

Standard Operating Procedure

SOP Title: Quality Manual

Document Code: QM-VA-001

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Supersedes: [None]

Approved By: [Name / Title]

Review Date: [Annually or as needed]

1. Purpose

This Quality Manual defines the Quality Management System (QMS) used at Verano's Virginia manufacturing facility. It outlines the structure, responsibilities, and core procedures that ensure the consistent production of cannabis products in compliance with the Virginia Cannabis Control Authority (CCA), FDA cGMP principles (where applicable), and internal standards.

2. Scope

This manual applies to all personnel involved in the cultivation-to-production lifecycle, including:

- Post-harvest processing
- Manufacturing of flower, infused, concentrate, topical, and vape products
- Packaging and labeling
- Quality assurance and control
- Product release and distribution

3. Quality Policy

Verano is committed to producing safe, consistent, and compliant cannabis products. Our facility adheres to defined processes and documentation that ensure traceability, quality control, and regulatory compliance at every step of production.

4. Quality Objectives

- Ensure every product batch is traceable from harvest to final sale.
- Maintain consistent product quality by adhering to validated procedures.
- Detect and correct deviations early through QA oversight.
- Maintain readiness for regulatory inspections (e.g., CCA).
- Continuously improve through internal audits and document revision cycles.

5. Organizational Responsibilities

QA/Compliance Department:

- Maintain MBRs, QA Checklists, COAs, and deviation logs.
- Ensure compliance with labeling, packaging, and recordkeeping requirements.
- Approve or reject batches and oversee corrective actions.

Production Managers:

- Initiate MBRs per batch.
- Ensure production forms are completed accurately.
- Oversee post-harvest processing, breakdown, and filling activities.

Operators & Technicians:

- Perform processing tasks (e.g., trimming, blending, labeling).
- Complete QA documents in real time (e.g., PHTL, Breakdown Worksheets).
- Maintain chain of custody and product segregation.

Distribution Team:

- Handle final product transfer, update seed-to-sale system, and complete manifests.
- Retain shipping and transfer documentation.

6. Document Hierarchy

1. Quality Manual – This document
2. Facility SOP – Manufacturing facility compliance with CCA
3. MBR SOP – Core batch production process
4. Controlled Forms:
 - Post-Harvest Tracking Log
 - QA Checklist
 - Production Breakdown Worksheet
 - Certificates of Analysis (COAs)
 - Visitor Logs, Security Logs, Transfer Manifests

7. Core Processes & Documentation

7.1 Post-Harvest Tracking

- Custody log maintained in real-time
- Buck Down, Trim Log, Sorting recorded in PHTL
- Advanced Conversion (BioTrack) used to assign sub-lots (A/B/C buds, trim, etc.)

7.2 Master Batch Record (MBR) System

- Initiated immediately after harvest
- Includes Post-Harvest Log, QA Checklist, Breakdown Worksheet
- COA verification required before product finalization

- Batch may be designated as released, rejected, or reworked

7.3 Production QA Checklist

- Ensures all critical labeling and packaging elements are verified before product release
- Must be signed by QA and manager prior to labeling

7.4 Production Breakdown Worksheet

- Used for yield calculation, fill verification, and labeling inspection
- Documents pre-op checks, weight verification, and deviations

7.5 Facility-Level Compliance SOP

- Outlines requirements for restricted access, visitor logging, product transfer, and record retention
- Final transfer manifests and BioTrack updates must be complete and accurate
- Records retained for 3+ years, organized for inspection readiness

8. Change Control & Document Revision

All controlled documents are subject to periodic review and must be revised when:

- Regulations change (e.g., CCA updates)
- Process improvements are implemented
- Deviations or investigations reveal procedural gaps

Document revisions are approved by QA and signed by management.

9. Training

Personnel are trained on:

- MBR and QA documentation practices
- Facility and security SOPs
- Product safety and compliance protocols

Refresher training occurs annually or when SOPs are revised.

10. References

- Master Batch Record SOP (SOP-VA-001)
- Facility SOP for CCA Compliance (FAC-VA-002)
- Virginia Cannabis Control Authority Regulations
- BioTrack Seed-to-Sale Manual
- FDA Guidance: cGMP for Finished Pharmaceuticals (21 CFR Part 211)

11. Signatures & Approvals

Role	Name & Title	Signature	Date
Prepared By (Author)	[Name / Title]	[Signature]	[Date]
Quality Assurance	[Name / Title]	[Signature]	[Date]
Management Approval	[Name / Title]	[Signature]	[Date]