

Sample 2 Hour 4 Hour Guide

Date/ Time	Unit/ Food description	Visual Check	Temp °C	Corrective Action	Checked by

Temperature control

- Maintain potentially hazardous food at a temperature of 5°C or below or 60°C and 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 time periods are cumulative – each time 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 thrown out