



## ANNEX B SELF EVALUATION CHECKLIST FOR APPROVAL OF FACILITY UNDER PAPA

The following sections will be assessed by the licensing officer (LO) before a PAPA licence can be issued. In order to facilitate the evaluation of the facility before an inspection is conducted, a self-assessment is strongly recommended.

A site plan, indicating all the structures referred to in section 1 below, as well as a completed self-assessment, must be submitted to the LO, after which an inspection date will be arranged. Where the facility does not fully comply with any applicable points, the extent, reason and/or any proposed corrective action(s), should be described/explained in the comments column.

Primary facility/business name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Physical address/GPS coordinates: \_\_\_\_\_

### A. Document review

#### 1. Primary facility

| HAS THE POINT BELOW BEEN COMPLIED WITH?                                                                                                                                                                       | YES | NO | COMMENTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| 1.1. The site plan as described in Part III Section 1.1 is provided and is up to date for the primary facility/and secondary facility if applicable.                                                          |     |    |          |
| 1.2. The site plan for the primary facility/and secondary facility if applicable, must be signed by the facility veterinarian.                                                                                |     |    |          |
| 1.3. A detailed plan approved by the facility veterinarian for each species including feeding, health, welfare and behaviour enrichment (i.e. how to mitigate stereotypical / atypical / aberrant behaviour). |     |    |          |
| 1.4. Work and/or training program of each species, approved by the facility vet, is provided                                                                                                                  |     |    |          |
| 1.5. List of apparatus used for each species, where both the apparatus and the use thereof is approved by the facility veterinarian.                                                                          |     |    |          |

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| 1.6. SOP for the feeding, touching, petting or stroking of suitably habituated wild animals by the public. This includes the safety briefing and education given to the public to outline the risks and procedures in case of an incident, and emergency medical care. (If applicable)             |  |  |  |
| 1.7. SOP for the transportation of animals approved by the facility vet                                                                                                                                                                                                                            |  |  |  |
| 1.8. Procedures for care of animals at temporary facilities (facilities where animals are kept for not more than 5 days) approved by the facility vet                                                                                                                                              |  |  |  |
| 1.9. SOP for pest control, with register(s)                                                                                                                                                                                                                                                        |  |  |  |
| 1.10. SOP for waste management                                                                                                                                                                                                                                                                     |  |  |  |
| 1.11. SOP for euthanasia approved by the facility vet                                                                                                                                                                                                                                              |  |  |  |
| 1.12. SOP for carcass disposal approved by the facility vet                                                                                                                                                                                                                                        |  |  |  |
| 1.13. Contingency plan for staff absenteeism                                                                                                                                                                                                                                                       |  |  |  |
| 1.14. Contingency plans for natural disasters relevant to the facility approved by the facility vet                                                                                                                                                                                                |  |  |  |
| 1.15. Inspection register is available (facility vet visits, welfare inspections, industry body or regulatory inspections)                                                                                                                                                                         |  |  |  |
| 1.16. Records of all inspections including industry related organisations, and reports by the facility veterinarian and warning letters issued by welfare organisations are on file.                                                                                                               |  |  |  |
| 1.17. Movement control register for all animals taken to the premises and movement from the premises to another destination, ensuring full traceability, source, and veterinary health checks. Copies of any movement notices, permits and veterinary health checks (if applicable) are available. |  |  |  |
| 1.18. Health certificates relating to the movement of animals, where applicable.                                                                                                                                                                                                                   |  |  |  |
| 1.19. Relevant municipal permissions and nature conservation permits                                                                                                                                                                                                                               |  |  |  |

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| including CITES permits (if applicable)                                                                                                                    |  |  |  |
| 1.20. Previous PAPA Licence and amendments (if applicable) are available                                                                                   |  |  |  |
| 1.21. Copies of relevant welfare codes or standards applicable to the industry, such as SABS or PAZAA (for zoos and aquariums), available at the facility. |  |  |  |

## 2. Staff

| HAS THE POINT BELOW BEEN COMPLIED WITH?                                                                          | YES | NO | COMMENTS |
|------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| 2.1. Records of applicable staff training and qualifications / experience (documented species-specific training) |     |    |          |
| 2.2. Records of ongoing annual training of all staff                                                             |     |    |          |
| 2.3. Staff are appropriately mandated and competent to perform all duties pertaining to the animals.             |     |    |          |
| 2.4. Detailed job descriptions for all staff are available.                                                      |     |    |          |
| 2.5. The number of employees is sufficient to ensure that all animals are taken care of on a daily basis.        |     |    |          |

## 3. Animals

| HAS THE POINT BELOW BEEN COMPLIED WITH?                                                                                                   | YES | NO | COMMENTS |
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| 3.1. Register listing all animals kept on the premises is available.(complete in point 4)                                                 |     |    |          |
| 3.2. Full records relating to mortality, disease diagnosis, treatments and vaccinations are available and signed off by the facility vet. |     |    |          |

4. Animals kept at the primary facility.

| A. Document review |        |                    | B. Walk through inspection                                                |                                                            |                                                                          |                                                                                                         |                                                                                                                                                                  |
|--------------------|--------|--------------------|---------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scientific Name    | Number | Nature of activity | 4.1.The details of the animals at the facility correlate to the register. | 4.2.All animals have an acceptable body condition (score). | 4.3.There are no signs of stereotypical / atypical / aberrant behaviour. | 4.4.If practical, the identification of a sample of the animals has been verified against the register. | 4.5.The animals show no signs of untreated illness or injury. In the opinion of the licencing officer the wellbeing of the animals is of an acceptable standard. |
|                    |        |                    | Yes/ No                                                                   | Yes/ No                                                    | Yes/ No                                                                  | Yes/ No                                                                                                 | Yes/ No                                                                                                                                                          |
|                    |        |                    |                                                                           |                                                            |                                                                          |                                                                                                         |                                                                                                                                                                  |
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|                    |        |                    |                                                                           |                                                            |                                                                          |                                                                                                         |                                                                                                                                                                  |

## B. Walk through inspection

### 5. Primary facility

| HAS THE POINT BELOW BEEN COMPLIED WITH?                                                                                                                                                                                                                             | YES | NO | COMMENTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| 5.1. The site plan documented is verified to be accurate.                                                                                                                                                                                                           |     |    |          |
| 5.2. All access points are locked unless manned.                                                                                                                                                                                                                    |     |    |          |
| 5.3. The outer perimeter fence is constructed to confine the applicable species effectively on the premises in the event that the animal escapes from its enclosure. The enclosures effectively confine the species and comply with current regulations on fencing. |     |    |          |
| 5.4. The cages, carriages and camps where animals are kept are suitable for the species, hygienic, with sufficient space, ventilation and light, environmental enrichment and are free of dangerous items that can injure the animals                               |     |    |          |
| 5.5. Animals are provided with sufficient shelter from the elements and are safe from predators.                                                                                                                                                                    |     |    |          |
| 5.6. Provision is made for animals to be supplied with potable easily accessible water at all times. The use of automated systems is encouraged. Where a non-automated system is used the water container is sufficient to supply all animals for at least a day.   |     |    |          |
| 5.7. Sufficient feed is available for at least a week and supplied on a daily basis?                                                                                                                                                                                |     |    |          |
| 5.8. Feed storage areas are of sufficient space and quality to ensure that feed can be stored without spoilage. Feed is of suitable quality.                                                                                                                        |     |    |          |
| 5.9. There is visible evidence of effective control for rodents, flies and other pests.                                                                                                                                                                             |     |    |          |

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| 5.10. The correct and suitable facilities are available to enable animals to be safely handled, treated and isolated when sick, injured or during the peri-natal period.                            |  |  |  |
| 5.11. Equipment used for medical treatment and euthanasia is available and in good working condition.                                                                                               |  |  |  |
| 5.12. Verify that the Animal Health and Welfare plan are adhered to.                                                                                                                                |  |  |  |
| 5.13. Are work and/or training periods recorded and in accordance with the SOP?                                                                                                                     |  |  |  |
| 5.14. Behavioural enrichment is provided and used.                                                                                                                                                  |  |  |  |
| 5.15. The public activity protocol must conspicuously be published in an area from where feeding, touching, petting or stroking of suitably habituated wild animals may take place. (if applicable) |  |  |  |
| 5.16. Animals must have the opportunity to retreat at will and should not be forced to interact with the public. (if applicable)                                                                    |  |  |  |
| 5.17. Suitably competent personnel must evaluate animals for signs of stress and terminate public interactions immediately. (if applicable)                                                         |  |  |  |
| 5.18. Employees complete daily care sheets for all the animals, which are available to ensure compliance.                                                                                           |  |  |  |
| 5.19. Waste disposal in line with the SOP                                                                                                                                                           |  |  |  |
| 5.20. Cleaning equipment and materials are available (specify what is used e.g. disinfectant, brooms, etc.).                                                                                        |  |  |  |
| 5.21. Transportation (vehicles and carriage) of animals are appropriate and safe.                                                                                                                   |  |  |  |
| 5.22. A copy of the PAPA license is available in the transport vehicle.                                                                                                                             |  |  |  |

**6. Staff at the primary facility**

| <b>HAS THE POINT BELOW BEEN COMPLIED WITH?</b>                                                                                                                                                                 | <b>YES</b> | <b>NO</b> | <b>COMMENTS</b> |
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| 6.1. Staff are able to demonstrate the correct handling of animals upon request.                                                                                                                               |            |           |                 |
| 6.2. Staff are equipped with the applicable equipment for humane and effective handling of animals and are conversant with its correct and safe use. All equipment is adequately maintained to prevent injury. |            |           |                 |

**7. Secondary facility (if applicable)**

|                                                                                                                                                                                                                                                                    |            |           |                 |            |           |                 |            |           |                 |            |           |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|
|                                                                                                                                                                                                                                                                    | Site:      |           |                 | Site:      |           |                 | Site:      |           |                 | Site:      |           |                 |
|                                                                                                                                                                                                                                                                    | Animals:   |           |                 | Animals:   |           |                 | Animals:   |           |                 | Animals:   |           |                 |
| <b>Has the point below been complied with?</b>                                                                                                                                                                                                                     | <b>Yes</b> | <b>No</b> | <b>COMMENTS</b> | <b>Yes</b> | <b>No</b> | <b>COMMENTS</b> | <b>Yes</b> | <b>No</b> | <b>COMMENTS</b> | <b>Yes</b> | <b>No</b> | <b>COMMENTS</b> |
| 7.1. The site plan documented is verified to be accurate.                                                                                                                                                                                                          |            |           |                 |            |           |                 |            |           |                 |            |           |                 |
| 7.2. All access points are locked unless manned.                                                                                                                                                                                                                   |            |           |                 |            |           |                 |            |           |                 |            |           |                 |
| 7.3. The outer perimeter fence is constructed to confine the applicable species effectively on the premises in the event that the animal escapes from its enclosure. The enclosures effectively confine the species and comply with current regulations on fencing |            |           |                 |            |           |                 |            |           |                 |            |           |                 |
| 7.4. The cages, carriages and camps where animals are kept are suitable for the species, hygienic,                                                                                                                                                                 |            |           |                 |            |           |                 |            |           |                 |            |           |                 |



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| with sufficient space, ventilation and light, environmental enrichment and are free of dangerous items that can injure the animals           |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.5. Animals are provided with sufficient shelter from the elements and are safe from predators                                              |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.6. Provision is made for the supply of potable water at all times.                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.7. Sufficient feed is available for at least a week and supplied on a daily basis?                                                         |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.8. Feed storage areas are of sufficient space and quality to ensure that feed can be stored without spoilage. Feed is of suitable quality. |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.9. There is visible evidence of effective control for rodents, flies and other pests.                                                      |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.10. The correct and suitable facilities are available to enable animals to be safely handled, treated and isolated when sick,              |  |  |  |  |  |  |  |  |  |  |  |  |

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| injured or during the peri-natal period.                                                                     |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.11. Equipment used for medical treatment and euthanasia is available and in good working condition.        |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.12. Employees complete daily care sheets for all the animals, which are available to ensure compliance.    |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.13. Waste disposal in line with the SOP                                                                    |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.14. Cleaning equipment and materials are available (specify what is used e.g. disinfectant, brooms, etc.). |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.15. Verify that the Animal Health and Welfare plan are adhered to.                                         |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.16. Are work and/or training periods recorded and in accordance with the SOP?                              |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.17. Behavioural enrichment is provided and used.                                                           |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.18. The public activity protocol must conspicuously be published in an area                                |  |  |  |  |  |  |  |  |  |  |  |  |

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| from where feeding, touching, petting or stroking of suitably habituated wild animals may take place. (if applicable)                       |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.19. Animals must have the opportunity to retreat at will and should not be forced to interact with the public. (if applicable)            |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.20. Suitably competent personnel must evaluate animals for signs of stress and terminate public interactions immediately. (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.21. The details of the animals at the facility correlate to the register.                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.22. All animals have an acceptable body condition (score)                                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.23. There are no signs of stereotypical / atypical / aberrant behaviour.                                                                  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.24. If practical, the identification of a sample of the animals                                                                           |  |  |  |  |  |  |  |  |  |  |  |  |

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| has been verified against the register.                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.25. The animals show no signs of untreated illness or injury. In the opinion of the licencing officer the wellbeing of the animals is of an acceptable standard.                                              |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.26. Transportation (vehicles and carriage) of animals are appropriate and safe.                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.27. A copy of the PAPA license is available in the transport vehicle.                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.28. Staff are able to demonstrate the correct handling of animals upon request.                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.29. Staff are equipped with the applicable equipment for humane and effective handling of animals and are conversant with its correct and safe use. All equipment is adequately maintained to prevent injury. |  |  |  |  |  |  |  |  |  |  |  |  |

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| 7.30. A copy of the PAPA license is available at the site. |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.31. Emergency contact details are prominently displayed. |  |  |  |  |  |  |  |  |  |  |  |  |

Completed by \_\_\_\_\_ on date \_\_\_\_\_

Signature \_\_\_\_\_