2-Hour/4-Hour Log

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The #1 Operations Management Platform

The template provided here has been created as a general guide by Operandio and may need to be adapted to cover all regulatory requirements for your business.

We recommend consulting your local food safety authority for clarification and assistance with your specific record-keeping requirements.

2-Hour/4-Hour Log

Use this log to monitor ready-to-eat potentially hazardous food taken out of refrigeration. **The time spent between 5°C (41°F) and 60°C (140°F) is cumulative**, so each instance must be recorded to calculate the total time.

Refrigerate, Use and Discard actions: If potentially hazardous food is held between 5°C (41°F) and 60°C (140°F) for less than 2 hours, it can be **re-refrigerated** or **used** immediately. If held for more than 2 hours but less than 4 hours, it must be **used** immediately. If held for over 4 hours, it must be **discarded**.

Date	Food item / Product	Time out of refrigeration (above 5°C)	Activity (e.g. prep, display)	Time back into refrigeration (below 5°C)	Total time out	Action taken (Refrigerate, Use or Discard)	Initials

Checked by: **Signature:** **Date:**