

### Template 3 – Cooling food

Date	Food	Start time (when food temp is 60°C)	Temp Time	Temp Time	21°C in 2 hrs? (Yes – continue cooling)	Temp Time	Temp Time	Temp Time	Temp Time	5°C or below in 4 hrs? (Yes – safely cooled)	Food thrown out if not safely cooled	Staff initials

Potentially hazardous food must be cooled within 2 hours — from 60°C to 21°C, and within a further 4 hours — from 21°C to 5°C. See Standard 3.2.2 clause 7(3) for further information about safe cooling.