

Template 5 – Log for 2-hour/4-hour rule

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. sandwich prep, display)	Time back in temp control (<5°C)	Total time out	2-hr/4-hr action (refrigerate, use or discard)	Staff initials
					Total 4 hrs	Discard	
					Total 4 hrs	Discard	
					Total 4 hrs	Discard	

This rule applies to ready-to-eat potentially hazardous food brought out of refrigeration. The time periods are cumulative — each time the food is kept between 5°C and 60°C needs to be added up to reach a total time.

Re-refrigerate/use/discard: If the potentially hazardous food is brought out of refrigeration and held between 5°C and 60°C for **less than 2 hours**, it can be re-refrigerated or used immediately; for longer than **2 hours but less than 4 hours**, it can be used immediately; **longer than 4 hours**, it must be discarded.