



RESOURCE LIBRARY - STEWARDING
Reporting Faults and Damage 报告故障和损坏

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<p>Standard: Following S&P.</p> <p>Procedures:</p> <ol style="list-style-type: none"> 1. Take care and respect the Kitchen and service equipment and fixtures. 2. Use all kitchen and service equipment and fixtures with care and as per the operating guidelines and operation menu. 3. Notify your shift leader immediately if any part or item fails to operate or does not switch on. 4. Inform your shift leader if any part or item of equipment or fixture is damaged or broken. 5. NOT TRY TO REPAIR or FIX THE EQUIPMENT or FIXTURE YOURSELF this is a safety hazard. 6. Shift leader will assess the urgency of the situation and take appropriate action as the situation demands. 7. The shift leader will fill in the Engineering work request in complete obtain all the necessary signatures and send to Engineering Department. 8. All High Priority jobs must be notified to the engineering department immediately by phone and then followed up by a written request to be presented to the Engineering representative as soon as the job has been successfully completed. 9. Record ALL faults into the STEWARDING LOG BOOK immediately listing the possible causes, reasons, and if any damage has been inflicted to any personnel, property, or stock. 10. Fill in and file a Security and Accident Incident report for any damage been inflicted to any personnel, property, or stock. 11. Present this report to Executive Chef. <p style="text-align: center;">-End-</p>	<p>标准: 参照标准与程序。</p> <p>程序:</p> <ol style="list-style-type: none"> 1. 关心和注意保养厨房设备和被固定注的物品。 2. 按照正确的操作方法和设备说明书使用厨房的所有设备。 3. 如果忘记了如何操作或不知如何开关设备必须马上通知你的领班。 4. 如果发现任何设备或固定物是损坏的或是坏掉的必须马上通知你的领班。 5. 你自己不要试图去修理或固定设备或固定物这样很危险。 6. 领班会根据事情的紧急程度或严重性来作出相应对处理。 7. 领班将会填写工程维修单经签字后送到工程部。 8. 所有的紧急特殊事情必须先打电话通知工程部来维修然后再填写工程维修单使工作能够顺利完成。 9. 及时详细的在工作记录本上记录下所有的事实的经过并列原因，理由和损失如人员，财产或库存物品。 10. 填写安全和事故报告其中包括人员，财产，或库存物品的损失。 11. 呈递报告给行政总厨。 <p style="text-align: center;">-完-</p>
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