

Self-evaluation checklist for PAPA applications

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.

1. Primary facility / business name: _____

Applicant: _____

GPS coordinates or w3w location: _____

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
1.1 The site plan as described in Part III Section 1.1 of VPN 48 is provided and is up to date.			
1.2 All access points are locked unless manned.			
1.3 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			
1.4 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			
1.5 Animals are provided with sufficient shelter from the elements and are safe from predators			
1.6 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.			
1.7 Feed storage areas are of sufficient space and quality to ensure that feed can be stored without spoilage. Feed is of a suitable quality.			
1.8 There is visible evidence of effective control for rodents, flies and other pests.			

1.9 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.			
1.10 Transportation (vehicles and carriage) of animals are appropriate and safe			

2. Staff

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
2.1 The number of employees is sufficient to ensure that all animals are taken care of on a daily basis. Completed daily care sheets are available to ensure compliance.			
2.2 Staff are able to demonstrate the correct handling of animals upon request.			
2.3 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.			
2.4 Staff are appropriately mandated and competent to perform all duties pertaining to the animals. This may include job descriptions and appropriate registration.			

3. Animals

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
3.1 The details of the animals at the facility correlate to the register.			
3.2 All animals have an acceptable body condition (score).			
3.3 Any stereotypical / atypical / aberrant behavior is mitigated by appropriate documented interventions and solutions.			
3.4 If practical, the identification of a sample of the animals has been verified against the register.			
3.5 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.			
3.6 All animals are supplied with adequate feed and water.			
3.6 Equipment used for medical treatment and euthanasia is available and in good working condition.			
3.7 Training of animals			
3.8 Briefly describe the animal training/performing/working set-up/programme:			

For example: Dogs work 12-hour night shifts 4 times a week. They are transported to and from the work site.

4. Record keeping

RECORDS ON FILE	YES	NO	COMMENTS
4.1 Site plan signed by the facility vet, for primary and secondary facilities (to be listed on the licence)			
4.2 A detailed plan approved by the facility veterinarian for each species including feeding, health, welfare and behaviour enrichment			
4.3 Work and/or training program of each species, approved by the facility vet			
4.4 List of apparatus used for each species, where both the apparatus and the use thereof is approved by the facility vet			
4.5 SOP for the transportation of animals approved by the facility vet			
4.6 Procedures for care of animals at temporary facilities (facilities where animals are kept for not more than 5 days) approved by the facility vet			
4.7 SOP for pest control, with register(s)			
4.8 SOP for waste management			
4.9 SOP for euthanasia approved by the facility vet			
4.10 SOP for carcass disposal approved by the facility vet			
4.11 Contingency plan for staff absenteeism			
4.12 Contingency plans for natural disasters relevant to the facility approved by the facility vet			
4.13 Register listing all animals kept on the premises			
4.14 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.			
4.15 Health certificates relating to the movement of animals, where applicable.			
4.16 Full records relating to mortality, disease diagnosis, treatments and vaccinations are available and signed off by the facility vet.			
4.17 Training certificates for dogs used for safeguarding are available, appropriate and current.			
4.18 Records of applicable staff training and qualifications / experience, including dog handler registration.			
4.19 Records of ongoing annual training of all staff			

4.20 Records of all inspections including industry related organisations, and reports by the facility veterinarian and warning letters issued by welfare organisations are on file			
4.21 Relevant municipal permissions and nature conservation permits including CITES permits (if applicable)			
4.22 Previous PAPA Licence and amendments (if applicable)			
4.23 Membership / registration (details) with a recognised industry body (as applicable)			
4.24 Copies of relevant welfare codes or standards applicable to the industry, such as SABS or PAZAA (for zoos and aquariums), available at the facility.			

5. Secondary facility for safeguarding dogs (if applicable)

Has the point below been complied with?	Yes	No	COMMENTS
5.1 A kennel appropriate to the size of the animal is provided and is maintained and hygienically kept.			
5.2 Emergency contact details are prominently displayed.			
5.3 Provision is made for the supply of potable water at all times.			
5.4 Sufficient feed is available for at least a week and supplied on a daily basis?			
5.5 Work and rest periods are recorded and adhered to.			
5.6 Items and opportunities for care and behavioral enrichment are available and are being used.			
5.7 An area or program for 5.6 above is provided and used. <i>For example a safe exercise camp used when off-duty.</i>			
5.8 An appropriate collar and leash is provided and used.			
5.9 Carriages, enclosures and cages are suitable. <i>If applicable, list the carriages and cages and comment on their suitability (more lines can be added)</i>			

Note: Carriages and cages used at secondary or temporary facilities may have to comply with the same minimum requirements as the primary facility to ensure safety and well-being of the animals.

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