

Salon + Spa Inspection Compliance Check List

**** This includes but is not limited to all requirements for Inspection Compliance as outlined by The Cosmetology Association of Nova Scotia's Act and By-Laws.

✓	Compliance Requirement
	Salon/Spa must be registered with Joint Stocks (unless the business is your personal name)
	Salon/Spa must hold a valid Cosmetology Association of Nova Scotia Establishment Permit which has a deadline for renewal on December 31 of each calendar year
	All employees (including commission and chair rent) performing Cosmetology services for "Fee, gain or reward" must hold a valid Nova Scotia Cosmetology License which has a deadline for renewal on December 31 of each calendar year
	All employee licenses and Establishment Permits must be displayed in a visible place for both the public and any Inspecting bodies to see
	Washroom facilities must be clean and contain liquid soap, toilet paper, and one time use hand towels or paper towel
	Waste containers must be in all areas and available for the disposal of appropriate items
	Clean linens must be available and kept in a clean, dry area. A separate basket or container must be available for dirty linens.
	Approved Sanitizers and Disinfectants must be on site, accessible and in their original containers.
	It must be clear and visible that Sanitizers and Disinfectants along with their processes are being used appropriately and according to the manufacturers instructions
	It must be clear that all items deemed "disposable" are being discarded after a single client use. This includes but is not limited to any porous items, wax sticks etc. (A supply of additional items must be on site)
	All stations and surfaces used during a client service must be disinfected after each client and should be free of dust, dirt, debris, hair and body tissues
	All linens must be laundered after one client use (this includes neck towels, robes, head bands, slippers etc.)
	It must be clear that all disinfectable items and tools are being disinfected after each client use.

	All Barbicide jars and disinfectant trays must be free from debris, fully submerge tools, and be mixed according to manufacturers instructions
	All clean tools and implements must be stored separate from used tools and implements in a clean, dry, covered place
	All machines being used must be well maintained and disinfected
	Floors must be swept and mopped regularly to keep them free of hair and body tissues. (All hair and body tissues must be disposed of in an appropriate receptacle)
	Sink areas must be clean and free from dirt, debris, and any build up
	All products must be clean, covered and clearly labeled at all times (this includes heated wax)
	Gloves must be on hand and used for the appropriate services to protect the employee and client
	Masks must be on site and available for appropriate uses
	A full list of employees on the company payroll must be made available to an Inspector from The Cosmetology Association of Nova Scotia for confirmation of employees
	All appointment books/computer systems must be made available to an Inspector from The Cosmetology Association of Nova Scotia for verification of employees performing services
	Any Inspector from The Cosmetology Association of Nova Scotia must be given access to the full facility and allowed to complete their job. It is not a requirement for a manager or owner to be on site during this process.