



Liquor License Conditions Checklist

Complete

Score	99 / 103 (96.12%)	Flagged items	4	Actions	4
Conducted on	25.03.2026				
Location	5112 N Tongass Hwy, Ketchikan, AK 99901, USA (55.3765574, -131.7254664)				
Prepared by	Eveleen Serena				
Department/Team	Operations Department				
Role/Position	Evening Shift Supervisor				

Flagged items & Actions

4 flagged, 4 actions

Flagged items

4 flagged, 4 actions

Liquor License Conditions Checklist / Part 1: Daily Operational Checks / ID Policy Enforcement

Is underage entry or service signage displayed as required?

No

The underage restriction signage is not displayed at the entrance.



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 13:56 PST | Created by: SafetyCulture Staff

Display an underage restriction sign.

Display an underage restriction sign near the entrance.

Liquor License Conditions Checklist / Part 2: Periodic Governance & Compliance Checks / License & Documentation

Is the current liquor license displayed, as legally required?

No

The updated liquor license has not yet been displayed at the bar counter.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 13:44 PST | Created by: SafetyCulture Staff

Display the current liquor license.

Display the current liquor license in a visible location for customers to see.

Liquor License Conditions Checklist / Part 2: Periodic Governance & Compliance Checks / Pre-Operational Mapping & Governance / Condition-to-Control Map

Are physical controls (e.g. signage, barriers, display requirements) documented?

No

The underage restriction signage is not displayed at the entrance.



Photo 3

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 13:52 PST | Created by: SafetyCulture Staff

Display an underage restriction sign.

Display an underage restriction sign near the entrance.

Completion Page / Supervisor Section (if applicable)

Have corrective actions been implemented?

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 14:06 PST | Created by: SafetyCulture Staff

Display the underage restriction sign and current liquor license.

Display the underage restriction sign at the entrance and the current liquor license at the bar counter.

Other actions

0 actions

Liquor License Conditions Checklist

3 flagged, 3 actions, 96 / 99 (96.97%)

Answer each item with Yes or No.

If you answer No, attach a clear photo or supporting note under the relevant question before proceeding.

Part 1: Daily Operational Checks

1 flagged, 1 action, 33 / 34 (97.06%)

To be completed by the shift supervisor or designated responsible person on duty.

ID Policy Enforcement

1 flagged, 1 action, 4 / 5 (80%)

Is the acceptable ID list documented and displayed?

Yes

Is the ID verification method (e.g. scanner, manual check) operational where required?

Yes

Are staff trained in ID verification procedures?

Yes

Is a refusal log maintained and up to date?

Yes

Is underage entry or service signage displayed as required?

No

The underage restriction signage is not displayed at the entrance.



Photo 1

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Display an underage restriction sign.

Display an underage restriction sign near the entrance.

CCTV Functionality

5 / 5 (100%)

Is the CCTV system fully operational?

Yes

Does CCTV coverage meet license requirements?

Yes

Is the recording retention period compliant with local regulations?

Yes

Is the time and date stamp accurate?

Yes

Is the footage retrieval process documented and functional?	Yes
Capacity Monitoring	5 / 5 (100%)
Is the approved maximum capacity displayed?	Yes
Is there a real-time capacity monitoring method in place?	Yes
Are entry and exit counts verified?	Yes
Are security staffing levels compliant with license conditions?	Yes
Is an overcrowding escalation process defined?	Yes
Compliance Logbook	6 / 6 (100%)
Are daily compliance checks recorded?	Yes
Are security and alcohol-related incidents logged?	Yes
Are refusals of service recorded?	Yes
Are maintenance issues logged where relevant to compliance?	Yes
Is management sign-off completed regularly?	Yes
Are records retained in accordance with regulatory requirements?	Yes
Incident Management & Escalation	13 / 13 (100%)
Incident Capture	5 / 5 (100%)
Is a standardized incident report template used?	Yes
Is the exact date, time, and specific location within the venue recorded for each incident?	Yes
Is the incident record completed as soon as practicable after the incident?	Yes
Are individuals involved documented, with relevant CCTV references noted?	Yes
Are witness statements collected where required?	Yes
Remedial Action	4 / 4 (100%)

Is immediate risk mitigation completed following incidents?	Yes
Is the responsible person notified and corrective action assigned and documented?	Yes
Is follow-up verification completed?	Yes
Is root cause analysis conducted for significant incidents?	Yes
Escalation Protocol	4 / 4 (100%)
Are police and regulator notification criteria clearly defined?	Yes
Are reporting timeframes documented?	Yes
Is a senior management escalation pathway defined?	Yes
Is a communication log maintained for escalated matters?	Yes
Part 2: Periodic Governance & Compliance Checks	2 flagged, 2 actions, 63 / 65 (96.92%)

To be completed by the Compliance Manager or License Holder.

License & Documentation	1 flagged, 1 action, 5 / 6 (83.33%)
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Is the current liquor license displayed, as legally required? No

The updated liquor license has not yet been displayed at the bar counter.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 13:44 PST | Created by: SafetyCulture Staff

Display the current liquor license.

Display the current liquor license in a visible location for customers to see.

Do trading hours match the approved license conditions?	Yes
Does the approved floor plan match the actual venue layout?	Yes
Are imposed conditions publicly displayed where required?	Yes
Are copies of the license stored digitally and physically?	Yes

Are variation approvals filed and accessible where applicable?	Yes
Responsible Alcohol Service & Staff Training	10 / 10 (100%)
Do all relevant staff hold valid responsible service certifications as required by local law?	Yes
Are responsible service certifications retained and accessible on file?	Yes
Does staff induction include an overview of license conditions?	Yes
Can staff demonstrate awareness of the specific license conditions relevant to their role?	Yes
Has incident response training been completed?	Yes
Are staff trained on when refusal of service is required (e.g. intoxication, minors, secondary supply)?	Yes
Are staff trained on how to refuse service safely and professionally?	Yes
Is refresher training conducted periodically?	Yes
Is training attendance recorded and retained?	Yes
Is the refusal-of-service procedure reviewed following relevant incidents?	Yes
Pre-Operational Mapping & Governance	1 flagged, 1 action, 24 / 25 (96%)
Condition-to-Control Map	1 flagged, 1 action, 7 / 8 (87.5%)
Have all current license conditions been extracted from the official license document?	Yes
Is each license condition mapped to a specific operational control?	Yes
Are system-based controls (e.g. POS restrictions, ID scanners, CCTV systems) documented?/	Yes
Are physical controls (e.g. signage, barriers, display requirements) documented?	No

The underage restriction signage is not displayed at the entrance.



Photo 3

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 13:52 PST | Created by: SafetyCulture Staff

Display an underage restriction sign.

Display an underage restriction sign near the entrance.

Are all policies and SOPs up to date and reflective of current license conditions?

Yes

Are documents clearly marked with a version number and last reviewed date?

Yes

Are effectiveness criteria defined for each control?

Yes

Has a review frequency been assigned to each condition and control?

Yes

Operational Document Linkage

4 / 4 (100%)

Are license conditions referenced in the Operations Manual?

Yes

Is the Responsible Alcohol Service Policy aligned with license conditions?

Yes

Is the Incident Management Policy aligned with license obligations?

Yes

Is the Security Management Plan linked where required?

Yes

Owner Responsibility Matrix

13 / 13 (100%)

Is the license holder formally identified, with their full legal name recorded exactly as it appears on the license?

Yes

Is the license number documented and linked to the license holder?

Yes

Are the license holder's contact details recorded and current?

Yes

Is evidence of license ownership retained on file?

Yes

Is there a process to update records if the license holder changes?

Yes

Are all Nominated Responsible Person requirements properly documented and maintained as current?	Yes
Are the names, approval or certification numbers, and license details of all Nominated Responsible Persons formally recorded?	Yes
Are certification or approval expiry dates recorded and monitored?	Yes
Is evidence of current approval retained on file?	Yes
Is there a process to update records when approvals change or expire?	Yes
Has a responsible person been assigned for each license condition?	Yes
Is delegation of authority documented where applicable?	Yes
Are escalation contacts clearly defined?	Yes
Site-Specific Conditions	7 / 7 (100%)
Are license-imposed noise limits clearly documented, monitored, and recorded?	Yes
Is corrective action taken and documented when noise limits are exceeded?	Yes
Are permitted trading hours for outdoor and amplified areas documented and complied with?	Yes
Are legislated trading restrictions or curfews adhered to?	Yes
Are restricted trading day conditions complied with?	Yes
Are harm minimization initiatives implemented?	Yes
Are community impact requirements addressed?	Yes
Documentation & Renewal Readiness	17 / 17 (100%)
Compliance Pack	7 / 7 (100%)
Is a current copy of the license included in the compliance pack?	Yes
Is the approved floor plan included?	Yes

Are responsible service certification records current?	Yes
Is the incident register current?	Yes
Is CCTV compliance evidence available?	Yes
Is the security register included where applicable?	Yes
Are current versions of all policies and procedures included?	Yes
Expiry Tracker	5 / 5 (100%)
Is the license expiry date recorded?	Yes
Are responsible service certification expiry dates tracked?	Yes
Are nominated responsible person approval renewals tracked?	Yes
Is insurance validity tracked?	Yes
Are automated reminders configured for upcoming expiries?	Yes
Governance Alignment	5 / 5 (100%)
Are compliance controls aligned with applicable governance standards (e.g. ISO 9001)?	Yes
Are risk assessments aligned with applicable risk management frameworks (e.g. ISO 31000)?	Yes
Is incident management aligned with applicable health and safety standards where required?	Yes
Is document control aligned with applicable ISO or organizational standards?	Yes
Is a continuous improvement cycle documented?	Yes

Completion Page

1 flagged, 1 action, 3 / 4 (75%)

Inspector Section

What is the last review date?

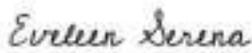
25.03.2026

What is the next scheduled review?

01.04.2026 15:30 PST

Additional Comments

Ensure the underage sign is displayed at the entrance and the updated liquor license is visible at the bar.

Inspector SignatureEveleen Serena
25.03.2026 14:01 PST

Supervisor Section (if applicable)

1 flagged, 1 action, 3 / 4 (75%)

Has an internal compliance audit been completed?

Yes

Have non-conformances been documented?

Yes

Have corrective actions been implemented?

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 01.04.2026 14:06 PST | Created by: SafetyCulture Staff

Display the underage restriction sign and current liquor license.

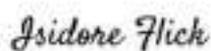
Display the underage restriction sign at the entrance and the current liquor license at the bar counter.

Indicate non-conformances and their respective corrective actions, if any.

No displays for the underage restrictions sign and the liquor license yet.

Has final approval been provided by the License Holder?

Yes

Additional Comments**Supervisor Signature**Isidore Flick
25.03.2026 14:04 PST

Media summary



Photo 1



Photo 2



Photo 3