



Quick Compliance Checklist

**Stop routine requirements from turning into
surprise costs**



Quick Compliance Checklist

Keep requirements from interrupting operations

Weekly (15 minutes)

Prevent surprises by confirming requirements and deadlines well in advance.

- Review upcoming expirations (licenses, insurance, certifications)
- Confirm required documents are centralized in a shared folder and accessible
- Flag anything coming due in the next 30-60-90 days and add reminders to a calendar
- Assign an owner to manage a single list of deadlines and requirements
- Escalate anything that could block ops, revenue, or onboarding

Quarterly

Improve the system by auditing for completeness and quality, while simplifying requirements.

- Review documents for accuracy
- Ensure owner(s) assigned are meeting standards
- Review top compliance risks by impact, especially where errors could lead to fines
- Automate or reduce recurring requirements
- Capture one lesson learned from the quarter

Monthly

Reduce overhead by understanding where compliance work is consuming the most time.

- Record total time spent on compliance work
- Note if there were any penalties, delays, or errors that caused rework or fines
- Identify repeat issues or last-minute scrambles
- Confirm reminders, trackers, and owners are still accurate
- Remove one unnecessary step or duplicate task

COMPLIANCE

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✓ _____

✓ _____

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