

AUDIT OF PROJECT ANIMAL USE

This checklist covers the items to be reviewed during inspection of projects approved by the AEC. The overall aims of this component of a licence inspection are to establish whether the project was carried out in accordance with the protocol approved by the AEC and the Australian Code of Practice to actually ensure that the agreed welfare of the animals was maintained. If a project has a number of component parts or reiterations, each of these parts must be considered according to the criteria listed below. (Use * with table to indicate further comments at end of checklist)

1. **Project Title** _____

2. **Identified parts of project (if applicable)** _____
3. **Name of License under which project conducted** _____
4. **AEC Reference Number** _____
5. **Chief Investigator** _____
6. **Investigator present at audit** _____
7. **Location of animals during the project** _____
8. **AEC Approved commencement date:**
9. **AEC approved finish date:**
10. **Any relevant annual or completion of project reports?**
11. **AEC Conditions Set:** _____
 - _____
 - _____
 - _____
 - _____

Findings in General:

Are the records compliant with the AEC approved protocol and the Australian Code of Practice?

Exceptions:

Commendations:

Other Comments: see table at end.

FEATURE	DESCRIPTION	CHECK / *
(i) Allocation of Animals and personnel responsibilities	<ul style="list-style-type: none"> • Source of animals compliant? • Initial Receiving of Animals • Allocation/Receiving Records available? • Animal I/D System satisfactory? • Housing (Animal House Inspection Proforma) • Special facilities • Check (Code Section 2.2.26) transfer of responsibility from animal facility to researcher. • Check out of hours procedures and responsibilities. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(ii) Pre-intervention animal monitoring records	<ul style="list-style-type: none"> • Monitoring of- Animal Behaviour? • Monitoring of - Signs of pain / distress? • Record system satisfactory? • Action(s) recorded? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iii) Procedure records should include:	<ul style="list-style-type: none"> • Date and Personnel involved • Total Animals used (number and species) • Administration of drugs and treatments • Anaesthesia and Analgesia use • Surgery • Other invasive procedures- describe 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iv) Pain Management Plan	<ul style="list-style-type: none"> • Personnel Responsible <ul style="list-style-type: none"> - Researcher - Housing facility • Anaesthesia/sedation and Analgesia <ul style="list-style-type: none"> - Dose Rates - Preparation - Administration - Monitoring • Post anaesthetic recovery • Post procedural monitoring 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

FEATURE	DESCRIPTION	CHECK/ *
(v) Pain and Distress end-point	<ul style="list-style-type: none"> • Check records of post-procedural monitoring of level of pain and distress in relation to AEC agreed end-point of experiment. • Numbers actually died as a result of death as an end-point² 	<input type="checkbox"/> <input type="checkbox"/>
² (vi) Adverse effects	<ul style="list-style-type: none"> • Did expected adverse effects occur? • Did unexpected adverse effects occur? • Were they adequately managed? • Did they require investigation? • Advice to AEC? • Notification to BAW required? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(vii) Humane Killing and euthanasia of animals	<ul style="list-style-type: none"> • Methods used ¹ • Personnel • Records 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(viii) Other fate of animals	<ul style="list-style-type: none"> • Records of animals delivered to another scientific institution? • Other- please describe 	<input type="checkbox"/> <input type="checkbox"/>
(ix) Standard operating procedures	<ul style="list-style-type: none"> • Were standard operating procedures available and apparently used? 	<input type="checkbox"/>
(x) Were the anticipated benefits of the project achieved?	<p>Were the anticipated benefits achieved and demonstrated? For example:</p> <ul style="list-style-type: none"> • Journal article • Reports • Other? Please describe 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

¹ NB. For projects proposed when Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits in effect.

² NB. Regulation 12 for toxicity testing and mortality.

Comments Section:

Feature Section	Comments	Follow-up Required?