Cooking, cooling, reheating and hot holding log

Business: _____ Site / area: _____ Week / month: _____

How often: Every time you cook, cool or reheat a high-risk dish such as meat, poultry, rice or sauces, and at regular set times while food is in hot holding (for example every two hours).

Date	Time	Food	Stage	Temp (°C)	Action taken	Initials

Checked by manager (name / signature / date): _____

How to use this cooking, cooling, reheating and hot holding log

What to record

- Date and time of the check
- The food or dish, and the batch if you cook more than one
- Which stage: cooking, cooling, reheating or hot holding
- The core temperature, taken with a clean, disinfected probe in the centre or thickest part
- For cooling: the time it started cooling and the time it went into the fridge
- What you did if the food did not reach a safe temperature
- Initials of the person who checked

Common mistakes

- Probing the edge of a dish instead of the centre or thickest part
- Writing 75°C for everything without actually probing
- Putting cold food into a bain-marie to heat it up, when hot holding equipment is only for keeping hot food hot
- Reheating the same food more than once
- No time recorded for cooling, so nobody can tell how long the food sat out

Sources

- GOV.UK (Food Standards Agency): Cooking food safely: https://www.gov.uk/food-hygiene-businesses/cooking
- SFBB safe method: Cooking safely (PDF): https://assets.publishing.service.gov.uk/media/69c53918471d520038d0f6d8/sfbb-caterer-cooking-01-cooking-safely_0.pdf
- SFBB safe method: Hot holding (PDF): https://assets.publishing.service.gov.uk/media/69c53a16b66ff902f454428e/sfbb-caterer-cooking-06-hot-holding_0.pdf
- SFBB safe method: Chilling down hot food (PDF): https://assets.publishing.service.gov.uk/media/69c52dac471d520038d0f6c1/fsa-sfbb-chinese-cuisine-chilling_1.pdf
- SFBB safe method: Reheating (PDF): https://assets.publishing.service.gov.uk/media/69c5399f23fcbcd838a6f76b/sfbb-caterer-cooking-03-reheating_2.pdf