



Company: CHM Alliance Pty Ltd	Issue Date: 17 November 2010
Document: Meeting Checklist	Authorised: Quality Manager
CHM Alliance Pty Ltd Animal Ethics Committee Meeting Checklist	

1 week before the meeting:

Date and time of meeting:_____ **Location:**_____

- Has the agenda been distributed? Y / N
- Have all the proposals to be assessed been distributed? Y | N
- Have all the documents to be discussed been distributed? Y | N
- Will members with proposals to be discussed be at the meeting? Y | N
- Will there still be a quorum when they leave the meeting for the discussion of their proposal? Y / N

At the meeting:

- Is there a quorum? Y / N
- Do the C and D members comprise at least one third of the meeting? Y / N
- Have any absent members provided comments on the proposals? Y / N

Comments/actions required:

Signed:_____

Date: _____