

Public Risk Health Activity

Application for Registration/Renewal of Business
Application to Licence Operator

Proprietor's Details (Licence Applicant)

Name of applicant

ACN (if a Company)

AddressPostcode.....

Telephone.....Mobile

Email.....

Training and Qualifications (attach copies of qualifications to this form).....

.....

Names of other qualified operators

Business Details

Name of business.....

Location of Business.....

Contact person

Telephone.....Mobile Phone

Type of business (e.g. body/skin piercing, tattooing).....

Proposed hours of operation (or attendance on site):

Mon Friam topm

Sat Sun

Signature of applicant for registration/renewal.....

Date...../...../.....

General

Circle One

1. Are client records kept? (name, address, phone, procedure, date)	Y	N
2. Are there written procedures for operators conducting piercing/tattooing?	Y	N
3. Is after-care information provided to client?	Y	N
4. Operators have sound knowledge of relevant legislation and guidelines for the particular risk activity?	Y	N
5. Operators performing skin penetration are immunized for Hepatitis B?	Y	N
6. Contaminated re-usable 'sharps' stored in clearly labelled puncture proof container	Y	N
7. All 'sharps' stored appropriately when not in use?	Y	N

Personal Hygiene

8. Are hands washed before and after each client?	Y	N
9. Are new disposable gloves used for each client?	Y	N
10. Are wounds/sores on operator covered with a clean waterproof dressing?	Y	N

Premises

11. Are premises kept in a clean and tidy condition?	Y	N
12. Are clean towels and linen used for each client?	Y	N
13. Are benches/chairs covered with disposable material for each client?	Y	N
14. Are surfaces cleaned after each client? What cleaning solution is used:.....	Y	N
15. Are infectious waste disposal procedures adequate?	Y	N
16. Are hand washing facilities appropriate? (Liquid soap/paper towel, hand-basin with single outlet hands free tap, hot and cold water).	Y	N

Equipment

17. Is an autoclave used to sterilise equipment?	Y	N
18. Are records of autoclave service and usage kept?	Y	N
19. Is all equipment coming into contact with blood/mucous sterilised in autoclave?	Y	N
20. Is sterile pack opened in front of client?	Y	N
21. Is infectious waste bin easily accessible?	Y	N
22. Is a 'sharps' container available for disposable instruments and needles?	Y	N

NOTE: If a section is not applicable to your operation please write **N/A** adjacent to the heading.

Ear Piercing

23. Piercing gun cleaned and disinfected between clients?	Y	N
24. Studs, clasps, retainers and adapters sterile before use?	Y	N
25. Ear piercing gun only used on the external ear	Y	N

Tattooing

26. Are ointments/dyes in single use disposable containers, or applied with disposable applicators?	Y	N
27. Are sterile dressings used to cover tattoos / reduce bleeding?	Y	N
28. Is a disposable razor used for shaving?	Y	N
29. Are stencils/patterns or templates disposable (single use)?	Y	N
30. Is needle and bar autoclaved after soldering, and opened in front of client?	Y	N
31. Are tattoo 'washing' spray bottles protected from contamination (i.e. wrapped in plastic bag – new bag for each client)?	Y	N
32. Are the nozzle, needle bar and needle cleaned after each client and sterilised?	Y	N
33. Is the electrical hand piece wiped with 70% ethyl or isopropyl alcohol after each use?	Y	N

Body Piercing

34. Are needles for body piercing single use / disposable?	Y	N
35. Are needles disposed of in 'sharps' container?	Y	N
36. Is jewellery sterilised before use or in pre-sterilised individual packages?	Y	N
37. Is area of skin cleaned with 70% isopropyl alcohol or 70% ethyl alcohol before piercing?	Y	N
38. Are sterile articles opened in front of client?	Y	N

Autoclave Temperature, Pressure and Holding Time

Temperature	Pressure		Holding Time
°C	KPA	PSI	Minutes
121	103	15	15
126	138	20	10
132	186	27	04
134	206	30	03

Notes/Comments:
Items to be rectified: