

Food Safety Supervisor program: **FSS certificate request form**

Is this a request for:

- A new 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 Registered Training Organisation (RTO).

View the list of all approved RTOs in NSW www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors/training-organisations.

Section 1 – New FSS certificate

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

- All of the required units were attained from a **single RTO** in Australia as a completed vocational qualification (for example, Cert IV Commercial Cookery).
- Achieved **no more than 6 months** before the date of request.
- All of the requested units of competency and the key focus areas were obtained from a single approved RTO that is **unable to issue** the NSW FSS certificate.

Details

Full name			
Postal address			
Suburb		Postcode	
Phone		Mobile	
Email			
RTO Name			

RTO location

 NSW QLD VIC ACT TAS SA NT WA

Qualification name and code	
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Units of competency attained	Date unit was attained (see date on your Statement of Attainment)
<input type="checkbox"/> SIRRFSA001 – Handle food safely in a retail environment	
<input type="checkbox"/> SITXFSA005 - Use hygienic practices for food safety	
<input type="checkbox"/> SITXFSA006 – Participate in safe food handling practices	



Attach 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.

Go to Section 3 – Authorisation and payment

Section 2 – Reissue replacement FSS certificate

In most cases, the RTO where you received the training and assessment will be able to reissue a replacement NSW Food Authority 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 the replacement of a lost or damaged valid (less than 5 years old) certificate that cannot be reissued by the issuing RTO. That is, you attained a NSW Food Authority FSS certificate within the past 5 years but need the NSW Food Authority FSS certificate to be reissued by the NSW Food Authority.

Details

Full name	
Postal address	

Suburb		Postcode	
Phone		Mobile	
Email			
RTO Name			

RTO location

- NSW QLD VIC ACT
 TAS SA NT WA

Qualification name and code	
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Units of competency attained	Date unit was attained (see date on your damaged FSS certificate or Statement of Attainment)
<input type="checkbox"/> SIRRFSA001 – Handle food safely in a retail environment	
<input type="checkbox"/> SITXFSA005 - Use hygienic practices for food safety	
<input type="checkbox"/> SITXFSA006 – Participate in safe food handling practices	
<input type="checkbox"/> SITXFSA001 – Use hygienic practices for food safety ¹	
<input type="checkbox"/> SITXFSA002 – Participate in safe food handling practices ¹	

Certificate identification number (if known)	
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 **Attach a certified copy of your certificate and transcript**

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Go to Section 3 – Authorisation and payment

¹ SITXFSA001 and SITXFSA002 have been superseded as units of competency but continue to be recognised up to the expiry date on the FSS certificate.

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.

- Payment by **cheque or money order**: mail money order or cheque (crossed 'Not negotiable' and made out to NSW Food Authority) with this completed request form.
- Payment by **credit card**:

Debit my:	<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	Note: Amex not accepted.
Card number			
Cardholder's name			
Expiry date	/	CCV	
Payment amount	\$		
Cardholder's signature			

Section 4: Request submission

Submit this completed request form with payment or payment details via one of the following methods:

- Email: bfs.admin@dpird.nsw.gov.au
- Post: NSW Food Authority, PO Box 232, Taree NSW 2430

For more information or assistance contact the NSW Food Authority helpline on 1300 552 406.