# 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 |  |  |