

## Animal Ethics Committee Current Document Register

**Current as at: 13 December 2018**

Document ID	Date	Description
1 Cover AEC Manual.doc	November 2018	Manual cover page
2 AEC TOC V2.doc	27 November 2018	Animal Ethics Committee Manual Table of Contents
<b>Section 1: Document Registers</b>		
3 AEC Current Document Register.doc	Current version	Current Document Register
4 AEC External Document Register.doc	2 November 2018	AEC External Document Register
<b>Section 2: Terms of Reference</b>		
5 CHM AEC TOR.doc	13 December 2018	AEC Terms of Reference
<b>Section 3: Membership</b>		
6 AEC Member/Advisor details.doc	1 August 2015	CHM Alliance Pty Ltd Animal Ethics Committee Member/Advisor Details Form
7 AEC Confidentiality Agreement.doc	10 July 2009	Animal Ethics Committee Confidentiality Agreement
8 AEC Induction Checklist 021118.doc	2 November 2018	Animal Ethics Committee Induction Checklist
9 Guidelines for CHM AEC Members 050718.doc	5 July 2018	Guidelines for CHM Alliance Pty Ltd AEC Members
10 AEC Policy on Committee Membership .doc	12 August 2013	Policy Criteria for Assessment of Animal Ethics Committee Membership
11 AEC Policy Conflict of Interest .doc	12 August 2013	Policy Conflict of Interest with Membership of Animal Ethics Committee
12 Policy Payment of AEC Members.doc	16 May 2017	Policy – Payment of AEC Members
13 AEC Contact List .doc	11 February 2019	AEC Contact List Proforma
<b>Section 4: Meetings</b>		
14 AEC Policy Committee Meeting Frequency .doc	12 August 2013	Policy Frequency of Animal Ethics Committee Meetings
15 AEC Meeting Agenda .doc	20 July 2015	Committee Meeting Agenda
16 Meeting Checklist .doc	17 November 2010	Meeting Checklist
17A CHM Checklist for Assessing AEC Proposal .doc	6 November 2017	CHM Checklist for Assessing AEC Proposal
17B PIC Checklist for Assessing AEC Proposal .doc	6 November 2017	PIC Checklist for Assessing AEC Proposal
18 AEC Expense Claim Form .doc	16 May 2017	Expense Claim Form
19 Glossary of Terms for AEC doc	17 December 2009	Glossary of Terms
<b>Section 5: Project documentation</b>		
20 AEC Policy for Emergency Procedures .doc	12 August 2013	AEC Policy for Emergency Procedures
21A AEC Project Proposal .doc	27 November 2018	Project Proposal to Use Animals

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Document ID	Date	Description
		for a Scientific Purpose
21B PIC AEC Project Proposal .doc	28 November 2018	PIC AEC Project Proposal to Use Animals for a Scientific Purpose
22 AEC Training Project Proposal .doc	26 November 2018	AEC Training Project Proposal to Use Animals for Scientific Purpose
42 AEC Poultry Training Project Proposal.doc	26 November 2018	AEC Poultry Training Project Proposal to Use Animals for a Scientific Purpose
23 AEC Minor Variation Application .doc	27 November 2018	Minor Variation to an Approved Project Application for Approval
24A AEC Project Completion Advice .doc	29 July 2014	Project Completion Advice to the Animal Ethics Committee
24B PIC AEC Project Completion Advice .doc	2 November 2017	PIC AEC Project Completion Advice to the Animal Ethics Committee
25A AEC Report of Adverse or Unexpected Events .doc	27 September 2018	AEC Report of adverse or unexpected events during the conduct of an approved project
25B PIC AEC Report of Adverse Unexpected Events .doc	27 September 2018	PIC AEC Report of adverse or unexpected events during the conduct of an approved project
26A AEC Annual Progress Report .doc	11 Jan 2017	AEC Annual Progress Report to CHM Alliance Pty Ltd Animal Ethics Committee
26B PIC AEC Annual Progress Report .docx	2 November 2017	PIC AEC Annual Progress Report
27 AEC Review Application .doc	28 September 2009	AEC Decision Review Application
28 AEC Project Register.doc	21 January 2011	AEC Project Register proforma
29 AEC Project Staff Induction Checklist .doc	2 November 2018	AEC Project Staff Induction Checklist
30 Standard Westbrook Project Proposal .d	4 December 2018	Standard Westbrook Project Proposal to Use Animals for a Scientific Purpose
31 Standard Westbrook Sow Research Project Proposal .doc	31 July 2017	Standard Westbrook Sow Research Project Proposal to Use Animals for a Scientific Purpose
32 AEC Project Not Commenced Report .do	10 March 2015	AEC Project Not Commenced Report
33 AEC Westbrook Approved Supplier List 010616 .xls	1 June 2016	AEC Approved Supplier List (Westbrook Manual)
38 PIC AEC Animal Research Authority .doc	20 November 2017	PIC AEC Animal Research Authority - Proforma
39 SunPork Collaborative Research Agreement .doc	16 June 2017	SunPork Solutions Collaborative Research Agreement
<b>Section 6: Site inspections</b>		

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Document ID	Date	Description
34 AEC Policy on Site Inspections by AEC2.doc	12 August 2013	AEC Policy on Site Inspections by AEC Members
35A AEC Site Inspection Report .doc	11 July 2017	AEC Site Inspection Report to the Animal Ethics Committee
35B PIC AEC Site Inspection Report V2.doc	2 November 2017	PIC AEC Site Inspection Report
<b>Section 7: Responsible Research / Complaints – Non Compliance</b>		
36 AEC Complaint Procedure .doc	2 November 2018	AEC Complaint Procedure
37 AEC Complaint Record .doc	2 November 2018	AEC Complaint Record
40 AEC Principles for Responsible Research .docx	2 November 2018	AEC Principles for Responsible Research
<b>Section 8: Training</b>		
41 AEC Training Plan 2019.doc	5 November 2018	AEC Training Plan January 2019 – December 2019
CHM AEC Member Training Manual 260516.docx	26 May 2016	CHM AEC Member Training Manual
<b>Organisation Chart</b>		
CPC Westbrook Pig Research Facility Org Chart 0701201122018.vsd	7 December 2018	CPC Westbrook Pig Research Facility Org Chart