



BODY ART ESTABLISHMENT SELF AUDIT CHECKLIST

Date: _____ Observer: _____

Directions: Use this checklist weekly. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook or file for future reference.

ADMINISTRATIVE

Yes No Corrective Action

- Establishment license posted _____
- Technician licenses posted _____
- Technician and apprentice file complete and up to date _____
- Establishment operating procedures available _____
- Regulatory reference documents maintained _____
- Client and procedure records complete and available _____
- Supply inventory records maintained _____

PERSONAL HYGIENE AND HEALTH

Yes No Corrective Action

- Technician outer garments clean _____
- Food, beverage and tobacco consumption excluded from procedure and cleaning areas _____
- Technician and apprentice file complete and up to date _____
- Establishment operating procedures available _____
- Regulatory reference documents maintained _____
- Client and procedure records complete and available _____
- Supply inventory records maintained _____

HANDSINKS

Yes No Corrective Action

- Hand sinks are unobstructed, operational, and clean _____
- Hand sinks are supplied with warm water, soap, and disposable towels _____

STERILIZATION

Yes No Corrective Action

- Autoclave cycle at least 273° F and 15 PSI for 20 minutes _____
- Indicator bags show proper color change _____
- Last spore test conducted within 30 days _____
- Autoclave operator manual available _____

CLEANING AND SANITIZING

Yes No Corrective Action

- Surfaces cleaned with appropriate detergent _____
- Surfaces sanitized with appropriate sanitizer solution _____
- Work surfaces cleaned and sanitized at appropriate frequency _____
- Lids maintained on ultrasonic cleaners _____
- Clean areas and contaminated areas adequately separated _____

EQUIPMENT, UTENSILS AND SUPPLIES

Yes No Corrective Action

- Body art equipment and supplies stored in dust proof cabinet or closed containers _____
- Sterile packages for needles and tubes remain sealed until use _____
- Adequate supply of single-use items maintained and used _____
- The FIFO (first in, first out) method of inventory management is used _____
- Nonsterilized contact surfaces covered with appropriate disposable barrier such as drapes, bags, plastic sheeting and tape. _____
- Chemicals clearly labeled and segregated _____

