

FOOD SAFETY SUPERVISOR PROGRAM

FSS certificate request form

FSS 003

Is this a:

- New request for a Food Safety Supervisor (FSS) certificate (go to Section 1)
- Replacement of a lost Food Safety Supervisor (FSS) certificate (go to Section 2)

This form cannot be used to replace an expired FSS certificate. FSS holders with an expired or soon-to-expire certificate are required to recertify with a NSW Food Authority approved RTO.

Section 1 – New request

To be eligible for an FSS certificate you must meet the following criterion:

- All of the required units were attained from any RTO in Australia as a completed vocational qualification (e.g. Cert IV Commercial Cookery) within 5 years from date of request.

Fill in the form below and return it with payment to:

NSW Food Authority, PO Box 232, Taree NSW 2430

Full name _____

Postal address _____

Suburb _____

Postcode _____

Email _____

Phone number _____

Mobile number _____

RTO name _____

RTO location

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> NSW | <input type="checkbox"/> Qld | <input type="checkbox"/> Vic | <input type="checkbox"/> ACT |
| <input type="checkbox"/> Tas | <input type="checkbox"/> SA | <input type="checkbox"/> NT | <input type="checkbox"/> WA |

Date units were attained (see date on your Statement of Attainment)

Qualification

 Please provide a certified copy of your certificate and transcript

Note: A 'certified copy' is a photocopy which has been compared with the original and endorsed as a true copy by a Justice of the Peace (JP) or a public officer such as a police officer. The JP must include their registration number and signature on the copy. The public officer must include their full name, position, title and signature on the copy.

Units of competency attained: **(Before October 2017)**

- Handle food safety in a retail environment (SIRRFSA001A)
- Use hygienic practices for food safety (SITXFSA101)
- Participate in safe food handling practices (SITXFSA201)

Units of competency attained:

- Handle food safety in a retail environment (SIRRFSA001)
- Use hygienic practices for food safety (SITXFSA001)
- Participate in safe food handling practices (SITXFSA002)

→ Go to Section 3 – Authorisation and payment

Section 2 – Reissue replacement FSS certificate

In most cases, the RTO where you received the training will be able to reissue a replacement FSS certificate. If an original FSS certificate is lost or damaged, you should contact the RTO that issued the certificate. The RTO will be able to reissue a replacement certificate.

If the RTO that issued the certificate has ceased to operate or allowed its NSW Food Authority approval to lapse, then the NSW Food Authority is able to reissue a replacement certificate.

This section applies to persons replacing a lost or damaged valid (less than 5 years old) certificate that cannot be reissued by the issuing RTO, i.e. persons who have previously attained an FSS certificate within the last 5 years but need their FSS certificate to be reissued by the NSW Food Authority.

Fill in the form below and return it with payment to:

NSW Food Authority, PO Box 232, Taree NSW 2430

Full name

Postal address

Suburb

Postcode

Email

Phone number

Mobile number

Certificate identification number (if known)

RTO name

RTO location

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> NSW | <input type="checkbox"/> Qld | <input type="checkbox"/> Vic | <input type="checkbox"/> ACT |
| <input type="checkbox"/> Tas | <input type="checkbox"/> SA | <input type="checkbox"/> NT | <input type="checkbox"/> WA |


Date units were attained (see date on your Statement of Attainment)

Units of competency attained: **(Before October 2017)**

- Handle food safety in a retail environment (SIRRFSA001A)
- Use hygienic practices for food safety (SITXFSA101)
- Participate in safe food handling practices (SITXFSA201)

Units of competency attained:

- Handle food safety in a retail environment (SIRRFSA001)
- Use hygienic practices for food safety (SITXFSA001)
- Participate in safe food handling practices (SITXFSA002)

 Please provide a certified copy of your Statement(s) of Attainment

Note: A 'certified copy' is a photocopy which has been compared with the original and endorsed as a true copy by a Justice of the Peace (JP) or a public officer such as a police officer. The JP must include their registration number and signature on the copy. The public officer must include their full name, position, title and signature on the copy.

→ Go to Section 3 – Authorisation and payment

Section 3 – Authorisation and payment

Applicant authorisation

I acknowledge and understand that the NSW Food Authority will use the information contained within this application for the purposes of determining my request to be issued an FSS certificate. I further acknowledge that the NSW Food Authority may contact the RTO(s) nominated on this form in order to verify the information I have provided.

If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that the NSW Food Authority may take such action as it believes necessary, including the disclosure of the information to any person or body the NSW Food Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

Applicant's name _____

Signature _____

Date _____

Payment details

The fee for the issue of an FSS certificate to a person is \$30.00

A. PAYMENT BY CHEQUE OR MONEY ORDER

Please mail money order or cheque (crossed 'Not negotiable' and made out to NSW Food Authority) along with completed application form to PO Box 232, Taree NSW 2430

B. PAYMENT BY CREDIT CARD

A 0.4% merchant surcharge will occur on credit card transactions for Mastercard and Visa card

Please debit my: Mastercard Visa Please note, we do not accept American Express

Card number _____

Card holder's name _____

CVV number (final 3 digits of the number on the signature panel) _____

Expiry date _____

/

Payment amount _____

Cardholder's signature _____

Please mail completed application to NSW Food Authority, PO Box 232, Taree NSW 2430