



Certificate of Operations Checklist

1

CONDUCT A MOCK INSPECTION

Obtain the inspection and audit list from the state department (if available). Otherwise, have your compliance team draft an inspection list based on your state's regulations to perform a mock inspection.



2

STANDARD OPERATING PROCEDURES

Have your SOPs prepped, primed and ready for perusing. Ensure they are cited with state regulations and have a digital copy that is searchable. Your SOPs should be detailed and thorough with a paranoid focus on safety and quality.



3

FORMS, SIGNAGE, LICENSING AND PERMITS

Print out all forms and make them easily accessible and identifiable. Ensure all necessary signs, licenses, and permits are posted in prominent locations. Lastly, make sure each employee has the proper documentation on them at all times.



4

FACILITY'S EQUIPMENT, TECHNOLOGY, AND MAINTENANCE

Demonstrate the proper installation, safe operation, sanitation and maintenance of all equipment necessary for the cultivation and production of cannabis and cannabis products. Know the ins and outs of the hardware and software your facility utilizes (inventory management, POS system, security, etc.)



5

KNOW HOW TO RECORD DATA INTO SEED-TO-SALE SYSTEM

Have a thorough understanding of the chain-of-custody reporting requirements, when and how to accurately record all cultivation, inventory, sales and waste activity, when to reconcile those records for discrepancies, and how to request and read certificate of analysis reports from testing facilities.





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6

HYGIENE, CLEANLINESS, OSHA, AND EPA

All active personnel should adhere to applicable hygiene standards and personal protective equipment (PPE) is worn to prevent contamination. Entire facility should be clean and organized. Know the specific hazards for your facility type and providing employees with a safe and healthful workplace.



7

KNOW THE STATE REGULATIONS

Your compliance team should have a thorough understanding of all the state and local laws, as well as legislative initiatives that could affect your business. Have a compliance representative present during the inspection.



8

BE CONFIDENT

Confidence isn't a requirement, but knowing the ins and outs of your facility, the qualifications of your personnel, methods of operations, and how everything will work seamlessly once operational will make a good impression and communicate your ability to run a successful and compliant business.



9

BUILD RAPPORT WITH THE INSPECTOR

This is a prime opportunity to build a relationship with a local official. Working with the regulators and viewing them as an asset rather than an adversary is one of the best ways to make certain you are doing everything correctly.



10

ASK QUESTIONS

Ask questions about the situations/struggles you'll face, and questions regarding their experience inspecting your facility. Ask questions that get the inspector to describe not simply what happened, but also what they were thinking. Gain an understanding of what they value and expect.



↳ Date



↳ Inspector name



↳ Signature