

# 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).

## 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 (for example, Cert IV Commercial Cookery) within 5 years from date of request.

**Please submit your completed application by mail to NSW Food Authority, PO Box 232, Taree NSW 2430 or email to the NSW Food Authority Licensing unit at [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au)**

Full Name			
Postal Address			
Suburb		Postcode	
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

Dates units were attained (see date on your certificate)

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Qualification name and code

 Please provide a certified copy of your certificate and transcript

**Units of Competency attained:**

SIRRFSA001 – Handle food safely in a retail environment.

SITXFSA005 - Use hygienic practices for food safety.

SITXFSA006 – Participate in safe food handling practices.

SITXFSA001 – Use hygienic practices for food safety.<sup>1</sup>

SITXFSA002 – Participate in safe food handling practices.<sup>1</sup>

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*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.*

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**Go to Section 3 – Authorisation and payment.**

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 SITXFSA001 and SITXFSA002 have been superseded as units of competency but continue to be recognised up to the expiry date on the FSS certificate.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

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Full Name			
Postal Address			
Suburb		Postcode	
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

Dates units were attained (see date on your certificate)

Qualification name and code

Certificate identification number (if known)

 Please provide a certified copy of your certificate and transcript

**Units of Competency attained:**

SIRRFSA001 – Handle food safely in a retail environment.

SITXFSA005 - Use hygienic practices for food safety.

SITXFSA006 – Participate in safe food handling practices.

SITXFSA001 – Use hygienic practices for food safety.<sup>1</sup>

SITXFSA002 – Participate in safe food handling practices.<sup>1</sup>

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**Go to Section 3 – Authorisation and payment.**

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## 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:	<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	Please note we do not accept Amex
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Card Number:				
Cardholder's Name:				
CCV (3 digits on the signature panel)		Expiry Date	MM	YY
Payment Amount				
Cardholders Signature:				

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