



**Instructions:**

Use a sanitized probe thermometer to monitor & record product temperature during hot holding. During hours of operation, continue to monitor the temperature. Record any corrective action taken. Supervisor verifies daily that process is being followed. Maintain completed logs for one year minimum. See next page for example.

**Hazardous food products must be always held above 60°C (140°F).**

**Hot Holding Log:**

Food Product	Date (dd/mm/yyyy)	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Employee Initials

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

**Corrective Actions Taken**

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

Example:

Food Product	Date (dd/mm/yyyy)	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Employee Initials
Curry	01/01/2023	11:30 AM / 74°C	1:00 PM / 73°C	3:01 PM / 73°C	4:58 PM / 73°C			SK
Butter Chicken	01/01/2023	12:00 PM / 80°C	1:56 PM / 71°C	4:01 PM / 70°C	5:55 PM / 68°C	8:10 PM / 68 °C		SK
Tomato Soup	01/01/2023	12:00 PM / 81°C	4:01 PM / 22°C					SK

Verified by (supervisor or manager): Jasmine Gill Verification Date: 01/01/2023

**Corrective Actions Taken**

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken
01/01/2023	Tomato Soup temperature below 60C.	Spoke to SK. SK forgot to turn on the hot holding unit and failed to check the temperature because he forgot. The product was discarded because it was left at room temperature for more than 2 hours. SK agreed to be more diligent in the future.