

FREE OPERATIONAL TEMPLATE

Tester Hygiene Checklist

Use this 60-point checklist to inspect tester stations, staff practices, applicators, tools, cleaning and disinfection, opening dates, category-specific controls, customer use, incidents, and corrective-action closure.

STORE / LOCATION

INSPECTION DATE

INSPECTOR

STORE MANAGER

1. Program setup, scope, ownership, and tester register

- Confirm the store, audit date, auditor, store manager, tester-hygiene owner, reviewer, and areas included in the inspection.

TESTER HYGIENE

NAME | Enter

TIME | :_

SIGNATURE | Sign

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

- Define the beauty categories, brand counters, consultation zones, tester stations, tools, devices, and storage locations covered by the checklist.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

- Review current brand standards, manufacturer cleaning instructions, product-use guidance, local hygiene requirements, and customer-safety procedures.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

- Maintain a tester register with SKU, shade or variant, batch or lot number, opening date, discard date, permitted use period, and location.

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

- Set critical-failure rules, immediate containment steps, evidence requirements, action owners, due dates, escalation routes, and closure criteria.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

- Review previous hygiene failures, customer complaints, adverse reactions, expired testers, missing records, damaged tools, and overdue corrective actions.

TESTER HYGIENE

Area	Record	Owner	Due	Evidence

 **Execution tip:** Confirm scope, product guidance, critical controls, and ownership before the checklist begins.

2. Tester station readiness, layout, labeling, and segregation

- 7 Verify tester counters, trays, mirrors, sinks, stools, shelves, and surrounding surfaces are clean, dry, uncluttered, and ready for customer use.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

- 8 Confirm saleable products, tester products, samples, damaged items, returns, cleaning chemicals, and waste are physically separated and clearly controlled.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

- 9 Check every tester is clearly marked as a tester or not for sale and can be matched to the correct SKU, shade, variant, and product description.

CRITICAL

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

- 10 Verify single-use applicators, tissues, cotton pads, spatulas, disposable wands, sanitizer, alcohol, sharpeners, and other required supplies are available.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

- 11 Inspect waste bins for suitable liners, secure positioning, appropriate lids where required, regular emptying, and no overflow or leakage.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

- 12 Confirm hand-hygiene points, sinks, soap, running water, hand sanitizer, paper towels, and cleaning supplies are accessible and functional where required.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Photograph the full tester station before touching or rearranging items so the original condition is preserved.

3. Staff hand hygiene, health, training, and service practices

13

Observe staff washing or sanitizing hands before demonstrations, after contamination, after waste handling, and between customers when required.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

CRITICAL

TESTER HYGIENE

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

14

Confirm staff follow the illness, skin-lesion, cut, infection, and communicable-condition reporting process before handling testers or serving customers.

Compliant

Partial

Non-compliant

N/A

TESTER HYGIENE

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

15

Verify staff do not double-dip applicators, touch product directly with fingers, reuse disposable tools, or return used product to the tester container.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

CRITICAL

TESTER HYGIENE

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

16

Confirm gloves, finger cots, masks, aprons, or other protective controls are used when required by the product, service, or local procedure.

Compliant

Partial

Non-compliant

N/A

TESTER HYGIENE

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

17

Check staff understand product-specific hygiene instructions, cleaning frequency, contact time, opening-date rules, discard criteria, and incident escalation.

PRODUCT | Enter

DILUTION | Enter

CONTACT TIME | Enter

TESTER HYGIENE

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

18

Review training and competency records and observe whether staff consistently follow approved tester-hygiene practices during live customer interactions.

Area	Record	Owner	Due	Evidence

Execution tip:

Observe live customer interactions, not only training records, to verify hygiene practices are followed consistently.

4. Applicators, brushes, tools, sharpeners, and beauty devices

19

Verify mascara wands, lip applicators, cotton buds, spatulas, tissues, wedges, pads, and other single-use items are discarded immediately after one customer.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

20

Check reusable brushes are cleaned, disinfected, fully dried, stored in a protected container, and separated from used or awaiting-cleaning brushes.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

21

Confirm pencils and other sharpenable products are sharpened and the exposed surface is sanitized before and after each customer use.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

22

Verify tweezers, metal spatulas, scissors, curlers, and other reusable tools are cleaned and disinfected using the approved method and contact time.

PRODUCT | Enter

DILUTION | Enter

CONTACT TIME | Enter

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

23

Inspect electronic beauty devices, detachable heads, cables, charging points, guards, and accessories for cleanliness, damage, maintenance, and safe operation.

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

24

Confirm reusable sponges, puffs, pads, or porous applicators are prohibited or strictly assigned to one customer and disposed of after use.

Compliant

Partial

Non-compliant

N/A

Execution tip: Separate clean, used, and awaiting-cleaning tools so staff cannot accidentally select a contaminated item.

5. Cleaning, disinfection, chemicals, schedules, and records

- 25 Verify only approved cleaning and disinfection products are used and that safety data, instructions, expiry dates, and storage controls are available. CRITICAL TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

- 26 Confirm disinfectant dilution, concentration, surface compatibility, preparation date, contact time, and replacement frequency match the approved procedure. CRITICAL TESTER HYGIENE

PRODUCT | Enter

DILUTION | Enter

CONTACT
TIME | Enter

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

- 27 Observe whether tester surfaces, tools, mirrors, trays, pumps, nozzles, palettes, caps, and consultation areas are cleaned between customers as required. CRITICAL TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

- 28 Check opening, mid-shift, between-customer, spill-response, and closing cleaning schedules are current, assigned, and completed at the required frequency. TESTER HYGIENE

Area	Record	Owner	Due	Evidence

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

- 29 Review cleaning records for date, time, zone, product used, staff name, exceptions, corrective action, and supervisor verification. TESTER HYGIENE

Area	Record	Owner	Due	Evidence

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

- 30 Verify high-touch points such as handles, chairs, mirrors, touchscreens, counters, baskets, card terminals, and device controls are cleaned frequently. TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Verify the actual dilution and contact time, not only the presence of a disinfectant bottle or cleaning record.

6. Tester product integrity, opening dates, shelf life, and discard control

- 31 Inspect tester products for leakage, cracks, broken seals, discoloration, separation, odor change, drying, mold, contamination, missing components, or damaged packaging.

CRITICAL

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

- 32 Confirm every opened tester has a clear opening date and calculated discard date based on the approved tester-use period or product guidance.

CRITICAL

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

- 33 Verify period-after-opening, manufacturer instructions, internal maximum-use periods, and local requirements are applied consistently by product category.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

- 34 Check batch or lot number, expiry date, product name, shade or variant, barcode, and tester label remain legible and match the tester register.

CRITICAL

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

- 35 Confirm caps, pumps, nozzles, lids, palettes, jars, droppers, and protective covers are clean, intact, correctly fitted, and closed when not in use.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

- 36 Remove and quarantine any expired, damaged, contaminated, unlabeled, untraceable, or out-of-period tester immediately and record the quantity and reason.

CRITICAL

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 **Execution tip:** Use opening and discard dates that staff can read quickly during daily checks and customer service.

7. Customer application, demonstration, and consultation controls

- 37 Verify staff supervise tester use and intervene when customers touch products directly, reuse applicators, apply unsafely, or contaminate shared surfaces.

CRITICAL

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

- 38 Offer or require hand sanitizing before customers handle shared products, tools, devices, or tester units where appropriate.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

- 39 Dispense creams, liquids, gels, and loose products onto a clean palette, tissue, cotton pad, or single-use applicator before customer application.

CRITICAL

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

- 40 Confirm lip, eye, and other high-risk products are never applied directly from the shared tester to the customer without an approved hygienic method.

CRITICAL

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

- 41 Check consultation staff ask about sensitivities, allergies, skin conditions, eye conditions, or recent procedures when relevant and follow patch-test guidance.

TESTER HYGIENE

Compliant

Partial

Non-compliant

N/A

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

- 42 Reset the consultation station after every customer by removing waste, cleaning tools and surfaces, replacing supplies, and returning testers safely.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Watch the full demonstration process from hand hygiene through station reset to identify contamination points.

8. Category-specific tester hygiene and contamination prevention

- 43 Verify mascara and liquid eyeliner testers use a new disposable wand for every application and that used wands are never reinserted into the container. CRITICAL TESTER HYGIENE

Compliant Partial Non-compliant N/A

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

- 44 Confirm lipstick and solid lip testers are cleaned using the approved scrape-and-sanitize method and applied with a fresh disposable tool. CRITICAL TESTER HYGIENE

Compliant Needs attention Unsafe EVIDENCE | Add photo

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

- 45 Check powder, blush, eyeshadow, and pressed-product testers are kept dry, surface-cleaned as approved, and not used with wet or visibly soiled applicators. TESTER HYGIENE

Compliant Needs attention Unsafe EVIDENCE | Add photo

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

- 46 Verify creams, balms, masks, and jar products are dispensed with clean single-use spatulas and customers do not insert fingers into shared containers. CRITICAL TESTER HYGIENE

Compliant Needs attention Unsafe EVIDENCE | Add photo

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

- 47 Confirm fragrance bottles, nozzles, blotter holders, caps, and surrounding surfaces are clean and that shared skin-contact applicators are not used. TESTER HYGIENE

Compliant Needs attention Unsafe EVIDENCE | Add photo

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

- 48 Inspect skincare tools, facial devices, hair tools, shade-matching devices, and diagnostic equipment for between-customer cleaning and safe-use controls. CRITICAL TESTER HYGIENE

Compliant Needs attention Unsafe EVIDENCE | Add photo

 Execution tip: Apply product-specific controls because eye, lip, jar, powder, fragrance, and device testers carry different risks.

9. Storage, samples, replacement stock, incidents, and waste

- 49 Store testers within approved temperature, light, humidity, cleanliness, upright-position, and security requirements and away from direct heat or contamination.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

- 50 Verify sachets, minis, sample cards, gift-with-purchase products, and customer samples are sealed, in date, traceable, clean, and stored separately.

TESTER HYGIENE

Tester / SKU	Batch	Opened	Discard	Location

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

- 51 Confirm testers are never sold, returned to saleable stock, issued as customer samples, or transferred without approved records and controls.

TESTER HYGIENE

Area	Record	Owner	Due	Evidence

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

- 52 Review tester replacement levels, consumption, issue records, stock adjustments, damaged quantities, and unexplained losses for accuracy and authorization.

TESTER HYGIENE

Area	Record	Owner	Due	Evidence

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

- 53 Confirm customer adverse reactions, contamination concerns, cuts, eye exposure, allergy events, and complaints are contained, documented, escalated, and followed up.

CRITICAL

TESTER HYGIENE

Stop use

Isolate

Action assigned

INCIDENT / TICKET | Enter

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

- 54 Verify spills, broken glass, sharp fragments, leaking products, contaminated waste, and chemical exposure are isolated and cleaned using the approved incident procedure.

CRITICAL

TESTER HYGIENE

Stop use

Isolate

Action assigned

INCIDENT / TICKET | Enter

 Execution tip: Reconcile tester issues, replacements, waste, and samples to detect unexplained use or poor stock control.

10. Findings, corrective actions, verification, and sign-off

55

Summarize findings by store zone, brand, product category, tester type, tool, cleaning process, training gap, customer interaction, and recurring failure.

TESTER HYGIENE

Compliant

Needs attention

Unsafe

EVIDENCE | Add photo

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

56

Contain critical issues immediately, including contaminated or expired testers, direct shared application, reused disposables, unsafe tools, missing traceability, or adverse-reaction risks.

CRITICAL

TESTER HYGIENE

Stop use

Isolate

Action assigned

INCIDENT / TICKET | Enter

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

57

Assign every finding a priority, owner, due date, required evidence, reviewer, escalation path, and measurable closure criteria.

CRITICAL

TESTER HYGIENE

Finding	Priority	Owner	Due	Proof

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

58

Complete root-cause analysis for repeat or material failures and define changes to training, staffing, supplies, layout, cleaning methods, records, or supervision.

TESTER HYGIENE

Area	Record	Owner	Due	Evidence

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

59

Verify closure through a reinspection, tester replacement, cleaning record, tool check, staff observation, approved photo, stock record, or manager confirmation.

CRITICAL

TESTER HYGIENE

Finding	Priority	Owner	Due	Proof

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

60

Record the final score, critical failures, unresolved risks, accepted exceptions, next review date, auditor, store manager, reviewer, date, time, and signatures.

CRITICAL

TESTER HYGIENE

NAME | Enter

TIME | _:_

SIGNATURE | Sign

Execution tip: Keep findings open until the corrected condition is independently verified with objective evidence.

RUN THIS CHECKLIST DIGITALLY

Turn tester hygiene findings into verified corrective action

Use Taqtics to schedule tester hygiene inspections, capture product and tool evidence, contain contamination risks, assign corrections, verify closure, and compare recurring gaps across every location.

Try the Tester Hygiene Checklist in Taqtics

Scheduled hygiene checks

Category-based scoring

Tester, tool, photo, and record evidence

Critical containment

Corrective-action tracking

Retail dashboards