



Company: CHM Alliance Pty Ltd	Issue date: 22 January 2024
Document: 3 AEC Current Document Register V6.doc	Authorised: AEC Co Ordinator
<b>Animal Ethics Committee Current Document Register</b>	

**Current as at: 22 January 2024**

Document ID	Date	Description
1 Cover AEC Manual V2.doc	Feb 2019	Manual cover page
2 AEC TOC V2.doc	17 February 2023	Animal Ethics Committee Manual Table of Contents
<b>Section 1: Document Registers</b>		
3 AEC Current Document Register V6.doc	Current version	Current Document Register
4 AEC External Document Register V2.doc	2 November 2018	AEC External Document Register
<b>Section 2: Terms of Reference</b>		
5 CHM AEC TOR.doc	11 October 2023	AEC PIC Terms of Reference
<b>Section 3: Membership</b>		
6 AEC Member/Advisor details V2.doc	1 August 2015	CHM Alliance Pty Ltd Animal Ethics Committee Member/Advisor Details Form
7 AEC Confidentiality Agreement.doc	10 July 2009	Animal Ethics Committee Confidentiality Agreement
8 AEC Induction Checklist 021118.doc	2 November 2018	Animal Ethics Committee Induction Checklist
9 Guidelines for CHM AEC Members 050718.doc	5 July 2018	Guidelines for CHM Alliance Pty Ltd AEC Members
10 AEC Policy on Committee Membership V2.doc	12 August 2013	Policy Criteria for Assessment of Animal Ethics Committee Membership
11 AEC Policy Conflict of Interest V2.doc	12 August 2013	Policy Conflict of Interest with Membership of Animal Ethics Committee
12 Policy Payment of AEC Members V3.doc	30 October 2023	Policy – Payment of AEC Members
13 AEC Contact List V3.doc	24 June 2022	AEC Contact List Proforma
<b>Section 4: Meetings</b>		
14 AEC Policy Committee Meeting Frequency V2.doc	12 August 2013	Policy Frequency of Animal Ethics Committee Meetings
15 AEC Meeting Agenda V2.doc	11 January 2024	Committee Meeting Agenda
16 Meeting Checklist V2.doc	17 November 2010	Meeting Checklist
17A CHM Checklist for Assessing AEC Proposal V2.doc	6 November 2017	CHM Checklist for Assessing AEC Proposal
17B PIC Checklist for Assessing AEC Proposal V3.doc	23 November 2021	PIC Checklist for Assessing AEC Proposal
18 AEC Expense Claim Form V4.doc	30 October 2023	Expense Claim Form
19 Glossary of Terms for AEC V2doc	17 December 2009	Glossary of Terms
<b>Section 5: Project documentation</b>		
20 AEC Policy for Emergency Procedures V2.doc	12 August 2013	AEC Policy for Emergency Procedures

Document ID	Date	Description
21A AEC Project Proposal V5.doc	23 November 2021	Project Proposal to Use Animals for a Scientific Purpose
21B PIC AEC Project Proposal V6.doc	11 January 2024	PIC AEC Project Proposal to Use Animals for a Scientific Purpose
22 AEC Training Project Proposal V5.doc	12 November 2021	AEC Training Project Proposal to Use Animals for Scientific Purpose
42 AEC Poultry Training Project Proposal V4.doc	29 June 2020	AEC Poultry Training Project Proposal to Use Animals for a Scientific Purpose
23 AEC Minor Variation Application V3.doc	29 June 2020	Minor Variation to an Approved Project Application for Approval
23B PIC AEC Minor Variation Application V3.doc	3 June 2020	Minor Variation to an Approved Project Application for Approval
24A AEC Project Completion Advice V4.doc	12 November 2021	Project Completion Advice to the Animal Ethics Committee
24B PIC AEC Project Completion Advice V3.doc	12 November 2021	PIC AEC Project Completion Advice to the Animal Ethics Committee
25A AEC Report of Adverse or Unexpected Events V3.doc	27 September 2018	AEC Report of adverse or unexpected events during the conduct of an approved project
25B PIC AEC Report of Adverse Unexpected Events V3.doc	27 September 2018	PIC AEC Report of adverse or unexpected events during the conduct of an approved project
26A AEC Annual Progress Report V3.doc	21 April 2022	AEC Annual Progress Report to CHM Alliance Pty Ltd Animal Ethics Committee
26B PIC AEC Annual Progress Report V4.docx	21 April 2022	PIC AEC Annual Progress Report
27 AEC Review Application V2.doc	28 September 2009	AEC Decision Review Application
28 AEC Project Register.doc	21 January 2011	AEC Project Register proforma
29 AEC Project Staff Induction Checklist V2.doc	2 November 2018	AEC Project Staff Induction Checklist
30 Standard Westbrook Project Proposal V7.doc	29 June 2020	Standard Westbrook Project Proposal to Use Animals for a Scientific Purpose
31 Standard Westbrook Sow Research Project Proposal V3.doc	29 June 2020	Standard Westbrook Sow Research Project Proposal to Use Animals for a Scientific Purpose
32A AEC Project Not Commenced Report V3.docx	3 June 2020	AEC Project Not Commenced Report
32B PIC AEC Project Not Commenced Report V3	3 June 2020	PIC AEC Project Not Commenced Report
33 AEC Westbrook Approved Supplier List 010616 V2.xls	1 June 2016	AEC Approved Supplier List (Westbrook Manual)

Document ID	Date	Description
38 PIC AEC Animal Research Authority V2.doc	20 November 2017	PIC AEC Animal Research Authority - Proforma
39 SunPork Collaborative Research Agreement V3.doc	4 October 2019	SunPork Solutions Collaborative Research Agreement
45 AEC Approval Certificate V1	27 June 2022	AEC Approval Certificate
45B PIC AEC Approval Certificate V1	27 June 2022	PIC AEC Approval Certificate
46A AEC Pre Trial Checklist V1	20 December 2022	AEC Pre Trial Checklist
46B PIC AEC Pre Trial Checklist V1	20 December 2022	PIC AEC Pre Trial Checklist
<b>Section 6: Site inspections</b>		
34 AEC Policy on Site Inspections by AEC V3.doc	3 May 2019	AEC Policy on Site Inspections by AEC Members
35A AEC Site Inspection Report V2.doc	11 July 2017	AEC Site Inspection Report to the Animal Ethics Committee
35B PIC AEC Site Inspection Report V2.doc	2 November 2017	PIC AEC Site Inspection Report
34A AEC Policy on Covid Remote Site Inspections by AEC 12061020	7 February 2022	Policy on Covid Remote Site Inspections by AEC
<b>Section 7: Responsible Research / Complaints – Non Compliance</b>		
36 AEC Complaint Procedure V2.doc	2 November 2018	AEC Complaint Procedure
37 AEC Complaint Record V2.doc	2 November 2018	AEC Complaint Record
40 AEC Principles for Responsible Research V2.docx	2 November 2018	AEC Principles for Responsible Research
<b>Section 8: Training</b>		
41 AEC Training Plan 2019 V2.doc	5 November 2018	AEC Training Plan January 2019 – December 2019
CHM AEC Member Training Manual 260516.docx	26 May 2016	CHM AEC Member Training Manual
43A CHM Project Personnel Training Record - External	29 September 2019	CHM AEC Project Personnel Training Record
43B PIC Project Personnel Training Record – External	29 September 2019	PIC AEC Project Personnel Training Record
44A CHM AEC Project Training Register	7 October 2019	CHM AEC Project Training Register
44B PIC AEC Project Training Register	7 October 2019	PIC AEC Project Training Register
<b>Organisation Chart</b>		
CPC Westbrook Pig Research Facility Org Chart 17022021.vsd	17 February 2021	SunPork Solutions/ Westbrook Pig Research Facility Org Chart