



Company: CHM Alliance Pty Ltd	Issue date: 2 November 2018
Document: 8 AEC Induction Checklist V2.doc	Authorised: Quality Manager
<b>Animal Ethics Committee Induction Checklist</b>	

<b>Printed Name:</b>	<b>Signature</b>
<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 – copy received</li> </ul>	
<ul style="list-style-type: none"> <li>Australian Code for the Responsible Conduct of Research 2018</li> </ul>	
<ul style="list-style-type: none"> <li>CHM AEC Operations Manual – viewed documents on CHM website and shown access to website – explained and understood.</li> </ul>	
<ul style="list-style-type: none"> <li>Received a copy of the AEC Training Information for Members – explained and understood</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Procedure and Agenda – read and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Importance of principles of Replacement, Reduction and Refinement to prevent or minimise animal suffering – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Terms of Reference – read and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Confidentiality Agreement – signed</li> </ul>	
<ul style="list-style-type: none"> <li>Legal liability – explained and understood</li> </ul>	
<ul style="list-style-type: none"> <li>Record keeping system – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Housing, Care and Welfare of Animals – Role of Committee – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Access to research related Standard Operating Procedures – explained and copies accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Emergency Procedures – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Executive Composition and Powers – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Necessity to declare any conflict of interest – explained and accepted</li> </ul>	
<ul style="list-style-type: none"> <li>Project Proposal documentation and assessment process – sighted</li> </ul>	
<ul style="list-style-type: none"> <li>Register of approved projects to familiarise members with current and ongoing research - sighted</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>Annual Reporting Requirements – 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 regulations</li> </ul>	
<ul style="list-style-type: none"> <li>Communication Processes with Board Investigators and Animal Care Staff – explained and accepted</li> </ul>	



Company: CHM Alliance Pty Ltd	Issue date: 2 November 2018
Document: 8 AEC Induction Checklist V2.doc	Authorised: Quality Manager
<b>Animal Ethics Committee Induction Checklist</b>	

<ul style="list-style-type: none"><li>AEC Complaint Procedure and Complaint Record – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>Member / Advisor details form completed and returned</li></ul>	
I have understood the requirements of the CHM Alliance Pty Ltd Animal Ethics Committee and agree to fulfil my obligations and duties	
AEC Member's signature:	Date:
AEC Chairperson's signature:	Date:

Instruction: Copy completed record for member, original to be retained in the AEC master document file