

**REAL COMPLIANCE VALUE.
CLEAR NEXT STEPS.**

**FFL COMPLIANCE
QUICKCHECK**

**A 15 Minute self-audit, scoring tool, and action planner for firearms
businesses that want fewer surprises and smarter systems.**

What This Download Is

A practical self-audit built to help firearms businesses identify operational weak points before they become expensive problems.

Use it to score risk, spot patterns, and decide where stronger procedures, training, or workflow controls would produce the fastest improvement.

Best fit for:

- Retail FFLs
- Manufacturers and importers
- Ranges with retail, rental, or event activity
- Operations preparing for growth, cleanup, or higher scrutiny

The 15-Minute QuickCheck Scorecard

Score each category from 0 to 2.

- 0 = Controlled. Documented, repeatable, consistently followed.
- 1 = Uneven. A process exists, but execution depends on people or memory.
- 2 = Exposed. No reliable process, or the process breaks under pressure.

#	Category	What You are Evaluating	Score	Priority Note
1	4473 workflow	Review, corrections, final handoff		
2	Background checks	Delays, denials, release controls		
3	Bound book	Timely entry, corrections, trace readiness		
4	Manufacturing / gunsmithing	Work orders, form/type tracking		
5	NFA handling	Segregation, paperwork, possession controls		
6	State-law pressure points	Retail, shipping, storage, reporting		
7	Employee training	Role-based training and escalation		
8	SOP quality	Written procedures match live operations		
9	Incident response	Theft, loss, error, complaint, regulator contact		
10	Digital systems	Software supports review instead of replacing it		
11	Document retention	Access, version control, proof		
12	Leadership visibility	Managers can see trends and exposure		

How to Read Your Score

Total	Risk Snapshot	What it Usually Means
0-6	Strong footing	Your operation looks structured. Keep proof, consistency, and alignment between written procedure and real practice.
7-12	Manageable but vulnerable	You likely have good instincts and uneven systems. Small misses can become recurring headaches.
13-18	High attention needed	You are likely relying on experience, memory, or a few key people more than documented controls.
19-24	Exposure zone	The problem is the system underneath the form. You need process cleanup, training, and management visibility.

Twelve Red Flags That Deserve Immediate Attention

- Staff are not fully sure what to do when a transaction becomes delayed, denied, corrected, or unusual.
- The operation depends on one person to catch the mistakes nobody else reliably sees.
- Written procedures exist, but the floor team does not actually follow them in live conditions.
- Software is treated like a compliance answer instead of a tool that still requires human review.
- Inventory, bound book entries, and physical reality do not reconcile cleanly and quickly.
- Corrections happen, but the business cannot clearly show who corrected what and when.
- Leadership cannot tell which issues are isolated mistakes versus repeat patterns.
- Manufacturing, gunsmithing, or customization work is active but documentation is inconsistent.
- NFA items or processes are handled by habit instead of a controlled workflow.
- The business keeps templates and forms, but not a disciplined version-controlled system.
- State-law issues are affecting transactions, shipping, reporting, or location-specific operations without a clear owner.
- Training happens informally, with little evidence of refreshers, role expectations, or signoff.

Quick Wins You Can Implement This Month

Quick Win	Why it Matters
Create a real closeout review	Add one final checkpoint before transfer or final disposition so a trained reviewer confirms the record matches the transaction.
Assign workflow owners	Every major compliance process should have an owner, backup owner, and escalation path.
Shorten SOPs	If the procedure is too long to use on a live floor, it is too long. Keep a practical operating version.
Track recurring errors	One repeated mistake is a system signal, not just a people problem.
Document exception handling	Most risk lives in exceptions. Write down what happens when the process goes off-script.

Your 30-Day Action Planner

Write the three areas where cleanup would most reduce risk, friction, or rework.

Priority 1

Area and Why it Matters	Owner and Due Date
What is Happening Now	Fix to Implement

Priority 2

Area and Why it Matters	Owner and Due Date
What is Happening Now	Fix to Implement

Priority 3

Area and Why it Matters	Owner and Due Date
What is Happening Now	Fix to Implement

When It Is Time to Bring in Firepower Focus

You do not need outside help for every issue. You do need it when the same problems keep resurfacing, when growth is exposing weak infrastructure, or when leadership wants a defensible system instead of crossing fingers and hoping the right person is on shift.

Firepower Focus helps firearms businesses build stronger compliance operations, sharper workflows, better documentation, and management visibility that actually means something. That can include self-audit support, SOP cleanup, workflow design, document and tool creation, targeted training content, and practical operational fixes that reduce risk while supporting growth.

Need a sharper read on your operation?

Book a strategy conversation through FirepowerFocus.com and use this QuickCheck as your starting point. The fastest wins usually come from fixing the system underneath the symptom.

Disclaimer

This resource is educational and operational in nature. It is not legal advice and does not replace legal review, formal compliance consultation, or fact-specific analysis. Firearms businesses operate under federal, state, and local requirements that may vary by activity and jurisdiction.