



STATE OF NEW JERSEY
 OFFICE OF THE ATTORNEY GENERAL
 DIVISION OF ALCOHOLIC BEVERAGE CONTROL
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Self-Inspection Check List for *Class C* Plenary Retail Licensees

1.	IS A COPY OF THE <i>ABC HANDBOOK FOR RETAIL LICENSEES</i> KEPT ON THE LICENSED PREMISES AND AVAILABLE TO ALL EMPLOYEES [NOTE: THE CURRENT VERSION OF THE HANDBOOK CAN BE DOWNLOADED FROM THE NJABC WEB SITE AT: https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/abc-handbook/]	YES		NO
2.	IS A COPY OF THE LICENSE APPLICATION ON THE PREMISES (LAST FILED LONG FORM AND ALL SHORT FORMS TO CURRENT YEAR) AND KEPT IN A PLACE WHICH IS <u>AVAILABLE FOR INSPECTION AT ALL TIMES?</u>	YES		NO
3.	IS THE LICENSE APPLICATION COMPLETE? HAVE ALL QUESTIONS BEEN FULLY ANSWERED? [IF ANSWER IS NO, CONTACT THE ABC CLERK IN YOUR MUNICIPALITY IN ORDER TO FILE THE APPROPRIATE AMENDED PAGES.]	YES		NO
4.	IS THE NJABC FORM E-141-A (<i>LIST OF EMPLOYEES</i>) ON THE PREMISES, AND KEPT IN A PLACE WHERE IT IS AVAILABLE FOR INSPECTION AT ALL TIMES? [CURRENT VERSION OF THE E-141-A CAN BE DOWNLOADED FROM THE NJABC WEB SITE AT: https://www.nj.gov/oag/abc/downloads/e141a.pdf]	YES		NO
5.	ARE ALL EMPLOYEES LISTED ON THE E-141-A? [NOTE: SEE THE HANDBOOK FOR DEFINITION OF "EMPLOYEE."]	YES		NO
6.	ARE ALL EMPLOYEES QUALIFIED AS TO AGE? [NOTE: SEE THE HANDBOOK FOR DEFINITION OF "AGE LIMITS." IF EMPLOYING PERSONS UNDER AGE OF EIGHTEEN, HAVE YOU OBTAINED AN "EMPLOYMENT PERMIT" FROM THE NJABC LICENSING BUREAU?]	YES		NO
7.	ARE EMPLOYEES QUALIFIED BECAUSE OF NO CRIMINAL RECORD? [NOTE: SEE THE HANDBOOK FOR DEFINITION OF "MORAL TURPITUDE," "ELIGIBILITY, DETERMINATION OF" AND, "REHABILITATION EMPLOYMENT PERMIT/DISQUALIFICATION REMOVAL."]	YES		NO
8.	IF YOU ARE EMPLOYING A PERSON WITH A CRIMINAL RECORD, HAVE YOU RECEIVED EITHER A TEMPORARY WORK LETTER, REHABILITATION EMPLOYMENT PERMIT OR, DISQUALIFICATION REMOVAL? [IF ANSWER IS YES, PLACE THE PERMIT NUMBER ON THE E-141-A, IN THE COLUMN MARKED "ABC EMPLOYMENT PERMIT NO. (IF HELD)." IF ANSWER IS NO, THE APPLICATION PACKAGE FOR A REHABILITATION EMPLOYMENT PERMIT/DISQUALIFICATION REMOVAL CAN BE DOWNLOADED FROM THE NJABC WEB SITE AT: https://www.nj.gov/oag/abc/downloads/rehab-disqual_application_packet_10-09-07-final.pdf]	YES		NO
9.	DOES ANY VEHICLE MAKING DELIVERIES OR TRANSPORTING ALCOHOLIC BEVERAGES HAVE A TRANSIT INSIGNIA PROPERLY AFFIXED TO THE VEHICLE? [NOTE: SEE HANDBOOK FOR DEFINITION OF "TRANSIT INSIGNIA PERMIT." TO OBTAIN A PERMIT, CONTACT THE NJABC LICENSING BUREAU.]	YES		NO
10.	ARE ALL OPEN BOTTLES OR ALCOHOLIC BEVERAGE PROPERLY FITTED WITH SCREENED OR BALL BEARING POURERS OR AIR-TIGHT SEALERS?	YES		NO
11.	ARE ALL OPEN BOTTLES OF ALCOHOLIC BEVERAGES CHECKED ON A REGULAR BASIS FOR CONTAMINATION AND/OR LOW PROOF?	YES		NO
12.	IS THE CURRENT LICENSE CERTIFICATE PROPERLY ENDORSED AND DISPLAYED IN SUCH A MANNER AS TO BE EASILY NOTICED BY PATRONS VISITING THE LICENSED PREMISE? [NOTE: SEE THE HANDBOOK FOR DEFINITION OF "LICENSE CERTIFICATE."]	YES		NO
13.	IS THE SALE, SERVICE AND/OR STORAGE OF ALL ALCOHOLIC BEVERAGES CONFINED TO THE LICENSED PREMISE? [NOTE: SEE THE HANDBOOK FOR DEFINITION OF "LICENSED PREMISE."]	YES		NO

14.	<p>ARE ALL CONSUMPTION LICENSEES WITHOUT “BROAD PACKAGE PRIVILEGE ENDORSEMENT” DISPLAYING PACKAGE GOODS FOR SALE FROM SHELVES AFFIXED TO THE PERIMETER WALLS OF THE PRINCIPAL BARROOM OR FROM AN AREA BEHIND THE PRINCIPAL BAR OR, IN COMPLIANCE WITH ANY APPROVED FLOOR PLANS?</p> <p>[NOTE: SEE THE HANDBOOK FOR A DISCUSSION OF THE VARIOUS TYPES OF LICENSES AND RESTRICTIONS ON EACH CONTAINED IN “LICENSES-RETAIL,” AS WELL AS “PACKAGE GOODS SALES BY RETAIL CONSUMPTION LICENSEES.”]</p>		YES		NO
15.	<p>ARE ALL BEER TAPS, PRE-MIXED DRINKS, AND AUTOMATIC OR ELECTRONIC ALCOHOLIC BEVERAGE DISPENSERS PROPERLY MARKED SO AS TO CLEARLY INDICATE THE BRAND AND TYPE OF ALCOHOLIC BEVERAGE BEING DISPENSED?</p> <p>[NOTE: SEE THE HANDBOOK FOR DEFINITION OF “AUTOMATIC DISPENSERS,” “PRE-MIXED DRINKS” AND, “TAP MARKERS.”]</p>		YES		NO
16.	<p>IF YOU OPERATE A CONSUMPTION LICENSE, IS IT TRUE THAT THERE IS NO OTHER KIND OF BUSINESS, OTHER THEN THE SALE OF BEVERAGES OR PREPARED FOOD, BEING CONDUCTED ON THE LICENSED PREMISE?</p> <p>[NOTE: SEE THE HANDBOOK FOR DEFINITION OF “MERCHANDISE - SALE BY RETAIL LICENSEES.”]</p>		YES		NO
17.	<p>IS IT TRUE THAT YOU ARE NOT CURRENTLY ENGAGED IN ANY PROMOTION OR PRACTICE WHICH INCLUDES FREE ALCOHOLIC BEVERAGES OR WHICH IS PROHIBITED BY NJABC RULES OR REGULATIONS?</p> <p>[NOTE: SEE THE HANDBOOK FOR DEFINITIONS OF “CONTEST PRIZES,” “CONTESTS,” “COMPLIMENTARY DRINKS,” “COUPONS,” “DISPLAYS,” “DONATIONS OF ALCOHOLIC BEVERAGES,” “FREE FOOD,” “GAMBLING,” “GIFT CERTIFICATES,” “HAPPY HOURS,” “OPEN BARS,” AND, “PROMOTIONS.”]</p>		YES		NO
18.	<p>ARE SALES OF DISTILLED SPIRITS, WINE AND BEER MADE ONLY DURING THEIR LEGAL HOURS OF SALE? [NOTE: SEE HANDBOOK FOR DEFINITION OF “CLOSING TIME.”]</p>		YES		NO
19.	<p>HAVE ALL EMPLOYEES BEEN INSTRUCTED REGARDING PROCEDURES FOR PROOFING YOUTHFUL APPEARING PATRONS AND VALID TYPES OF IDENTIFICATION?</p> <p>[NOTE: SEE HANDBOOK FOR DEFINITION OF “AGE LIMITS.” THE “REPRESENTATION AND STATEMENT OF AGE FOR PURCHASE OF ALCOHOLIC BEVERAGES” CAN BE DOWNLOADED FROM THE NJABC WEB SITE AT: HTTP://WWW.STATE.NJ.US/OAG/ABC/DOWNLOADS/AGE_WAIVER.PDF]</p>		YES		NO
20.	<p>ARE ACCURATE AND TRUE BOOKS OF ACCOUNTS MAINTAINED ON THE PREMISE?</p> <p>[NOTE: SEE HANDBOOK FOR DEFINITION OF “BOOKS OF ACCOUNT.” IF YOU MAINTAIN YOUR BUSINESS RECORDS OFF YOUR PREMISE, YOU MUST APPLY FOR A “PERMIT FOR OFF-PREMISE STORAGE OF BUSINESS RECORDS” THROUGH THE POSSE ONLINE LICENSING SYSTEM AT: https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/posse-online-licensing-system/]</p>		YES		NO
21.	<p>HAS THE NAME AND ADDRESS OF EVERY PERSON HAVING ANY DIRECT OR INDIRECT INTEREST IN THE LICENSED BUSINESS, OR DERIVING ANY PROFITS FROM THE BUSINESS, BEEN DISCLOSED ON PAGE 7 AND PAGE 10A OF THE LICENSE APPLICATION?</p> <p>[IF ANSWER IS NO, CONTACT THE ABC CLERK IN YOUR MUNICIPALITY IN ORDER TO FILE THE APPROPRIATE AMENDED PAGES. FAILURE TO DISCLOSE ALL PERSONS WITH ANY DIRECT OR INDIRECT INTEREST IN THE LICENSED PREMISE IS A SERIOUS NJABC VIOLATION AND MAY RESULT IN A LENGTHY SUSPENSION AND/OR REVOCATION OF THE LICENSE.]</p>		YES		NO
22.	<p>ARE AMPLE QUANTITIES OF ADVERTISED SALE ITEMS STOCKED TO REASONABLY MEET THE DEMANDS BY PATRONS? [NOTE: SEE HANDBOOK FOR DEFINITION OF “ADVERTISING.”]</p>		YES		NO
23.	<p>ARE ALL ALCOHOLIC BEVERAGE ITEMS BEING SOLD AT COST OR ABOVE?</p> <p>[NOTE: SEE HANDBOOK FOR DEFINITION OF “COST.”]</p>		YES		NO
24.	<p>ARE ALL PURCHASES OF ALCOHOLIC BEVERAGES MADE FROM AUTHORIZED SOURCES (A NJ WHOLESALE OR DISTRIBUTOR) AND ACCOMPANIED BY ACCURATE INVOICES?</p>		YES		NO
25.	<p>ARE ALL SALES AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES CONFINED TO LICENSED AREAS? [NOTE: SEE HANDBOOK FOR DEFINITION OF “CONSUMPTION OFF LICENSED PREMISES.”]</p>		YES		NO
26.	<p>ARE NJ DEPARTMENT OF HEALTH AND SENIOR SERVICES “FETAL ALCOHOL SYNDROME” WARNING POSTERS DISPLAYED IN THE PRIMARY BARROOM AREA AND THE FEMALE RESTROOM? [NOTE: SEE HANDBOOK FOR DEFINITION OF “FETAL ALCOHOL WARNING.”]</p>		YES		NO