

FREE STAFF GROOMING AUDIT TEMPLATE

Staff Grooming Audit Checklist

Use this 60-point checklist to audit uniform, hygiene, hair, nails, accessories, footwear, identification, PPE, customer-facing presentation, evidence, coaching, root causes, corrective actions, and final sign-off.

Use documented, role-related criteria and recognize approved accommodations. Avoid subjective appearance judgments and unnecessary personal evidence.

Store / location

Audit date

Shift / roles

Auditor / manager

1. Audit setup, grooming standard, role scope, ownership, previous findings, and accommodations

- 1** Confirm the store, audit date, auditor, shift or daypart, departments, customer-facing roles, back-of-house roles, and employees included in the grooming audit sample.

STAFF GROOMING AUDIT

AUDITOR / MANAGER

Enter

DATE / TIME

Enter

SIGN-OFF

Sign

● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

- 2** Verify the current approved grooming, uniform, hygiene, identification, footwear, PPE, and role-presentation standards are available to the auditor and store team.

STAFF GROOMING AUDIT

CRITICAL

Role / Standard	Observed	Cause	Owner	Action
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● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

- 3** Confirm the audit criteria are role-related, consistently applied, and allow approved medical, religious, disability, cultural, pregnancy, or other workplace accommodations where applicable.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

- 4** Review previous grooming audits, coaching notes, repeat findings, uniform-supply issues, PPE concerns, customer feedback, and open corrective actions before starting.

STAFF GROOMING AUDIT

CRITICAL

Role / Standard	Observed	Cause	Owner	Action
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● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

- 5** Identify critical grooming or presentation failures for the store, such as missing required safety PPE, visibly contaminated workwear in a hygiene-sensitive role, or another condition that creates immediate safety or hygiene risk.

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

- 6** Assign ownership for uniform supply, replacement items, grooming coaching, hygiene supplies, PPE, ID badges, footwear, locker or changing facilities, training, and corrective-action closure.

STAFF GROOMING AUDIT

Role / Standard	Observed	Cause	Owner	Action
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● Execution tip: Audit against a written standard, not personal taste. Keep criteria role-related, observable, consistent, and flexible enough to recognize approved accommodations.

2. Uniform completeness, correct role attire, fit, condition, branding, and approved variations

7 Verify employees are wearing the complete approved uniform or role attire required for their current assignment, department, and store format.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

8 Check shirts, trousers, skirts, dresses, jackets, aprons, caps, headwear, coats, or other required garments are the correct approved style, color, and role combination.

STAFF GROOMING AUDIT

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

9 Inspect uniform items for cleanliness, visible stains, tears, excessive fading, missing buttons, broken fasteners, damaged logos, or other presentation issues.

STAFF GROOMING AUDIT

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

10 Confirm uniforms fit safely and professionally without creating avoidable work restrictions, snagging hazards, or an obviously unsuitable appearance for the role.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

11 Verify approved seasonal, maternity, weather-related, religious, medical, or other authorized uniform variations are recognized and not incorrectly scored as deviations.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

12 Record incomplete uniform, wrong garment, damaged clothing, incorrect branding, unsuitable fit, or other uniform-standard gaps requiring replacement or follow-up.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Separate employee compliance from supply problems. A missing or damaged uniform item may be a store or vendor issue rather than an individual performance problem.

3. Personal hygiene, cleanliness, hand hygiene, odor control, and hygiene-sensitive role requirements

- 13** Check employees present with the level of personal cleanliness and hygiene required for their role and customer-facing or product-handling responsibilities.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

- 14** Verify hands are visibly clean and hand-hygiene expectations are being followed where the role requires frequent customer, food, product, equipment, or high-touch interaction.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

- 15** Check workwear, aprons, gloves, sleeve protectors, or other hygiene-related garments are clean enough for the work being performed and are replaced when contaminated.

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Gap

N/A

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

- 16** Confirm strong avoidable odors from smoke, heavily soiled clothing, poor hygiene, or other controllable conditions are addressed discreetly according to company process.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

- 17** Verify employees in food, beauty, healthcare, laboratory, or other hygiene-sensitive retail roles follow the additional hygiene controls defined for those activities.

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Gap

N/A

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

- 18** Record hygiene gaps objectively using observable conditions and role requirements, without making assumptions about health, disability, or personal circumstances.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Use objective hygiene observations. Avoid diagnosing health conditions or making assumptions about causes that are not part of the auditor's role.

4. Hair, facial hair, headwear, grooming control, role suitability, and hygiene requirements

- 19** Verify hair is clean, controlled, and managed in a way that meets the approved appearance standard and does not interfere with safe work or product handling.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

- 20** Check long hair is secured where required by the role because of food handling, machinery, product contamination, customer service, or another defined operational reason.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

- 21** Confirm facial hair is maintained according to the role standard and does not interfere with required PPE, hygiene controls, or product-handling requirements.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

- 22** Verify approved headwear, hair coverings, caps, hairnets, turbans, hijabs, or other authorized items are clean, secure, and compatible with role-specific safety or hygiene needs.

STAFF GROOMING AUDIT

Compliant	Needs action	Gap	N/A
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

- 23** Check employees are not being marked down for hairstyle, texture, protective style, cultural expression, or approved headwear where it does not conflict with a legitimate role requirement.

STAFF GROOMING AUDIT

Compliant	Needs action	Gap	N/A
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

- 24** Record only specific, observable hair or grooming deviations linked to the documented role standard, safety control, or hygiene requirement.

STAFF GROOMING AUDIT

Role / Standard	Observed	Cause	Owner	Action
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● Execution tip: Focus hair and headwear checks on documented presentation, safety, hygiene, or PPE compatibility. Avoid scoring cultural or personal style choices without a legitimate role requirement.

5. Hands, nails, jewelry, accessories, cosmetics, fragrance, and role-specific restrictions

- 25** Check nails are clean and maintained according to the requirements of the role, especially where employees handle food, beauty products, healthcare items, unpackaged goods, or sensitive equipment.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

- 26** Verify nail length, nail products, artificial nails, or nail color restrictions are applied only where defined by the role standard, hygiene requirement, safety need, or approved brand guideline.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

- 27** Check rings, bracelets, watches, necklaces, earrings, piercings, pins, lanyards, or other accessories do not create a snagging, contamination, product-damage, or customer-service issue for the role.

STAFF GROOMING AUDIT

ROLE / ITEM	Enter	STANDARD	Enter	STATUS	Record
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

- 28** Confirm cosmetics, makeup, fragrance, or other presentation expectations are applied consistently and do not require unnecessary personal characteristics beyond the documented brand or role standard.

STAFF GROOMING AUDIT

Compliant	Needs action	Gap	N/A
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

- 29** Verify any role-specific jewelry or accessory restrictions are communicated clearly and allow approved accommodations where required.

STAFF GROOMING AUDIT

Compliant	Needs action	Gap	N/A
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

- 30** Record the exact accessory, nail, cosmetic, or fragrance issue only when it conflicts with the documented role, hygiene, safety, or presentation requirement.

STAFF GROOMING AUDIT

Role / Standard	Observed	Cause	Owner	Action
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● Execution tip: Apply accessory and cosmetic rules only when the policy clearly defines them. Subjective or inconsistently enforced appearance standards undermine audit credibility.

6. Footwear, socks, hosiery, slip resistance, condition, safety, and role appropriateness

31 Verify employees wear the approved type, style, and color of footwear or other role-appropriate shoe standard where one is defined.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

32 Check footwear is clean, serviceable, secure on the foot, and free from obvious damage that can create a trip, slip, or presentation problem.

STAFF GROOMING AUDIT

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

33 Confirm slip-resistant, closed-toe, protective, safety, or other specialized footwear is used where the role or work area requires it.

STAFF GROOMING AUDIT

CRITICAL

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

34 Check socks, hosiery, or related uniform items meet the documented role standard where they are visible or form part of the approved uniform.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

35 Verify footwear requirements consider role safety, prolonged standing, accessibility, medical needs, pregnancy, or approved accommodations where applicable.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

36 Record incorrect footwear, worn soles, open-toe shoes in restricted areas, missing protective footwear, damaged shoes, or other role-specific footwear gaps.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Treat footwear as both presentation and safety. Roles involving long standing, wet floors, stockrooms, food service, or heavy handling may need different controls.

7. Name badges, identification, role markers, lanyards, pins, and customer-facing identity

- 37** Verify required name badges, employee IDs, role badges, department identifiers, or customer-facing identification are worn in the approved position.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

- 38** Check badges, lanyards, pins, clips, holders, and ID cards are clean, legible, current, secure, and not visibly damaged.

STAFF GROOMING AUDIT

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

- 39** Confirm the displayed employee name, role, department, language indicator, service marker, or other approved information is accurate where used.

STAFF GROOMING AUDIT

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

- 40** Verify temporary staff, trainees, contractors, security, promoters, or other non-standard roles use the correct approved identification for their status.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

- 41** Check lanyards, badges, or accessories do not create a snagging, machinery, hygiene, contamination, or customer-safety risk in the assigned work area.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

- 42** Record missing, outdated, illegible, damaged, incorrectly positioned, or unsafe employee identification requiring replacement or correction.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Customer identification should be clear without creating unnecessary risk. Replace damaged or missing badges promptly instead of allowing repeated temporary workarounds.

8. PPE, protective clothing, role-specific safety presentation, availability, and condition

- 43 Verify employees performing tasks that require PPE are wearing the correct protective equipment specified for the task and work area.**

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

- 44 Check gloves, eye protection, hearing protection, high-visibility clothing, aprons, coats, masks, protective footwear, cut protection, or other PPE are in serviceable condition where required.**

STAFF GROOMING AUDIT

CRITICAL

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

- 45 Confirm PPE is the correct type and size for the user and is worn, adjusted, stored, cleaned, and replaced according to the approved process.**

STAFF GROOMING AUDIT

CRITICAL

ROLE / ITEM

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

- 46 Verify required PPE is available in sufficient quantity and employees are not improvising substitutes because of missing stock or poor fit.**

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Gap

N/A

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

- 47 Check PPE use does not interfere unnecessarily with approved religious, medical, disability, or other accommodations and that conflicts are escalated for safe resolution rather than ignored.**

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

- 48 Treat missing or ineffective required PPE as a critical finding where it exposes the employee or others to a material safety or hygiene risk.**

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Required PPE is not a cosmetic grooming issue. Missing or ineffective protection should be escalated as a safety control failure and corrected immediately.

9. Customer-facing presentation, posture, conduct, device use, readiness, and professional appearance

- 49** Observe whether employees present themselves in a professional, attentive, and approachable manner appropriate to the brand and customer-service role.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

- 50** Check posture, visible readiness, counter presence, customer acknowledgement, and general presentation support a consistent customer experience without relying on subjective personality judgments.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

- 51** Verify personal mobile phone, earbud, headphone, food, drink, or unrelated personal-item use follows the approved rules for customer-facing and operational areas.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

- 52** Check employee belongings, outerwear, bags, helmets, umbrellas, personal containers, and other items are stored in designated areas rather than visible customer-service zones.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

- 53** Confirm uniforms and presentation remain acceptable throughout the shift, including after breaks, receiving, replenishment, cleaning, or other work that can affect appearance.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

- 54** Record specific observable presentation or conduct gaps linked to the documented store standard and route behavioural issues through appropriate coaching rather than vague appearance comments.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Observe presentation during real work. Employees can look ready at briefing and become non-compliant after receiving, cleaning, replenishment, or breaks.

10. Scoring, evidence, coaching, corrective actions, repeat findings, management review, and sign-off

- 55** Capture evidence only where appropriate and permitted by company policy, focusing on the uniform item, PPE, badge, footwear, or observable standard rather than unnecessary personal imagery.

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

- 56** Score each grooming category consistently and distinguish minor presentation issues from critical safety, PPE, hygiene, or role-readiness failures.

STAFF GROOMING AUDIT

CRITICAL

Compliant

Needs action

Gap

N/A

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

- 57** Record each finding with the documented standard, observable condition, role, required correction, supply or support dependency, and whether immediate correction was possible.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

- 58** Assign corrective action to the appropriate employee, store manager, uniform supplier, HR, safety, training, facilities, or other owner with a realistic due date and respectful follow-up process.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

- 59** Review repeat findings by issue type, role, store, uniform availability, PPE supply, training need, policy clarity, and root cause so systemic problems are not treated only as individual failures.

STAFF GROOMING AUDIT

Compliant

Needs action

Gap

N/A

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

- 60** Record the final grooming-audit score, unresolved critical findings, open actions, accommodation or supply dependencies where appropriate, next review date, auditor, store manager, date, time, and sign-off.

STAFF GROOMING AUDIT

Compliant

Needs action

Critical

EVIDENCE

Add

● Execution tip: Use coaching and root-cause follow-up. Repeated grooming findings may come from unclear standards, uniform shortages, poor facilities, training gaps, or inconsistent management enforcement.

RUN THIS AUDIT DIGITALLY

Make grooming audits consistent, objective, and easier to act on

Use Taqtics to schedule grooming audits, apply role-based criteria, capture appropriate evidence, assign coaching or supply actions, verify closure, and compare presentation trends across every location.