

Are you ready for your licence inspection?

Self-Assessment Checklist

After you fit out your higher-risk personal appearance service business, it must be inspected by a Council Environmental Health Officer (EHO) before you can get a higher-risk personal appearance service business licence and start trading.

You can use this checklist to make sure your business meets the necessary requirements.

Please note:

- This inspection can only take place after settlement and lease agreements are finalised and are in force.
- All equipment used in your higher-risk personal appearance service business must be present and operating on-site for the Council inspection.
- The inspecting EHO may identify additional requirements that were not evident during the application assessment.

Further resources

For more information about the requirements, see:

1. [MP 5.2 – Higher -Risk Personal Appearance Services](#),
2. [The infection control guidelines for Personal Appearance Services](#),
3. [The personal appearance service design and fit-out guide](#).

Section 1

If you answer 'no' to any of the questions in section 1, you may not be ready for the Council inspection. We highly recommended that you address these issues before the inspection.

Requirement	Yes	No
Has the premises been fit-out as per the approved plans and any conditions on those plans?		
Is a copy of the Infection Control Guidelines for Personal Appearance Services 2024 available on the premises?		
Does the person(s) conducting the higher-risk personal appearance service hold appropriate infection control qualifications? <i>HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments' or its former titles HLTIN2A HLTIN402B or HLTIN402C – Maintain Infection Control Standards in Office Practice Settings.</i>		
Requirement	Yes	No
Is there equipment available to sterilise instruments according to the latest infection control guidelines? i.e.		

<ul style="list-style-type: none"> • Single use sterile items only, • Steriliser onsite that has had an installation qualification / operational qualification and performance qualification, OR • Contract in place with a company that sterilises equipment 		
<p>Is the equipment that will be used for the services on the premises so it can be assessed by the EHO? (excluding medicines).</p> <p>I.e. equipment trolley, procedure light, linen, bed rolls, ink, solution to dilute ink, ink wells, plastic wrap, equipment tape,</p>		
<p>Are adequate storage facilities provided for:</p> <ul style="list-style-type: none"> • Equipment • Consumables • Instruments • Clean and contaminated linen. 		
<p>Is appropriate PPE available, i.e. cleaning gloves, single use gloves, aprons, face shields and puncture resistant shoes?</p>		
<p>Are waste bins available in the treatment room?</p>		
<p>Is there environmental cleaning equipment available, i.e. bleach, detergent and a mop?</p>		
<p>Is a puncture proof sharps container that complies with AS 23907:2023 available?</p>		
<p>Is a TGA-registered instrument disinfectant and antiseptic for client's skin available?</p> <p>You can check using the TGA register at https://www.tga.gov.au/products/australian-register-therapeutic-goods-artg</p> <p>(The disinfectant must only be used for its approved purpose such as hard surface disinfectant or instrument disinfectant).</p> <p>Dettol is not a suitable antiseptic for a client's skin</p>		
<p>If your business is providing plasma rich platelet therapy, does sample manipulation occur in the room with the client to reduce the risk of the wrong sample being used. If this is not possible, is a unique identification system used to match the client with the sample at all times?</p>		
<p>Are record templates available and ready for use? See section 16 of infection control guidelines.</p> <ul style="list-style-type: none"> • Client records (mandatory for all higher-risk personal appearance service businesses) <p>The following records are only required for businesses that reprocess equipment (sterilise equipment)</p> <ul style="list-style-type: none"> • purchasing records of reusable equipment and reprocessing equipment • monitoring of reprocessing equipment • cleaning process records 		

<ul style="list-style-type: none"> sterilization process records high-level disinfection process records microbiological surveillance testing (if applicable) cleaning of reprocessing equipment and reprocessing facility staff training and competency records staff rosters and allocations incident reports e.g. occupational health and safety incidents and non-conforming products maintenance records for reusable equipment and reprocessing equipment (e.g. reason, date of repair, location of equipment, model, serial number, details of parts replaced, a description of repair undertaken, name of person performing repair, and name of person releasing equipment back into use) certificate of validation including Installation Qualification (IQ), Operational Qualification (OQ), and Performance Qualification (PQ) data recall records (if applicable) 			
Requirement	Method of compliance	Yes	No
Handwashing facilities	Bowl dimensions of not less than 400mm x 250mm		
	Reticulated cold water		
	Non-touch taps and includes wrist, elbow, knee, foot or sensor operated taps		
	Unobstructed space above it, not less than 600mm wide and extending not less than 750mm above the fixture		
	The basin situated not more than 5m from any workstation unobstructed by walls or fixtures		
	Each hand-washing basin located between 800mm and 1000mm above the floor		
	Liquid soap and single-use towels are available at each hand wash facility		
	Is a hand wash basin located within or close to staff and client toilet facilities?		
Requirement	Method of compliance	Yes	No
A place of business must be provided with suitable cleaning facilities to provide and maintain hygienic conditions.	At least one sink solely for washing and cleaning instruments and equipment (this cannot be the staff sink/tea room sink. If staff need a sink, a separate sink is required)		
	The cleaning sink bowl is not less than 400mm long		
	The cleaning sink has reticulated hot and cold water		
	Sinks are located between 800mm and 1000mm above the floor		
	Instrument washers and sterilisers are located within the contaminated item zone or room and separate from clean zones.		
	There is a mop sink, or somewhere to dispose of wastewater from mopping the floors.		

Section 2

If you do not answer "yes" to at least one question in Section 2, you may not be prepared for the council inspection. We strongly recommended that you address these issues before the inspection.

Requirement	Method of compliance	Yes	No
Does the premises have a designated zone or room for storage of clean/sterilised items?	Clean zone(s) are provided with a hand handwash basin within 5 meters (if reprocessing equipment/utensils)		
	A clean room is provided with a nearby handwash basin		
Requirement	Method of compliance	Yes	No
Does the premises have a designated zone or room for storage of contaminated items?	A dirty or contaminated zone(s) are provided within the treatment room		
	A dirty or contaminated room(s) are provided		
Requirement	Method of compliance	Yes	No
Internal wall, ceiling and floor finishes must have a suitable joining system so they can be easily cleaned.	Joints between wall and ceiling linings are flush with the surface		
	Joints between ceramic wall and floor tiling are filled with heavy duty 100% epoxy, acid resisting grouting in accordance with the manufacturer's recommendations		
	Joins between wall and floor flexible PVC sheeting have heat welded seams		
	Joins between polypropylene sheeting has proprietary plastic mouldings		
Requirement	Method of compliance	Yes	No
Floor/wall joins	The intersections between floors and walls are provided with coving at least 50mm high		
	The intersections between floors and walls are provided with continuous skirting at least 50mm high consisting of timber, ceramic tiles or the like		