



Company: CHM Alliance Pty Ltd

Issue date: 12 August 2013

Document: AEC Project staff  
Induction Checklist

Authorised: Quality Manager

## Animal Ethics Committee Project Staff Induction Checklist

<b>Printed Name:</b>	<b>Signature</b>
<ul style="list-style-type: none"> <li>• CHM Alliance website Animal Ethics Committee website accessed and explored <a href="http://www.chmalliance.com.au">www.chmalliance.com.au</a></li> </ul>	
<ul style="list-style-type: none"> <li>• Australian code for the care and use of animals for scientific purposes, 8<sup>th</sup> Edition 2013 explained and understood</li> </ul>	
<ul style="list-style-type: none"> <li>• Importance of principles of Replacement, Reduction and Refinement to prevent or minimise animal suffering – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Record keeping system – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Necessity to start projects only after formal approval is given by the AEC - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Importance of identifying trial pigs on farm operational records – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Access to Standard Operating Procedures – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency Procedures – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Project Activity documentation – sighted</li> </ul>	
<ul style="list-style-type: none"> <li>• Site Inspection and Monitoring documentation and responsibilities – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Housing and Care of Animals – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Policy for Emergency Procedures - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Minor Variation to an Approved Project Application for Approval - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Report of adverse or unexpected effects during the conduct of an approved project - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Policy for Grievance procedures - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Complaint Procedure - explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Complaint Record - explained and accepted</li> </ul>	
<p>I have understood the requirements of the CHM Alliance Pty Ltd Animal Ethics Committee and agree to fulfil my obligations and duties</p>	
Investigator's signature:	Date:
Person conducting induction signature:	Date:

Instruction: Copy completed record for project site; original to be sent to CHM Alliance Pty Ltd Office and retained in the AEC file