



# Participant Handbook

Sector  
**Beauty & Wellness**

Sub-Sector  
**Beauty and Salons**

Occupation  
**Tattoo Services**



Reference ID: **BWS/Q0702, Version 3.0**  
**NSQF Level: 3**

**Assistant Tattoo Artist**

**Published by:**

**Beauty & Wellness Sector Skill Council**

5B, Upper Ground Floor

23, Himalaya House, Kasturba Gandhi Marg,

Connaught Place, New Delhi-110001

**Office:** 011-40342940, 42, 44 & 45

**Email:** info@bwssc.in

**Website:** www.bwssc.in

This book is sponsored by Beauty & Wellness Sector Skill Council

Under Creative Commons License: CC-BY-SA

Attribution-Share Alike: CC-BY-SA



**Disclaimer**

This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open-source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.





**Shri Narendra Modi**  
Prime Minister of India

“ Skilling is building a better India.  
If we have to move India towards  
development then Skill Development  
should be our mission. ”



## Certificate

### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY & WELLNESS SECTOR SKILL COUNCIL

for

### SKILLING CONTENT: PARTICIPANT HANDBOOK

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Assistant Tattoo Artist'** QP No. **'BWS/Q0702, V3.0, NSQF Level 3'**

Date of Issuance: 25.7.2024

Valid up to: 25.7.2027

\* Valid up to the next review date of the Qualification Pack

Authorised Signatory  
(Beauty & Wellness Sector Skill Council)

## Acknowledgements

Beauty & Wellness Sector Skill Council would like to express their gratitude to all the individuals and organizations who have contributed in the preparation of this trainee manual.

Special thanks are extended to the persons who collaborated in the preparation of the different modules. The preparation of this manual would not have been possible without the support of the Beauty and Wellness Industry. The industry feedback has been extremely encouraging from inception to conclusion & it is with their inputs that we have tried to bridge the skill gaps existing today in the industry.

This participant manual is dedicated to all the aspiring youth who desire to achieve special skill which would be a lifelong asset for their future endeavours and help them make a bright career in the Beauty and Wellness Sector.

## About this Book

This book is a comprehensive guide tailored for individuals aspiring to become Assistant Tattoo Artist. It covers foundational knowledge and practical insights into the tattooing industry, focusing on assisting professional tattoo artists in both creative and operational aspects.

The book also emphasizes the importance of safety, sanitation, and communication in the tattooing process. It introduces readers to tools and equipment handling, skin preparation techniques, post-tattoo care assistance, and managing inventories.

This Participant Handbook is designed to help trainers impart theoretical and practical skills training to trainees for becoming an Assistant Tattoo Artist. This Participant Handbook is based on the Qualification Pack of an Assistant Tattoo Artist (BWS/Q0702) and includes the following National Occupational Standards:

BWS/N9001: Prepare and maintain work area

BWS/N0702: Apply permanent markings and images

BWS/N9002: Maintain health and safety at the workplace

BWS/N9003: Create a positive impression at the workplace

DGT/VSQ/N0101: Employability Skills (30 Hours)

We hope that this Participant Handbook will provide a sound learning support to our young friends to build an enriching career in the Beauty and Wellness Industry.

## Symbols Used



Key Learning  
Outcomes



Unit  
Objectives



Notes



Exercise

## Table of Contents

Sl.No	Modules and Units	Page No
<b>1.</b>	<b>Introduction (Bridge Module)</b>	<b>1</b>
	Unit 1.1 Introduction to the Industry	3
<b>2.</b>	<b>Prepare And Maintain Work Area (BWS/N9001)</b>	<b>7</b>
	Unit 2.1 - Carry out Preparation and Maintenance of Work Area	9
	Unit 2.2 - Importance of Employee Awareness Program	19
<b>3.</b>	<b>Apply Permanent Tattoo Markings and Images (BWS/N0702)</b>	<b>32</b>
	Unit 3.1 - Tattoo Design and Customization Options	34
	Unit 3.2 - Principles of Tattoo Design (line, shading & symmetry)	45
	Unit 3.3 - Tattooing Process: Techniques and Safety Measures	58
<b>4.</b>	<b>Maintain Health And Safety at Workplace (BWS/N9002)</b>	<b>87</b>
	Unit 4.1 - Maintain Health and Safety at the Workplace	89
<b>5.</b>	<b>Create A Positive Impression At The Workplace (BWS/N9003)</b>	<b>106</b>
	Unit 5.1 - Creating a Positive Impression at Workplace	108
	Unit 5.2 - Professional Skills	118
	Unit 5.3 - Language Skills	123
<b>6.</b>	<b>Employability Skills - 30 Hours (DGT/VSQ/N0101)</b>	<b>130</b>

It is recommended that all trainings include the appropriate Employability skills Module. Content for the same can be accessed <https://www.skillindiadigital.gov.in/content/list>





# 1. Introduction

## Unit 1.1 Introduction to the Industry





## Key Learning Objectives



**At the end of this module, the participant will be able to:**

1. Understand the structure and evolution of the tattoo industry
2. Identify the role and responsibilities of an assistant tattoo artist
3. Explore various career opportunities and progression paths within the tattoo industry

## Unit 1.1 Introduction to the Industry

### Unit Objectives

At the end of the unit, the participant will be able to:

1. Overview of the tattoo industry
2. Understand the role and responsibilities of an assistant tattoo artist
3. Describe the tattoo industry landscape, career pathways, and scope of an Assistant Tattoo Artist

### 1.1.1 Overview of the Tattoo Industry

The tattoo industry is a specialized segment of the global beauty and body art sector that involves the application of permanent or semi-permanent designs on the skin using needles and ink.

In the past, tattoos were mainly part of traditional or tribal cultures, but today, tattoos are very popular and widely accepted. Tattoo studios are clean, professional places where artists work safely, using hygienic tools and methods to protect the client's health.

Tattooing is the process of inserting ink or pigments into the dermis layer of the skin to create permanent designs, symbols, or markings. It combines artistic expression with technical precision and strict hygiene practices.



Fig1.1.1

## 1.1.2 Role and responsibilities of an Assistant Tattoo Artist

An Assistant Tattoo Artist plays a crucial role in supporting professional tattoo artists in a studio setting. This position serves as a stepping stone for individuals aspiring to become full-fledged tattoo artists by gaining hands-on experience in the field. Their responsibilities include client interaction, preparation of tattooing equipment, hygiene maintenance, and learning artistic techniques under expert supervision.

### Key Responsibilities of an Assistant Tattoo Artist

#### 1. Client Assistance & Consultation

Greet clients warmly to create a comfortable environment, and assist them in choosing tattoo designs that suit their preferences and placement. Provide valuable pre-tattoo advice, including skin preparation tips and detailed aftercare guidance to ensure a smooth process and optimal healing.

#### 2. Studio Hygiene & Safety Maintenance

Ensure all tattooing tools and surfaces are thoroughly sterilized before and after each use, and dispose of needles and other biohazard materials according to safety protocols. Maintain a clean, organized workspace to comply with health regulations and ensure a safe environment for both clients and staff.

#### 3. Tattoo Equipment Preparation

Set up tattoo machines, needles, and inks according to the artist's specifications, ensuring smooth machine functionality. Mix ink colors as needed and prepare stencil transfers, carefully applying them to the client's skin for accurate placement.

#### 4. Sketching & Design Assistance

Assist the lead artist with custom design sketches and modifications, while practicing tattoo drawing on synthetic skin or paper to refine your skills. Continuously learn and explore various tattoo styles and artistic techniques to enhance creativity and expertise.

#### 5. Managing Appointments & Documentation

Schedule tattoo sessions and manage client records, ensuring proper documentation of consent forms and compliance with legal requirements. Assist with payment processing and invoicing as needed to ensure smooth transactions and efficient operations.

#### 6. Learning & Hands-on Training

Observe senior tattoo artists during sessions to learn various techniques, gradually progressing to perform small tattoos under their supervision. Continuously improve artistic skills by attending workshops and engaging in ongoing learning to refine your craft.

#### 7. Tattoo Aftercare Guidance

Educate clients on the proper healing and maintenance of their new tattoos, recommending suitable aftercare products to prevent infections. Address common concerns such as scabbing, itching, or fading, ensuring clients have the information they need for a smooth recovery.

### 1.1.3 Career Opportunities for an Assistant Tattoo Artist

Starting as an assistant can open various career paths in the tattoo industry. Individuals gain valuable experience in tattooing techniques, business operations, and client interactions, laying a strong foundation for a successful career in the tattoo industry.

The experience gained helps individuals transition into professional tattooing or explore related creative fields.

- 1. Professional Tattoo Artist:** With practice and certification, assistants can progress to become independent tattoo artists, specializing in specific tattoo styles such as realism, traditional, or minimalistic tattoos.
- 2. Tattoo Studio Manager:** Experience in handling studio operations can lead to a managerial role, where responsibilities include staff supervision, client management, and financial operations.
- 3. Tattoo Instructor or Trainer:** Skilled artists have the opportunity to conduct training programs for aspiring tattoo artists, either in tattoo academies or through private mentorship programs.
- 4. Tattoo Equipment Specialist:** An in-depth knowledge of tattoo machines, needles, and inks can lead to a career in tattoo supply distribution, either by working with established brands or starting a tattoo equipment business.
- 5. Freelance or Traveling Tattoo Artist:** Many tattoo artists opt to work independently, traveling globally for guest tattooing opportunities, providing creative freedom and exposure to international markets.
- 6. Medical & Cosmetic Tattooing:** Specialized tattooing fields, like paramedical tattooing (scar camouflage, areola restoration), offer high earning potential and require additional certification, making it a growing and rewarding career path.
- 7. Tattoo Business Entrepreneur:** Assistants with an entrepreneurial spirit can open their own tattoo studios, taking on roles that involve managing artists, marketing the studio, and ensuring a successful business model.
- 8. Digital Tattoo Design & Illustration:** Some assistants transition into digital art, creating tattoo designs for online marketplaces or working as independent illustrators for custom tattoo design platforms.

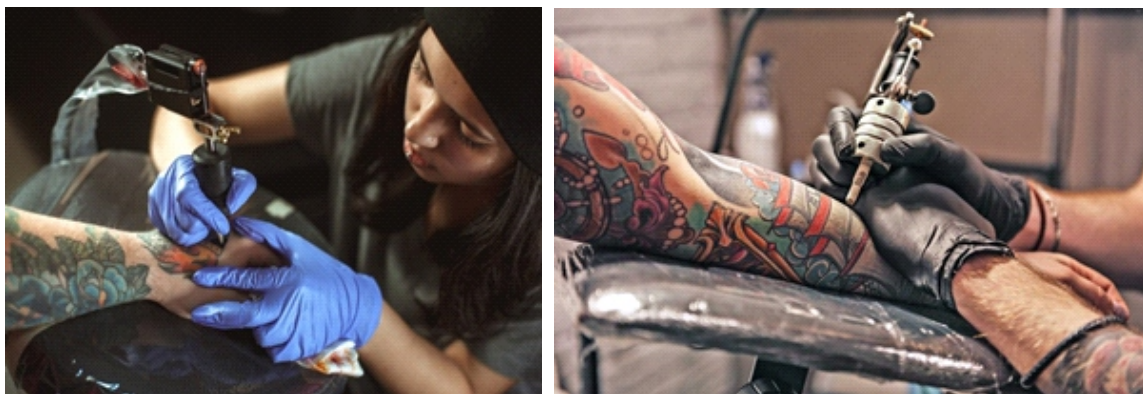


Fig1.1.2

## Exercise

### Multiple Choice Questions:

**1. The tattoo industry is a part of which sector?**

- a. Construction sector
- b. Information Technology sector
- c. Beauty and body art sector
- d. Hospitality sector

**2. In which layer of the skin is tattoo ink inserted?**

- a. Epidermis
- b. Dermis
- c. Hypodermis
- d. Hair follicle

**3. Which of the following is NOT a responsibility of an Assistant Tattoo Artist?**

- a. Prepare tattoo equipment
- b. Maintain hygiene
- c. Perform cosmetic surgeries
- d. Assist with sketching and stenciling

## 2. Prepare And Maintain Work Area



Unit 2.1 - Carry out Preparation and Maintenance of Work Area

Unit 2.2 - Importance of Employee Awareness



## Key Learning Objectives



**At the end of this module, the participant will be able to:**

1. Arrange the work area
2. Prepare client record cards
3. Prepare a client for service
4. Follow sterilisation and disinfection methods
5. Improve personal presentation and ideal behaviour
6. Identify ways to dispose of waste correctly

## Unit 2.1 Carry Out Preparation And Maintenance Of Work Area

### Unit Objectives

**At the end of the unit, the participant will be able to:**

1. Prepare and maintain work area
2. Illustrate the process of filling the client record card
3. Explain the process of preparing a client for service
4. Illustrate sterilisation and disinfection methods
5. Demonstrate the method of improve personal presentation and ideal behaviour
6. Demonstrate the process of disposal of waste correctly

### 2.1.1 Introduction

A tattoo studio's reputation rests strongly on its cleanliness and hygiene. While preparing the work area one must have the knowledge and expertise to setup the required tools and equipment, products needed to carry out the treatment as well as provide comfortable seating for the client and yourself.

Efficient running of a studio also includes proper disposing of waste materials after treatment, maintaining client record and stressing on the personal hygiene and appearance of the assistant.

As a first step into the tattoo industry, you will be expected to assist senior tattoo artist professionals by setting up trolleys for the treatment, preparing work areas and clients.

### 2.1.2 Record Cards

A Record Card is a document maintained in the studio where details of the treatment and services availed by the client is documented. An assistant might also incorporate in it suggestions for future treatment, particulars about the client including information about any disease or particular choice. A record card comes in very handy for an Assistant Tattoo Artist and helps her/him to provide better service to clients.

- The record card contains specifications of appointments thus enabling the service provider to be ready for the client.
- It advises the studio executive about a client's skin type, products used, likes and dislikes
- You must ensure that every card has details such as the client's name, address, date of birth and anniversary.
- The card must be referred to by the assistant before the commencement of service.



### 2.1.3 The Studio Room

A studio room is a substitute for a studio. It must be well-equipped and comfortable to the client.

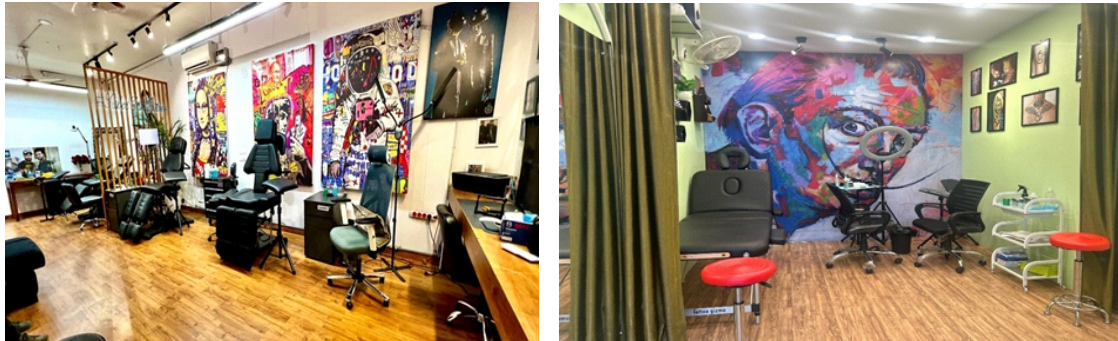


Fig 2.1.1 : studio room

**Setting up for treatment:** An assistant must prepare the trolley with all required equipment and products for the treatment. You must ensure that the work area is organised and hygiene.

Following is a checklist of a studio room:

- The client's record and pen
- A gown for the client and hooks to hang clothes
- Clean towels
- The treatment couch must be dry and clean.
- Trolley and other work surfaces must be sterilised.
- The trolley must be ready with all the required products and tools.
- The trolley must also have sufficient cotton and tissues.

### 2.1.4 Sterilisation And Disinfection Methods

In order to maintain high standards of hygiene, it is important to keep a check on diseases through cleaning, disinfecting and sterilising. Every client must be provided with clean towels. All used linen must be treated with hot water. Creams and lotions should be dispensed from spray bottles or with the help of a disposable spatula.

**Cleaning :** Cleaning is process of removing soil, dust, dirt and also a large amount of microorganisms. It must be carried out before disinfecting or sterilising any instrument or equipment. It is important for both the client and the assistant to wash their hands before undertaking a service.

Only disposable paper towels must be used for drying hands. All materials which are reusable must be disinfected, this includes all work surfaces. Cleaning must be carried out after every service. This, however, cannot destroy spores and viruses.

**Disinfection:** It is highly effective as it kills most bacteria, fungi and viruses. The disinfectant solution must be changed regularly as per manufacturer's instruction.

**Sterilisation:** it is mostly done in an autoclave which destroys all living organisms.

**Sanitisation:** Sanitisation is a process which completely destroys all living organisms including spores. It is done in an autoclave. It is done only on metal implements such as scissors. It helps, through the use of antibacterial agents like hand cleaners, in reducing microorganisms from the surface of the skin.

**Sterilising and Disinfecting Equipment:** Autoclaving is the right process towards true sterilization.

An autoclave is a machine that sterilizes equipment, utensils, and other materials through a combination of steam, heat, and pressure. It works similarly to a pressure cooker. Microorganisms cannot survive in an autoclave.



Fig 2.1.2: Autoclave

## 2.1.5 Personal Protective Equipment

Personal protective Equipment (PPE) refers to clothing and other treatment equipment which can be used to reduce the risk of infection or injury. Example: disposable gloves, an apron for the treatment provider and disposable gown and thongs for clients.

## 2.1.6 Prepare the Work Area

The environmental conditions in a studio room are vital and it must not only be comfortable but also aesthetically pleasing. It must be suitable for the client and the service. A pleasant treatment area ensures that the client enjoys the studio experience and thus visits again. It must also be a satisfying work environment for an assistant.

**Lighting:** Lighting is an important aspect in creating a conducive atmosphere in the studio.

The lighting must have the following characteristics:

- Bright enough to carry out tattoo making
- Soft enough to help clients to relax

Thus to ensure that optimum lighting efficiency is reached, there should be a good overhead light on a dimmer switch, and a magnifying lamp for close-up work.

**It must however be seen that:**

- An assistant can see clearly while at work.
- Neither there is a requirement to squint nor do the eyes get dazzled.
- Any flickering or faulty light must be reported at the earliest.
- The lighting must be modulated according to the service being provided.



Fig 2.1.3: Ambient and organised

**Room Temperature:** Temperature control is vital to the relaxation of the client. As the clients are relaxed during the treatment, their body temperature might drop. Thus, a studio must be warm but not stuffy or warm as it might lead to the spreading of germs.

A comfortable temperature for work is between 20°C and 24°C, with the level of moisture in the air between 40 and 60 per cent. It must also be kept in mind that the studio must be warm enough for the client to undress.

**Ventilation:** Circulation of fresh air is essential to keep energy levels high in both the staff and the client. It is also important to nullify the uncomfortable fumes that rise. Fresh air can be kept in circulation by a system of effective cross-ventilation and air-conditioning system. Ventilation may be achieved with the help of extractor fans, windows, air vents, doors and flues.

Lack of fresh air in circulation might lead to the following:

- Spread of disease and germs
- Bad odour making the atmosphere uncomfortable for both the staff and the client
- Build-up of fumes from glues, varnish and cleaning products, causing headaches and sickness.

**General comfort:** Following are the parameters to be followed to keep the client comfortable:

- Comfortable seating
- Warmth
- Aesthetically pleasing surrounding
- Controlled noise levels
- Relaxing music playing in the background
- Nice fragrance sprayed
- Polite, respectful and professional staff behaviour

### 2.1.7 Preparing a Client

Ensure the ambiance of the studio is comfortable. Clients may be offered a disposable gown or robe to change into, depending on the location of the tattoo and the level of access required.

The client must be met with a friendly and confident expression:

- Eye contact must be established and the client should be greeted warmly.
- You must introduce yourself to the client and explain the procedure to the client.  
Let them know what to expect: "It'll feel kind of like a scratchy vibration — not sharp the whole time."
- You must make polite conversation with the client.
- The client must feel at ease before the start of the service procedure. Remind them it's totally okay to ask for breaks, a drink of water, or to adjust position.

#### Do's and Don'ts of polite conversation

##### Do's

- You must enquire for any recent treatments.
- You may talk to the client about recent holidays.
- A discussion might be held on weather, movies, etc.

##### Don'ts

- The client must never be ignored.
- Don't ever gossip with the client.
- You must never talk about your personal problems.