

CHECK ITEM	DONE?	NOTES	LAST CHECKED
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SECTION 1 - CURRENT QUARTER PRIORITIES

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|--|--------------------------|--|--|
| <input type="checkbox"/> Have we updated all mandatory product/service documentation? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Have we reviewed supply chain risks & supplier compliance status? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Have we checked for regulatory changes across all our markets? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Are all certifications & licenses current and in date? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Have we reviewed & updated our risk register this quarter? | <input type="checkbox"/> | | |

SECTION 2 - PEOPLE & CULTURE

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|---|--------------------------|--|--|
| <input type="checkbox"/> Have compliance roles & responsibilities been reinforced in team meetings? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Do all new hires understand our compliance values & obligations? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Has compliance training been delivered or scheduled where needed? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Is there a clear, named owner for each key compliance area? | <input type="checkbox"/> | | |

SECTION 2 - PEOPLE & CULTURE

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|--|--------------------------|--|--|
| <input type="checkbox"/> Are we actively using compliance strength in our marketing & sales? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Have we identified any competitor non-compliance opportunities? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Are compliance considerations built into any new product or market plans? | <input type="checkbox"/> | | |
| <input type="checkbox"/> Have we reviewed our enforcement risk landscape this month? | <input type="checkbox"/> | | |

REMEMBER: Compliance is not a once-a-year panic. It's a monthly discipline that compounds into a competitive edge. Answering "no" to more than 3 of these? Time to book an expert review at www.arcuscompliance.com