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| Food Description  | Date  | Time Out1  | Activity | Time In2  | Total Time  | Corrective Action  |
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1 Time out of and 2 time into temperature control

 Temperature Control

* maintain potentially hazardous food at the correct temperature being 5°C or below / 60°C or above.

If food is kept between 5°C and 60°C, this temperature must be monitored and recorded.

* remember when using the 4 Hour / 2 Hour Guide that the time are cumulative and each period that food is kept between 5°C and 60°C has to be added up to reach a total time.

Corrective Actions

* potentially hazardous food that has been kept between 5°C and 60°C for less than two hours must be refrigerated or used immediately.
* potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours but less than four hours must be used immediately.

Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours must be disposed of / destroyed.