



Department of Treasury and Finance

RESPONSIBLE SERVICE OF ALCOHOL REGISTER

MAY 2008

How to use the RSA Register

Before allowing a person to serve liquor on your premises, the person must have either completed a RSA course and provided you with a copy of their certificate, or be enrolled in an approved course to be held within three months.

The Register must be kept on your premises and completed with the details of all people who serve liquor on your premises. The Register is to be signed by each person recorded on it and a copy of their RSA certificate kept on your premises.

The Register and certificates must be kept together, with the certificates kept in alphabetical order by surname. 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.

Start Date	This is the date that the person starts serving liquor at your premises.
Name	Write the person's surname in the top row and given name below.
Date of Course	This is the date the person is enrolled to complete a RSA course if they have not previously completed one. (Must be within three months of the start date)
Course Provider	This is the RSA course provider with whom the person completed their RSA course or with whom the person is enrolled to complete it.
Date Course Completed	This is the date the person completed their RSA course.

The sixth column is to be signed by the person after the Licensee has completed their columns.

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 utilised 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 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?

While conducting inspections of your premises, Liquor and Gaming Inspectors will be checking to ensure the Register has been completed and will be comparing the records on the Register with RSA certificates kept on your premises.

Inspectors may also check that people currently serving liquor during the inspection at the premises are recorded on the Register and their RSA certificates are available.

