



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 both the primary and secondary facilities.			
1.2. The site plan must be signed by the facility vet, for primary and secondary facilities (to be listed on the licence)			
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. Exercise program of each species, approved by the facility vet, is provided.			

1.6. List of apparatus used for each species, where both the apparatus and the use thereof is approved by the facility vet			
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, include how animals will be handled during enclosure/kennel cleaning.			
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 and records (facility vet visits, welfare inspections, industry body or regulatory inspections)			
1.16. 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.			
1.17. Previous PAPA Licence and amendments (if applicable) are available			
1.18. Membership / registration (details) with a recognised industry body (as applicable) is available			
1.19. Dog rental facilities: Monthly updated list of clients renting dogs for security purposes (PAPA licensed)			

2. Staff

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
2.1. Staff are appropriately registered with a recognised industry body.			
2.2. Training certificates for each dog handler are available.			
2.3. Records of ongoing annual staff training is available.			
2.4. Staff are appropriately mandated and competent to perform all duties pertaining to the animals.			
2.5. Detailed job descriptions for all staff are available.			
2.6. 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
3.1. Register listing all animals kept on the premises			
3.2. Full records relating to mortality, disease diagnosis, treatments and vaccinations are available and signed off by the facility vet.			
3.3. Training certificates for dogs used for safeguarding are available, appropriate and current.			

B. Walk through inspection

4. Primary facility

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
4.1. The site plan documented is verified to be accurate.			
4.2. All access points are locked unless manned.			
4.3. 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			
4.4. 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			
4.5. Animals are provided with sufficient shelter from the elements and are safe from predators			
4.6. 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.			
4.7. Sufficient feed is available for at least a week and supplied on a daily basis?			
4.8. Feed storage areas are of sufficient space and quality to ensure that feed can be stored without spoilage. Feed is of suitable quality.			
4.9. An area for behavioural enrichment is provided and used. For example a safe exercise camp used when off-duty.			

4.10. Verify that the Animal Health and Welfare plan are adhered to.			
4.11. Are exercise periods recorded and are dogs exercised in accordance with the SOP?			
4.12. Are work and/or training periods recorded and in accordance with the SOP?			
4.13. Employees complete daily care sheets for all the animals, which are available to ensure compliance.			
4.14. There is visible evidence of effective control for rodents, flies and other pests.			
4.15. Waste disposal in line with the SOP			
4.16. Dogs are appropriately handled during kennel cleaning. For example placed in an appropriately size enclosure or in a secure play (exercise) pen.			
4.17. Cleaning equipment and materials are available (specify what is used e.g. disinfectant, brooms, etc.).			
4.18. Transportation (vehicles and carriage) of animals are appropriate and safe.			
4.19. A copy of the PAPA license is available in the transport vehicle.			

5. Staff at the primary facility

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
5.1. Staff are able to demonstrate the correct handling of animals upon request.			
5.2. 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.			

6. Animals at the primary facility

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
6.1. The details of the animals at the facility correlate to the register.			
6.2. All animals have an acceptable body condition (score)			
6.3. There are no signs of stereotypical / atypical / aberrant behaviour.			
6.4. If practical, the identification of a sample of the animals has been verified against the register.			
6.5. 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.			

7. Secondary facility for guard dogs (if applicable)

	Site:			Site:			Site:			Site:		
	Dogs:			Dogs:			Dogs:			Dogs:		
Has the point below been complied with?	Yes	No	COMMENTS	Yes	No	COMMENTS	Yes	No	COMMENTS	Yes	No	COMMENTS
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,												

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. An area for behavioural enrichment is provided and used. For example a safe exercise camp used when off-duty.												

7.10. There is visible evidence of effective control for rodents, flies and other pests.												
7.11. Waste disposal in line with the SOP												
7.12. Dogs are appropriately handled during kennel cleaning. For example placed in an appropriately size enclosure or in a secure play (exercise) pen.												
7.13. Cleaning equipment and materials are available (specify what is used e.g. disinfectant, brooms, etc.)												
7.14. Emergency contact details are prominently displayed.												
7.15. Verify that the Animal Health and Welfare plan are adhered to.												
7.16. Are exercise periods recorded and are dogs exercised in accordance with the SOP?												

7.17. Are work and/or training periods recorded and in accordance with the SOP?												
7.18. Employees complete daily care sheets for all the animals, which are available to ensure compliance.												
7.19. The details of the animals at the facility correlate to the register.												
7.20. All animals have an acceptable body condition (score)												
7.21. There are no signs of stereotypical / atypical / aberrant behaviour.												
7.22. If practical, the identification of a sample of the animals has been verified against the register.												
7.23. 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.												

7.24. Is there a trained dog handler present when the dogs are not working?												
7.25. Transportation (vehicles and carriage) of animals are appropriate and safe.												
7.26. A copy of the PAPA license is available in the transport vehicle.												
7.27. Staff are able to demonstrate the correct handling of animals upon request.												
7.28. 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.												
7.29. A copy of the PAPA license is available at the site.												

Where the facility does not fully comply with any applicable points, the extent, reason and/or any proposed corrective action(s), is described in the comments column.

Completed by _____ on date _____

Signature _____