

Cosmetic treatment inspection form

Name & address of premises:	Name of practitioner:
Tascomi code:	Officer completing inspection:
Date: Time:	Type of treatment offered: Is the practitioner happy for their details to be entered onto the public register?
DOCUMENTATION	
Third Party and Public Liability Insurance:	Clinical Waste Contract:
Customer Medical Questionnaire:	Training Courses: Any refresher training or regular CPD? Member of a trade organisation?
STRUCTURE/FACILITIES	
Walls, doors, windows, partitions and ceilings: Clean; in good repair	
Floors and floor coverings: Clean; in good repair Smooth; impervious in a treatment area (Note: this does not apply if the only treatment being given is acupuncture, electrolysis or piercing with a gun)	
Furniture or fittings: Clean; in good repair; smooth and impervious surfaces; covered by a disposable paper sheet Couches or seats that are covered by a material which cannot be disinfected, must be covered with a clean covering Storage for gowns, protective clothing, paper towels; needles, equipment, dyes etc – clean; suitable	
Wash hand basins and other cleaning facilities WHB to be appropriately located for sole use of the practitioner(s). (For piercing with a gun – WHB may not necessarily be for the sole use of	

the practitioner(s) but hand gel or liquid must also be made available in the treatment room) Hot and cold water, soap and towel Adequate facilities for cleaning and sterilisation (unless only pre-sterilised items are used) Where is the water taken from to dilute chemicals (Teal units/wall mounted water heaters are only suitable for hand washing) How are re-usable bottles cleaned? (2 stage-clean and scrubbed before refilling is expected) Are there spray nozzles or pipette style? How are they disinfected?	
Heating, lighting, ventilation Adequate	
WC facilities Clean; in good repair	
Treatment area and equipment ONLY to be used for the following treatments: acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, and electrolysis. This does not apply if the only treatment being given is piercing using a gun. Gowns, protective clothing, paper or other coverings etc - clean; in good repair and sterile; not have been used with another client, unless it has been adequately cleaned and sterilised (if appropriate) in between clients. Needles, instruments, jewellery, equipment (e.g. razors, stencils, marker pens, anything that touches the needle etc) – sterile (single use?); CE marked; in date/stock rotation; make/supplier? For cartridge needles - do they have a membrane (to prevent backflow of ink/bodily fluids into the tattoo pen)? Dyes/pigments -sterile; inert; in date/stock rotation/evidence of shelf life on opening; make/supplier?; do dyes get diluted prior to use?; do dyes get mixed; are needles cleaned in between the use of different colours on the same customer and if so, how (using distilled water?)	

Containers used to hold dye – disposable or cleaned and sterilised before re-use.	
Gas and electric Sufficient and safe gas points and electrical socket outlets; electrical sterilising equipment - maintained and calibrated	
Waste Properly stored in a closed sharps container; registered waste company used to collect and dispose of	
TREATMENT PROCESS	
Talk through how the treatment room is set up, how the treatment is carried out Pre treatment assessment • Are records kept of treatment/medical conditions/age checks/proof of identification • Any persons you will not treat – blood thinning, blood borne infections • Patch tests undertaken (semi-permanent makeup) within a suitable timeframe? • Aware of Tattooing of Minors? ID checks in place? (Minimum age 18) • Aware not to pierce in the genital or nipple area if under the age of 16? Treatment room set up • What disinfectant is in use, single use cloths/disinfectant wipes – are these moist?, concentrations/contact times, following manufacturers instructions; advised to use ready-to-use disinfectants rather than diluting on site • How is cleaning undertaken– towels, instruments, trays, couch • Frequency of cleaning – after each client and end of the day • Tattoo motors and cords – how are these cleaned and disinfected prior to covering with a barrier film (e.g. cling film, plastic covers etc) and changed between clients • Disposable glove and apron worn by practitioner (except for acupuncture) • Single use 70% alcohol wipes used to prepare skin – this MUST be done! Practitioner must not just use Green Soap alone to prepare the skin	

• Single use lotions or spatula used • Blood spotting procedure During treatment • single use alcohol swabs in use for skin preparation • green soap? When is this used and for what purpose • Topical numbing cream used? (practitioners should not be applying this) • Pigments used – recorded against client record (batch, colour, BBE) Post treatment • What post treatment info is provided – Aftercare (verbal and/or written) • Is a “second skin” applied and how? Is the customer told how to remove this? • What aftercare solution is provided? Or, is the customer told what aftercare solution to use? • How does the practitioner deal with any post treatment infections? Is this recorded?	
Talk through cleaning and disinfection procedure Sterilisation procedure – Pre-soak, ultrasonic clean + detergent, air dry, autoclave Ultrasonic cleaner – Located in an appropriate clean area/room, maximum load, detergent used, how loaded, serviced, tank water replaced daily, strainer and filter cleaned or changed daily	
Autoclave: CE mark/ BS 3970 PART 4 1990 – What class of autoclave is in use? Note N class – no vacuum stage – not suitable for beauty industry; S class – single vacuum stage only suitable for surface sterilisation; B class – Best one – multiple vacuum stages and can sterilise surfaces and internal parts (such as hollow equipment/hinges etc) Items that are packaged, hollow or tubular are sterilised in a vacuum autoclave (i.e. has forced air removal (e.g. pre-sterilization vacuum stage)) with a drying cycle (Unwrapped solid items can be processed in a vacuum autoclave without a drying cycle or in a non-vacuum autoclave)	

In good condition – no rust, seals intact. Located in an appropriate clean area/room Are the packs suitable for the equipment being sterilised? i.e. the correct size How are the packs loaded into the autoclave? Are they following manufacturer's instructions? Ensure equipment properly loaded (not overlapping, hinges open eg. Scissors) Regularly serviced. Maintenance – how is user sure it is functioning correctly? What water is being used to operate the autoclave? Water drained from the autoclave reservoir daily and left clean and dry. How do staff know if sterilisation has been completed correctly? (e.g. are there indicator changes on the individual packs; is the time/temp data available from the machine via USB or app etc?) What corrective action is taken if sterilisation is not completed correctly? Must not use water boilers, hot air heaters, glass bead heaters ('sterilisers'), atmospheric pressure steam 'sterilisers' or ultraviolet light chambers	
How long after sterilisation must equipment be used – 3hrs max (for non-packaged); 6 months for packaged	
Is there an electric current acupuncture machine – How is it maintained	
PRACTITIONER SAFETY	
What is the procedure for a needlestick injury – administer first aid, visit A&E for assessment, accident book	
Are practitioners immunised against Hep B	