



Company: CHM Alliance Pty Ltd	Issue date: 17 November 2010
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<b>Animal Ethics Committee Meeting Checklist</b>	

**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: \_\_\_\_\_