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| Date | Food | Start time  (Food starts at 60°C) | Check  at hour 1 | Check  at hour 2 | Did the food cool to 21°C within 2 hours***?*** (Yes – continue cooling) | Check at hour 3 | Check at hour 4 | Check  at hour 5 | Check at hour 6 | Did the food cool to 5°C or below in a further 4 hours? (Yes = Safety  cooled) | Corrective Action  Discard food if the cooling times and temperatures have not been reached.  If refrigerator temperatures rise above 5°C during the cooling of food, review and modify cooling practices to ensure that temperatures remain below 5°C | Staff Initials |
| Temp | Temp | Temp | Temp | Temp | Temp |
| Time | Time | Time | Time | Time | Time |
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* using a calibrated digital food thermometer, check that the temperature at the centre of potentially hazardous food reduces from 60°C to 21°C within the first 2 hours and then from 21°C to 5°C or below within a further 4 hours.
* cooked hazardous food can be left at room temperature until its temperature drops to 60°C (this temperature should be checked with your calibrated digital food thermometer), the food can then be refrigerated to continue cooling.

Food Safety Supervisor’s signature

* divide potentially hazardous food into smaller batches and use shallow containers (for example less than 5cm deep) to help it cool quicker.
* make sure there is adequate air circulation around containers by not overloading refrigerators, cool rooms or freezers.
* never mix left-overs with a new batch of cooled food.
* separate raw and cooked foods.