

2 hour / 4 hour record

Food description	Date	Time taken out of temp control	Activity	Time placed back in temp control	Total time	Corrective action

Temperature control

- Maintain potentially hazardous food at a temperature of 5°C or below or 60°C and above. If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.
- Remember when using the 4-hour/2-hour guide, that time periods are cumulative - each time period that food is kept between 5°C and 60°C has to be added up to reach a total time.

Corrective actions

- Potentially hazardous food that has been kept between 5°C and 60°C for less than two hours must be refrigerated or used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours but less than four hours must be used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours must be thrown out

Incoming goods

Temperature information

- cold foods – at or below 5°C
- frozen foods – Frozen hard (does not include partially thawed)
- hot foods – at or above 60°C.

Designated storage areas

The incoming goods should be stored in the relevant areas as soon as possible, these include:

- refrigerators/freezers/coolrooms
- dry storage
- hot holding equipment.

Visual check

- use by date/ best before date (foods past the 'use by' date are prohibited from being sold. Foods past the 'best before' date can be sold provided the food is not damaged, deteriorated or perished)
- packaging (damaged, deteriorated, perished or inappropriate material)
- labelling (name of food, name and address of supplier, lot identification)
- pest contamination (droppings, eggs, webs, feathers etc.)
- foreign objects (dirt, metal, hair)
- delivery vehicle (clean, not carrying chemicals or other contaminants in the same area as food).

Note: If you receive bulk orders that already have an itemised receipt, you may wish to attach the receipt (or a copy) to this record sheet and then complete only summary details in this record.

Date	Time	Supplier no.	Product	Temp. °C	Visual check	Accepted/rejected	Designated storage area	Corrective action	Checked by

*Corrective action – Reject food that does not pass the visual check or is not delivered at the required temperature.

Daily cleaning and sanitising

Week starting / /

[illegible]

Weekly cleaning and sanitising

Week starting / /

Areas or equipment to be cleaned on a weekly (or less frequently than daily) basis including day cleaning is to be undertaken		Completed by (please sign)						
Area / Equipment	Responsible person	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Eg. Clean oven, Wednesday, Saturday</i>	<i>Kitchen hand</i>			<i>P.Citizen</i>			<i>P.Citizen</i>	

Monthly cleaning and sanitising

Month _____

[illegible]

Cooling Food Record

- Cool foods **from 60°C to 21°C within 2 hours or less**, and **from 21°C to 5°C within a further 4 hours or less**.
- Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, storing food in shallow trays and using ice water baths.

Date	Food Item	Cooling Method (e.g. Fridge, Ice Bath, Blast Chiller)	Final Cooking Core Temp and Time	Cooling Time Start	Cooling Time 1 Hour	Cooling Time 2 Hours	Cooling Time 3 Hours	Cooling Time 4 Hours	Cooling Time 5 Hours	Cooling Time 6 Hours	Corrective Actions	Checked By

Cooling Food Record

- Cool foods **from 60°C to 21°C within 2 hours or less**, and **from 21°C to 5°C within a further 4 hours or less**.
- Some tips to rapidly cool food include: dividing big batches into smaller portions, using blast chillers, storing food in shallow trays and using ice water baths.

Date	Food Item	Cooling Method (e.g. Fridge, Ice Bath, Blast Chiller)	Final Cooking Core Temp °C and Time	Cooling Time Start	Cooling Time 1 Hour	Cooling Time 2 Hours	Cooling Time 3 Hours	Cooling Time 4 Hours	Cooling Time 5 Hours	Cooling Time 6 Hours	Corrective Actions	Checked By
				Time and Temp	Time and Temp	Time and Temp	Time and Temp	Time and Temp	Time and Temp	Time and Temp		
06-01-2024	Example 1	Fridge	10.00am	10.20am	11.20am	12.20pm	13.20pm	14.20pm	N/A	N/A	N/A	Che
			81°C	64°C	31°C	20°C	8°C	4°C	N/A	N/A		
08-01-2024	Example 2	Blast Chiller	09.00am	09.15am	10.15am	N/A	N/A	N/A	N/A	N/A	N/A	Che
			87°C	79°C	3.7°C	N/A	N/A	N/A	N/A	N/A		

Cooked and Reheated Food Temperatures Record

Date	Time	Product	Cooked Temp °C	Reheated Temp °C	Visual check	Corrective action	Checked by

Visual check

- use by date/ best before date (foods past the 'use by' date are prohibited from being sold. Foods past the 'best before' date can be sold provided the food is not damaged, deteriorated or perished)
- packaging (damaged, deteriorated, perished or inappropriate material)
- labelling (name of food, name and address of supplier, lot identification)
- raw foods stored below ready-to-eat foods
- pest contamination (droppings, eggs, webs, feathers etc.)
- foreign objects (dirt, metal, hair).

Temperature information

- It is recommended that food is cooked to 75°C and above to reduce the likelihood of pathogenic food poisoning organisms.
- The legal requirement to reheat food must be 60°C or above.

Thawing Temperature Record

[illegible]

Temperature information

- Food must be completely thawed prior to use. (Large items may start to be thawed **3 days prior to use**)
- During thawing process food must not be stored above 5°C.
- Thawing processes include removing food from frozen storage and placing into refrigeration.
- Food may be thawed in a microwave.

Fridge, Freezer and Food Display Record

Date	Time	Item (Fridge 1, Fridge 2 etc.)	Temp. °C	Visual check	Corrective action	Checked by

Visual check

- use by date/ best before date (foods past the 'use by' date are prohibited from being sold. Foods past the 'best before' date can be sold provided the food is not damaged, deteriorated or perished)
- packaging (damaged, deteriorated, perished or inappropriate material)
- labelling (name of food, name and address of supplier, lot identification)
- raw foods stored below ready-to-eat foods
- pest contamination (droppings, eggs, webs, feathers etc.)
- foreign objects (dirt, metal, hair).

Temperature information

- cold foods – at or below 5°C
- frozen foods – Frozen hard (does not include partially thawed)
- hot foods – at or above 60°C.

Food Storage and Display Temperature Record

Unit Equipment	Date	Time	Product	Temp. °C	Visual check	Corrective action	Checked by

Visual check

- use by date/ best before date (foods past the 'use by' date are prohibited from being sold. Foods past the 'best before' date can be sold provided the food is not damaged, deteriorated or perished)
- packaging (damaged, deteriorated, perished or inappropriate material)
- labelling (name of food, name and address of supplier, lot identification)
- raw foods stored below ready-to-eat foods
- pest contamination (droppings, eggs, webs, feathers etc.)
- foreign objects (dirt, metal, hair).

Temperature information

- cold foods – at or below 5°C
- frozen foods – Frozen hard (does not include partially thawed)
- hot foods – at or above 60°C.

Food Storage and Display Temperature Record

Unit Equipment	Date	Time	Product	Temp. °C	Visual check	Corrective action	Checked by
Example Fridge	12-05-2025	9:00am	Cooked Ham	4.2°C	Satisfactory	Not Applicable (N/A)	Che
Example Freezer	12-05-2025	9:10am	Frozen chicken	-18.0°C	Satisfactory	N/A	Che
Example Hot Display Cabinet	12-05-2025	9:15am	Meat Pie	67.0°C	Satisfactory	N/A	Che

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- cold foods – at or below 5°C
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- hot foods – at or above 60°C.

Food Transport Record

- Food temperature leaving the kitchen must be above 60°C.
- Food temperature arriving at the site must be above 60°C.

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