Steps to a Successful Liquor Inspection Checklist

This easy-to-use Liquor Inspection Checklist has been developed to help ensure your establishment has the best chance of passing an inspection by police, fire, and liquor inspectors, and that you are compliant with various requirements of the inspection authorities.

We have noticed that Liquor Inspectors are conducting very extensive inspections and there has been a significant staff turnover in the Inspection Department.

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**Posting of Liquor Licence & Floor Plans**

- Ensure your current and valid Liquor Licence is posted with the Liquor Branch approved floor plan in a prominent location in the bar area to ensure it is immediately available for review.
- Usually posted or kept behind the liquor service bar or at the host stand.

**Serving It Right Certificates**

- Serving It Right certification must be completed by all licensees, managers and servers. If you are licensed as a public or private company, the licensee portion of this requirement is met, if any director, officer or employee is responsible for supervising the sale and service of liquor. All bartenders and service staff must have Serving It Right.
- You must maintain a file or a binder with copies of all staff Serving It Right certificates. This file or binder must be readily available to inspectors upon request.

**Alcohol Sense Material: Posting of Social Responsibility materials**

- The inspector will be looking for the signage or tent cards in your establishment when they visit. Updated material will be sent to your establishment. It must be displayed in a prominent location such as at the Liquor Service bar area. Also suggest in washrooms. Should have multiple signs both posted and tent cards.

**Liquor Register**

- A binder or folder should be available at all times for an inspector to examine. This is a detailed record of all liquor purchases (liquor transfers). This record of liquor purchase should include records of faulty or damaged kegs of beer.
• The liquor inspector may review the register and compare it to the liquor stock to ensure inventory has been properly purchased from government approved sources and there is no illicit liquor in the establishment.

Liquor Menu with Prices, Sizes and Drink Strengths
• The liquor inspector will also examine your liquor menu to ensure it shows the price, size and drink strengths. This is to ensure liquor is not being sold below the minimum drink prices & sizes. They also want to know the drink strengths to ensure no over service.

<table>
<thead>
<tr>
<th>Minimum Drink Price Table Product Category</th>
<th>Minimum Price per ounce (not including sales tax)</th>
<th>Price per drink: Examples of some common sizes (not including sales tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draught cider/beer (if serving is less than 50 oz or 1.42 litres)</td>
<td>$0.25 per oz (28 ml)</td>
<td>$3 per 341 ml (12 oz) (sleeve) $5 per 20 oz (pint)</td>
</tr>
<tr>
<td>Draught cider/beer (if serving size is 50 oz or 1.42 litres or greater)</td>
<td>$0.20 per oz (28 ml)</td>
<td>$12 per 60 oz (jug)</td>
</tr>
<tr>
<td>Packaged beer, cider and coolers</td>
<td>$0.25 per oz (28 ml)</td>
<td>$3 per 341 ml bottle (12 oz) Or 355 ml can</td>
</tr>
<tr>
<td>Wine / Fortified wine (including Sake)</td>
<td>$0.60 per oz (28 ml)</td>
<td>$3 per 5 oz glass (125 ml) $3.60 per 6 oz glass (170 ml) $5.40 per 9 oz glass (255 ml) $15.85 per 750 ml bottle (26.4 oz)</td>
</tr>
<tr>
<td>Liqueurs / Spirits</td>
<td>$3 per oz (28 ml)</td>
<td>$3 per oz (28 ml)</td>
</tr>
</tbody>
</table>
External Signage and Emergency Exits

- Ensure your exit signs are lit and the passages are clear of obstructions. Ensure emergency exit doors can be opened from the inside, if required. (not chained or locked)

Changes to your Liquor Licence and Licensed Areas

- If you make any changes to your licence or licensed areas the liquor inspector will need to be advised. You should keep any applications to the Branch and correspondence on changes available for the inspector to review. (ie: Structural Changes to licensed areas.
- The inspector will review the approved floor plan on file with the liquor branch and see if it matches what actually exists in the establishment.

Matching Person Capacity with Chairs

- Inspectors are now also matching chairs to licensed capacity to see if there are more chairs or stools than the licensed approved capacity. If there are, you will have to remove them as it promotes and suggests overcrowding.

Overcrowding

- The inspector will conduct a head count if they feel an establishment is overcrowded. Therefore, it is important to ensure between your manager(s), door staff and hosts staff that you do not exceed your licensed capacity. This can be a challenge with open air patios if weather changes quickly and patrons have to move inside.

Minors and Minors as Agent Program (MAP)

- The inspector will stress the importance of properly checking ID and may approach anyone in your establishment to ask them to produce two pieces of Government approved identification.
- They will also outline the Minors as Agent Program where the branch sends in minors to see if they are successful in getting served without providing Government approved identification.

Other Suggestions

- Develop a good working relationship with your inspectors and police.
- For easy access at all times, maintain a binder at the bar for all staff, with the following information:
  
  Contact phone numbers for the following:
- Police
- Fire
- Property Management
- Health inspector
- BC Hydro
- Plumber
- Electrician
- Cleaning Company
- Beverage Reps
- Taxi Contacts, Safe Rides, etc.

Address and Phone numbers for all key staff so management and staff can be easily reached

An Incident log to report any incidents that arise in the establishment.

Correspondence pertaining to the operations of the establishment.

- Hold regularly staff meetings and staff training.
- Have a comprehensive Policy & Procedures Manual to ensure your staff are trained and informed. This will give you the best defense possible in case of an infraction.
- If an infraction does happen, take immediate steps.

If you have any questions or want more information, please contact us.

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