

# ROUTINE DESK AUDIT CHECKLIST

## Cultivation Facility

<b>LICENSEE NAME:</b>		<b>EVENT#:</b>	
<b>CE ID#:</b>		<b>AUDITOR:</b>	
<b>LICENSE#:</b>		<b>POC NAME:</b>	

### DOCUMENT REQUEST, MANAGEMENT & RETENTION

Ref No.	Audit Item	Findings	Audit Evidence/Observation
GENERAL	Audit Questionnaire completed		
NCCR 5.100(1)(j)	Nevada Secretary of State Business License		
NCCR 5.127 (1)	If Cannabis Establishment is a Publicly Traded Establishment to provide most recent notice of their annual meeting.		
NCCR 5.127 (2)(b)	If Cannabis Establishment is a Publicly Traded company, it has provided a list of all beneficial owners to CCB		
NCCR 5.100 (1)(j)	Local Jurisdiction License (County, City)		
NCCR 5.110(5)	Current List of Owners, officers, and board members		
NCCR 6.075(1)(a) (1-7)	Sample Establishment agent new hire packet to include, but not limited to, job descriptions and required training.		
NCCR 6.087(3) & (5)(a-d)	Current list of employees, contractors, and volunteers		
NCCR 6.085 (1)(c)(4)	Electronic Monitoring System Specification Document that identifies the capability to immediate automatic or electronic notification to alert local law enforcement or unauthorized breach.		
NCCR 6.085 (6)(a)	Semi-Annual Audit of security measures report		
NCCR 6.085 (7)	Security director or manager attestation /certificate of completion of required training		
NCCR 6.085 (1)(c)(3)	Security surveillance system screen print of all entry, exits, and storage vaults		
NCCR 6.070 (6)	Copy of visitor logs for defined audit period		
NCCR 6.072(1)	Active employees training records and/or attestation of all required training received		
NCCR 6.075( 1-2)	Current Standard Operating Procedures identifying the date of the last update		
NCCR 10.015 (2)	Quality Control Unit personnel list.		
NCCR 6.080(7)(d)(9) (I-V)	Destruction/waste logs for defined audit period		
NCCR 6.080(9)(1-V)	Copy of harvest, production and/or packaging logs (if applicable)		

NCCR 4.035.1.(a)(5)	Tax Documentation for audit period -Excise Tax Returns and Sales Use Tax Return		
NCCR 4.035.1.(a)(5)	Taxation- copy of active payment plan agreement (if applicable)		
NCCR 6.075(1)(b)	Invoices and executed manifests for all transfers or acquisitions initiated or received during audit period		
NCCR 6.075(1)(b)	Sales Records: Third Party Inventory Management or Point of Sale System Item sales summary report for defined audit period.		
NCCR 6.135	Quarterly Activity Report timely submitted (30 days following end of calendar quarter)		
NCCR 6.080 (8)(c)	Quarterly Physical Inventory Count report timely submitted (30 days following the end of calendar quarter)		
NCCR 6.130 (1)	Establishment reports documented loss or theft of cannabis to law enforcement and the board withing 24 hours of discovery.		
NCCR 6.130 (2)	Establishment maintains copies of any documentation required pursuant to Title 56 of NRS and NCCR for at least five (5) years after the date on the documentation.		
NCCR 6.130 (2)	Establishment provided copies of documentation to the Board or Board Agents upon request or by deadline provided.		

### LICENSING

Ref No.	Audit Item	Findings	Audit Evidence/Observation
<b><u>Establishment Licensing</u></b>			
NCCR 5.090	Establishment is operational. If closed, CE has notified CCB of closure 15 days prior to closure.		
NCCR 5.095	Establishment has a valid Cannabis license.		
NCCR 5.100(1)(j)	Establishment has a current State of Nevada Business License		
NCCR 5.100(1)(j)	Establishment has a current Dept. of Taxation Sales Tax Permit		
NCCR 5.100 (1)(j)	Establishment has a current Local Jurisdiction Licensing (County or City)		
<b><u>Outdoor Cultivation (If applicable)</u></b>			
NCCR 8.020	Department of Agriculture verification document that cultivation is adequately isolated		
<b><u>Owner, Officer &amp; Board Member Licensing</u></b>			
NCCR 5.130 (1)	Establishment Owners, Officers, Board Members, and persons holding ownership =/+ 5% has a current Cannabis Executive Card.		



NCCR 5.130 (1) Establishment Owners, Officers, Board Members, and persons holding ownership less than 5% has a current Cannabis Executive Card or a waiver on file.

NCCR 5.120(1)(2)	<b><u>Employee, Consultant, &amp; Volunteer Licensing</u></b>		
NCCR 5.120 (1-2)	Establishment employees, contractors and volunteers have valid agent cards (including temporary cards).		

**FINANCIAL-Licensing , Fees & Taxes**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Financial Statements &amp; Disclosures</u></b>		
	Establishment provided financial statements (income statement, balance sheet)		
NCCR 5.070 (4)	Establishment required tax filings and payments are up to date with Department of Taxation per NRS 372A		
NCCR 5.155(12)(c)	Establishments filed financial disclosures and tax documents separately from all other component cannabis establishments (if applicable).		
NCCR 6.082 (3)	Establishment seed-to-sale inventory account is in good standing.		
	<b><u>Licensing &amp; Regulatory Fees</u></b>		
NCCR 5.095(1)	Establishment annual licensing fee is up to date		
NCCR 5.100 (1)(d)	Establishment has no outstanding Time and Effort billing over 30 days due		

**PERSONNEL & TRAINING**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Employee Records</u></b>		
NCCR 6.087(3)(b)	Establishment provides notification to the board within 10 working days after the date in which cannabis establishment agent commenced employment or contract services.		
NCCR 6.087(4)(b)	Establishment. provides notification to the board within 10 working days after the date in which cannabis establishment agent ceased employment or contact services.		
	Establishment new hire packet includes job description and required training documents.		
NCCR 6.087 (3)(c)	Establishment provided notification to the board within 10 working days after the date in which cannabis establishment agent commenced volunteering.		



NCCR 6.087(4)(c)	Establishment provided notification to the board within 10 working days after the date in which cannabis establishment agent ceased volunteering.		
NCCR 6.087 (3)(a)	Establishment provided notification to the board within 10 working days after the date in which cannabis establishment agent commenced serving as an officer or board member.		
NCCR 6.087 (4)(a)	Establishment provided notification to the board within 10 working days after the date in which cannabis establishment agent ceased serving as an officer or board member.		
NCCR 6.075(1)(a) (1-6)	Establishment personnel files includes job description, employment contract (if applicable), qualification of personnel, training attestation and disclosure of potential health risk.		
	<b><u>General Training Requirement</u></b>		
NCCR 6.072 (1)	All establishment agents, prior to work commencement, have been trained in the following area:		
NCCR 6.072 (1)(a)	Establishment security measures and controls for the prevention of diversion, theft, or loss of cannabis.		
NCCR 6.072 (1)(b)	Establishment's emergency response procedures		
NCCR 6.072 (1)(c)	State and Federal statutes and regulations related to the use of cannabis		
NCCR 6.085 (6)(b)	Annual training on security measures, emergency response, and robbery prevention		
	<b><u>Establishment Specific Training-Cultivation</u></b>		
NCCR 6.072 (4)	Cultivation facility establishment agents, prior to work commencement, have been trained in the following area:		
NCCR 6.072 (4)(a)	The methods of cultivation used by the cannabis cultivation facility		
NCCR 6.072 (4)(b)	The methods of fertilization used by the cannabis cultivation facility		
NCCR 6.072 (4)(c)	Methods for recognizing the signs of insect infestation, pathogens and disease in cannabis plants, and the procedures for eradication and the safe disposal of plants so affected		
NCCR 6.072 (4)(d)	The nutritional requirements of cannabis plants at various growth stages, including, without limitation, proper mixing and dispersal of fertilizer, flushing procedures, and procedures for postharvest trimming, drying, and curing		
NCCR 6.072 (4)(e)	The safe handling of equipment, including, without limitation, high-intensity discharge lamps, electrical ballasts, pumps, fans, cutting implements, and other equipment for cultivation.		



**SECURITY**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
<b><u>Security Manager or Director</u></b>			
NCCR 6.085 (6)	Establishment has employed and identified a security manager or director.		
NCCR 6.085 (7)	Cannabis Establishment can demonstrate by attestation or certificate of completion that security manager or director and at least one (1) cannabis employee or any third party who provide security has attended the following trainings within the first three (3) months of employment:		
NCCR 6.085 (7)(a)	Theft prevention		
NCCR 6.085 (7)(b)	Emergency Response		
NCCR 6.085 (7)(c)	Use of Force		
NCCR 6.085 (7)(d)	First Aid & CPR training		
NCCR 6.085 (7)(e)	Crime Scene Protection or related subject		
NCCR 6.085 (7)(f)	Control of access to protected areas of cannabis establishment		
NCCR 6.085 (7)(g)	Minimum of eight (8) hours on-site training security training		
NCCR 6.085 (7)(h)	Minimum of eight (8) hours of classroom training in providing security services		
<b><u>Security Audit</u></b>			
NCCR 6.085 (6)(a)	A semi-annual audit has been conducted of security measures that are compliant with State procedures and identify security threats		
NCCR 6.085 (6)(c)	Can demonstrate an evaluation of credentials have been conducted of establishments third Party Security Contractor prior to entering an employment contract.		
<b><u>Security Equipment</u></b>			
NCCR 6.085 (1)(c)(1)	Establishment has an operable security system/equipment/device to deter and prevent unauthorized intrusion.		
NCCR 6.085(1)(c)(4)	Establishment security surveillance system provides for immediate automatic or electronic notification to alert local law enforcement of unauthorized interior breach of security.		
NCCR 6.085 (1)(c)(3)	Establishment has an operable electronic monitoring system that can be accessed remotely by law enforcement with the following:		
NCCR 6.085 (1)(c)(3)(I)	One (1) Call up monitor that is 55 inches or more		
NCCR 6.085 (1)(c)(3)(II)	Printer capable of immediately producing a clear, still photo from any video camera view		



NCCR 6.085 (1)(c)(3)(III)	Video coverage of all entrances/exit, vault, and point of sale areas with a recording resolution of at least 1920 x 1080; 15 frames per second 24 hours a day.		
NCCR 6.085 (1)(c)(3)(IV)	Video coverage of all limited access and activity adjacent to establishment with a recording resolution of at least 720x480; 15 frames per second 24 hours a day.		
NCCR 6.085 (1)(c)(3)(V)	Video camera with the capability of recording in low light conditions		
NCCR 6.085 (1)(c)(3)(VI)	A method for storing video recordings for a minimum of 30 calendar days in a secure off-site location or through a service or network that provides on-demand access to the recordings		
NCCR 6.085 (1)(c)(3)(VI)	A portable, external drive immediately available to store a minimum of seven (7) days (168 hours) of video from a minimum of seven (7) cameras.		
NCCR 6.085 (1)(c)(3)(VII)	Failure notification system that provides an audible and visual notification		
NCCR 6.085 (1)(c)(3)(IX)	Sufficient battery back-up for video cameras and recording equipment for a minimum of five (5) minutes.		
NCCR 6.085(2)(a)	Security video cameras generate and reflect the correct date and time, which does not significantly obstruct recording view.		
NCCR 6.085(2)(b)	Security video cameras are installed in a manner that prevents obstructed recording views.		
	<b><u>Outdoor Cultivation (If Applicable):</u></b>		
NCCR 6.085(2)	Has exterior lighting to facilitate surveillance that covers the entirety of the cultivation area that doesn't interfere with growing cycle of the crop.		
NCCR 6.085(1)	Security equipment with devices to detect unauthorized intrusion of the cultivation area and perimeter and exterior area of facility.		

### STANDARD OPERATING PROCEDURES

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Personnel</u></b>		
NCCR 6.075((1)(a)	Establishment has policies and procedures that address job descriptions, employment contracts, and the following:		
NCCR 6.075((1)(a)(1)	Duties, authority, responsibilities, and qualifications of personnel		
NCCR 6.075((1)(a)(2)	Supervision of personnel		
NCCR 6.075((1)(a)(3)	Training in and adherence of confidentiality requirements		



NCCR 6.075((1)(a)(4)	Periodic performance evaluations		
NCCR 6.075((1)(a)(5)	Disciplinary actions		
NCCR 6.075((1)(a)(6)	Disclosure of potential health risk involved with the performance of job duties.		
	<b><u>Workplace</u></b>		
NCCR 14.010(1)	Establishment that employs 15 or more employees has written workplace discrimination and harassment policies & procedures		
NCCR 14.010(1)(a)	Procedures identifying the methods available to a person seeking to report an instance of workplace discrimination or harassment		
NCCR 14.010(1)(b)	Procedures for investigating a report of workplace discrimination or harassment		
NCCR 14.010(2)	Written policies and procedures that address workplace discrimination or harassment, including sexual harassment		
NCCR 14.010(2)(a)	Policy and procedures include internal owners and personnel		
NCCR 14.010(2)(b)	Policy and procedures include and address external individuals that conduct business with the establishment		
	<b><u>Business Records</u></b>		
NCCR 6.075 (1)(b)	Establishment has policies and procedures that address business records - Assets and liabilities		
NCCR 6.075 (1)(b)	Establishment has policies and procedures that address business records - Monetary Transactions		
NCCR 6.075 (1)(b)	Establishment has policies and procedures that address business records - Journals, ledgers		
NCCR 6.075 (1)(b)	Establishment has policies and procedures that address business records - Invoices, checks, vouchers, and other supporting docs		
	<b><u>Inventory Control (Cultivation, Production, Consumption &amp; Sales)</u></b>		
NCCR 6.075 (1)(c)(1)	Establishment has policies and procedures that address Inventory control- Inventory tracking		
NCCR 6.075 (1)(c)(2)	Establishment has policies and procedures that address Inventory control- Inventory Packaging		
NCCR 6.075 (1)(c)(3)	Establishment has policies and procedures that address Inventory control- Inventory Acquisition		
NCCR 6.075 (1)(c)(4)	Establishment has policies and procedures that address Inventory control- Inventory Disposal in accordance with NCCR 10.080		
NCCR 6.075 (1)(c)(5)	Establishment has policies and procedures that address Inventory control- Inventory Returns		

**Quality Control Unit**





NCCR 10.015 (2)(a)	Establishment has written procedures identifying the responsibilities and procedures of the quality control unit.		
<b><u>Good Manufacturing Practices (Cultivation, Production, Consumption &amp; Sales)</u></b>			
NCCR 10.025 (1)	Written procedures describing, in sufficient detail, the receipt, identification, storage, handling, sampling, and examination of labeling and packaging materials.		
NCCR 10.030 (1)-(3)	Written procedures describing, in sufficient detail, the receipt, identification, storage, handling, sampling, testing and approval or rejection of components, product containers and closures and that it follows those procedures.		
<b>Security</b>			
NCCR 6.085(1)(d)(1)	Establishment has policies and procedures that address facility access restrictions		
NCCR 6.085(1)(d)(2)	Establishment has policies and procedures that address identification of persons authorized to be in restricted areas		
NCCR 6.085(1)(d)(3)	Establishment has policies and procedures that address loitering prevention		
NCCR 6.085(1)(d)(4)	Establishment has policies and procedures that address conducting electronic monitoring		
NCCR 6.085(1)(d)(5)	Establishment has policies and procedures that address the use of the automatic or electronic notification to alert local law enforcement agencies of an unauthorized breach of security at the cannabis establishment		
NCCR 6.085(1)(d)(6)	Establishment has policies and procedures that address limiting the amount of money available in any retail areas of the cannabis establishment and for training employees on this practice		
NCCR 6.085(1)(d)(7)	Establishment has policies and procedures that address public notification of minimal amount of money available		

**INVENTORY CONTROL**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
<b><u>General Requirement(s)</u></b>			
NCCR 6.055 (1)	Dual licensee complies with the statutory and regulatory requirements of the medical cannabis establishment operated by a dual licensee.		





NCCR 6.055 (2)	Dual licensee has combined the location and operations of the medical cannabis establishment and adult-use cannabis establishment operated by dual licensee.		
NCCR 6.080(1)	Establishment has identified at least one (1) inventory control manager.		
NCCR 6.080(8)(c)	Establishment can demonstrate that a quarterly physical inventory counts, performed by persons independent of the manufacturing, has been reconciled to the State's seed-to-sale inventory system.		
	<b><u>Quality Control</u></b>		
NCCR 10.015 (1)	Establishment has identified members of internal quality control unit. (lab exempt)		
NCCR 6.100	Establishment ensures that Quality Assurance testing has been completed before the sale or transfer of cannabis or cannabis products.		
	<b><u>Seed -To-Sale Inventory System</u></b>		
NCCR 6.082 (1)	Establishment utilizes the seed-to-sale inventory system to track all cannabis and cannabis products		
NCCR 6.082 (1)	Establishment harvested and tested production batches have been marked as "Finished" in the seed-to-sale inventory system. Metrc user guide- Pg. 129		
NCCR 6.082 (2)	Establishment connects inventory tracking system to seed-to-sale system using Application Programming Interface (API) OR has designated seed-to-sale as primary inventory system.		
	<b><u>Acquisitions-Wholesale Transactions</u></b>		
NCCR 6.080(7)(b)(1) NCCR 6.080(7)(c)(1)	Acquisitions manifest accurately reflects the cannabis acquired, including the amount, strain, batch and/or production run number and lot number.		
NCCR 6.080(7)(b)(2) NCCR 6.080(7)(c)(2)	Acquisitions manifest accurately reflects the name and license/CEID number of cannabis establishment providing the cannabis.		
NCCR 6.080(7)(b)(3) NCCR 6.080(7)(c)(3)	Acquisitions manifest accurately reflects the agent name and I.D. number receiving the cannabis on behalf of cannabis establishment		
NCCR 6.135	Acquisitions identified in the Quarterly Activity report reconciles with the seed-to-sale inventory system.		
NCCR 6.080(7)(a)	Incoming wholesale transactions are processed and received in the seed-to-sale system within 24 hours of delivery.		



AB 430	Affiliated Transfers-Incoming: both receiving and originating facility has 100% like ownership		
	<b><u>Acquisition – External Transactions (Patient Donations and Sales Transactions)</u></b>		
NRS 678C.410(2)	Establishment patient acquisitions originated by a Nevada medical patient or caregiver card holder		
NRS 678C.410(2)	Patient or caregiver received no compensation for usable cannabis transaction		
	<b><u>Work In Progress -Manufacturing</u></b>		
NCCR 6.080(7)(a)(1-5)	Establishment has a inventory that documents each day's beginning inventory, harvest, disposal of usable cannabis, and ending inventory		
NCCR 6.080(7)(d)(1-5)	Cultivated cannabis identifies the origin/source, date planted, batch number, lost number, and production run number.		
NCCR 6.080(7)(d)(8)	Each finished harvest identifies the harvest date and final yield weight of processed data in grams.		
NCCR 6.080(7)(d)(7)	Establishment has record of the number of cannabis plants grown to maturity		
NCCR 6.082(4)	Individual plants and plant batches are assigned inventory tracking RFID tag		
	Establishment manufacturing trends analysis completed		
	<b><u>Packaging</u></b>		
NCCR 1.125 (1-3)	Establishments adheres to the lot limits: 5 lbs. -flower, 15 lbs.-shake/trim, and 125 lbs.-whole wet plant		
NCCR 6.082(4)	All lots are assigned a seed-to-sale inventory tracking RFID tag		
NCCR 12.030 (1)	Establishment has labeled all cannabis prior to selling/transferring cannabis to another cannabis establishment.		
	<b><u>Storage</u></b>		

NCCR 10.055(2)(e) Establishment has identified "Locations" in the seed-to-sale system as separate or defined areas or other control systems to prevent contamination or miscalculation or misuse of any component in any step of the manufacturing, control, packaging, labeling or distribution of cannabis or cannabis products during the following procedures:



NCCR 10.055(2)(e)(1)	Receipt, identification, storage, and withholding from use of components, product containers, closures, and labels, pending the appropriate sampling, testing, or examination by the quality control unit before release for manufacturing, processing, or packaging;		
NCCR 10.055(2)(e)(2)	1. Holding rejected components, product containers, closures, and labels before disposition;		
NCCR 10.055(2)(e)(3)	2. Storage of released components, product containers, closures, and labels*		
NCCR 10.055(2)(e)(4)	3. Storage of in-process materials		
NCCR 10.055(2)(e)(5)	4. Processing operations		
NCCR 10.055(2)(e)(6)	5. Packaging and labeling operations		
NCCR 10.055(2)(e)(7)	6. Quarantine storage before the release of cannabis or cannabis products		
NCCR 10.055(2)(e)(8)	7. Storage of cannabis or cannabis products after release		
	<b><u>Disposal</u></b>		
NCCR 10.080 (1)(b)	Establishment renders waste containing cannabis unusable prior to leaving the cannabis facility		
NCCR 10.080 (3)(a)(b)	Establishment adheres to and utilizes methods approved by the Board when rendering cannabis unusable.		
NCCR 6.080 (7)(d)(9)(I-IV)	Disposal logs complete with a item description, reason, date and method of disposal		
NCCR 6.080 (7)(d)(9)(V)	Disposal logs reflect the name and I.D. number of the establishment agent(s) responsible for disposal		
	<b><u>Significant Variances (Adjustments)</u></b>		
NCCR 6.080 (9)	Analysis Results-Establishment <b>annual</b> shrinkage (adjustments) rate (theft/undocumented/Invalid adj. reason) is below .5% of total inventory.		
NCCR 6.080 (9)	Analysis Results-Establishment <b>audit period</b> shrinkage (theft/undocumented/Invalid adj. reason) rate is below .25% of total reported inventory		
NCCR 6.080 (8)(b)	Significant variances identified has been reported to the Board within 24 hours.		

**SALES TRANSACTIONS**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Wholesale Transfers-Outgoing</u></b>		



NCCR 6.080(7)(e)(1)	Sales Transfer manifest accurately reflects the cannabis acquired , including the amount, strain, , batch and/or production run number, and lot number.		
NCCR 6.080(7)(e)(2)	Sales Transfer manifest accurately reflects the name and license/CEID number of cannabis establishment providing the cannabis.		
NCCR 6.080(7)(e)(3)	Sales Transfer manifest accurately reflects the agent name and I.D. number receiving the cannabis on behalf of cannabis establishment		
NCCR 8.010 (2)	Useable cannabis samples do not exceed 3.5 grams.		
	Sales transactions reconcile to the seed-to-sale inventory report, facility activity report, and Wholesale Tax Returns.		
NCCR 8.010 (1) (a-b)	Useable cannabis soil amendments, testing facility name and certificate of analysis are provided with each transaction to a sales facility		

**DELIVERIES & TRANSPORTATION**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
NCCR 5.070(1)	Vehicles utilized to transport cannabis or cannabis products have been inspected and approved by the Board		
NCCR 13.045	Establishment utilizes a licensed distributor when transporting cannabis or cannabis product to a sales facility.		



Sample





# ROUTINE FIELD AUDIT CHECKLIST

## Cultivation Facility

LICENSEE NAME:		EVENT#:	
CE ID#:		AUDITOR:	
LICENSE#:		POC NAME:	

PERIMETER CHECK			
Ref No.	Audit Item	Findings	Audit Evidence/Observation
NCCR 6.085(1)(d)(3)	Establishment has no signs of loitering surrounding the buildings exterior.		
NCCR 6.085(1)(b)	No cannabis or cannabis product is visible from outside of the Establishment.		
NCCR 6.085 (1)(c)(3)(IV)	Establishment has video coverage of all limited access and activity adjacent to establishment. <b>Sample Provided</b>		
NCCR 6.085 (1)(c)(3)(III)	Establishment has video coverage of all exterior entrances/exits. <b>Sample Provided</b>		

ACCESSIBILITY			
Ref No.	Audit Item	Findings	Audit Evidence/Observation
NCCR 5.075 (3)&(6)	Interior access was granted to Board agent immediately or within a reasonable amount of time. <b>Wait time over 4 minutes requires video of facility activity during the time access was not granted/unavailable.</b>		
NCCR 6.085(1)(a)	Establishment can demonstrate that it utilizes one (1) single secure entrance to access the physical building.		
NCCR 6.070(5)	Establishment has visitor logs readily available for visitors prior to accessing restricted areas and visitors.		
NCCR 6.070(3)	Establishment has visitor badges readily available for persons other than authorized establishments agents.		
NCCR 6.070(4)(d)	Establishment can demonstrate the process in which they confirm visitors' badges are returned upon departing the premises.		

LICENSING			
Ref No.	Audit Item	Findings	Audit Evidence/Observation

**Cannabis Establishment (C.E) Licensing**

NCCR 6.050	All required licenses are posted in public view in the establishment		
NCCR 5.095	Establishment has a valid Cannabis license.		
NCCR 5.100(1)(j)	Establishment has a current State of Nevada Business License		
NCCR 5.100(1)(j)	Establishment has a current Dept. of Taxation Sales Tax Permit		
NCCR 5.100 (1)(j)	Establishment has a current Local Jurisdiction Licensing (County or City)		

**Employee, Consultant, & Volunteer Licensing**

NCCR 6.087 (1)	All employees, contractors, and volunteers have valid agent cards in their immediate possession while on premises.		
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**SECURITY**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Security Equipment</u></b>		
NCCR 6.085 (1)(c)(1)	Establishment has an operable security system/equipment/device to deter and prevent unauthorized intrusion. <b>Demonstrated or log identifying the last test conducted</b>		
NCCR 6.085(1)(c)(4)	Establishment security surveillance system provides for immediate automatic or electronic notification to alert local law enforcement of unauthorized interior breach of security. <b>Demonstrated</b>		
NCCR 6.085 (1)(c)(3)(I)	Establishment has one (1) call up monitor that is 55 inches or larger		
NCCR 6.085 (1)(c)(3)(II)	Establishment has a printer capable of immediately producing a clear still photo from any video camera view. <b>Print Provided</b>		
NCCR 6.085 (1)(c)(3)(III)	Establishment has video coverage of all interior entrances/exit, vault, and point of sale areas. <b>Visual Confirmed</b>		
NCCR 6.085 (1)(c)(3)(IV)	Establishment has video coverage of all limited access and activity adjacent to establishment. <b>Visual Confirmed</b>		
NCCR 6.085 (1)(c)(3)(V)	Establishment can demonstrate video camera with the capability of recording in low light conditions. <b>Visual Confirmed</b>		
NCCR 6.085 (1)(c)(3)(VII)	Establishment can demonstrate failure notification system that provides an audible and visual notification.		
NCCR 6.085(2)(a)	Security video cameras generate and reflect the correct date and time; does not significantly obstruct recording view.		
NCCR 6.085(2)(b)	Security video cameras are installed in a manner that prevents obstructed recording views. <b>Blind Spot Test Conducted</b>		
	<b>Security Personnel</b>		



NCCR 6.085 (7)

At least one person on-site has been trained in the security requirement

**INVENTORY CONTROL**

Ref No.	Audit Item	Findings	Audit Evidence/Observation
	<b><u>Quality Control Unit</u></b>		
NCCR 10.015(1) (a-d)	Quality control unit can demonstrate its processes and that it adheres to their written procedures.		
NCCR 6.100	Establishment ensures that Quality Assurance testing has been completed before the sale or transfer of cannabis or cannabis products.		
	<b><u>Inventory Control (Cultivation, Production, Consumption &amp; Sales)</u></b>		
NCCR 6.082(4)	Cannabis and cannabis products are tagged as required using the seed-to-sale inventory system.		
NCCR 10.025 (3)	Establishment can demonstrate that access to storage areas containing cannabis or cannabis products is limited to authorized personnel of the establishment.		
NCCR 6.075 (1)(c)(1)	Establishment can demonstrate Inventory control- Inventory Tracking procedure		
NCCR 6.075 (1)(c)(2)	Establishment can demonstrate Inventory control-Inventory Packaging procedure		
NCCR 6.075 (1)(c)(3)	Establishment can demonstrate Inventory control-Inventory Acquisition procedure		
NCCR 6.075 (1)(c)(4)	Establishment can demonstrate Inventory control-Inventory Disposal procedure in accordance with NCCR 10.080		
NCCR 6.075 (1)(c)(5)	Establishment can demonstrate Inventory control-Inventory Returns procedure.		
	<b><u>Packaging and labeling- Cultivation Requirements</u></b>		
NCCR 12.030 (1)	Package Label affixed to each package, prior to sale in legible English, includes the following:		
NCCR 12.030 (1)(a)-(b)	Establishment name, license number or CE ID number and if dual licenses both medical and adult-use license or CE ID is displayed		
NCCR 12.030 (1)(c)-(g)	Package Label includes batch number, lot number, date of final harvest, final testing date, date product was packaged.		
NCCR 12.030 (1)(h)	Package Label includes cannabinoid profile, potency levels, and terpenoid profile as determined by the cannabis testing facility.		

NCCR 12.030 (1)(j)	Warning identifies "This Product Contains Cannabis"		
NCCR 12.030 (1)(k)	Warning identifies "Keep out of Reach of Children"		
NCCR 12.030 (1)(i)	Labeling identifies the quantity of cannabis being sold.		
	<b>Storage</b>		
NCCR 10.025 (3)	Access to storage areas containing cannabis or cannabis products is limited to authorized personnel of the establishment.		
NCCR 10.055(2)(e)	There are separate or defined areas of the establishment as are necessary to prevent contamination or miscalculation or misuse of any component in any step of the manufacture, control, packaging, labeling or distribution of cannabis or cannabis products during the following procedures:		
NCCR 10.055(2)(e)(1)	Receipt, identification, storage and withholding from use of components, product containers, closures, and labels, pending the appropriate sampling, testing or examination by the quality control unit before release for manufacturing, processing, or packaging;		
NCCR 10.055(2)(e)(2)	Holding rejected components, product containers, closures, and labels before disposition;		
NCCR 10.055(2)(e)(3)	Storage of released components, product containers, closures, and labels		
NCCR 10.055(2)(e)(4)	Storage of in-process materials		
NCCR 10.055(2)(e)(5)	Processing operations		
NCCR 10.055(2)(e)(6)	Packaging and labeling operations		
NCCR 10.055(2)(e)(7)	Quarantine storage before the release of cannabis or cannabis products		
NCCR 10.055(2)(e)(8)	Storage of cannabis or cannabis products after release		

#### INVENTORY SAMPLING

Ref No.	Audit Item	Findings	Audit Evidence/Observation
NCCR 6.080 (7)(a-h)	Establishment total inventory validation rate is equal to or greater than 90%.		
NCCR 6.080 (9)	Establishment inventory variance rate is equal to or less than .25% of total physical inventory		

#### DELIVERIES & TRANSPORTATION

Ref No.	Audit Item	Findings	Audit Evidence/Observation
NCCR 13.040(4)	Vehicles utilized to transport cannabis or cannabis products have been inspected and approved by the Board		