



Company: CHM Alliance Pty Ltd	Issue date: 1 February 2024
Document: 47 AEC Document Control Procedure V1.doc	Authorised: AEC co ordinator
CHM Alliance Pty Ltd / PIC Ltd Animal Ethics Committees Document Control Procedure	

Introduction

Document control is necessary to ensure the control of Animal Ethics Committee (CHM & PIC AEC's) documents. This document aims to establish the processes and procedures involved in creating new documents, maintaining current documents, the reviewing and approval of new and existing documents, document identification, document retainment, record retainment and document storage.

With the aim of having the current version of each document present within the system. Each document has a full version history associated with it. Document control rests with the AEC co-ordinator and administration support staff.

New Document Creation

New documents are created on an as needs basis. Documents can be created by various stakeholders including principle investigators of projects, project personnel, AEC Chair, AEC co ordinator and administration support personnel. Documents are created to meet the needs of projects, for administration purposes and legal requirements.

Example: Documents such as Standard Operating Procedures (SOP) are initiated by the project's principal investigator/ project personnel. SOP's are required as part of projects and explain procedures that are to be used in projects. An SOP must be approved by the AEC before the project commences and must be reviewed every 3 years.

Document Identification

Documents are identified by title, AEC, document number and version number and issue date. Two sets of AEC documents exist and are very similar in detail. One set for CHM Alliance Pty Ltd AEC and one set for PIC Australia Ltd AEC. Some additional documents are required by the PIC AEC.

Document Approval Process

Documents are approved by the AEC and are controlled by the AEC co ordinator. Approval is generally obtained at AEC meetings. On occasions approval maybe via an email sent to the AEC for review /approval. Principle investigators are notified via email of the outcome.

Document Storage

Documents are stored electronically and on paper. Document templates are stored in the AEC Operations Manual, AEC co-ordinator, administration support staff computers and the CHM Alliance Pty Ltd website. Documents are backed up electronically, on one drive. Physical copies of all AEC and administration working documents that are discussed at meetings and required for auditing purposes (i.e. agenda, minutes, communication etc) are filed in folders under that particular year and meeting date. Post the February 2023 audit, specific project proposals and related project documentation are stored in specific project folders.

Documents that have been assessed and audited are stored at SunPork Toowoomba office at Unit 4D 7-9 Gardiner Court Wilsonton Qld 4305. Storage of documents are in labelled dixie boxes in a secure allotted section in the company's warehouse. Current AEC documents (documents in use) are stored at the AEC Coordinators residence 24-26 Myora Row Karalee Qld 4305. AEC members also have access to Standard Operating Procedure manual which is stored at the members residence.

Document Retainment

There is no specific time frame for retainment of documents mentioned in the Code. Currently all AEC related documents since the committee's inception in August 2009 are retained. Documents are grouped and retained in 4 yearly periods which coincide with external auditing periods.

Maintenance of Records

Maintenance of records is the responsibility of the AEC co Ordinator and administration support.

Obsoleting Documents

Documents are removed as required by the AEC. Removed document are identified by title, date and version number. Actions undertaken are recorded in meeting minutes. Obsoleting Documents are stored electronically on AEC co ordinator computer.

AEC Table Contents and Document Registers

Table of Contents (TOC) document is located in the AEC Operations Manual and on the CHM AEC website. TOC is updated when new documents are added. The TOC lists all AEC documents. AEC Document Registers, Terms of Reference, Membership, AEC meeting documents, Project documentation, Site Inspections, Responsible Research/Complaints - Non Compliance and Training. The Table of Contents also provides links to various state government websites where the AEC can source information, if needed.

New documents and amended documents are recorded on **CHM AEC Current Document Register**. The Current Document Register records the document ID, current date, version number and description of the document. **External Document Register** list "reference" documents used by the AEC. Both registers are updated as required.

CHM Alliance Pty Ltd AEC Amended/ New Document Register

Amendments to existing documents and new documents are recorded here. The date, document, the amendment required and distribution action are listed.

Standard Operating Procedures

New Standard Operating Procedures (SOP'S) are generally included with a project proposal for consideration by the AEC. SOP's are written by the project leader/project personnel and explain how procedures will be carried out during the conduct of the project. New SOP's must not be used until approved by the AEC. Generally, approval of an SOP is done by the AEC at meetings either as stand alone

SOP's or part of a project proposal that is being considered. If an SOP has not been provided and the AEC feels one is required. A standard format template will be emailed to the project leader to allow for the SOP to be written up for AEC consideration and approval. This can be done via email, so as not to delay the commencement of the project. The use of pictures/photos is encouraged and aids assists committee members in review proposals.

Existing SOP's are reviewed every 3 years by the AEC. SOP's are controlled via the **CHM AEC Standard Operating Procedure Review Plan**. The review plan documents the SOP, Date of Issue, Date Reviewed, Due Date for Review.

CHM Alliance Pty Ltd AEC Operations Manual

The operations manual is under the control of the AEC co-ordinator. The manual contains all the AEC's documents and associated government websites.