SOP & Documentation Gap Checklist – cGMP + CCA Compliance

This checklist helps assess which documents are present in your SOP Master Index and which are recommended for full compliance with cGMP and the Virginia Cannabis Control Authority (CCA).

Core Quality Documents

Document Name	Present in Index? (Yes/No)	Notes or Location
SOP & Form Template	Yes	
Quality Manual	Yes	
Document Control SOP	Yes	
Training Program SOP	Yes	
Change Control SOP	Yes	
Deviation & CAPA SOP	Yes	
Deviation & CAPA Form	Yes	
Root Cause Analysis Form	Yes	
Internal Audit SOP	Yes	
Internal Audit Checklist	Yes	
Product Release SOP	Yes	
Recall Procedure SOP	Yes	
Recall Initiation Form	Yes	
Record Retention Policy		

Production & Batch Control

Document Name	Present in Index? (Yes/No)	Notes or Location
Master Batch Record (MBR) SOP	Yes	
Post-Harvest Tracking Log	Yes	
Production Breakdown Worksheet	Yes	
QA Checklist (Label Verification)	Yes	
COA Review SOP		
Cleaning & Sanitation Logs		
Calibration & Maintenance Log		

Facility, Security, and Environmental Monitoring

Document Name	Present in Index? (Yes/No)	Notes or Location
Facility Compliance SOP	yes	
Security SOP		
Environmental Monitoring SOP		
Waste Disposal SOP		
Pest Control Log & SOP		

Personnel and Training

Document Name	Present in Index? (Yes/No)	Notes or Location
Job Descriptions		
Training Records		
Competency Assessments		
GMP Orientation Checklist		

Regulatory Readiness / Reporting

Document Name	Present in Index? (Yes/No)	Notes or Location
Inspection Readiness Checklist		
CCA Reporting SOP		
Seed-to-Sale System SOP		
Regulatory Reference Library	Yes	Central folder of PDFs and bookmarked URLs; see QA\References

Optional / Recommended Additions

Document Name	Present in Index? (Yes/No)	Notes or Location
Risk Assessment Form		
SOP Template & Form Template		
Log Sheet Master		