

## FOOD SAFETY SUPERVISOR PROGRAM

## FSS certificate request form

Is this a:

- New request for an FSS certificate (go to Section 1)
- Reissue of an existing FSS certificate that was originally issued by an RTO (go to Section 2)
- Reissue of a lost FSS certificate that was originally issued by an RTO that no longer exists or is no longer approved (go to Section 2)

### Section 1 – New request

This section only applies to persons who have previously attained the required units of competency on or after 1 January 2007 and within the last 5 years.

**To be eligible for an FSS certificate you must meet one of the criteria listed below:**

(please tick appropriate box)

- All of the required units were attained from any RTO in Australia in the period between 1 January 2007 and 31 August 2010 (go to Section 1a)
- All of the required units were attained from any RTO in Australia as part of a vocational qualification (eg Cert IV Commercial Cookery) (go to Section 1b)
- All of the required units were attained from an interstate RTO (not in NSW) where the training was delivered in person only (face to face), after 31 August 2010 (go to Section 1c)
- Some of the required units were attained at an RTO registered in NSW before 31 August 2010 and the other units were attained from an interstate RTO (not in NSW) after 31 August 2010 (go to Section 1d)

**Note:** After 31 August 2010, units attained from an RTO registered in NSW that is **not** approved to conduct training for the purposes of issuing Food Safety Supervisor certificates, will not be recognised for an FSS certificate.

Fill in the relevant sections on the following pages and return it with payment to:

**NSW Food Authority, PO Box 6682, Silverwater NSW 1811**

**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.

## Section 1a

### Attained units anywhere in Australia, from 1 January 2007 – 31 August 2010

Full name

---

Postal address

---

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Suburb

Postcode

---

Email

---

RTO name

---

RTO location

NSW

Qld

Vic

ACT

Tas

SA

NT

WA

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


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### Units of competency attained

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

**Qualification** (if applicable)

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 **Please provide a certified copy of your certificate**

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

## Section 1b

### Attained units as part of a vocational qualification, anywhere in Australia

Full name

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Postal address

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Suburb

Postcode

---

Email

---

RTO name

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RTO location

NSW

Qld

Vic

ACT

Tas

SA

NT

WA

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

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**Qualification**

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 Please provide a certified copy of your certificate

**Units of competency attained**

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

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

## Section 1c

### Attained units interstate (not in NSW), trained in person, after 31 August 2010

Full name

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Postal address

---

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Suburb

Postcode

---

Email

---

RTO name

---

RTO location

Qld

Vic

ACT

Tas

SA

NT

WA

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


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#### Units of competency attained

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

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

## Section 1d

### Attained some units in NSW before 31 August 2010 and other units interstate (not in NSW) after 31 August 2010

Full name

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Postal address

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Suburb

Postcode

---

Email

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### Before 31 August 2010 in NSW

RTO name

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


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#### Units of competency attained

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

### After 31 August 2010 outside NSW

RTO name

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RTO location

Qld

Vic

ACT

Tas

SA

NT

WA

**Date units were attained**


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#### Units of competency attained

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

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

## Section 2 – Reissue FSS Certificate

In most cases, the RTO where you received the training will be able to reissue an 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 issue 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 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 6682, Silverwater NSW 1811**

Full name

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Postal address

---

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Suburb

Postcode

---

Email

---

Certificate identification number (if known)

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Place of training

---

State or Territory

NSW

Qld

Vic

ACT

Tas

SA

NT

WA

**Date of training**

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**Units of competency attained**

Follow workplace hygiene procedures (SITXOHS002A)

Implement food safety procedures (SITXFSA001A)

Apply retail food safety practices (SIRRFSA001A)

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

**Qualification** (if applicable)

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 Please provide a certified copy of your certificate

**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 a Food Safety Supervisor 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 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 a food safety supervisor 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 6682, Silverwater NSW 1811.

#### B. PAYMENT BY CREDIT 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 6682, Silverwater NSW 1811

#### FOR OFFICE USE ONLY

Receipt number \_\_\_\_\_

Amount \_\_\_\_\_