Cooking, cooling, reheating and hot-holding records

Follow a batch through heat processing and cooling with separate records for each control step.

1. Assign a product and batch ID. Select the relevant form; not every batch passes through every process.

2. For cooking, use your validated product-specific process and record both time and temperature where required. This template does not supply a universal cooking temperature.

3. For cooling, record actual timestamps and readings at the start and both cooling stages. Record the date as well as the time when a batch crosses midnight.

4. For reheating to hot hold, document the heating start and finish, food temperature and approved process. Record hot-holding checks separately at your site's frequency.

5. Record deviations and the decision about the food. Escalate to the responsible person; do not simply re-label a failed batch as compliant.

FSANZ's standard cooling sequence is 60°C to 21°C within two hours, then 21°C to 5°C within a further four hours, unless an alternative safe process is demonstrated. Reheat rapidly to at least 60°C for hot holding. Cooling and the 2-hour/4-hour rule are different controls.

Adapt these supporting records to your products, processes and approved food safety plan. They are not HACCP certification or a complete site-specific food safety program. Establish and validate limits with a competent person before use. Examples are fictional and are not prescribed limits.

Sources checked 18 September 2026

FSANZ: cooling and reheating food

FSANZ: keeping food at the right temperature

Cooking

Record the measured food temperature and duration required by the validated cooking process.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date / product / batch	Approved process reference	Start / finish date and time	Food °C / duration	Probe / location	Result / action reference	Operator / review

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Cooking

Record the measured food temperature and duration required by the validated cooking process.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date / product / batch	Approved process reference	Start / finish date and time	Food °C / duration	Probe / location	Result / action reference	Operator / review
18/09/2026 / Soup / S18	Site process CP03	18/09 10:00 / 10:30	Measured result recorded against CP03	P1 / centre	Reviewer checks CP03 evidence	AS / JT

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

FSANZ's standard cooling sequence is 60°C to 21°C within two hours, then 21°C to 5°C within a further four hours, unless an alternative safe process is demonstrated. Reheat rapidly to at least 60°C for hot holding. Cooling and the 2-hour/4-hour rule are different controls.

Cooling

Record all three checkpoints and assess each stage separately. Times are entered manually, with dates.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Product / batch / method	60°C date and time	21°C date and time	5°C date and time	Stage durations / result	Action reference	Operator / review

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Cooling

Record all three checkpoints and assess each stage separately. Times are entered manually, with dates.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Product / batch / method	60°C date and time	21°C date and time	5°C date and time	Stage durations / result	Action reference	Operator / review
Soup / S18 / shallow trays	18/09/2026 11:00	18/09/2026 12:30	18/09/2026 15:00	1h 30m / 2h 30m; within standard sequence	No deviation	AS / JT

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

FSANZ's standard cooling sequence is 60°C to 21°C within two hours, then 21°C to 5°C within a further four hours, unless an alternative safe process is demonstrated. Reheat rapidly to at least 60°C for hot holding. Cooling and the 2-hour/4-hour rule are different controls.

Reheat and hot hold

Use separate rows for reheating and subsequent hot-holding checks; identify which activity each row records.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date / product / batch	Activity / approved limit	Start date and time	Finish / check date and time	Food °C / probe	Result / action reference	Operator / review

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Reheat and hot hold

Use separate rows for reheating and subsequent hot-holding checks; identify which activity each row records.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Date / product / batch	Activity / approved limit	Start date and time	Finish / check date and time	Food °C / probe	Result / action reference	Operator / review
18/09/2026 / Soup / S18	Hot hold / site minimum 60°C	18/09/2026 17:00	18/09/2026 17:30	65 / P1	Within site limit	AS / JT

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

FSANZ's standard cooling sequence is 60°C to 21°C within two hours, then 21°C to 5°C within a further four hours, unless an alternative safe process is demonstrated. Reheat rapidly to at least 60°C for hot holding. Cooling and the 2-hour/4-hour rule are different controls.