PRO-004: INVENTORY CONTROL

DOCUMENT CONTROL			
SOP #: PRO-004	Rev:	Issue Date:	Effective Date:

	Signature	Position	Date
Prepared By:			
Reviewed By:			
Approved By:			

1

1. PURPOSE

1.1. To establish a procedure to ensure all materials have been accounted for and no mix-up occurred during the production of medical cannabis.

2. SCOPE

2.1. To establish the method for tracking the inventory of raw materials, packaging materials, and cannabis.

2.2. To define the procedure for regular cycle counts of raw material, cannabis materials and packaging material.

2.3. To ensure accurate data is available for required monthly and other reports under the ACMPR

3. RESPONSIBILITY

3.1. Staff is responsible to perform this procedure

3.2. Responsible Person in Charge and Alternate/Responsible Person in Charge are responsible that the procedures are followed.

3.3. Senior Person in Charge to oversee the whole procedure.

3.4. Quality Assurance is responsible for ensuring that the procedures are reviewed, implemented and followed.

4. ACRONYMS

4.1. **SOP**: Standard Operating Procedure

4.2. **RPIC**: Responsible Person in Charge

4.3. **A/RPIC**: Alternate/Responsible Person in Charge

4.4. **SPIC**: Senior Person in Charge

4.5. **PIC**: Person in Charge (SPIC, RPIC or A/RPIC)

4.6. **ERP**: Enterprise Resource Planning software (GrowerIQ)

4.7. **ACMPR**: Access to Cannabis for Medical Purposes Regulations

5. DEFINITIONS

5.1. **Raw material**: A substance, other than an in-process Medical Cannabis Product or packaging material, intended to be used in the production of Medical Cannabis.

5.2. **In-process medical cannabis product**: Mother plants, clone pool plants and plants in any stage of veg or flower. These items are tracked by count.

5.3. **Finished product**: Marihuana which has undergone drying or has been processed into oil and is in bulk or final packaging. These items are tracked by weight.

5.4. **Cannabis material**: Substance set out in item 1 of Schedule II to the Controlled Drugs and Substances Act, including dried marihuana, trimmings, leaves, flowers, buds, viable seeds, branches and fiber.

5.5. **Packaging material**: A material intended for enclosing the finished Medical marihuana Products for distribution, storage, sale and use. This includes primary packaging and pre-printed labeling materials.

5.6. **Nominal locations**: Interim or transfer locations where stock is not stored.

6. INVENTORY TRACKING METHODS

6.1. Raw materials, primary packaging materials, and product labels are tracked manually using paper-based perpetual inventory records that are updated as materials are added/used.

6.2. The ERP system is used to track the inventory of all marihuana plants.

6.3. The ERP system is used to track in-process Medical Cannabis Product and Finished Product and can break down inventory by batch/lot and location stored.

6.4. The ERP system is used to track destroyed cannabis and fresh cannabis sent for diagnostic testing.

6.5. The ERP system is used to track the inventory deductions of plants removed from lots or batches.

7. INVENTORY RECONCILIATION PROCEDURE

7.1. The raw and packaging material is reconciled as per **Error! Reference source not found.**.

7.2. At the end of each stage of production, the cannabis inventory is reconciled as per Growing and Drying Procedures (GRW-001) and **Error! Reference source not found.**.

7.3. The filling of orders and order distribution is reconciled as per CUS-002-Client Registrations, Orders and Distribution Records.

8. MONTHLY CANNABIS INVENTORY STOCK CHECK

8.1. A cycle count of raw materials, in process Medical Cannabis and Finished Product is conducted at the end of each Month or more frequently as directed by QA. This is done by the Staff under the supervision of a PIC or QA

8.2. Stock check for all storage locations for cannabis materials is conducted.

8.3. Periodic counting or stocktaking are conducted in the following rooms:

i. Mother Room, Nursery and Quarantine

ii. Production Rooms and Nursery

iii. Drying room

iv. Vault

v. Waste Vault

8.4. If there is a discrepancy between what the GrowerIQ system or perpetual inventory record says is in inventory and what the physical count

uncovers, it is to be investigated by QA following QAS-007 CAPA procedure and/or QAS-010 Deviations

8.5. The results are reviewed and approved by the RPIC.

9. CONTROLLED DOCUMENTS:

9.1. PRO-004-003: Training Evaluation Questionnaire

9.2. All documents and forms are available electronically within the ERP system. Forms may be filled out electronically, or printed and filled out by hand.

10. RECORDS

10.1. All records are retained on the stated premises for at least 2 years after the day on which the information was recorded.

10.2. Records may not be deleted, ensuring complete compliance with all following retention period guidelines.

11. RELATED SOPS

11.1. GRW-001: Growing and Drying Procedures

11.2. **Error! Reference source not found.**

11.3. **Error! Reference source not found.**

11.4. CUS-002: Client Registrations, Orders and Distribution Records

11.5. QAS-010: Deviation Handling and Investigation

11.6. QAS-007: Corrective and Preventative Actions.

40 Executive Court, Toronto, Ontario, M1S 4N4
T: +1 647 464 5817