SECUND LOOK

CANNABIS COMPLIANCE INSPECTION READINESS CHECKLIST

A practical pre-inspection review for licensed cannabis facilities.

Facility / Business:		**License #:**	
State / Jurisdiction:		**License Type:**	
Review Date:		**Prepared By:**	

TEST BOTH DIRECTIONS: REGULATORY RECORD -> PHYSICAL REALITY | PHYSICAL REALITY -> SUPPORTING RECORD

1. Licensing & Premises

■ Licenses / permits current	■ Required display complete
■ Premises matches approved plans	■ Authorized activity only
■ State / local approvals current	■ Material changes addressed

2. Physical Inventory

■ Plant batches reviewed	■ Individual plants reviewed
■ Harvest / drying inventory identified	■ Packages / finished goods reviewed
■ Work-in-process identified	■ Waste inventory controlled
■ Locations accurate	■ Unidentified inventory investigated

3. METRC / Regulatory Track-and-Trace

■ Physical inventory compared	■ Plant / batch records current
■ Harvest records current	■ Package quantities supported
■ Transfers reviewed	■ Adjustments explainable
■ Old records investigated	■ User access current

4. Tags & Identifiers

■ Plant IDs match plants	■ Package IDs match packages
■ Unused tags controlled	■ Missing / damaged tags handled

5. Transfers & Receiving

■ Outbound transfers reviewed	■ Inbound transfers reviewed
■ Manifests available	■ Receiving supports inventory
■ Returns / rejects documented	■ Driver / vehicle data complete if required

6. Waste & Destruction

■ Waste procedure current	■ Physical waste accounted for
■ Required weights documented	■ Final disposition documented

7. Security & Access

■ Cameras functioning	■ Required areas covered
■ Retention verified	■ Access controls functioning
■ Restricted areas controlled	■ Visitor procedure followed
■ Former access removed	■ Incident records available

8. Records & Documentation

■ Licenses / permits organized	■ Track-and-trace records retrievable
■ Inventory records retrievable	■ Harvest / production records organized
■ Transfer / receiving records organized	■ Testing records available
■ Waste records available	■ Regulator correspondence retained

9. SOPs & Employee Training

■ Current SOPs available	■ SOPs match actual operations
■ Employees know responsibilities	■ Training records current
■ Staff know discrepancy process	■ Staff know regulatory-reporting owner

10. Facility Walkthrough

■ Storage orderly / identifiable	■ Required signage present
■ Restricted areas controlled	■ Equipment / sanitation acceptable
■ Approved use / canopy aligned where applicable	■ Waste / hold areas managed

11. Previous Findings & Corrective Actions

■ Prior findings reviewed	■ Open actions identified
■ Completed corrections verified	■ Recurring issues root-caused
■ Deadlines tracked	■ Evidence retained

12. Final Mock Inspection

■ Record traced to physical inventory	■ Physical inventory traced to record
■ Random records retrieved	■ Employees asked practical questions
■ Findings documented	■ Owner assigned
■ Due dates assigned	■ Verification scheduled

Important: Do not falsify records, backdate documents, destroy relevant information, or make unsupported inventory changes. Document issues, preserve evidence, investigate the cause, and follow the applicable regulator's correction process.

Open Finding / Issue	Owner	Due	Status / Verification

Operational aid only. Inspection authority and requirements vary by jurisdiction and license type. Verify current regulator requirements.