

Standard Operating Procedure (SOP)

Facial and Skincare Treatment Protocols

This SOP details **facial and skincare treatment protocols**, covering skin analysis, cleansing procedures, exfoliation techniques, mask applications, massage methods, extraction processes, moisturizing routines, and post-treatment care. The objective is to provide consistent, safe, and effective skincare treatments that enhance skin health, address client concerns, and ensure optimal results through standardized professional practices.

1. Purpose

To establish uniform procedures for administering facial and skincare treatments, prioritize client safety and satisfaction, and achieve optimal skin health outcomes.

2. Scope

This SOP applies to all skincare professionals delivering facial treatments within the facility.

3. Responsibilities

- Ensure all staff are properly trained and adhere strictly to protocols.
- Maintain hygiene and sterilization of all equipment and materials used.
- Document each treatment, including products used and client feedback.

4. Protocol Steps

Step	Description	Key Points
1. Preparation	Setup treatment area, gather sanitized tools, prepare client file, and ensure privacy.	<ul style="list-style-type: none">• Disinfect surfaces• Linen change between clients• Review allergies/contraindications
2. Skin Analysis	Assess skin type, condition, and specific concerns using magnifying lamp and consultation.	<ul style="list-style-type: none">• Observe oiliness, dryness, sensitivity, breakout areas• Record findings
3. Cleansing	Apply appropriate cleanser for skin type, using gentle massage to remove impurities.	<ul style="list-style-type: none">• Double-cleanser if needed• Gently remove with soft sponges or cotton
4. Exfoliation	Use physical, chemical, or enzymatic exfoliant as suitable for client's skin.	<ul style="list-style-type: none">• Avoid over-exfoliation• Monitor for sensitivity
5. Steam	Apply steam (if indicated) to soften pores for extraction and enhance absorption of products.	<ul style="list-style-type: none">• Limit duration (5-10 minutes)• Avoid if contraindicated (rosacea, asthma, etc.)
6. Extraction	Perform manual or mechanical extraction of comedones as needed.	<ul style="list-style-type: none">• Use sterile instruments• Do not force extractions• Apply post-extraction antiseptic
7. Massage	Use recommended massage techniques with appropriate cream/oil to promote relaxation and circulation.	<ul style="list-style-type: none">• Avoid overstimulation of sensitive/acne-prone skin• Time: 10-20 minutes as suitable
8. Mask Application	Apply mask suited to skin type (hydrating, purifying, calming, etc.).	<ul style="list-style-type: none">• Monitor client comfort• Adhere to recommended duration

9. Toner Application	Apply toner to balance pH and prepare skin for moisturization.	<ul style="list-style-type: none"> Choose alcohol-free formula when possible
10. Moisturizing	Apply moisturizer and/or serum as appropriate to seal hydration and address skin concerns.	<ul style="list-style-type: none"> Select non-comedogenic products for acne-prone skin
11. Sun Protection	Apply broad-spectrum sunscreen (SPF 30+) as last step (daytime treatments).	<ul style="list-style-type: none"> Recommend reapplication as needed
12. Post-Treatment Care	Review aftercare recommendations with client and provide homecare product suggestions.	<ul style="list-style-type: none"> Instruct on avoiding sun, harsh products, and makeup for minimum 24 hours (if applicable)
13. Documentation	Record treatment details, products used, and client response in client file.	<ul style="list-style-type: none"> Update records for future reference

5. Safety and Hygiene

- Wash hands before and after each treatment.
- Use gloves for extraction and any invasive procedures.
- Sterilize reusable instruments after each client.
- Dispose of single-use items appropriately.
- Maintain a clean and tidy workspace at all times.

6. Review and Revision

This SOP should be reviewed annually and updated to follow new industry standards, product innovations, and regulatory requirements.

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