



INSPECTION PREP CHECKLIST

Effective preparation for inspection day goes beyond paperwork. Work with your team to put the following in place ahead of your next inspection.

- ☐ Train the team in an “always ready” culture
- ☐ Gather:
 - ☐ Supplier verification documents (organic certificates and addenda)
 - ☐ Import certificates
 - ☐ Materials information (safety data sheets)
 - ☐ Product profiles
- ☐ Practice:
 - ☐ Traceback audit
 - ☐ Mass-balance audit
- ☐ Update:
 - ☐ Facility changes
 - ☐ Process changes
 - ☐ Product labels
 - ☐ Materials list
 - ☐ Product profiles
 - ☐ Suppliers list
- ☐ Address Certifier Communications:
 - ☐ Initial review letter
 - ☐ Past noncompliances
- ☐ Inspection Day Logistics:
 - ☐ Ensure personnel availability
 - ☐ Plan the facility walk through
 - ☐ Calculate financials