

Operational Due Diligence Checklist

A practical, print-friendly checklist to help you validate operational strength, surface execution risk early, and support a clean investor review.

How to use this checklist

Tick what you have ready, label what is pending, and keep an owner/date next to any gaps. If you share via a secure data room, keep sensitive files view-only and track access via audit logs.

Document category	What to include
Business model and cash conversion	<input type="checkbox"/> Business model drivers and operational cash conversion logic for the target company
Leadership execution and ownership	<input type="checkbox"/> Evidence of leadership execution capability <input type="checkbox"/> Ownership mapping across the organisation
Capacity and CapEx	<input type="checkbox"/> Asset capacity constraints <input type="checkbox"/> CapEx requirements beyond forecasts
Utilisation and scalability proof	<input type="checkbox"/> Documented utilisation data that validates expansion assumptions
Operational risks and mitigations	<input type="checkbox"/> Key operational risks with documented mitigations and supporting proof
Stress testing and scenarios	<input type="checkbox"/> Scenario analysis that quantifies operational risks under stress conditions
Systems and data control	<input type="checkbox"/> Systems landscape overview with reporting structure and data control framework <input type="checkbox"/> Defined data ownership and access controls across the target company
Regulatory accountability	<input type="checkbox"/> Regulatory mapping that links obligations with operational accountability

Data room organisation

- Clear documentation index that enables rapid hypothesis testing during financial due diligence
- Data organisation that supports investor review and complements financial due diligence
- Structured folders that accelerate review speed across the target company

Tip: If you plan to share these documents externally, store them in one secure workspace with role-based permissions, watermarks for sensitive files, and exportable audit logs.