

### How to use the RSA Register

A licensee must not allow a person to serve liquor on licensed premises unless the person:

- has successfully completed a RSA course; or
- is enrolled to undertake a course within 3 months of commencing work.

The RSA Register must be kept on the licensed premises and include the details of all people who serve liquor on the premises. A copy of each staff member's RSA certificate is to be kept on the licensed premises.

The Register and certificates must be kept together, with the certificates kept in alphabetical order. Both the Register and certificates are to be available to Police Officers or Liquor and Gaming Inspectors at any time.

### RSA Register Instructions

The first five columns of the Register are to be completed by the Licensee.

<b>Start Date</b>	This is the date that the person starts serving liquor at your premises.
<b>Name</b>	This is for the person's surname and given name.
<b>Course Provider</b>	This is the RSA course provider (Registered Training Organisation) with whom the person completed their RSA course or with whom the person is enrolled to complete it.
<b>Date Enrolled</b>	This is the date the person is enrolled to complete a RSA course if they have not previously completed one.
<b>Date Qualification issued</b>	This is the date the person completed their RSA course.

The final two columns are for Liquor and Gaming Inspectors use only.

Should a person cease to serve liquor at your premises, their name remains on the Register and you may remove their RSA certificate. Should they ever return to serve liquor at your premises, their previous entry on the Register may be used again and you must ensure that a copy of their RSA certificate is on hand.

Any new people serving liquor at your premises are to be added to the Register prior to serving liquor. Should you require further RSA Registers, they can be downloaded from the Department's website at [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au) from the Liquor and Gaming page. All pages of your Register should have a page number added to the lower right corner. All pages of the Register are to be kept together.

### How will the RSA Register be used?

Liquor and Gaming Inspectors will check the Register from time to time to ensure that it has been completed correctly.

Inspectors may also check that people currently serving liquor at the premises are recorded on the Register..

