

Potentially Hazardous Foods Cooking and Cooling Record

Business Name:

Staff must document Potentially Hazardous Foods when cooked in bulk which then undergo a post cook cooling process with foods intended to be used at a later time.

[illegible]

Standard Procedures -

- Divide or portion food into smaller portions and place in shallow containers or trays to expedite the cooling processes.
- Allow cooked foods to cool to approx. 60°C (between 60-65 is acceptable) after cooking before placing them into the cold room or the walk in freezer.
- It is not necessary to seal the containers as this will inhibit the cooling process, however, you must take all precautions so that the food does not get contaminated by any other product or item.
- Place foods in the cold room or the walk in freezer on shelves to allow for good air circulation around the trays / containers.
- Do not place cooling foods directly underneath temperature sensitive items such as ice creams, sorbet and the like.
- Food **MUST** cool to below 21°C within the initial 2 hrs first, then, down to below 5°C within the next 4 hours (total of 6 hrs) to comply with legislative requirements.

Corrective Actions Guideline -

- If food has not cooled to below 21°C within 2 hrs → divide food again into smaller batches – record the corrective actions taken – then continue cooling.
- If food has not cooled to below 5.0°C within a total of 6hrs then the food is deemed to be unsafe and MUST be discarded.
- Once foods are at or below 5.0°C, ensure foods are securely covered to prevent physical contamination. Foods must also be labelled with an identification of the item and the date it was cooled.
- If stored fresh, this must be used within 5 days (including this day as being day 1)