2 hour / 4 hour record

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| Food description | Date | Time taken out of temp control | Activity | Time placed back in temp control | Total time | Corrective action |
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## 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