Bailiwick of Guernsey Cannabis Agency

Compliance Visit Overview

Site / company audits are an important part of the application process for a licence to cultivate and / or process plants of the genus Cannabis. Following a review of the application documentation and a consultation process, a site visit will be arranged. The site visit will be conducted jointly by representatives of the Bailiwick of Guernsey Cannabis Agency (BGCA) and officers from the UK Home Office.

The normal format for an audit is;

1. Introductions
2. Initial discussion / presentation
3. Site tour
4. Questions

It is important that a physical visit can be made to the proposed site although it is acknowledged that the site may be at varying stages of structural completeness. Where a site has not yet been converted, officers can review and discuss the plans. It will also be necessary to have a private meeting with representatives from the company. If this is not possible at the site then the applicant can arrange another suitable location (which will need to be agreed in advance) or the BGCA should be contacted to consider whether it is appropriate to use a States' meeting facility.

When conducting a site / company audit the following subject matter will be reviewed. It should be noted that each audit will be specific to the company, site(s) and proposed activities and therefore this list is intended to be for guidance only. Depending on the quality and nature of the information supplied during the application process and any other information that is available about the company (e.g. compliance with existing licences), it may be necessary to focus on one or more subject areas in order to ensure that a robust understanding of the activity or controls is ascertained. This is not intended to be an exhaustive list but it provides an overview of some of the most pertinent criteria that will be discussed.

- Company background and nature of business which are undertaken
- Roles and responsibilities within the company
- Relevant convictions
- Purpose for which the licence(s) is required
- Main customers and suppliers
- Security and storage provisions
- Transport

- Record keeping (including details of any stock audits and Annual Statistical Returns)

- Standard Operating Procedures (SOPs)

- Destruction process, including witnesses, legality and competence

- Compliance with International Conventions and any additional licences / registrations e.g. Medicines and Healthcare products Regulatory Agency (MHRA)

Applicants may wish to consider how they intend to detail their plans (e.g. company overview, what they are applying for, how they expect it will work, security, processes, distribution etc.) during the initial part of the audit. Applicants are welcome to give an opening presentation covering these aspects if they feel that this would introduce their proposals in a holistic manner however this is not a requirement and these issues can be reviewed during open discussion.

It is recommended that applicants consider which members of their organisation are best placed to attend the audit. The visit is an opportunity for the applicant to share their proposals and to provide details of the various aspects detailed above. As such, the company should ensure that they have representatives available that can answer questions on each subject area (e.g. a security expert, a cultivation expert, a business lead etc.). If any of the company representatives are not available in person then it is acceptable to have a video conferencing link but the applicant must ensure that appropriate IT arrangements are in place.

The applicant will be contacted in writing following the audit and informed of the outcome and the next steps in the licensing process.