

# Record of the names of all employees who hold a valid responsible service of alcohol (RSA) certificate

Approved form under section 137 of the Liquor Act 2019

## Before you fill in the form

All employees who serve, supply or sell liquor on your licensed premises must be recorded on this register and you must attach a copy of their RSA certificate.

Insert extra rows or fill out more than one form if your employee details don't fit into the space provided.

If you need help with this form, call Licensing NT on 08 8999 1800 or email [lrascmpliancedwn@nt.gov.au](mailto:lrascmpliancedwn@nt.gov.au)

## Premises name:

Employee's surname	Given name	Start date	Date course completed	Copy of RSA certificate attached? Y/N	Police or Inspector (official use only)	Date inspected (official use only)

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## Further information

You must ensure that every employee whose responsibilities involve serving patrons or supervising the serving of patrons hold an RSA certificate issued by a body accredited by the Australian Skills Quality Authority or approved by the Liquor Commission.

You must also ensure that new employees obtain the certificate (if they don't already have one) within seven days of starting with you.

Your employees' RSA certificates must be renewed at least once every three years.

You must make this form, your employees' RSA certificates and/or evidence of their start dates available to police officers and liquor inspectors upon request.