



Company: CHM Alliance Pty Ltd	Issue date: 11 July 2017
Document: 35A AEC Site Inspection Report V2.doc	Authorised: Quality Manager
CHM Alliance Pty Ltd Site Inspection Report for the Animal Ethics Committee	

This report format covers the major items to be reviewed during general site inspections to monitor compliance with the *Australian code for the care and use of animals for scientific purposes, 8th Edition 2013*.

The persons participating in the site inspection will review the list of the approved project/s for the site and associated monitoring focus points prior to conducting the inspection. In addition, input from on-site staff / animal carers will be sought prior to completing each 'Observations, Problems and Comments' section.

Please use photographs and/or video images to support comments made in the report

Name/description of animal facility (or specified part): _____

Inspection Date: _____

Details of persons participating in the inspection:

Name	Organisation	Position/role	AEC member category



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Documentation

1. **Compliance with AEC approvals** (Each investigator or delegate should read the proposal, AEC approval and subsequent approved amendments in preparation for answering the following questions during the site inspection)

AEC Proposal Reference Number			
Investigator/delegate			
Does the Investigator/delegate assure the persons participating in the site inspection that the project is being conducted in accordance with the proposal and associated AEC approval (including approved amendments), specifically in terms of:			
Location			
Housing/facilities			
Experimental design (if applicable)			
Number of animals			
Species of animals			
Stocking rate/space			
Routine monitoring and management			
Emergency procedures and contacts			
Procedures			
Animal treatment/withdrawal decisions			
Fate of animals/euthanasia methods/death as an end point			



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Personnel involved and procedures			
Reporting adverse events			

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2. Investigator Details (Details of investigators, including names and contact telephone numbers, must be current)

Observation / Problems Comments	Action requested by auditor/s (including timeframe)	Responsible person

3. After Hours and Emergency Contacts and Details (The person in charge and investigators must have a system in place so that they, or other responsible persons, can be contacted in the event of emergencies)

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4. Staffing and Veterinary Support (Staff must have access to veterinary services. Trainees must be supervised by appropriately skilled and experienced staff and the staffing level must be capable of providing appropriate care of the animals)

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5. Presence and use of SOPs or other guidelines



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6. Staff competence as demonstrated by evidence of training and demonstrated knowledge of relevant SOPs

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7. Records (Adequate records should be maintained by the person in charge and/or Investigator)

Records must be available to the AEC and should include:

- a. Source, care, allocation, movement between locations, use and fate of all animals
- b. Detail of any illness, injury or other matter that has impacted on the welfare of animals and the remedial action taken
- c. The fertility, fecundity, morbidity and mortality in breeding colonies
- d. The health status, genetic constitution and physical environment of the animals

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Animals

8. Identification (Animals must be identifiable, whether individually or in groups. Animals and their housing in approved projects should be identified using an appropriate method. The least stressful method of marking animals should be used. Housing such as pens, stalls, rooms, shed as appropriate should be marked with applicant name, project title, contact details and CHM AEC Approval number)

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9. General health and morbidity (Animals should be in good condition, in receipt of routine husbandry procedures and not suffering from any obvious ailment, injury or infestation unless approved by the AEC. Appropriate treatments must be administered as required to maintain animal wellbeing)

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10. Behaviour Animals should not display any deviations from normal behavioural patterns. Changes in patterns of sleeping, feeding, drinking, grooming, exploratory behaviour, performance and social and reproductive behaviour may indicate an animal is experiencing pain or distress)

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11. Social Contact (The number of animals in cages, pens, etc and the placement of these should enable social conditions for the species to be maintained. The impact and time of social isolation should be kept to a minimum. Animals should have appropriate opportunities to interact)

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12. Monitoring (Animals must be monitored in accord with AEC approvals and/or is reasonable to maintain animal wellbeing)

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13. Complaints (Check whether any external complaints have been received and if staff have any concerns about this project)

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Environmental Factors

14. Overall State of Repair of Buildings (Buildings should be designed and managed to meet species specific needs and ensure animal wellbeing and comfort)

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15. Cages/pens, fences/yards/handling and restraint facilities (these facilities should be designed and managed to meet species specific needs and ensure animal wellbeing and comfort. In intensive living areas, environmental enrichment should be provided where desirable)

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16. Space/stocking density (There should be adequate space to enable free movement and activity, sleeping and contact with others of the same species)

Observation / Problems Comments	Action requested by auditor/s (including timeframe)	Responsible person

17. Water Supply and Equipment (Animals must have ready access to an adequate supply of cool, clean water. Equipment should be clean and well maintained)

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18. Food Supply and Equipment (Animals must have ready access to an adequate supply of food. Equipment should be clean and well maintained)



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19. Power Supply and Equipment - include comment on the availability of auxiliary power. (The power supply and electrical equipment should be reliable and well maintained)

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20. Shelter/shade – if external (Animals should have ready access to shelter and/or shade)

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21. Lighting – if internal (Lighting levels should meet species specific needs)

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22. Ventilation – if internal (Air quality should meet species specific needs and noxious odour levels must be kept to a level compatible with the wellbeing of staff and animals)

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23. Environmental Warning / Monitoring Systems and Equipment (Systems/equipment must be reliable and well maintained)



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24. Animal / Monitoring Systems and Equipment (Systems/equipment must be reliable and well maintained)

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25. Waste Management System and Equipment (Systems / equipment must be reliable and well maintained)

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26. Security (Areas where animals are kept should provide adequate protection from predation and unauthorised personal entry)

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27. Noise (Noise levels should meet species specific needs)

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28. General Hygiene and Cleaning (Areas where animals are kept should be clean and tidy and free of vermin)



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This report has been prepared for the CHM Alliance Pty Ltd Animal Ethics Committee by:

_____ /_____/_____
Name Signature Date

Reminder: A copy of this report must be given to the person in charge of animals at the site. That person should distribute to Investigators using the site.

AEC use only

This report has been accepted by the CHM Alliance Pty Ltd Animal Ethics Committee

AEC Chair _____ /_____/_____
Name Signature Date