



Company: CHM Alliance Pty Ltd

Issue date: 12 August 2013

Document: AEC Induction Checklist

Authorised: Quality Manager

## Animal Ethics Committee Induction Checklist

| <b>Printed Name:</b>   | <b>Signature</b>   |
|--|--------------------|
| <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 – copy received</li> </ul>               |                    |
| <ul style="list-style-type: none"> <li>• Personal copy of CHM AEC Operations Manual received</li> </ul>  |                    |
| <ul style="list-style-type: none"> <li>• Meeting Procedure and Agenda – read and accepted</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>• Terms of Reference – read and accepted</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• Confidentiality Agreement – signed</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• Legal liability – explained and understood</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• Record keeping system – 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>• Executive Composition and Powers – explained and accepted</li> </ul>  |                    |
| <ul style="list-style-type: none"> <li>• Necessity to declare any conflict of interest – 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>• Application Assessment Process – explained and accepted</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>• Annual Reporting Requirements – explained and accepted</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• Communication Processes with Board Investigators and Animal Care Staff – explained and accepted</li> </ul>                                    |                    |
| <ul style="list-style-type: none"> <li>• Grievance / Complaint Procedures – explained and accepted</li> </ul>  |                    |
| <ul style="list-style-type: none"> <li>• Housing and Care of Animals – Role of Committee – explained and accepted</li> </ul>   |                    |
| <ul style="list-style-type: none"> <li>• Member / Advisor details form completed and returned</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>  |                    |
| <p>AEC Member's signature: _____</p>   | <p>Date: _____</p> |
| <p>AEC Chairperson's signature: _____</p>  | <p>Date: _____</p> |

Instruction: Copy completed record for member, original to be retained in the AEC master document file