Sheet 1 — Two-stage cooling log

Cooked food that must be cooled: 135°F to 70°F within 2 hours, then to 41°F or less within a total of 6 hours (FDA Food Code 3-501.14). Fail = corrective action required.

Date	Product	Batch / lot	Start time	Start temp (°F)	2 h check: time	Temp at 2 h (≤70°F)	6 h check: time	Temp at 6 h (≤41°F)	Pass / Fail	Corrective action	Initials	Verified by

Based on: FDA Food Code 2022, 3-501.14 (cooling: 135°F to 70°F within 2 hours, and to 41°F or less within a total of 6 hours) and 3-501.16 (cold holding at 41°F or less); USDA FSIS, “Danger Zone” (40°F–140°F). Accessed Oct 2026.

This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.

Sheet 2 — Daily cold-holding and receiving temperature log

Cold-holding units and chilled deliveries: limit 41°F (5°C) or less (FDA Food Code 3-501.16). The danger zone is 40°F–140°F (USDA FSIS). Record the action taken for any reading outside the limit.

Date	Unit / delivery	Time	Temp (°F)	Limit	In limit? (Y/N)	Action if out of limit	Initials	Reviewed by
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				
				≤41°F				

Based on: FDA Food Code 2022, 3-501.14 (cooling: 135°F to 70°F within 2 hours, and to 41°F or less within a total of 6 hours) and 3-501.16 (cold holding at 41°F or less); USDA FSIS, “Danger Zone” (40°F–140°F). Accessed Oct 2026.

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