

Notify your FSS

Penalties may apply for failing to 'notify' the Food Safety Supervisor for your business



The time to act is NOW!

Having a trained, notified Food Safety Supervisor (FSS) is now mandatory for most retail food service businesses.

Businesses need to notify their FSS details within seven days of appointing the FSS.

Notification can be done online or via a paper-based form.

Notify online

Notifying your FSS online is fast and free. You need your food business notification number and access code to notify online. If you cannot find these, call the NSW Food Authority. If you have both numbers go to:

www.foodnotify.nsw.gov.au

1. select 'Change existing notification'
2. enter your 'Notification Reference Number'
3. enter your 'Notification Access Code'
4. select 'Food Business' or 'Temporary Event'
5. select 'Go' and you will then be directed to your food business details
6. select 'Food Safety Supervisor' within the options at the top of the page
7. select 'New Supervisor'
8. Enter the details of your FSS, then select 'Save'

After selecting 'Save' you must ensure you allocate your FSS to the appropriate premises.

The FSS details will update to your form if saved and allocated correctly.

Paper-based notification

To submit a paper-based FSS notification form you will need to contact your local council.

NOTES

Before you notify your Food Safety Supervisor your business must be notified to the NSW Food Authority. To notify your food business, go to www.foodnotify.nsw.gov.au and select 'Notify a food business'.

If you need help, have lost or forgotten your food business notification reference number and access code, or want to check if your business is notified, contact the NSW Food Authority helpline on

Phone: 1300 552 406

Email: contact@foodauthority.nsw.gov.au

A copy of the FSS certificate must be kept on the premises.