

# What to Expect

WHEN YOU ARE INSPECTED



## WHAT TO EXPECT WHEN YOU ARE INSPECTED

Inspecting establishments to be sure they are complying with the law is one way the Board of Barbering and Cosmetology fulfills its mission to “Ensure the health and safety of California consumers by promoting ethical standards and by enforcing the laws of the barbering and beauty industry.”

As a licensee of the Board, what should you expect when you are inspected?



For questions, comments, or complaints, contact the Board.

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## UNDERSTAND THE PURPOSE OF THE VISIT

The Board wants to protect the safety and welfare of the consumer and, therefore, must ensure that all establishments and schools within its jurisdiction are adhering to State laws.

## WHAT THE INSPECTION INVOLVES

Upon arrival, the Board inspector will show you a State Identification and let you know that he or she is there to inspect your salon. During the inspection, you can continue to provide services to your clients! The inspector does not wish to interrupt the client's service.

The inspector will ask to speak to the licensee in charge. The licensee in charge could be the establishment owner, a manager, or a licensed employee who would be responsible for unlocking the cabinets, doors, or drawers, so that the inspector can do a thorough inspection of the establishment. The licensee in charge is not responsible for the violations of the establishment owner. In addition, the inspector will ask to see a valid picture identification of every employee.

The inspector will compare the identification to the State Board license that should be displayed at the primary workstation to ensure that the employees working are licensed through the Board. The Inspector will also be checking to see if the establishment license is posted in the reception area of the salon and can be seen by clients.

## THE INSPECTION REPORT

After the inspection, the inspector will review the results and explain any noted violations. One of the primary goals of the inspection will be to make sure you understand how to get into compliance so that any health and safety issues will be resolved. So ask questions! Our inspectors want to help you to get into compliance.

After the review, you will be asked to sign the inspection report. This does not mean that you agree with the inspection; it is merely a way for the Board to know that you have seen the report. If violations are found, the Board may send you a citation about 45 to 60 days after the inspection.

## Ask Questions



## ABOUT CITATION

The Board issues a citation to establishments or individuals identified as out of compliance with California law. Once you receive the citation and review the violations listed, you have two choices:

- You can agree with the citation and pay the fine.
- OR–
- You can disagree with the citation and appeal it.

If you decide to appeal your citation, please make sure you read the instructions on the citation. The appeal process is very time-sensitive and you must follow California law to participate in this process.

## BE PREPARED FOR YOUR INSPECTION

Preparation plays a significant role in a successful inspection. You can prepare your establishment and team members by doing the following:

- Stay up-to-date by regularly visiting the Board's website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)
- Perform random self-inspections of your establishment. A sample inspection form is available online at [www.barbercosmo.ca.gov/forms\\_pubs/selfinsp\\_worksheet.pdf](http://www.barbercosmo.ca.gov/forms_pubs/selfinsp_worksheet.pdf)
- Educate your employees. Hold team meetings that include discussion of the potential for an inspection. Make sure your team knows the procedures involved in an inspection.

## 5 IMPORTANT INSPECTION GUIDELINES

- 1 Show the inspector your valid State-issued identification.
- 2 Make sure all licenses are current and up-to-date and displayed where regulated by law.
- 3 Keep foot-spa cleaning logs easily accessible.
- 4 Properly label all disinfected/soiled tools.
- 5 Keep your establishment and work areas clean, neat, and orderly.

## LET'S WORK TOGETHER FOR A SAFE, HEALTHY SALON EXPERIENCE.

Ensuring the health and safety of California consumers by promoting ethical standards and by enforcing the laws of the barbering and beauty industry.

[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)