September 2017

Scientific procedures and specified animal breeding licence audit template

* Core module - Animal facility manager responsibilities

## Audit details:

| Licence name and number |  |
| --- | --- |
| Licence nominee |  |
| Animal facility name and location |  |
| Animal facility manager name |  |
| Date of interview |  |
| Name of auditor(s) |  |
| Additional information |  |

## Part A: Checklist to be used at interview

* Animal facility manager (AFM)- person responsible for managing and supervising animal holding and breeding facilities
* *Refer also to institutional responsibility core module checklist*

| Responsibility | Yes/No | Comment |
| --- | --- | --- |
| AEC approval and other authorisation | | |
| Is AEC approval for all activities associated with the care and management of animals in the facility, and for any amendments to such activities. AEC approval in place for:   * procedures applicable to breeding programs that are integral to the maintenance of an animal line * acquisition * transport * breeding * housing * husbandry? |  |  |
| Are SOPs reviewed and approved by AEC at least every three years? |  |  |
| Are necessary permits, approvals and licences relating to the holding and supply of animals in place? |  |  |
| Training | | |
| Are actions are taken to ensure all people involved in the care of animals at the facility understand and accept their role and responsibilities?   * consider is there an animal facility induction program? |  |  |
| Are procedures and resources in place so that all people involved in the care of animals can meet their responsibilities:   * education * training * supervision of staff? |  |  |
| Is there a skills register to demonstrate provision and training:   * maintained * up to date? |  |  |
| Is training or access to training provided for animal house personnel and investigators for:   * competent handling * basic procedures * experimental approved procedures? |  |  |
| Animal care and management | | |
| Is a program of veterinary care in place?  *Ref: Guidance note – Veterinarians in animal research and teaching* |  |  |
| Is the wellbeing of animals monitored on a day-to-day basis:   * by a competent person * appropriate actions are taken in accordance with both institutional and AEC policies and procedures, and actions documented in animal care procedures approved by the AEC. |  |  |
| Is there regular assessment in accordance with current best practice of the:   * health status of all animals including before arrival * breeding performance of all animals * genetic integrity: inbred lines and outbred strains? |  |  |
| Does the AFM ensure that animals are suitable for their proposed use, and identify suitable animals for supply to a project? |  |  |
| Are animal care staff aware of and special care and housing requirements provided for all animals as appropriate?  Consider:   * albino * genetically modified * cloned * aged * immunocompromised * affected by disease * surgery * pharmacological compounds |  |  |
| Effective lines of communication | | |
| Does the AFM liaise between investigators and facility staff, including informing investigators of any intended changes to the holding conditions for animals that may affect their studies? |  |  |
| Does the AFM communicate with the AEC regarding the management of the facility? |  |  |
| Are reports are provided to the AEC in accordance with AEC and institutional policies and procedure |  |  |
| Does the report to the AEC include records kept in accordance with licence conditions including for:   * SABL: the number and species of specified animals sold or delivered to each scientific premises; and the number and species of specified animals held for the purposes of the licence which were destroyed and the date of, and reason for, their destruction * SPPL: the number and species of animals held for the purposes of the licence which were destroyed during the month without being used in any scientific procedures under the licence and the date of and reason for each animal's destruction? |  |  |
| Specified animals | | |
| Does source and supply of specified animals comply with licence conditions? |  |  |
| Miscellaneous responsibilities | | |
| Are special containment facilities available and used as required for the use of radioisotopes, infectious agents and highly toxic substances? |  |  |
| Are staff are advised of the work health and safety issues associated with the animals under their care and the precautions they must take, in accordance with institutional procedures? |  |  |
| Record keeping | | |
| Are monthly records maintained in compliance with licence conditions? |  |  |
| Does the AFM maintain appropriate records of assessment, and make these records available to investigators, the AEC, the institution and authorised external people   * health status of all animals * breeding performance of all animals * genetic integrity: inbred lines and outbred strains? |  |  |
| Animals displaying adverse effects, pain, distress or ill health must be monitored.  Does the AFM recorded this data to enable trends to be identified and possible disease or adverse phenotypes to be detected and reported if necessary? |  |  |
| Breeding  *Ref Non-core module breeding application and project review* |  |  |
| Does the AFM oversee all breeding colonies held? |  |  |
| Does the AFM keep and review records of breeding performance of animals including fertility, fecundity, morbidity and mortality rates of breeding colonies |  |  |
| Is a system of animal breeding, forecasting and recording implemented?   * considers maintenance of genetic integrity for both inbred and outbred lines * considers supply and demand to reduce oversupply * for NHP considers coordination with researcher needs so supply meets demand |  |  |
| Are opportunities explored for excess animals or animal tissue? |  |  |

## outcomes

Do the findings of the animal facility inspection and other applicable modules – e.g AEC operations and investigator responsibility review and as applicable, non-core module: breeding project review conclude that the following animal facility manager responsibilities are being met?

|  |  |  |
| --- | --- | --- |
| Responsibility | Yes/No | Comment |
| Do all people involved in the care of animals at the facility understand and accept their role and responsibilities? |  |  |
| Are activities are implemented and conducted in accordance with the conditions and requirements of the AEC approval, and cease if approval from the AEC is suspended or withdrawn? |  |  |
| Do the procedures and resources provided result in all people involved in the care of animals understanding and meeting their responsibilities? |  |  |
| Are quality management systems and procedures promoted to manage the day-to-day care of animals. |  |  |
| Does the program of veterinary care provide effective oversight and result in staff following veterinary advice regarding care, husbandry and health of animals, and biosecurity? |  |  |
| Does the development and regular review of procedures for the care and management of animals result in implementation of current best practice within the animal facility? |  |  |
| Are there effective lines of communication between the animal facility and the:   * AEC * investigators? |  |  |
| Do breeding practices demonstrate a commitment to implementation of the principle of reduction? |  |  |