MOCK INSPECTION PROCEDURE & CHECKLISTS

- Cultivation
- Production
- Dispensary
- Transport Vehicle

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MOCK INSPECTION OVERVIEW

This mock inspection overview applies to inspections conducted for cannabis cultivation production/processing, dispensary/retail, and social consumption lounge facilities. The purpose of these mock inspections is to assess compliance with regulatory standards and best practices, ensuring that the facilities operate safely, responsibly, and in accordance with state regulations. The overview provides ground rules to ensure the integrity and effectiveness of the mock inspections, as well as detailed procedures to be followed during the inspections. *Remember to consult with legal counsel and regulatory authorities to ensure that your inspection checklist meets all relevant requirements.*

Frequency: Quarterly (Once every three months).

Purpose: Why this is important for our business

- ✓ To evaluate adherence to regulatory requirements across all facets of cannabis operations by conducting mock compliance inspections.

- ✓ To safeguard the business against the repercussions of failing official state inspections.

- ✓ To prevent the imposition of fines by proactively addressing compliance matters.

- ✓ To prepare the business to efficiently provide regulators with any requested records, and easily pass state inspections without deficiencies.

- ✓ To equip staff with the necessary skills and knowledge to effectively manage unexpected visits from state regulators.

- ✓ To maintain organized and accessible records, ensuring they are immediately available for review during unannounced state inspections.

- ✓ To verify that all records and logs are current, accurate, and fully completed.

- ✓ To pinpoint any non-compliance issues and formulate a corrective action plan internally to address and remedy these discrepancies promptly.

- ✓ To conduct internal quality checks within the company's operations to identify and rectify any shortcomings before they escalate into more serious concerns.

- ✓ To ensure the facility is well maintained.

- ✓ To ensure a safe environment.

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Ground Rules:

- ✓ Treat the inspection as a surprise state inspection.
- ✓ Do not forewarn employees.
- ✓ Do not disrupt or impede upon operations.
- ✓ Document all findings of the inspection.
- ✓ Use this process constructively, not punitively.
- ✓ Keep results confidential within the organization.

Pre-Inspection Preparation:

- ✓ Review the inspection checklist to familiarize yourself with the areas and items to be inspected.

- ✓ Gather necessary personal protective equipment (PPE) such as gloves, safety glasses, and masks, if applicable.

- ✓ Gain an understanding of the operational ongoings for the day to ensure operations are not impeded by the mock inspection.

- ✓ Ensure that the inspection team is familiar with their roles and responsibilities.

Conducting the Inspection:

- ✓ Wear the proper PPE as applicable for the specific areas being inspected.

- ✓ Begin the inspection at the designated starting point and follow the inspection checklist in its entirety.

- ✓ Inspect each area thoroughly, noting any potential issues related to compliance with regulations and best practices.

- ✓ Ensure that all items inspected are put back in their place or placed in their proper location after inspection.

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Taking Detailed Notes:

✓ Take detailed notes throughout the inspection, noting anything that needs to be fixed, is disorderly, or needs to be restocked.

✓ Note any potential issues, even if they may seem minor, as these could be important for compliance.

✓ When an infraction is severe, such as a structural issue, equipment malfunction, damage, or any other excessively deficient or problematic issue, then document the issue with photos in addition to your notes.

Post-Inspection Summary:

✓ After completing the inspection, gather the inspection team to review the findings.

✓ Utilize the notes taken during the inspection to write a summary of the inspection findings.

✓ For each issue identified, clearly state the problem, the action needed to fix it, assign responsibility for each action, and set the date by which the correction must be completed.

✓ Ensure that the document includes the date of the inspection and the names and roles of the mock inspectors.

Document Management:

✓ Save the summary document as *"Year_Month_Day_MOCK_Summary"* (ex: 2024_April_16_MOCK_Summary).

✓ Upload the summary document to the internal document management system in the folder titled "MOCK." If you do not have access to the internal document management system, send the summary document to the person who does have access and is designated the responsibility of ensuring mock inspection summaries are properly stored.

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Follow-Up:

✓ Follow up with the facility staff to ensure that corrective actions are coordinated and completed within the specified timeframe.

✓ Discuss the results of the inspection with staff.

✓ In the case that an infraction is a direct result of staff performance or error, have a discussion with them collectively about how to avoid the error and if needed conduct a retraining on the topic.

✓ Conduct regular mock inspections to ensure ongoing compliance and identify any new issues that may arise.

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CULTIVATION FACILITY INSPECTION CHECKLIST

This checklist covers various aspects of the facility, including security, cultivation practices, record-keeping, and more. Note that specific requirements may vary by state, so it's essential to consult the relevant regulations for your jurisdiction and tailor the checklist accordingly. Remember to consult with legal counsel and regulatory authorities to ensure that your inspection checklist meets all relevant requirements.

Instructions:
- Check the box next to each item once it has been inspected.
- Circle Yes or No
- If the answer is "No," then note the deficiency in your inspection notes.

Logs

All logs must be complete (i.e. each section for each entry is filled in). Inspect whichever of the following logs apply to the facility and to state regulation. (Add any additional logs to be inspected onto the list).

✓ *Check the box next to the log name if it is complete and easily accessible.*
✓ *If a log is not complete or easily accessible, leave the box unchecked and make a note in your inspection notes about the deficiency.*

☐ Visitor
☐ Cleaning
☐ Propagation
☐ Harvest
☐ Waste
☐ Packaging
☐ Pesticide Application
☐ Training
☐ Watering
☐ Water Testing
☐ Feeding
☐ Incident
☐ Quarantine
☐ R&D
☐ Remediation
☐ Cash Handling
☐ Theft/Loss
☐ Transport
☐ Transfer
☐ Inventory Count
☐ Maintenance
☐ _____
☐ _____
☐ _____

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Facility Safety and Security

☐ Are all locks/access control systems in good repair and fully functioning?
Yes / No

☐ Are all the personnel listed in the access control system settings still employed by the company?
Yes / No

☐ Are all keys/keycards/FOBs accounted for?
Yes / No

☐ Are surveillance cameras operational and unobstructed?
Yes / No

☐ Are all interior lights in working order?
Yes / No

    ☐ Do any light bulbs need to be replaced?
    Yes / No

☐ Are all exterior lights in working order?
Yes / No

    ☐ Do any light bulbs need to be replaced?
    Yes / No

☐ Are surveillance recordings stored securely and retained according to regulations (____ months of recording)?
Yes / No

☐ Are the fire alarms functional?
Yes / No

    ☐ Do any batteries need to be replaced?
    Yes / No

☐ Are all communication systems such as phones, and walkie talkies in working order?
Yes / No

☐ Are emergency contact numbers easily accessible throughout the facility?
Yes / No

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☐ Are all tools and sharps safely stored?
Yes / No

☐ Are the perimeter gates intact?
Yes / No

☐ Are perimeter locks/access controls intact and in working order?
Yes / No

    ☐ Are emergency evacuation plans posted and clear to personnel?
    Yes / No

    ☐ Have emergency drills been conducted recently?
    Yes / No

Cultivation Practices

☐ Are cultivation rooms clean, well-organized, and free from pests?
Yes / No

☐ Are cultivation practices in line with state regulations, including plant limits, spacing, and lighting requirements?
Yes / No

☐ Are all plants properly labeled with required information, such as strain name, batch number, tracking info, and harvest date?
Yes / No

☐ Are pesticides and other chemicals stored securely and used according to regulations?
Yes / No

☐ Are nutrients fully stocked and stored in a clean secure manner?
Yes / No

☐ Are there measures in place to prevent cross-contamination between different genetics?
Yes / No

☐ Are the cross-contamination prevention measures being followed?
Yes / No

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Environmental Controls

☐ Is the environmental control system in working order?
Yes / No

☐ Have air filters been recently changed?
Yes / No

☐ Are all fans in working order?
Yes / No

☐ Are all cultivation lights in working order?
Yes / No

☐ Is the clear of dirt and debris?
Yes / No

☐ Are all exterior doors properly sealed?
Yes / No

☐ Are ventilation systems properly maintained and functioning correctly?
Yes / No

☐ Are there measures in place to prevent mold, mildew, and other environmental issues?
Yes / No

Water Management

☐ Are water storage and distribution systems clean and well-maintained?
Yes / No

☐ Are water usage and disposal practices in compliance with regulations?
Yes / No

☐ Are the irrigation settings properly set for each room?
Yes / No

☐ Are there any leaks in pipes, sinks, or toilets?
Yes / No

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Waste Management

☐ Is all waste securely stored?
Yes / No

☐ Is all waste stored in a location that is designated for waste storage?
Yes / No

☐ Is the waste storage area exclusively storing cannabis as to not cross contaminate products?
Yes / No

☐ Are the locks on outdoor dumpsters functional?
Yes / No

☐ Are the locks on outdoor dumpsters locked?
Yes / No

Employee Health and Safety

☐ Are employees trained in safety procedures, including handling of hazardous materials?
Yes / No

☐ Is personal protective equipment (PPE) stocked?
Yes / No

☐ Is personal protective equipment (PPE) easily accessible?
Yes / No

☐ Is the first aid kit fully stocked?
Yes / No

☐ Is the first aid kit easily accessible?
Yes / No

☐ Is the eyewash station in working order?
Yes / No

☐ Does each sink have filled, wall mounted hand soap dispensers?
Yes / No

☐ Does each sink have filled, wall mounted paper towel dispensers?
Yes / No

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SOPs

- ☐ Are standard operating procedures (SOPs) up to date with current regulations?
  Yes / No

- ☐ Are standard operating procedures (SOPs) up to date with the currently practiced processes and procedures of the facility?
  Yes / No

- ☐ Are standard operating procedures (SOPs) easily accessible for reference or review?
  Yes / No

Permits & Licenses

- ☐ Are state and local business licenses valid/unexpired?
  Yes / No

- ☐ Are the most current state and local business licenses posted on the wall in a conspicuous manner within the facility?
  Yes / No

Record Keeping

- ☐ Are all transport/delivery manifests in the document management system and easily accessible?
  Yes / No

- ☐ Are all employee agent cards valid/unexpired and easily accessible?
  Yes / No

- ☐ Is the employee list on file with the state/state tracking system up to date?
  Yes / No

- ☐ Are training materials up to date with current regulations?
  Yes / No

- ☐ Are training materials up to date with current company practices?
  Yes / No

- ☐ Are all testing results in the document management system for at least the most recent 12-month period?
  Yes / No

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☐ Are contracts and agreements with employees stored in the document management system and easily accessible?
Yes / No

☐ Are there attestations signed by employees about training received signed, stored in the document management system and easily accessible?
Yes / No

☐ Are all safety data sheets SDS present and easily accessible?
Yes / No

☐ Are all sales tax filings in the document management system and easily accessible?
Yes / No

☐ Are all purchase orders in the document management system and easily accessible?
Yes / No

Inventory

☐ Are all products accounted for in the inventory tracking system?
Yes / No

☐ Are products located in the facility in the same place that they are designated to in the inventory tracking system?
Yes / No

☐ Is the inventory stock room organized in a FIFO (first in first out) manner with the oldest product in the facility in the most accessible place for first distribution?
Yes / No

☐ Are all products store in inventory labeled with required product information including name, batch, expiration, testing results, facility license number, and other tracking and product information as required by the state?
Yes / No

☐ Are containers storing units of product properly and legibly labeled?
Yes / No

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Cash

☐ Verify that cash count records are accurately maintained for each day of operations.
Yes / No

☐ Ensure that all cash handling employees are trained in proper cash counting procedures.
Yes / No

☐ Cross-check daily sales logs with cash count records for discrepancies.
Yes / No

☐ Confirm that the amount of cash on hand matches the most recent cash count record.
Yes / No

☐ Are the vaults and safes to ensure they are functional and secure.
Yes / No

☐ Are the vault and safe currently locked while not in direct use?
Yes / No

☐ Check that petty cash funds do not exceed the internally set maximum amount of $_____.
Yes / No

Overall Facility Maintenance

☐ Are all areas of the facility clean and well-maintained?
Yes / No

☐ Are there any structural issues that need to be addressed?
Yes / No

☐ Are there any safety hazards that need immediate attention?
Yes / No

Additional Requirements

☐ Are there any additional requirements specific to your state or local jurisdiction that need, to be included in the inspection checklist?

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PRODUCTION FACILITY INSPECTION CHECKLIST

This checklist covers various aspects of the facility, including safety, equipment maintenance, record-keeping, and more. Note that specific requirements may vary by state, so it's essential to consult the relevant regulations for your jurisdiction and tailor the checklist accordingly. Remember to consult with legal counsel and regulatory authorities to ensure that your inspection checklist meets all relevant requirements.

Instructions:

- Check the box next to each item once it has been inspected.
- Circle Yes or No
- If the answer is "No," then note the deficiency in your inspection notes.

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Logs

✓ *Check the box next to the log name if it is complete and easily accessible.*
✓ *If a log is not complete or easily accessible, leave the box unchecked and make a note in your inspection notes about the deficiency.*

☐ Processing
☐ Equipment Cleaning
☐ Product Batch
☐ Waste Disposal
☐ Quality Control
☐ Safety Inspection
☐ Equipment Maintenance
☐ Employee Training
☐ Product Testing
☐ Security Incident
☐ Visitor
☐ Quarantine
☐ R&D
☐ Cash Handling
☐ Theft/Loss
☐ Transport
☐ Inventory Count
☐ Maintenance
☐ _____
☐ _____
☐ _____

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Facility Safety and Security

☐ Are the processing areas secured with functioning locks and access controls?
Yes / No

☐ Is the employee access log current and reflective of active staff?
Yes / No

☐ Are all security badges or access devices (keys, cards, etc.) accounted for?
Yes / No

☐ Are all security cameras covering critical areas functioning and recording?
Yes / No

☐ Is adequate lighting provided in all processing areas?
Yes / No

☐ Do any security or safety lights require replacement?
Yes / No

☐ Are security video archives stored securely for the required duration (____ months)?
Yes / No

☐ Are fire and safety alarms tested and working?
Yes / No

☐ Are all communication devices operational?
Yes / No

☐ Is emergency contact information posted and accessible?
Yes / No

☐ Are all processing tools and equipment stored securely when not in use?
Yes / No

☐ Is the facility's perimeter secured and monitored effectively?
Yes / No

☐ Are emergency evacuation plans posted and clear to personnel?
Yes / No

☐ Have emergency drills been conducted recently?
Yes / No

Environmental Controls

☐ Are climate and humidity controls operating correctly to ensure product integrity?
Yes / No

☐ Are air filtration systems up to date and functioning?
Yes / No

☐ Is the facility clean and free of dust, debris, and potential contaminants?
Yes / No

☐ Are doors and windows sealed properly to control environmental conditions?
Yes / No

☐ Is the ventilation system maintained to prevent product contamination?
Yes / No

Equipment and Machinery

☐ Is equipment properly maintained and in good working condition?
Yes / No

☐ Are equipment manuals and maintenance logs available and up to date?
Yes / No

☐ Are safety features on equipment functioning correctly?
Yes / No

☐ Is equipment used according to manufacturer specifications and safety guidelines?
Yes / No

☐ Are there measures in place to prevent accidents during equipment operation, such as lockout/tagout procedures?
Yes / No

☐ Are emergency shutoffs accessible and clearly marked?
Yes / No

☐ Is there proper signage indicating the C1D1 hazardous area?
Yes / No

☐ Are fire extinguishers present and serviceable?
Yes / No

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☐ Is appropriate personal protective equipment (PPE) available?
Yes / No

☐ Is there a functioning eyewash station and safety shower within the area?
Yes / No

☐ Is the ventilation system working efficiently to remove hazardous gases?
Yes / No

☐ Are air quality monitors in place and operational?
Yes / No

☐ Is there a proper make-up air system to prevent negative pressure?
Yes / No

☐ Are all lights and fixtures explosion-proof and working properly?
Yes / No

☐ Are equipment certifications up-to-date and compliant with C1D1 specifications?
Yes / No

☐ Is there an equipment inspection log and is it maintained?
Yes / No

☐ Are operating temperatures and pressures within safe limits? Yes / No
Yes / No

Chemical and Solvent Handling

☐ Are all chemicals and solvents properly labeled?
Yes / No

☐ Are all chemicals and solvents stored in approved containers?
Yes / No

☐ Is there adequate ventilation in areas where chemicals and solvents are used or stored?
Yes / No

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Waste Management

☐ Is all waste securely stored?
Yes / No

☐ Is all waste stored in a location that is designated for waste storage?
Yes / No

☐ Is the waste storage area exclusively storing cannabis as to not cross contaminate products?
Yes / No

☐ Are the locks on outdoor dumpsters functional?
Yes / No

☐ Are the locks on outdoor dumpsters locked?
Yes / No

Employee Health and Safety

☐ Are employees trained in safety procedures, including handling of hazardous materials?
Yes / No

☐ Is personal protective equipment (PPE) stocked?
Yes / No

☐ Is personal protective equipment (PPE) easily accessible?
Yes / No

☐ Is the first aid kit fully stocked?
Yes / No

☐ Is the first aid kit easily accessible?
Yes / No

☐ Is the eyewash station in working order?
Yes / No

☐ Does each sink have filled, wall mounted hand soap dispensers?
Yes / No

☐ Does each sink have filled, wall mounted paper towel dispensers?
Yes / No

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SOPs

☐ Are standard operating procedures (SOPs) up to date with current regulations?
Yes / No

☐ Are standard operating procedures (SOPs) up to date with the currently practiced processes and procedures of the facility?
Yes / No

☐ Are standard operating procedures (SOPs) easily accessible for reference or review?
Yes / No

Permits & Licenses

☐ Are state and local business licenses valid/unexpired?
Yes / No

☐ Are the most current state and local business licenses posted on the wall in a conspicuous manner within the facility?
Yes / No

Record Keeping

☐ Are all transport/delivery manifests in the document management system and easily accessible?
Yes / No

☐ Are all employee agent cards valid/unexpired and easily accessible?
Yes / No

☐ Is the employee list on file with the state/state tracking system up to date?
Yes / No

☐ Are training materials up to date with current regulations?
Yes / No

☐ Are training materials up to date with current company practices?
Yes / No

☐ Are all testing results in the document management system for at least the most recent 12-month period?
Yes / No

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☐ Are contracts and agreements with employees stored in the document management system and easily accessible?
Yes / No

☐ Are there attestations signed by employees about training received signed, stored in the document management system and easily accessible?
Yes / No

☐ Are all safety data sheets SDS present and easily accessible?
Yes / No

☐ Are records retained for the required period according to regulations?
Yes / No

☐ Are all sales tax receipts in the document management system and easily accessible?
Yes / No

Cash

☐ Verify that cash count records are accurately maintained for each day of operations.
Yes / No

☐ Ensure that all cash handling employees are trained in proper cash counting procedures.
Yes / No

☐ Cross-check daily sales logs with cash count records for discrepancies.
Yes / No

☐ Confirm that the amount of cash on hand matches the most recent cash count record.
Yes / No

☐ Are the vaults and safes to ensure they are functional and secure.
Yes / No

☐ Are the vault and safe currently locked while not in direct use?
Yes / No

☐ Check that petty cash funds do not exceed the internally set maximum amount of $_____.
Yes / No

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Inventory

☐ Are all products accounted for in the inventory tracking system?
Yes / No

☐ Are products located in the facility in the same place that they are designated to in the inventory tracking system?
Yes / No

☐ Is the inventory stock room organized in a FIFO (first in first out) manner with the oldest product in the facility in the most accessible place for first distribution?
Yes / No

☐ Are all products store in inventory labeled with required product information including name, batch, expiration, testing results, facility license number, and other tracking and product information as required by the state?
Yes / No

☐ Are containers storing units of product properly and legibly labeled?
Yes / No

Overall Facility Maintenance

☐ Are all areas of the facility clean and well-maintained?
Yes / No

☐ Are there any structural issues that need to be addressed?
Yes / No

☐ Are there any safety hazards that need immediate attention?
Yes / No

Additional Requirements

☐ Are there any additional requirements specific to your state or local jurisdiction that need, to be included in the inspection checklist?
Yes / No

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RETAIL DISPENSARY INSPECTION CHECKLIST

TThis comprehensive checklist encompasses critical areas of operation, including security, product handling, sanitation, record-keeping, and customer interaction. Ensure adherence to your state's specific requirements by consulting local regulations. Remember to consult with legal counsel and regulatory authorities to ensure that your inspection checklist meets all relevant requirements.

Instructions:

- Check the box next to each item once it has been inspected.
- Circle Yes or No
- If the answer is "No," then note the deficiency in your inspection notes.

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Logs

✓ *Check the box next to the log name if it is complete and easily accessible.*
✓ *If a log is not complete or easily accessible, leave the box unchecked and make a note in your inspection notes about the deficiency.*

☐ Cleaning
☐ Waste Disposal
☐ Quality Control
☐ Safety Inspection
☐ Employee Training
☐ Security Incident
☐ Visitor
☐ Quarantine
☐ Cash Handling
☐ Theft/Loss
☐ Inventory Count
☐ Maintenance
☐ Complaints
☐ _____
☐ _____
☐ _____

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Facility Safety and Security

☐ Is the employee access log current and reflective of active staff?
Yes / No

☐ Are all security badges or access devices (keys, cards, etc.) accounted for?
Yes / No

☐ Are all security cameras covering critical areas functioning and recording?
Yes / No

☐ Do any security or safety lights require replacement?
Yes / No

☐ Are security video archives stored securely for the required duration (____ months)?
Yes / No

☐ Are fire and safety alarms tested and working?
Yes / No

☐ Are all communication devices operational?
Yes / No

☐ Is emergency contact information posted and accessible?
Yes / No

☐ Is the facility's perimeter secured and monitored effectively?
Yes / No

☐ Are emergency evacuation plans posted and clear to personnel?
Yes / No

☐ Have emergency drills been conducted recently?
Yes / No

☐ Are fire extinguishers present and serviceable?
Yes / No

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Environmental Controls

☐ Are climate and humidity controls operating correctly to ensure product integrity?
Yes / No

☐ Are air filtration systems up to date and functioning?
Yes / No

☐ Is the facility clean and free of dust, debris, and potential contaminants?
Yes / No

☐ Are doors and windows sealed properly to control environmental conditions?
Yes / No

☐ Is the odor control system clean, operational, and effective?
Yes / No

Equipment

☐ Are computers properly maintained and in good working condition?
Yes / No

☐ Are cash registers properly maintained and in good working condition?
Yes / No

Waste Management

☐ Is all waste securely stored?
Yes / No

☐ Is all waste stored in a location that is designated for waste storage?
Yes / No

☐ Is the waste storage area exclusively storing cannabis as to not cross contaminate products?
Yes / No

☐ Are the locks on outdoor dumpsters functional?
Yes / No

☐ Are the locks on outdoor dumpsters locked?
Yes / No

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Employee Health and Safety

☐ Is personal protective equipment (PPE) stocked?
Yes / No

☐ Is personal protective equipment (PPE) easily accessible?
Yes / No

☐ Is the first aid kit fully stocked?
Yes / No

☐ Is the first aid kit easily accessible?
Yes / No

☐ Does each sink have filled, wall mounted hand soap dispensers?
Yes / No

☐ Does each sink have filled, wall mounted paper towel dispensers?
Yes / No

SOPs

☐ Are standard operating procedures (SOPs) up to date with current regulations?
Yes / No

☐ Are standard operating procedures (SOPs) up to date with the currently practiced processes and procedures of the facility?
Yes / No

☐ Are standard operating procedures (SOPs) easily accessible for reference or review?
Yes / No

☐ Are all sales tax receipts in the document management system and easily accessible?
Yes / No

Permits & Licenses

☐ Are state and local business licenses valid/unexpired?
Yes / No

☐ Are the most current state and local business licenses posted on the wall in a conspicuous manner within the facility?
Yes / No

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Record Keeping

- ☐ Are all transport/delivery manifests in the document management system and easily accessible?
  Yes / No

- ☐ Are all employee agent cards valid/unexpired and easily accessible?
  Yes / No

- ☐ Is the employee list on file with the state/state tracking system up to date?
  Yes / No

- ☐ Are training materials up to date with current regulations?
  Yes / No

- ☐ Are training materials up to date with current company practices?
  Yes / No

- ☐ Are all testing results in the document management system for at least the most recent 12-month period?
  Yes / No

- ☐ Are contracts and agreements with employees stored in the document management system and easily accessible?
  Yes / No

- ☐ Are there attestations signed by employees about training received signed, stored in the document management system and easily accessible?
  Yes / No

- ☐ Are all safety data sheets SDS present and easily accessible?
  Yes / No

  - ☐ Are records retained for the required period according to regulations?
    Yes / No

Cash

- ☐ Verify that cash count records are accurately maintained for each day of operations.
  Yes / No

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☐ Cross-check daily sales logs with cash count records for discrepancies.
  Yes / No

☐ Confirm that the amount of cash on hand matches the most recent cash count record.
  Yes / No

☐ Are the vaults and safes to ensure they are functional and secure.
  Yes / No

☐ Are the vault and safe currently locked while not in direct use?
  Yes / No

☐ Check that petty cash funds do not exceed the internally set maximum amount of $_____.
  Yes / No

Inventory

☐ Are all products accounted for in the inventory tracking system?
  Yes / No

☐ Are products located in the facility in the same place that they are designated to in the inventory tracking system?
  Yes / No

☐ Is the inventory stock room organized in a FIFO (first in first out) manner with the oldest product in the facility in the most accessible place for first distribution?
  Yes / No

☐ Are all products stored in inventory labeled with required product information including name, batch, expiration, testing results, facility license number, and other tracking and product information as required by the state?
  Yes / No

☐ Are containers storing units of product properly and legibly labeled?
  Yes / No

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Overall Facility Maintenance

☐ Are all areas of the facility clean and well-maintained?
Yes / No

☐ Are there any structural issues that need to be addressed?
Yes / No

☐ Are there any safety hazards that need immediate attention?
Yes / No

Additional Requirements

☐ Are there any additional requirements specific to your state or local jurisdiction that need, to be included in the inspection checklist?

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TRANSPORT VEHICLE INSPECTION CHECKLIST

The checklist covers various aspects of the vehicle, including its physical condition, maintenance records, surveillance system, temperature controls, and compliance with regulations. Note that specific requirements may vary by state, so it's essential to consult the relevant regulations for your jurisdiction and tailor the checklist accordingly.

Instructions:
- Check the box next to each item once it has been inspected.
- Circle Yes or No
- If the answer is "No," then note the deficiency in your inspection notes.

Logs

All logs must be complete (i.e. each section for each entry is filled in). Inspect whichever of the following logs apply to the facility and to state regulation. (Add any additional logs to be inspected onto the list).

✓ *Check the box next to the log name if it is complete and easily accessible.*
✓ *If a log is not complete or easily accessible, leave the box unchecked and make a note in your inspection notes about the deficiency.*

☐ Delivery Driver
☐ Cleaning
☐ Delivery Manifests
☐ Training
☐ Incident
☐ Cash Handling
☐ Theft/Loss
☐ Maintenance
☐ Mileage & Fuel
☐ _____
☐ _____
☐ _____

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Vehicle Exterior

☐ Is the vehicle in good repair, with no visible damage or defects?
Yes / No

☐ Are all vehicle lights (headlights, taillights, brake lights, turn signals) functional?
Yes / No

☐ Do all doors, including the cargo area, open and close properly, with working locks?
Yes / No

☐ Are all vehicle windows intact and do they open and close properly?
Yes / No

☐ Are keys for the vehicle and any locks present and functioning?
Yes / No

Maintenance

☐ Is the vehicle up to date on its maintenance schedule, including oil changes and tire rotations?
Yes / No

☐ Are all maintenance records current and easily accessible?
Yes / No

Surveillance System

☐ Are internal and external cameras operational and recording accurately?
Yes / No

☐ Is footage from the cameras stored securely and accessible when needed?
Yes / No

☐ Do cameras provide adequate coverage of the vehicle's interior and exterior?
Yes / No

Tires

☐ Are all tires at the correct pressure with no flats or visible damage?
Yes / No

☐ Is there a spare tire in good condition with all necessary tools for changing a tire present?
Yes / No

Temperature Controls

☐ Are temperature controls for the cargo area operational?
Yes / No

☐ Are temperature controls set appropriately for the transported products?
Yes / No

Emergency Equipment

☐ Is the vehicle equipped with a first aid kit?
Yes / No

☐ Is the vehicle equipped with a fire extinguisher?
Yes / No

☐ Is the vehicle equipped with a roadside safety kit?
Yes / No

☐ Is the first aid kit fully stocked?
Yes / No

☐ Is the fire extinguisher unexpired?
Yes / No

☐ Is there a roadside safety kit?
Yes / No

☐ Is all emergency equipment in good condition and accessible?
Yes / No

Documentation

☐ Is the vehicle registration present and current?
Yes / No

☐ Is the insurance paperwork present and current?
Yes / No

☐ Is all necessary permitting of the vehicle present and current?
Yes / No

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☐ Is documentation concerning the vehicle's maintenance present and current?
Yes / No

Overall Cleanliness

☐ Is the vehicle clean inside and out?
Yes / No

☐ Is the vehicle free of odors or signs of contamination that could compromise product quality?
Yes / No

Compliance with Regulations

☐ Does the vehicle meet all regulations for cannabis transportation in the jurisdiction?
Yes / No

Security Measures

☐ Is the GPS tracking operational and accessible?
Yes / No

☐ Does the vehicle have a secure storage area for cannabis products, as per regulations?
Yes / No

Driver Training and Certification

☐ Are all drivers trained and certified for cannabis product transportation?
Yes / No

☐ Do all drivers possess all necessary documentation, including a valid driver's license?
Yes / No

☐ Do all drivers possess an unexpired registered agent card?
Yes / No

Additional Requirements

☐ Are there any additional requirements specific to your state or local jurisdiction that need, to be included in the inspection checklist?
Yes / No

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