

STAFF GROOMING AUDIT CHECKLIST TEMPLATE

Staff Grooming Audit Checklist

Use this comprehensive template to assess role-based hygiene, uniform, appearance, footwear, PPE, customer-facing conduct, food handling controls, coaching, corrective actions, and manager approval.

LOCATION

DATE / SHIFT

AUDITOR

ROLES SAMPLED

1. Audit setup and role-based grooming standard

- 1 Select the audit type, business format, department, and employee roles included in the grooming review.

AUDIT SCOPE DROPDOWN

AUDIT
TYPE

| | Routine / surprise

AREA

| | Select

ROLES

| | Select



Execution tip: Use role-based templates so restaurant, retail, warehouse, hospitality, and office employees are assessed only against the standards that apply to them.

- 2 Confirm the correct location, auditor identity, geo-location, audit date, shift, and start time.

GEO-LOCATION + TIMESTAMP

LOCATION

| | Auto capture

DATE /
TIME

| | Auto capture

Verify geo-location



Execution tip: Require the audit inside the assigned location and shift window. Auto-capture geo-location, auditor, date, and start time to prevent remote or backdated completion.

- 3 Record the number of employees sampled by role, gender-neutral uniform category, and work area.

EMPLOYEE SAMPLE GRID

Role

Department

Sample size

Shift

Auditor



Execution tip: Set a minimum sample by role and shift. Record the population and sample size so grooming scores can be compared fairly across teams and locations.

- 4 Confirm the latest grooming, uniform, hygiene, jewelry, footwear, and PPE standards are available to the team.

DOCUMENT VERIFICATION

Verified

Partially available

Not available

COMMENT | Add



Execution tip: Attach the current policy version and visual examples. Staff should not be scored against outdated, verbal, or inconsistent expectations.

- 5 Review previous grooming findings, repeat exceptions, complaints, and open corrective actions before starting.

PREVIOUS ACTION REVIEW

Verified

Partially available

Not available

COMMENT | Add



Execution tip: Show repeat findings and overdue actions before the new audit begins so the auditor can verify whether earlier coaching produced a sustained correction.

- 6 Confirm the approved privacy, photo evidence, employee communication, and data-access rules for the audit.

CRITICAL

PRIVACY CONFIRMATION

Confirmed

Not confirmed

POLICY REF. | Enter



Execution tip: Define who may view employee-level findings and when photos are allowed. Avoid unnecessary close-up personal images and follow approved privacy rules.

2. Personal hygiene and cleanliness

7 Verify employees report for duty clean, well-groomed, and free from visible hygiene concerns. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Observe employees at shift start and during work. Add a comment for any visible hygiene concern and create an immediate action where customer or product safety is affected.

8 Check that hands are visibly clean and handwashing requirements are followed before work begins. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Check at the correct handwashing moments, not only during lineup. Use timestamps or supervisor confirmation for food and hygiene-sensitive roles.

9 Confirm body odor and fragrance remain within the organization's professional and sensitivity standards. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Use a neutral professional standard and sensitivity policy. Record only observable concerns and avoid subjective personal judgments.

10 Verify oral hygiene and customer-facing freshness meet the expected service standard. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Assess customer-facing readiness without documenting private medical information. Use coaching comments for correctable presentation concerns.

11 Check that cuts, wounds, dressings, or skin conditions are safely covered according to role requirements. SCORED OBSERVATION + COMMENT

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Require an approved covering and role restriction where an exposed wound could affect food, products, or customers.

12 Confirm illness symptoms or hygiene risks are reported and managed before the employee starts work. CRITICAL CRITICAL STATUS + ACTION

Compliant

Partial

Non-compliant

COMMENT | Add



Execution tip: Create a high-priority action and restrict the employee from the affected task until the symptom or hygiene risk is reviewed by the authorized manager.

3. Hair, facial hair, and nails

- 13 Confirm hair is clean, neat, controlled, and styled according to the approved grooming standard.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Use visual examples for permitted styles. The check should focus on cleanliness, control, safety, and brand presentation.

- 14 Verify long hair is tied back and approved hair restraints are used in food, production, or hygiene-sensitive areas.

CRITICAL

CRITICAL SCORED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Make live evidence mandatory for food preparation or production roles when hair restraint failure creates an immediate contamination risk.

- 15 Check that facial hair is clean, neat, and covered where the role or food safety standard requires it.

CRITICAL

CRITICAL SCORED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Define when beard covers are required by role and area. Trigger correction before the employee resumes the task.

- 16 Verify fingernails are clean, maintained, and within the permitted length for the employee's role.

CRITICAL

NUMERIC / SCORED OBSERVATION

TARGET | Set

ACTUAL | Enter

COMMENT | Add

🔍 Execution tip: Set role-specific limits rather than one universal answer. Capture actual nail condition, length, cleanliness, and any contamination risk.

- 17 Confirm nail polish, nail art, and artificial nails comply with role-specific hygiene and presentation rules.

ROLE-BASED RESPONSE

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Separate customer-facing appearance rules from food safety restrictions. The ideal answer depends on role, area, and local hygiene standards.

- 18 Observe whether employees avoid touching hair, face, or grooming items while handling products, food, or customers.

CRITICAL

BEHAVIOR OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Observe behavior during normal work. Add coaching when repeated face or hair touching can transfer contamination to food, products, or shared surfaces.

4. Uniform and clothing condition

- 19 Verify every employee is wearing the complete approved uniform for the role, shift, and location. MULTI-SELECT + SCORED RESPONSE

☐ Verified items

☐ Exception found

Add photo

🔍 Execution tip: Use a multi-select list of mandatory uniform components by role. The audit should reveal exactly which item is missing or incorrect.

- 20 Confirm uniform items are clean and free from stains, odors, food marks, dust, or visible contamination. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Capture a comment and photo for stains, odors, or contamination. Require immediate replacement for customer-facing or hygiene-sensitive work.

- 21 Check that shirts, jackets, trousers, skirts, aprons, and other uniform items are pressed and presentation-ready. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Use visual references for acceptable presentation. Focus on observable readiness rather than personal style preference.

- 22 Confirm the uniform fits correctly and does not create a safety, modesty, mobility, or presentation issue. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Record safety, mobility, or modesty issues separately from appearance. Assign replacement or alteration actions to the correct owner.

- 23 Inspect uniforms for tears, fading, loose threads, missing buttons, damaged fasteners, or unauthorized alterations. PHOTO + COMMENT

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Capture the affected garment and defect, then assign replacement with a due date. Track repeated shortages or delayed uniform issuance.

- 24 Verify employees are wearing the correct seasonal, campaign, department, and role-specific uniform variation. CRITICAL ROLE-BASED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Display the correct role, campaign, season, and site uniform within the checklist so the auditor compares against the current standard.

5. Name badges, accessories, cosmetics, and fragrance

25 Confirm the approved name badge is present, accurate, clean, readable, and positioned correctly.

TEXT VERIFICATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Validate spelling, role title, condition, and placement. A missing or incorrect badge should create a replacement task.

26 Verify lanyards, access cards, role badges, and identification accessories are approved and in good condition.

MULTI-SELECT

☐ Verified items

☐ Exception found

Add photo

🔍 Execution tip: List only approved accessories for each role. Use multi-select responses to identify the exact non-compliant item.

27 Check that jewelry is limited to the types, sizes, and quantities permitted for the employee's role.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Define permitted jewelry clearly with visual examples. Assess safety, hygiene, and brand presentation, not personal taste.

28 Verify rings, watches, bracelets, earrings, and piercings do not create hygiene, safety, or product-handling risks.

CRITICAL

CRITICAL ROLE-BASED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Treat jewelry that can contaminate food, damage products, or catch on equipment as a critical role-based failure requiring immediate correction.

29 Confirm cosmetics, makeup, and facial presentation are professional and within the approved brand standard.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Use inclusive visual standards and role guidance. Score only against documented professional presentation requirements.

30 Check that perfume, deodorant, and other fragrances are subtle and suitable for customer and food environments.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Record only strong or unsuitable fragrance that affects customers, food, or colleagues. Use confidential coaching rather than public comments.

6. Footwear, hosiery, and personal protective equipment

31 Verify footwear matches the approved style, color, safety rating, and role requirement.

ROLE-BASED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

Execution tip: Show approved footwear examples by role. Capture style, color, safety rating, and any local uniform requirement.

32 Confirm shoes are clean, polished where required, undamaged, and presentation-ready.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

Execution tip: Add a photo for heavily soiled or damaged footwear and assign replacement where appearance or safety is affected.

33 Check that non-slip, closed-toe, protective, or safety footwear is used in designated work areas.

CRITICAL

CRITICAL FOOTWEAR CHECK

Compliant

Partial

Non-compliant

Add live photo

Execution tip: Prevent task assignment when mandatory non-slip, closed-toe, or protective footwear is missing in a designated risk area.

34 Verify socks, hosiery, and visible legwear comply with the approved uniform standard.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

Add live photo

Execution tip: Define visible hosiery standards by uniform type. Use role-specific answers instead of a universal yes or no.

35 Confirm required PPE is available, correctly fitted, clean, and worn for the task being performed.

CRITICAL

CRITICAL PPE CHECK

Compliant

Partial

Non-compliant

Add live photo

Execution tip: Make PPE failure critical for tasks involving food, chemicals, machinery, heat, dust, or other defined risks. Assign immediate correction and escalation.

36 Check that aprons, coats, gloves, masks, caps, and protective clothing are replaced, stored, and separated correctly.

MULTI-SELECT + PHOTO

Verified items

Exception found

Add photo

Execution tip: Record which protective item is missing, dirty, damaged, or stored incorrectly. Use photos for equipment condition, not unnecessary employee close-ups.

7. Customer-facing presentation and conduct

37 Observe whether posture, facial expression, and body language present a professional and approachable appearance.

BEHAVIOR OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 **Execution tip:** Observe during real customer interaction. Record posture and body language only when they affect service, safety, or professional presentation.

38 Verify employees use the expected greeting, eye contact, and customer acknowledgment behavior.

BEHAVIOR OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 **Execution tip:** Use a short behavior scale and comments. Compare against the documented greeting standard and customer experience expectations.

39 Confirm personal mobile phones, earphones, bags, and non-work items are not visible or used in customer areas.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 **Execution tip:** Record the specific device or personal item and where it was visible. Repeat exceptions should trigger coaching or policy review.

40 Check that chewing gum, eating, drinking, smoking, or other prohibited behavior is not visible during duty.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 **Execution tip:** Create an immediate correction for prohibited behavior in customer, production, or food areas and record repeat non-compliance.

41 Verify grooming and uniform standards remain maintained throughout the shift, not only at clock-in.

CRITICAL

TIMED RECHECK

SCHEDULED TIME | Set

ACTUAL TIME | Auto capture

Within window

Outside window

🔍 **Execution tip:** Schedule rechecks during long or high-contact shifts. Auto-capture completion time and escalate when a required recheck is missed.

42 Confirm employees respond promptly and professionally when a supervisor requests a grooming correction.

COACHING CONFIRMATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 **Execution tip:** Record the correction requested, employee response, coaching owner, and follow-up date where repeated behavior is observed.

8. Food handling and hygiene-sensitive role controls

- 43 Verify employees wash and dry hands at the required moments before food or hygiene-sensitive work. CRITICAL CRITICAL TIMESTAMPED CHECK

SCHEDULED
TIME

Set

ACTUAL
TIME

Auto capture

Within window

Outside window

🔍 Execution tip: Use timestamped verification at task start and after breaks or contamination events. Missed handwashing in a high-risk role should escalate immediately.

- 44 Confirm disposable gloves are used only where required and changed at the correct frequency. CRITICAL CRITICAL MULTI-SELECT

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Capture glove purpose, task, change frequency, and disposal. Gloves should not replace required handwashing.

- 45 Check that hairnets, beard covers, caps, and other restraints fully control hair in designated areas. CRITICAL CRITICAL LIVE PHOTO

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Use live photos of approved protective setup where policy allows. Block the task until hair and facial hair are fully controlled.

- 46 Verify prohibited jewelry, watches, artificial nails, or loose accessories are removed before food handling. CRITICAL CRITICAL SCORED RESPONSE

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Show the prohibited item list inside the checklist and require removal before the employee resumes food handling.

- 47 Confirm aprons and protective garments are changed when contaminated and kept separate from personal clothing. SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Verify clean and contaminated garments are separated. Record replacement time and disposal or laundry route.

- 48 Verify illness reporting, work restriction, and exclusion rules are followed for employees with relevant symptoms. CRITICAL CRITICAL HEALTH DECLARATION

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Use a confidential declaration and authorized review. Do not expose medical details to general audit viewers.

9. Staff facilities, storage, and shift grooming controls

49 Confirm personal belongings, outerwear, food, and non-work items are stored in approved lockers or staff areas.

SCORED OBSERVATION

Compliant

Partial

Non-compliant

COMMENT | Add

🔍 Execution tip: Inspect approved storage areas and record unattended personal items in customer, stock, food, or production zones.

50 Check that changing rooms, lockers, mirrors, wash areas, and grooming facilities are clean and usable.

SCORED OBSERVATION + PHOTO

Compliant

Partial

Non-compliant

Add live photo

🔍 Execution tip: Capture facility condition rather than employee images. Assign cleaning or maintenance issues to the responsible team.

51 Verify spare uniforms, name badges, hair restraints, PPE, and emergency replacement items are available.

STOCK COUNT

TARGET | Set

ACTUAL | Enter

COMMENT | Add

🔍 Execution tip: Set minimum stock levels for high-use uniform and PPE items. Record actual quantity and create replenishment actions below threshold.

52 Confirm a grooming check is completed before clock-in or before the employee enters the customer or production area.

TIMESTAMPED COMPLETION

SCHEDULED TIME | Set

ACTUAL TIME | Auto capture

Within window

Outside window

🔍 Execution tip: Schedule the grooming check before clock-in or area access. Prevent completion after the shift has already started without an exception reason.

53 Verify mid-shift grooming rechecks are scheduled for long shifts, weather exposure, food production, or high-contact roles.

SCHEDULE + TIMESTAMP

SCHEDULED TIME | Set

ACTUAL TIME | Auto capture

Within window

Outside window

🔍 Execution tip: Configure recheck frequency by shift length, weather exposure, food production, and customer contact. Escalate missed checks to the shift manager.

54 Confirm grooming exceptions, coaching, replacement items, and repeat non-compliance are recorded consistently.

ISSUE LOG

Employee / role	Issue	Immediate correction	Owner	Status

🔍 Execution tip: Use one issue row per employee or role, with the exact standard, immediate correction, coaching owner, and status.

10. Corrective action, coaching, score, and sign-off

- 55 Review every critical grooming or hygiene failure and confirm the employee is removed from the affected task until corrected.

CRITICAL

CRITICAL ACTION REVIEW

Closed

In progress

Open

OWNER / DUE | Enter

🔗 Execution tip: Prevent compliant approval while a critical hygiene, food safety, PPE, or professional conduct risk remains uncontrolled.

- 56 Assign each open grooming issue with priority, owner, correction deadline, required evidence, and escalation route.

CRITICAL

ACTION REGISTER

Employee / role	Finding	Owner	Due	Status

🔗 Execution tip: Use short correction windows for shift-level issues and automatic escalation to the store manager, HR, food safety, operations, or area leadership.

- 57 Capture approved evidence after the employee corrects the uniform, hygiene, PPE, or presentation issue.

CRITICAL

MANDATORY EVIDENCE

Add correction photo

Add uniform / PPE proof

EVIDENCE
NOTE | Add

🔗 Execution tip: Capture only approved evidence that demonstrates correction. Add timestamp, location, category, and reviewer confirmation.

- 58 Review the grooming score, role-level trends, repeat findings, and locations or shifts with recurring non-compliance.

SCORE + TREND REVIEW

OVERALL
SCORE | Enter

REPEAT
FINDINGS | Enter

TREND NOTE | Add

🔗 Execution tip: Do not rely only on the average score. Highlight critical failures, repeated employee or role issues, missing uniform stock, and deteriorating location trends.

- 59 Record employee coaching or acknowledgment where policy requires confirmation that the standard was explained.

ACKNOWLEDGMENT + COMMENT

Acknowledged

Coaching required

EMPLOYEE /
MANAGER | Name

COMMENT | Add

🔗 Execution tip: Use acknowledgment to confirm the standard and correction were explained. Keep coaching comments factual, private, and role-related.

- 60 Record the final audit status, unresolved conditions, manager approval, and accountable signatories.

CRITICAL

DECISION + SIGNATURES

Approved

Approved with actions

Not approved

MANAGER | Name

SIGNATURE | Sign

🔗 Execution tip: Use Approved, Approved with actions, or Not approved. Record unresolved conditions, due dates, manager signature, and escalation.

RUN THIS AUDIT DIGITALLY

Make grooming standards consistent across every role and location

Use Taqtics to schedule role-based grooming audits, enforce location and time windows, capture privacy-aware evidence, create corrective actions, document coaching, escalate critical hygiene failures, and compare performance across locations.

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