

Application Assessment Criteria

Approved by the Animal Research Review Panel: 189th meeting 6th October 2010
REVISED: ARRP 256 - 7 December 2023

Form R: **Application for Accreditation as an Animal Research Establishment
and
Application for Licence as an Animal Supplier**

1.	Establishment Details All sections must be completed.
2.	Establishment Directors This section must be completed.
3.	Convictions for Offences If YES to any offences, consideration to be given to the nature of offence and whether there are implications for the establishment's ability to implement the animal research legislation. Corporations cannot be accredited if the corporation or any of its directors have been convicted of an offence in the last 3 years under Part 5 of the Animal Research Act 1985 or Part 2 of the Prevention of Cruelty to Animals Act (see Animal Research Act 1985 Section 17 "disqualified corporation").
4.	Responses to Conditions of Accreditation Responses to all current conditions of accreditation to be assessed. Reference to be made to the outcome of responses to conditions of accreditation referred to the ARRP during the accreditation period.
5.	Designated Land for Accreditation Full addresses must be supplied, except for field studies where "locations in NSW identified in proposals approved by the (name of AEC)" will be accepted. Locations where animal research records are kept must be included.
6.	Description of Research or Teaching This provides background information on the type of animal research being carried out by the establishment.

7.	Research Projects
	<p>This gives an indication of the scale of animal research activities and assists in assessing the adequacy of the number of AEC meetings (Question 10.4) and AEC inspections (Question 8).</p> <p>If research projects have been terminated on the recommendation of the AEC, the reasons for project termination are to be assessed. Further information may be requested – for example if a number of projects have been terminated or if the responses indicate problems of non-compliance with AEC approval.</p>
8.	Monitoring
	<p>The number of AEC inspections to be assessed in conjunction with the type of research carried out (for example field work versus laboratory), the number and type of facilities, and the number of projects approved. Guidance to be used from the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> Clauses 2.3.17 – 2.3.23 and ARRPP Policy 13: <i>Inspections by Animal Ethics Committees</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/operation-of-animal-ethics-committees/inspections</p> <p>If monitoring does not appear adequate, further information may be requested – for example copies of AEC inspection reports; a report from the AEC on how it is monitoring the care and use of animals.</p>
9.	Animal Research Authorities
	<p>Animal Research Authorities must be issued.</p> <p>Animal Research Authorities must be issued on the “approved form” (Form C - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/forms) or on a form that contains all the information that appears on the “approved form”.</p>
10.	Animal Ethics Committees
10.1	How many AECS does the establishment have?
	The establishment must have one or more AECs.
10.2	Please list the names of the AEC(s)
	The names of the AECs must be listed.
10.3	Terms of reference and operating procedures of the AEC
	AEC Terms of Reference must include the matters included in Clause 2.2.18 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> .

	Operating procedures of the AEC to be assessed with reference to Clause 2.2.20 – 2.2.26 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> .
10.4	AEC meetings
	AEC meetings must be scheduled and held at least 4 times per year. If AEC meetings are held less frequently, the reasons for this to be assessed. Guidance to be used from Clause 2.2.26 (iv) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> ; and Animal Research Review Panel Policy 12: <i>Frequency of Animal Ethics Committee meetings</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/operation-of-animal-ethics-committees/frequency-of-meetings
10.5	AEC application forms
	AEC application forms must comply with Clauses 2.7.1 - 2.7.6 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Section 25B of the Animal Research Act 1985.
10.6	AEC membership
	AEC membership must be in compliance with Clauses 2.2.2 to 2.2.8 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and the Animal Research Review Panel Policy 9: <i>Criteria for Assessment of AEC Membership</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/operation-of-animal-ethics-committees/criteria-for-assessment An establishment cannot be accredited unless it has an appropriately constituted AEC. For establishments from Victoria and Queensland, information will be sought from the jurisdiction of the home State on the appropriateness of the constitution of the AEC (as agreed at ARRPP 186 – 24/2/2010).
10.7	Animal Welfare email circular list
	Completion of this section is voluntary.
10.8	Supervision
	Completion of this section is for information on independent researchers. Further information may be sought – for example if the answers indicate the researchers are from corporations requiring accreditation.
11.	Shared AECs
	Agreements between AECs to be assessed with reference to the Animal Research Review Panel Policy 11: <i>Formal Agreements Between Accredited Research Establishments Sharing</i>

	<p>AECs - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/accredited-establishments/formal-agreements</p> <p>The appropriateness of the arrangement to be assessed in light of the type of research to be overseen and the expertise of the shared AEC.</p>
12.	Independent External Reviews
	<p>Copies of the most recent independent external review report and a summary of the establishment's response to the findings of that report must be attached and will be assessed in accordance with section 6 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i>. Depending on the content of these documents, further information may be requested.</p> <p>If an independent external review has not been conducted, or the most recent independent external review was conducted more than 4 years ago, the application can still be submitted but justification must be provided.</p>
13.	Species of Animals to be Used by the Establishment Under its Accreditation
	<p>The suitability of species to be used to be assessed in conjunction with information on animal accommodation (Question 14).</p>
14.	Animal Accommodation - Facilities
	<p>Animal housing should be in accordance with Animal Research Review Panel guidelines on housing animals in scientific institutions - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets</p> <p>Information from site inspection reports on the suitability of animal accommodation will also be considered.</p> <p>To be checked that all animal accommodation facilities under are in locations identified as "designated land" (Questions 5 and 21).</p>
15.	Personnel
15.1	Animal Care Staff
	<p>The number and type of animal care staff to be compared with the range of species of animals (Question 13) and the range and size of animal accommodation facilities (Question 14). Reference may also be made to site inspection reports.</p>

15.2	Training
	To be assessed with reference to Clauses 2.1.2, 2.1.8 and 2.5.15 (iv) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Animal Research Review Panel Guideline 17: <i>Training Personnel</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/training-personnel/training-personnel
16.	Source of Animals
	Sources of animals to be checked for licence as an Animal Supplier or that the establishment has an Animal Supply Licence to obtain and supply the relevant species of animals.
17.	Animal Care and Emergency Procedure Guidelines
	To be assessed with reference to Clauses 2.1.5 (v), 2.1.7 (i), 2.3.2 (vii), 2.3.26, and 3.2.1 (iii) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Animal Research Review Panel Policy 10: <i>Emergency Procedures</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/accredited-establishments/emergency-procedures Additional guidance may be used from the Animal Research Review Panel guidelines on housing animals in scientific institutions - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets
18.	Grievance Procedures
	Establishments must have mechanisms to respond to enquiries and complaints made regarding the use of animals and must have grievance procedures for AEC members and investigators who are dissatisfied with AEC procedures or decisions (Clauses 2.1.7(ii), 2.2.29 and Section 5 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i>). The procedures will be assessed with reference to Animal Research Review Panel Policy 8: <i>Grievance Procedures</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets/accredited-establishments/grievance-procedures
	ADDITIONAL QUESTIONS FOR APPLICATION FOR AN ANIMAL SUPPLIER'S LICENCE : 19 - 25
19.	Responses to Conditions of Animal Supply Licence
	Responses to all current conditions of Animal Supply Licence to be assessed. Reference to be made to the outcome of responses to conditions of licence referred to the ARRP during the licence period.

20.	Animal Supply Unit Manager
	Qualifications and experience to be assessed with respect to the species of animals and size and activities of the supply unit (Questions 22 – 24).
21.	Designated Land for Animal Supply Licence
	Full addresses must be supplied. Locations where animal supply records are kept must be included.
22.	Species of Animals for Supply
	The suitability of species to be used to be assessed in conjunction with information on animal accommodation (Question 14).
23.	Animal Breeding
	To be assessed with reference to Animal Research Review Panel Guideline 16: <i>Supervision of animal supply by Animal Ethics Committees</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies,-guidelines-and-factsheets
24.	Animal Supply to Establishments and Individuals
	Response provides an indication of the size of the Supply Unit. Establishments listed to be checked to ensure accreditation as animal research establishments.
25.	Dogs and Cats
	Records for dogs and cats must be in accordance with Form N: <i>Licensed Animal Supplier Record for Dogs and Cats</i> - https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/forms
26.	Contact Officer and AEC Chair
	This section must be completed.
27.	Application Fee – Accreditation as an Animal Research Establishment
	This section must be completed for applications for accreditation.
28.	Application Fee – Licence as an Animal Supplier
	This section must be completed for applications for licence as an Animal Supplier.
29.	Signature
	This section must be completed.