

**Instructions:**

Use a sanitized probe thermometer to monitor & record product temperature during cooling. During hours of operation, continue to monitor the temperature until 4°C is reached. Record any corrective action taken. The supervisor verifies daily that process is being followed. Maintain completed logs for one year min. See the next page for an example.

**Note: Cool product 60°C/140°F to 20°C/68°F with 2 hours and 20°C/68°F to 4°C/40°F within 4 hours**

# Cooling Log

DATE (DD/MM/YYYY)	FOOD ITEM	COOLING METHOD	INITIAL TEMPERATURE		60°C to 20°C		20°C to 4°C		INITIALS
			Initial cooling starts when product reaches 60°C		AFTER FIRST 2 HOURS		AFTER AN ADDITIONAL 4 HOURS		
			TIME	TEMP	TIME	TEMP	TIME	TEMP	

**CORRECTIVE ACTIONS (IF TAKEN):**

Date (dd/mm/yyyy)	Issue	Corrective Action(s)

Verified By (Supervisor or Manager): \_\_\_\_\_ / Verification Date: \_\_\_\_\_

# Cooling Log Example:

DATE (DD/MM/YYYY)	FOOD ITEM	COOLING METHOD	INITIAL TEMPERATURE		60°C to 20°C		20°C to 4°C		INITIALS
			Initial cooling starts when product reaches 60°C		AFTER FIRST 2 HOURS		AFTER AN ADDITIONAL 4 HOURS		
			TIME	TEMP	TIME	TEMP	TIME	TEMP	
17/07/2024	Meatloaf	Small Portions / Cooler	11:30 AM	60°C	1:30 PM	17°C	3:30 PM	3°C	MM
17/07/2024	Soup	Shallow Pans / Cooler	10:00 AM	60°C					MM
17/07/2024	Chili	Cooler	7:15 AM	60°C	9:15 AM	55°C	11:15 AM	46°C	MM

## CORRECTIVE ACTIONS (IF TAKEN):

Date (dd/mm/yyyy)	Issue	Corrective Action(s)
17/07/2024	Chili took too long to cool.	Product discarded. Re-trained MM on the use of shallow pans for chili, as chili had been cooled in large pot.
17/07/2024	Example: Soup temperature not recorded	Spoke with MM who explained she lost her pen but had taken temperatures. Showed MM where spare pens are stored.

Verified by (supervisor or manager): Lillian Smith / Verification Date: July 17, 2024