CLEANING A SLIPPERY FLOOR	
1.17	SAFE OPERATIONS OF ELECTRICAL & MECHANICAL EQUIPMENTS	
1.18	QUESTIONNAIRE	
1.19	STORMS & STORM BR PRECAUTIONS	

1.20	QUESTIONNAIRE	
1.21	SAFE UTILIZATION OF KITCHEN EQUIPMENTS	
1.22	QUESTIONNAIRE	
1.23	CODE OF SAFE WORK PRACTICES FOR MERCHANT SEAMANS	
2	OBSERVE HEALTH AND FOOD HYGIENE PRACTICES	7.00
2.1	PERSONAL CLEANLINESS OF A FOOD HANDLER	
2.2	KNOWLEDGE OF APPROPRIATE COOK UNIFORM	
2.3	QUESTIONNAIRE	
2.4	KNOWLEDGE OF BASIC FOOD HYGIENE	
2.5	FOOD POISONING	
2.6	HUMAN FOOD POISONING	
2.7	INSECT FOOD POISONING	
2.8	KEEPING INSECTS AWAY FROM FOOD	
2.9	QUESTIONNAIRE	
2.10	RODENT FOOD POISONING	
2.11	KEEPING RODENT AWAY FROM FOOD STUFF	
2.12	PREVENTION OF FOOD WASTE	
2.13	QUESTIONNAIRE	
2.14	BACTERIAL FOOD POISONING ON MEAT	
2.15	FOOD PREPARATION SURFACES	
2.16	PREVENTION OF CROSS CONTAMINATION	
2.17	QUESTIONNAIRE	
3	MARPOL & MLC	7.00
3.1	ENVIORNMENTAL INDUCTION	
3.2	MARINE POLLUTION	
3.3	QUESTIONNAIRE	
3.4	ENVIORNMENTAL RESPONSIBILITIES	

3.5	ENVIORNMENTAL POLLUTION	
3.6	QUESTIONNAIRE	
3.7	DISPOSAL OFGARBAGE	
3.8	QUESTIONNAIRE	
3.9	DISPOSAL OF GARBAGE & SEGREGATION	
3.10	DISPOSING PLASTIC & GLASSES	
3.11	OPERATIN OF AN INCINERATORS & SHREDDERS	
3.12	OPERATIN OF A SHREDDERS	
3.13	QUESTIONNAIRE	
4	PERSONAL HYGIENE OF A STEWARD	7.00
4.1	HEALTH & HYGIENE STANDARDS	
4.2	PERSONAL CLEANLINESS OF A STEWRAD	
4.3	PERSONAL HYGIENE - PART - I	
4.4	QUESTIONANIRE	
4.5	PERSONAL HYGIENE - PART - II	
4.6	QUESTIONANIRE	
4.7	HAND WASHING	
4.8	HAND WASHING AFTER HANDLING RAW FOOD	
4.9	QUESTIONANIRE	
4.10	SANITIZING & METHOD OF HAND SANITIZING	
4.11	HAND WASHING AFTER HANDLING RAW FOOD	
4.12	QUESTIONNAIRE	
5	FOOD & BEVERAGE SAFETY STORAGE	7.00
5.1	STORAGE OF FOOD ITEMS	
5.2	STATE TRUE OR FALSE	
5.3	DRY STORAGE OF FOODS	
5.4	HOW TO STORE DRY FOOD	

5.5	FROZEN & CHILL FOOD STORING	
5.6	FILL THE BLANKS	
5.7	FOOD STORAGE TEMPERATURES	
5.8	QUESTIONNAIRE	
5.9	LABELLING	
5.10	WALKING CHILLER & FREEZER	
5.11	QUESTIONNAIRE	
5.12	PEST CONTROL	
5.13	QUESTIONNAIRE	
5.14	PURCHASING & STORING BEVERAGE ITEMS	
5.15	QUESTIONNAIRE	
5.16	SAFE STORAGE OF BEVERAGE ITEMS	
5.17	QUESTIONNAIRE	
6	KNOWLEDGE OF FOOD & BEVERAGE ITEMS	7.00
6.1	KNOWLEDGE OF FOOD ITEMS	
6.2	MENY COSTING	
6.3	QUESTIONNAIRE	
6.4	MATERIALS & METHODS OF FOOD KNOWLEDGE	
6.5	QUESTIONNAIRE	
6.6	KNOWLEDGE OF BEVERAGE ITEMS	
6.7	QUESTIONNAIRE - I	
6.8	QUESTIONNAIRE - II	
6.9	KNOWLEDGE OF BEVERAGE ITEMS	
6.10	QUESTIONNAIRE	
7	MULTI CULTURAL & RELEGIOUS AWARENESS	7.00
7.1	MULITI CULTURE	
7.2	FOOD AROUND THE WORLD	

7.3	QUESTIONNAIRE	
7.4	RELIGIOUS & CULTURAL DIETARY REQUIREMENTS	
7.5	CHRISTIANITY	
7.6	JUDAISM	
7.7	ISLAM	
7.8	QUESTIONNAIRE	
7.9	HINDUISM	
7.10	BUDDHISM	
7.11	QUESTIONNAIRE	
7.12	MULTI CULTURAL CUISINE	
7.13	CULTURAL REQUIREMENTS OF A COOK	
7.14	QUESTIONNAIRE	
7.15	TYPES OF DIETARY REQUIREMENTS	
7.16	QUESTIONNAIRE	
7.17	ETHNIC FOOD	
7.18	EATING HABITS	
7.19	QUESTIONANIRE	
8	FOOD & BEVERAGE EQUIPMENT HANDLING	7.00
8.1	FOOD EQUIPMENT HANDLING	
8.2	SAFE FOOD EQUIPMENT HANDLING	
8.3	QUESTIONNAIRE	
8.4	USING KITCEHN EQUIPMENT SAFELY	
8.5	QUESTIONNAIRE	
8.6	HANDLING KITCHEN EQUIPMENTS - I	
8.7	QUESTIONNAIRE	
8.8	HANDLING KITCHEN EQUIPMENTS - II	
8.9	QUESTIONNAIRE	

8.10	HANDLING BEVERAGE EQUIPMENT S	
8.11	HANDLING VENDING MACHINES	
8.12	HANDLING COFFEE DISPENSERS	
8.13	QUESTIONNAIRE	
9	FOOD & BEVEARGE COSTING/REQUISITIONING	7.00
9.1	FOOD COSTING	
9.2	STANDARD RECIPE CARD	
9.3	BEVERAGE COSTING	
9.4	GROSS PROFIT MARGINS	
9.5	VARIOUS GROSS PROFIT MARGINS	
9.6	QUESTIONNAIRE	
9.7	COSTING OF MIXED DRINKS OR COCKTAILS	
9.8	STANDARD RECIPE FORMAT	
9.9	QUESTIONNAIRE	
9.10	REQUISITIONS	
9.11	PURCHASE REQUISITION PROCEDURE	
9.12	REQUISITIONS FOR PAYMENTS	
9.13	QUESTIONNAIRE	
10	HACCP	7.00
10.1	WHAT IS HACCP?	
10.2	WHAT IS HACCP SYSTEM DOES?	
10.3	WHAT IS HACCP & WHAT IS IT USED FOR?	
10.4	QUESTIONNAIRE	
10.5	STEPS OF HACCP	
10.6	EXPLANATION OF 7 STEPS IN HACCP	
10.7	QUESTIONNAIRE	
10.8	WHAT IS HACCP IN FOOD SERVICE?	

10.9	DIFFERENCE BETWEEN HACCP & ISO 22000	
10.11	ADVANTAGE OF USING HACCP	
10.12	IS HACCP REQUIRED BY LAW?	
10.13	WHAT IS HACCP CERTIFICATE & ITS IMPORTANCY?	
11	5 S STANADRDS	7.00
11.1	WHAT IS 5S?	
11.2	WHAT IS 5 S STANDARDS?	
11.3	WHAT ARE THE 5S IN SAFETY?	
11.4	QUESTIONNAIRE	
11.5	SEIRI	
11.6	SEITON	
11.7	SEISO	
11.8	SEIKETSU	
11.9	SHITSUKE	
11.10	QUESTIONNAIRE - I	
11.12	QUESTIONNAIRE - II	
12	PRACTICAL	45.00
12.1	PRACTICAL FOOD & BEVERAGE SERVICE / EMERGENCY MEALS	
12.2	PRACTICAL HOUSE-KEEPING & BED MAKING	
12.3	PRACTICAL KITCHEN STEWARDING	

Equipment Required for Food and Beverage Course

- Bar Spoons
- Bar Towels
- Beverage Trays
- Blenders, Juicers And Shakers
- Bottle Opener And Wine Bottle
- Bussing Trays
- Chafing Dishes
- Chairs
- Chopping Board
- Clean Uniforms
- Cleaning Equipment
- Cocktail Recipe Books
- Cocktail Shaker
- Coffee-Making Equipment
- Condiments
- Crockery
- Cutlery
- Decorative Material
- Display Material
- Drip Mats
- Dust Pan And Brush
- Dusters And Glass Cloth
- Fire Extinguishers
- First Aid Items
- Flower Vase
- Food Covers
- Gel Fuel For Burners
- Glass Ware
- Glass Washers
- Glassware Appropriate To Beverage And Style
- Gloves
- Hand Washing Sinks
- Ice Buckets
- Ice Crushers
- Ice Machines
- Ice Pail/Tongs
- Ice Tongs
- Jiggers

- Juice Extractor
- Knives
- Linen
- Liquid Measures
- Manual And Electronic Cash Registers
- Menus And Wine Lists
- Mixing Glass
- Napkins
- Openers And Wine Knives
- Plastic Containers
- Plate Warmer
- Post Mix Systems
- Refrigeration Equipment
- Safety Signage
- Service Cutlery And Tongs
- Service Trays
- Silver Platters
- Stands
- Stirrers And Swizzles
- Strainers
- Tables And Chairs
- Tea And Coffee Making Facilities
- Toothpicks
- Trays
- Trolleys
- Utensils
- Waiter's Kit (Bottle/Wine Opener, Pen & Note Pad, Lighter, Waiter's Cloth,)
- Jugs

Equipment Required for Cookery Course

- Aluminium Foil
- Bain - Marie(Hot & Cold)
- Band Saw
- Blender
- Boiler
- Bowls (Glass)
- Bowls (Stainless Steel)
- Bread Slicer
- Brushes
- Burner
- Butcher's Axe
- Butcher's Block
- Butcher's Needles
- Butcher's Scissors
- Butter Curler
- Charcoal Burner
- Clay Pots
- Chillers / Freezers
- Chocolate Wormer
- Chopping Board - Food Grade
- Chopping Board - Food Grade Copper
- Sauce Pans
- Cling Film
- Parisienne Scoop
- Coconut Scraper
- Coffee Percolator
- Colander
- Conventional Oven
- Conventional Steamer
- Cooking Ware (Pots, Pans, Containers)
- Cutting Appliances
- Date Machine
- De Stoner
- Deep Fryer
- Deep Trays
- Dosai Stone
- Dough Divider
- Dough Moulder
- Dough Sheeter
- Espresso Machine
- Fire Extinguisher (Carbon Dioxide)
- Flour Bin
- Fly Killer
- Foils
- Food Grade Plastic Ladle
- Food Grade Plastic Spoon
- Food Tongs
- Food Wormer / Hot Cupboard
- Frying Pans
- Funnel
- Garbage Bins
- Gas Burner Gun
- Gas Torch
- Gloves
- Grater
- Grill Plates / Griddle
- Grinders
- Grinding Stone
- Hammer
- Ice Buckets
- Ice Cream Scoop
- Ice Crème Machine/Sorbet
- Ice Crusher
- Ice Cube Making Machine
- Ice Shaver
- Ice Tongs
- Icing Sugar Shaker
- Infra-Red Lamp
- Juice Extractor
- Kabsa Tray
- Kebab/ Shashlik Skewers
- Knives
- Ladle & Spatula
- Ladles
- Liquidizer
- Marbled Table
- Measuring Equipment
- Measuring Jug
- Meat Saw
- Meat Tenderizer / Butcher's Hamm
- Mixing Utensils
- Mortar And Pestle
- Moulds
- Nozzles And Cutters
- Oil Papers
- Oven /Combi Oven
- Meat Trays / Fish Tray
- Menu Display Board
- Microwave Oven
- Mincer
- Mirror
- Mixer
- Oyster Knife

• **Equipment Required for Cookery Course Con ...**

- Ovens
- Pallet Knife
- Pasta Machine
- Pastry Brush
- Pastry Table (Stainless Steel)
- Pastry Trolleys
- Peeler
- Personal Protective Equipment
- Piping Bags
- Pittu Steamer
- Platters
- Polythene Sealer
- Proving Cabinets
- Rolling Pin And Fire Blankets
- Rotisserie
- Rubber Gloves
- Salad Rinsers / Sanitizer
- Salamander
- Sauce / Soup Pan
- Scraper
- Service
- Service Cutlery
- Sharpener
- Shwarma High Pressure Burner
- Sieve
- Silicon Mats
- Sizzling Plates
- Skewer
- Slicer
- Small Utensils
- Smoking Chamber
- Soup Kettle / Turine
- Spatulas
- Spoon
- Squeezer
- Steamer
- Steel Or Copper Sauce Pans
- Stock Pot
- Stove
- Strainer
- Strainer
- Strainer (Stainless Steel)
- String Hopper Mould
- Tandoori Oven
- Thermometers
- Thick Bottomed Stainless
- Tongs
- Traditional Kurakkan Grinder
- Traditional Sri Lankan Sweetmeat Moulds
- Trays And Containers
- Trolleys
- Vacuum Pack Machine
- Vegetable Washer
- Weighing Machine (Scale)
- Weighing Scale
- Whisk
- Wine Cooler
- Winnowing Fan
- Wok
- Wooden Spoons
- Work Table (Stainless Steel)

Equipment Required for Housekeeping Course

- Bins
- Carts And Trolley
- Chemical Dispenser
- Cleaning Agents Used In House Keeping
- Communication Equipment
- Computer And Accessories
- Dress Hangers
- Fire Extinguisher
- First Aid Box
- Floor Care Signage
- Inspection Table
- Iron And Iron Boards
- Keys
- Label Identified Areas
- Laundry Bags And Cover
- Laundry Baskets
- Laundry Control Sheets
- Linen Bins
- Linen Cart/Trolley
- Linen Racks
- Linen Room Log Book
- Linen Trolley
- Maintenance Order Forms
- Manual And Electrical Housekeeping Equipment
- Mobile Phones
- Office Facilities
- Personal Protective Equipment
- Property Management System
- Racks And Tags
- Required Linen And Uniform Stocks
- Room Amenities
- Sewing Machine With Accessories
- Stapler
- Step Ladders
- Trolley With Wheels

Reference

1. Cookery for the Hospitality Industry
Graham Dodgshun, Michel peters David O'dea
2. Food Safety & Sanitation
David McSwane, H.S. D, Nancy Rue Richard Linton
3. Caserani & Kinton's The theory of Catering
- David Foskett and Victor Ceserani
4. Advanced Practical Cookery
John Campbell, David Foskett, Victor Ceserani