

Self-Inspection Worksheet

Performing regular self-inspections is an effective way to ensure your establishment remains in compliance with Board of Barbering and Cosmetology (Board) regulations and California laws. Remember, both the establishment owner and any licensees working in the establishment are responsible for compliance and may be cited if violations are found during an inspection. The following questions are designed to assist you in conducting thorough self-inspections.

*(B&P) Business and Professions Code
(CCR) Title 16, Division 9 of the California Code of Regulations
(CIV) Part 2, Division 1 of the California Civil Code*

ESTABLISHMENT LICENSE

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 1. Do you have an establishment license? <i>(B&P 7317)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Is your establishment license current and valid? <i>Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal. (B&P 7347, 7317, 119(f), CCR 965(c))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Are the current owner and address on the license correct? <i>If no, you need to apply for a new establishment license. (B&P 7347)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website. (CCR 905)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Is the Labor Rights Notice posted conspicuously where other similar notices are posted for employees? <i>If no, a downloadable copy is available on the Board's website. (B&P 7353.4)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. Is the Prevention of Gender-Based Discrimination: Business Establishments' Legal Obligations conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website. (CIV 51.6)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 7. Is the Human Trafficking Notice conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website. (CIV 52.6)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 8. Do you have a licensee in charge? <i>There must be a licensee in charge for purposes of the inspection. (B&P 7348)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? <i>(B&P 7350)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 10. If you have locked rooms, cabinets, or drawers, are keys readily accessible at all times? <i>(B&P 7313)</i> | <input type="radio"/> Yes | <input type="radio"/> No |

PERSONAL LICENSES

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 11. Do all employees have a current, valid license? <i>Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal. (B&P 7349, 119(f), CCR 965(c))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 12. Is each license conspicuously posted in the licensee's primary work area? <i>The license must be posted whenever the licensee is working. (CCR 965(a))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 13. Does each licensee have valid government-issued photo identification during work hours? <i>(CCR 904(d))</i> | <input type="radio"/> Yes | <input type="radio"/> No |

HEALTH AND SAFETY

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 14. Do you have containers large enough for proper disinfection? <i>All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered. (CCR 978(a)(5), 979(b)(1))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 15. Do you have a sufficient supply of disinfectant? <i>Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity. (CCR 978(c))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 16. Is the manufacturer labeled container on the premises for verification? <i>(CCR 978(c))</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 17. Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? <i>(CCR 979, 980)</i> | <input type="radio"/> Yes | <input type="radio"/> No |
| 18. Is the disinfectant solution mixed according to manufacturer's directions? <i>(CCR 978(b))</i> | <input type="radio"/> Yes | <input type="radio"/> No |

19. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (CCR 981(a))	<input type="radio"/> Yes	<input type="radio"/> No
20. Are neck strips or towels used to protect each client's neck? (CCR 985)	<input type="radio"/> Yes	<input type="radio"/> No
21. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty", "soiled" or "contaminated"? (CCR 979(c))	<input type="radio"/> Yes	<input type="radio"/> No
22. Are new supplies and single-use, disposable tools stored in a clean, covered place labeled "New"? (CCR 981(b))	<input type="radio"/> Yes	<input type="radio"/> No
23. Are the clean instruments stored in a covered container labeled "clean" or "disinfected"? (CCR 979(d))	<input type="radio"/> Yes	<input type="radio"/> No
24. Are all whirlpool and air-jet basins, pipe-less footspas (footplates, impellers, impeller assemblies and propellers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3)	<input type="radio"/> Yes	<input type="radio"/> No
25. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4)	<input type="radio"/> Yes	<input type="radio"/> No
26. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a))	<input type="radio"/> Yes	<input type="radio"/> No
27. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b))	<input type="radio"/> Yes	<input type="radio"/> No
28. Is there a public toilet room? Is it clean? (B&P 7351)	<input type="radio"/> Yes	<input type="radio"/> No
29. Are hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352)	<input type="radio"/> Yes	<input type="radio"/> No
30. Is the toilet room clear of all storage? <i>No storage of supplies, mops, buckets, etc. are allowed in the toilet room.</i> (B&P 7351)	<input type="radio"/> Yes	<input type="radio"/> No
31. Is potable drinking water available? (CCR 995(c))	<input type="radio"/> Yes	<input type="radio"/> No
32. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1))	<input type="radio"/> Yes	<input type="radio"/> No
33. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3))	<input type="radio"/> Yes	<input type="radio"/> No
34. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2))	<input type="radio"/> Yes	<input type="radio"/> No
35. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b))	<input type="radio"/> Yes	<input type="radio"/> No
36. Do all employees wash their hands or use an equally effective alcohol-based product before providing services to each client? (CCR 983(b))	<input type="radio"/> Yes	<input type="radio"/> No
37. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c))	<input type="radio"/> Yes	<input type="radio"/> No
38. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (CCR 990(b))	<input type="radio"/> Yes	<input type="radio"/> No
39. Are all containers and spray bottles correctly labeled? (CCR 988(b))	<input type="radio"/> Yes	<input type="radio"/> No
40. Are poisonous substances labeled? (CCR 988(b))	<input type="radio"/> Yes	<input type="radio"/> No
41. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 988(c))	<input type="radio"/> Yes	<input type="radio"/> No

OTHER

All answers should be "No"

42. Do employees carry supplies or instruments on or in their garments? <i>This includes scissors, holsters, and pouches.</i> (CCR 981(c))	<input type="radio"/> Yes	<input type="radio"/> No
43. Are prohibited services being offered? (CCR 991, B&P 7320)	<input type="radio"/> Yes	<input type="radio"/> No
44. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, medical supplies, needles, devices, etc.? (B&P 7320.2, 7320.1)	<input type="radio"/> Yes	<input type="radio"/> No
45. Is the establishment used for sleeping or residential purposes? (B&P 7350)	<input type="radio"/> Yes	<input type="radio"/> No
46. Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.? (CCR 993(a), 993(b))	<input type="radio"/> Yes	<input type="radio"/> No