



Company: CHM Alliance Pty Ltd	Issue date: 5 November 2018
41 AEC Training Plan 2019 V2.doc	Authorised: Quality Manager
AEC Training Plan 2019	

AEC Training Plan January 2019 – December 2019

Training Policy

AEC training is an essential aspect of the knowledge, performance and competence of AEC members, project investigators and farm staff responsible for animals involved in research projects.

To comply with research codes training needs are identified through analysis of the requirements of relevant Codes of Practice including those related to production systems and research activities, animal husbandry systems and registration standards, observation of actual on-the-job performance and the introduction of new technology or procedures.

Personnel performing specific assigned tasks affecting the quality of research practices and reliability of project results will be qualified on the basis of appropriate education, training and/or experience, as required. Appropriate records of training are maintained.

Objective 1: Induction training for company staff involved in research projects and AEC members

Action	Completion date	Responsibility
Plan and implement relevant AEC induction programs for all new and continuing AEC members, research project investigators and farm staff as appropriate	Ongoing	AEC Chair and AEC Executive Officer

Objective 2: Refresher training for AEC members

Action	Completion date	Responsibility
Plan and implement relevant AEC refresher programs for AEC members and deliver at AEC meetings, eg 3 R's; investigating potential breaches of the Australian code for the care and use of animals for scientific purposes, 8 th Edition 2013; monitoring external research projects approved by the AEC and other issues that arise.	At AEC meetings as appropriate	AEC Chair and AEC Executive Officer



Company: CHM Alliance Pty Ltd	Issue date: 5 November 2018
41 AEC Training Plan 2019 V2.doc	Authorised: Quality Manager
AEC Training Plan 2019	

Objective 3: Maintain Up-to-date Records of Competence

Action	Completion date	Responsibility
Maintain Training Records	Ongoing	AEC Executive Officer

Objective 4: Establish and Maintain AEC Documentation

Action	Completion date	Responsibility
Review relevant internal and external documents to assess efficacy of use and compliance with requirements and amend as needed	As required	AEC Chair and AEC Executive Officer

Objective 5: Plan and Deliver Training for Compliance with Government Legislation and Compliance Requirements of Regulators

Action	Completion date	Responsibility
Deliver on the job and/or formal training for investigators and relevant farm personnel when compliance practices change	As required	AEC Executive Officer
Ensure delivery of Certificate III accredited training by Approved Supplier for all farm staff engaged in research projects	As required	AEC Executive Officer
Deliver on the job and/or formal training in farm biosecurity and environmental requirements, including site, shed and entry requirements	As required	Research Site Manager
Deliver on the job and/or formal training in animal welfare requirements	As required	Research Site Manager

Objective 6: Plan and Deliver Training for Performance Improvement

Action	Completion date	Responsibility
Deliver formal training sessions on technical issues such as research procedures, application of medications and chemicals	As required	Principal Investigator
Identify appropriate external courses and company participants for performance improvement	As required	Principal Investigator
Deliver training in chemical usage to relevant staff and/or project	As required	Principal Investigator
Retrain staff when lack of competence demonstrated through incident, event or non-conformance	As required	Principal Investigator/Site Manager/ AEC Executive Officer



Company: CHM Alliance Pty Ltd	Issue date: 5 November 2018
41 AEC Training Plan 2019 V2.doc	Authorised: Quality Manager
AEC Training Plan 2019	

Objective 7: Internal Review of Research Projects

Action	Completion date	Responsibility
Review the results of research projects based on assessments of external and internal documentation, results of research activities and humane treatment of animals in research projects and take any actions required for identified non conformances	As required	AEC members at Committee meetings