

Shop Audit Readiness:

The Pre-Checklist

Use this checklist to ensure all physical and digital documentation is accessible before your scheduled audit.

1. The Paperwork "Go-Bag"

Ensure the following documents are in a centralized binder or a secured digital folder:

- Federal EIN: Copy of your SS-4 confirmation letter or most recent tax filings.
- State Standing: Current "Certificate of Good Standing" from the Secretary of State.
- Local Licenses: Physical Copies of your Business License and Certificate of Occupancy.
- Insurance Policies: Current COI (Certificate of Insurance) showing General and Professional Liability.

2. The Artist Roster

For every artist currently working in the shop (including guest spots):

- State Practitioner Licenses: Valid and unexpired.
- W-9 Forms: A signed, current form for every independent contractor.
- Contact Sheet: Up-to-date phone numbers and emergency contacts for all staff.
- BBP Training: Proof of Bloodborne Pathogens certification (must be dated within the last 24 months).

3. Safety & Sterilization Station

Walk through your shop floor and check for:

- OSHA Poster: Must be displayed in a visible common area.
- SDS (Safety Data Sheets): A binder containing sheets for every pigment, cleanser, and chemical used.
- Spore Test Logs: Most recent 3 months of autoclave/sterilizer results (if applicable).
- Sharps Disposal Receipt: Proof of legal medical waste pickup within the last cycle.

4. Culture & Policy Review

Ensure your staff has read and signed off on the following:

- Code of Conduct: Explicitly covering harassment and discrimination.
- Emergency Procedures: Do they know where the fire extinguisher and eye-wash station are?

- Client Consent Forms: A blank template of your current waiver for review.
- Client /Independent Subcontractor/Member/ Employee Incident Form: A blank template of your current waiver for review.

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