

FOOD SAFETY

CHOPPING BOARDS

RAW POULTRY
& CHICKEN

BAKERY & DAIRY

RAW MEATS

GLUTEN FREE 

SEAFOOD

FRUIT & VEGETABLES

COOKED MEATS

Cooling Food Items using the 2 - 4 Hour Guide (separate into small batches and use ice bath if needed)

Temperature Control

- Maintain potentially hazardous food at a temperature of 60°C and above / 5°C or below.
- If food is kept between 5°C and 60°C, the temperature must be monitored and recorded using this form.
- 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.
- **When cooling food items check to ensure food items are being cooled from 60°C to 21°C within 2 hours then place in fridge and continue to monitor temperature until 5°C, this must be within 4 hours total.**
- **Once food has reached safe temperatures monitoring process can be stopped and food stored in fridge in an airtight container, labeled and dated.**
- **Corrective Actions: refer to 2 - 4 Hour Rule table on the right**
- **Using an ice bath, ensure temperature control process is timely and accurate.**

2 - 4 Hour Rule	
Total time limit between 5°C and 60°C	What you should do
Less than two (2) hours	Refrigerate
Between two (2) hours and four (4) hours	Use or refrigerate
More than four (4) hours	Throw out

NOTE: This form is to monitor food temperatures to ensure heating processes are undertaken enabling foods to reach safe temperatures during preparation and cooking. When cooling, ensure that food items are being cooled at temperatures within safe time frames.

ALL PREP RECIPES

Once prep recipe is completed and cooled:

- Transfer to airtight plastic, food grade container and clearly label and date following the 'daily prep checklist with portion control and product expiry
- Store at room temperature in cool dry place, or in the fridge, or in the freezer as per instructions on prep recipe.