

Cannabis Manufacturer: Self-Inspection Checklist

This checklist is designed to help you review the conditions of your cannabis manufacturing facility in preparation for an inspection by Department of Cannabis Control staff. The items listed below represent the major areas evaluated during a routine compliance inspection. However, this checklist is not a substitution for all statutory and regulatory requirements applicable to your license type.

Security measures (§§ 15042, 15042.1, 15044, 15046, 15047)

- Security measures include an alarm system, commercial-grade locks, sign-in/sign-out procedures, perimeter security, and designated limited access areas.
- Video surveillance system clearly captures all limited access areas where cannabis or cannabis products are weighed, packed, stored, prepared, or moved within the licensed premises. This includes areas such as walk-in refrigerators and extraction rooms.
- Video surveillance system continuously records 24 hours per day, and video surveillance recordings are timestamped and kept for a minimum of 90 days. Must demonstrate the ability to easily retrieve and playback footage up to 90 days prior to the inspection.

Inventory management & track and trace requirements (§§ 17218, 15000.7, 15047.1-15052.1)

- A written inventory control plan is in use and the business can identify where all cannabis and cannabis products in their track and trace account are located within the facility.
- Changes to cannabis and cannabis product inventory are recorded in the track and trace system within 24 hours.
- On-site cannabis and cannabis product inventory is reconciled with the track and trace system every 30 days.
- All cannabis and cannabis products are assigned package tags and recorded in the track and trace system, and all cannabis and cannabis products are labeled with the corresponding package tag. If a single batch of cannabis or cannabis product is held in multiple containers, the package tag must be affixed to one of the containers and the remaining containers must be labeled with the corresponding UID number.
- All transfers of cannabis or cannabis product onto or off the manufacturing premises are conducted by a licensed distributor and recorded in track and trace.

Note: Cannabis or cannabis product that has passed regulatory compliance testing and is moved from a distribution premises to a manufacturing premises is required to be resubmitted for regulatory compliance testing. Cannabis or cannabis product that has failed regulatory compliance testing may not be moved from a distribution premises to a manufacturing premises unless approved for remediation by the Department.



Premises diagram (§15006)

- The premises diagram on file with the Department is a complete and detailed diagram of the premises and accurately reflects the current layout of the premises. Use the [How To: Make a Premises Diagram Checklist](#) to make sure your premises diagram includes all required information.

Master manufacturing protocols (§17215)

- There is a written Master Manufacturing Protocol for each unique formulation of cannabis product manufactured, and for each batch size. Use the [Master Manufacturing Protocol Checklist](#) to make sure your protocols include all required information.

Batch production records (§17216)

- A written batch production record is prepared every time a batch of a cannabis product is manufactured, or a batch of cannabis or cannabis product is remediated.
- The batch production record documents complete information relating to the production and control of each batch. Use the [Batch Production Records Checklist](#) to make sure you include all required information.

Product quality plan (§17214)

- A written Product Quality Plan is developed and used for each type of cannabis product manufactured at premises.
- Each Product Quality Plan evaluates potential risks to cannabis product quality from biological, chemical, and physical hazards associated with the premises and the manufacturing process; identifies preventative measures to mitigate these risks; and identifies methods to evaluate and monitor risk prevention effectiveness.

Good manufacturing practices (§§ 17207-17210, 17212)

- Walls, ceilings, and floors in manufacturing areas are constructed of material that is smooth, nonporous, easily cleanable, corrosion-resistant, and suitable to the activities that will be conducted in those areas.
- Openings into the building are screened, sealed, or protected to minimize the potential for pests to enter the building. Take special note of door gaps, ventilation ducts, and rollup doors.
- Handwashing stations are available for employees. They contain warm water and are adequately stocked with soap and paper towels or air hand dryer.
- Interior lighting is shatter resistant in all areas where cannabis or cannabis products are exposed, or where breakage may result in contamination of cannabis components or packaging materials.



- ❑ Equipment and utensils are cleaned, sanitized, and kept in good repair. There are written procedures for cleaning, sanitizing, and maintaining equipment and utensils, as well as schedules and logs to document cleaning, sanitizing, and maintenance.
- ❑ Cannabis product components are properly stored to protect against allergen cross-contact, contamination, and to minimize deterioration. Raw materials and ingredients that require refrigeration are kept below 41° Fahrenheit.
- ❑ An allergen control program is in place to prevent mislabeling of allergens in finished cannabis product, and to prevent allergen cross-contact.
- ❑ Major food allergens, and ingredients that contain allergens, are identified and stored properly to prevent allergen cross-contact with other raw materials or ingredients.

Manufacturing personnel and training program (§§ 17211, 17211.1)

- ❑ A written disease control plan is in place to exclude personnel with illness or open lesions from any manufacturing operations until their health condition is corrected.
- ❑ Personnel maintain personal cleanliness, wear clean outer clothing, and use personal protective equipment (PPE), including hair restraints, when required to protect against contamination and allergen cross-contact of cannabis products.
- ❑ Personnel practice thorough hand washing before and after each absence from their workstation and any time hands become soiled or contaminated.
- ❑ Personal belongings (e.g. cell phones, clothing, jewelry) are stored in areas separate from where cannabis products are exposed or where equipment or utensils are washed.
- ❑ Eating food, drinking beverages, chewing gum, and using tobacco are confined to areas separate from where cannabis products may be exposed and where utensils are washed.
- ❑ Manufacturing personnel who prepare, handle, or package edible cannabis products have completed a California food handler certificate course from an entity accredited by the American National Standards Institute.
- ❑ All employees receive training on health and safety hazards present at the premises, emergency response procedures, security procedures, record keeping requirements, and training requirements. Training is documented.
- ❑ Manufacturing personnel receive specific training on cannabis manufacturing processes including standard operating procedures, quality control procedures, product quality plans, proper and safe usage of equipment and machinery, safe work practices, cleaning and maintenance, and emergency operations. Training is documented.

Weighing devices and weighmasters (§17221)

- ❑ Weighing devices are approved, tested, sealed, and are currently registered with the county sealer.
- ❑ A licensed weighmaster determines the weight, measure, or count of cannabis or cannabis products when conducting commercial transactions or for entry into the track and trace system and a valid and current weighmaster certificate is made available to the Department.



Packaging & labeling cannabis and cannabis products (§§ 17398-17412)

- Cannabis goods packaged for retail sale meet all [packaging requirements](#).
- All cannabis goods packaged for retail sale meet [child-resistant packaging requirements](#).
- Manufactured cannabis products packaged for retail sale meet all [labeling requirements](#).
- Non-manufactured cannabis goods packaged for retail sale meet all [labeling requirements](#).

Waste management (§17223)

- Cannabis or cannabis product batches that are disposed of because they fail internal quality testing, quality assurance review by a distributor, or regulatory compliance testing, are rendered unusable prior to disposal.
- Cannabis waste is held in a secured receptacle or secured area until it is picked up by a third-party waste hauler or self-hauled to a permitted facility.
- If using a third-party waste hauler:* documentation is maintained evidencing subscription to a waste hauling service and contact information for the waste hauler.
- For self-hauled cannabis waste:* a weight ticket or receipt from the waste facility is obtained for each delivery of cannabis waste.

Extraction and solvent requirements, if applicable (§§ 17202.1, 17203, 17204, 17205)

- Hydrocarbon-based solvents used for extraction or post-extraction processing are at least 99% purity. Documentation evidencing solvent purity must be made available to the Department.
- Nonhydrocarbon-based solvents used for extraction or post-extraction processing (e.g. ethanol, CO₂, vegetable oil, glycerin, dry ice, etc.) are food grade or approved for use by the Department. Documentation evidencing solvent purity must be made available to the Department.
- Ethanol extraction operations have been approved by the local fire code official, if required by local ordinance, and are operated in accordance with Cal/OSHA requirements and any other applicable state and local requirements.

Closed-loop extraction system requirements, if applicable (§§ 17202.1, 17203, 17204, 17206)

- Closed-loop extraction systems are certified after installation by a California-licensed engineer. The certification document contains the signature and stamp of the engineer and serial numbers of all extraction units certified.
- The closed-loop extraction systems, the extraction operations, and the facilities and other equipment used, have been approved by the local fire code official, as required by local ordinance, and are operated in accordance with Cal/OSHA requirements and any other applicable state and local requirements.



- Prior to operating the extraction system, staff have completed training on how to use the system, including how to safely handle and store solvents, and training is documented.
- A written procedure is in use for maintaining the closed-loop extraction system according to manufacturer specifications, and maintenance is documented using logs.
- A written procedure is in use for verifying the closed-loop extraction system is operating according to manufacturer specifications, and verification is documented using logs.



QUICK REFERENCE: Required documentation

The documents below must be available onsite (either printed or in electronic form) and provided at the Department's request. For reference, we have included the section numbers for the regulations which detail what is required to be included in each document.

Manufacturing procedures

- Master Manufacturing Protocols §17215
- Batch Production Records §17216
- Product Quality Plans §17214

Quality control program

- Equipment and Utensil Cleaning and Maintenance Procedures, Schedules, and Logs §17210
- Manufacturing Personnel Procedures §17211
- Cannabis Product Component Quality Control Procedures §17212

Standard operating procedures

- Security Plan for Licensed Manufacturers §15042.1
- Emergency Response Procedures and Safety Data Sheets (SDS) §17217
- Inventory Control Procedures §17218
- Waste Management Procedures §17223
- Track and Trace Procedures §§15047.1-15052.1
- Voluntary Recall Procedures §17226
- Training Procedures and Documentation of Employee Completion §17211.1

Other required documentation

- Product Complaint Records §17225
- Premises Diagram §15006
- Sales Invoices and Receipts §15037
- Contracts Regarding Commercial Cannabis Activity §15037
- Closed-loop System Certification, if applicable §17206
- Documentation evidencing solvent purity, if applicable §17204
- California Food Handler Certificates, if applicable §17211.1
- Juice or Beverage Manufacturing HACCP, if applicable §17219
- Cal-OSHA 30-hour general industry outreach course certificate, if applicable §15002
- Weighmaster Certificate §17221

The Department of Cannabis Control (DCC) licenses and regulates commercial cannabis activity within California. To learn more about the California cannabis market, state licenses or laws, visit cannabis.ca.gov. Email questions to info@cannabis.ca.gov or call 1-844-61-CA-DCC (1-844-612-2322).

