

Crane Ridge Analytics
Due Diligence Checklist

No	Discipline	Sub Area	Description
1	Legal Due Diligence		
1,1		Corporate Structure	Verify the company's legal structure and ownership.
1,2		Licenses and Permits	Check for all necessary licenses and permits
1,3		Contracts	Review key contracts, agreements, and obligations.
1,4		Litigation	Identify any ongoing or past litigation
1,5		Compliance	Ensure compliance with relevant laws and regulations
2	Financial Due Diligence		
2,1		Financial Statements	Review balance sheets, income statements, and cash flow statements.
2,2		Tax Records	Examine past tax returns and any outstanding tax liabilities
2,3		Debt and Liabilities	Assess all debts and liabilities
2,4		Revenue and Profitability	Analyze revenue streams and profitability
2,5		Audits	Check for any past or ongoing audits
3	Operational Due Diligence		
3,1		Business Operations	Evaluate the efficiency of business operations.
3,2		Supply Chain	Assess the reliability and cost-effectiveness of the supply chain.
3,3		Human Resources	Review employee structure, salaries, and benefits
3,4		Facilities	Inspect physical facilities and equipment.
3,5		IT Systems	Evaluate the adequacy of IT systems and infrastructure
4	Market Due Diligence		
4,1		Market Analysis	Conduct a thorough market analysis
4,2		Competitive Landscape	Assess the competitive environment
4,3		Customer Base	Evaluate the customer base and satisfaction levels
4,4		Market Position	Determine the company's market position and growth potential
4,5		Marketing Strategy	Review the marketing strategy and its effectiveness
5	Strategic Due Diligence		
5,1		Strategic Fit	Assess how the acquisition aligns with strategic goals.
5,2		Synergies	Identify potential synergies and cost savings
5,3		Growth Opportunities	Evaluate potential growth opportunities
5,4		Risks	Identify potential risks and mitigation strategies
5,5		Exit Strategy	Consider potential exit strategies
6	Environmental Due Diligence		
6,1		Environmental Compliance	Ensure compliance with environmental regulations.
6,2		Environmental Impact	Assess the environmental impact of operations
6,3		Sustainability Practices	Review sustainability practices and initiatives
6,4		Environmental Liabilities	Identify any environmental liabilities.
7	IT Due Diligence		
7,1		IT Infrastructure	Evaluate the IT infrastructure and systems.
7,2		Cybersecurity	Assess cybersecurity measures and vulnerabilities
7,3		Data Management	Review data management practices
7,4		Software and Licenses	Check software licenses and usage
7,5		IT Support	Evaluate IT support and maintenance
8	Social Due Diligence		
8,1		Social Responsibility	Assess the company's commitment to corporate social responsibility (CSR).
8,2		Community Impact	Evaluate the impact on local communities and any community engagement initiatives.
8,3		Labor Practices	Review labor practices, including working conditions and workers' rights.
8,4		Diversity and Inclusion	Examine policies and practices related to diversity and inclusion in the workplace.
8,5		Stakeholder Engagement	Assess the level of engagement with various stakeholders, including employees, customers, and the community.
9	HR Due Diligence		
9,1		Organizational Structure	Review the company's organizational structure and reporting lines.
9,2		Employee Contracts	Examine employee contracts, including terms and conditions of employment.
9,3		Compensation and Benefits	Analyze compensation packages, benefits, and bonuses.
9,4		Recruitment and Retention	Assess recruitment strategies and employee retention rates.
9,5		Training and Development	Evaluate training programs and development opportunities for employees.
9,6		Performance Management	Review performance appraisal systems and processes
9,7		Employee Relations	Assess employee relations, including any grievances or disputes.

9,8

HR Policies and Procedures

Review HR policies and procedures to ensure compliance with labor laws.

9,9

Health and Safety

Check health and safety practices and compliance with regulations.