



Company: CHM Alliance Pty Ltd	Issue date: 2 November 2018
Document: 29 AEC Project Staff induction Checklist V2.doc	Authorised: Quality Manager
<b>Animal Ethics Committee Project Staff Induction Checklist</b>	

<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>• Australian Code for the Responsible Conduct of Research 2018 explained and understood</li> </ul>	
<ul style="list-style-type: none"> <li>• Importance of the principles of Replacement, Reduction and Refinement (3 R's) to prevent or minimise animal suffering – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Housing, Care and Welfare of Animals explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Understanding that behaviour which is intentional, reckless or negligent, corrupt or criminal is a serious breach of the above Codes</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>• Record keeping system 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>• AEC related Standard Operating Procedures 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>• Principle Investigator must report any significant incident or breach of the Codes to the AEC immediately. Report adverse or unexpected events during the conduct of an approved project immediately – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>• Project Activity documentation sighted 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>• 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>• State regulators must be advised if there are incidents of non compliance to the Codes</li> </ul>	
<ul style="list-style-type: none"> <li>• AEC Complaint Procedure and 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