

# Becoming compliant with the Code of Practice for the Operation of Breeding and Rearing Businesses (2018 Revision)

A guide for properties and operations managers of existing breeding and rearing domestic animal businesses.

The following document provides you with a checklist of activities to achieve and maintain compliance with the Code of Practice for the Operation of Breeding and Rearing Businesses (the Code). Please note not all items on the list will be relevant to every business.

## Staff

- ☐ Ensure all staff have completed DEDJTR competency training or have equivalent experience and training documented — place a copy of competency/experience documentation in staff records
- ☐ Determine whether current staffing rosters meet the Code's minimum staffing requirements
- ☐ Employ staff to meet the staff ratio (where required)
- ☐ Obtain signed agreement with business veterinarian(s) and place in records

## Animal care/breeding

- ☐ Ensure vaccinations are up to date and vaccination certificates complete — file in records
  - ☐ Ensure all dogs are vaccinated against kennel cough
- ☐ Determine whether any breeding animals have reached their maximum litter/age limit and begin retirement planning for those animals

## Records

- ☐ Ensure business records meet minimum requirements in the Code
- ☐ Ensure individual animal records meet minimum requirements in the Code, including:
  - ☐ Health records for each animal

- ☐ Animal breeding records
- ☐ Vaccination records
- ☐ First aid or veterinary treatment records including administered medications

- ☐ Obtain and file veterinary health checks and certificates for animals you are planning to breed in the coming registration year.
- ☐ Obtain and file veterinary health checks and certificates for females you are planning to breed in the coming 4 weeks (dogs only)
- ☐ Prepare all records for easy inspection by local council inspectors
- ☐ Review and replace (where required) Material Safety Data Sheets (MSDS) for all chemicals (except common household detergents) used at the business and place in business records.
- ☐ For those chemicals requiring users to wear personal protective equipment, ensure the MSDS sheets are placed prominently in areas where chemicals are used and stored

Note: Records can be completed on paper or electronically. They can be established using simple word processing/ spreadsheet programs, or more complex programs can be downloaded from the internet.

- ☐ Use the record keeping templates available on the DEDJTR website: <http://agriculture.vic.gov.au/pets>

### Health management plan

- ☐ Draft a business health management plan — utilise the Guide to Developing a Health Management Plan to help you (available on the DEDJTR website: <http://agriculture.vic.gov.au/pets>)
- ☐ Make an appointment with business veterinary practitioner to review and approve health management plan
- ☐ Ensure plan is signed off by 10 April each year

### Facilities

- ☐ Establish/update animal identification cards on all pens in the business
- ☐ Review bedding/beds/hides/nests, enrichment objects, food receptacles, water bowls, litter trays, cleaning equipment, etc. as per minimum requirements in the Code, and purchase/replace equipment as required
- ☐ Review and purchase personal protective equipment (PPE) for staff (where required)
- ☐ Ensure the business' animal transport vehicle meets minimum standards set out in the Code and make upgrades where possible/required

### Facility upgrades

- ☐ Review and upgrade facilities (such as exercise areas) as required to meet the Code's minimum standards
- ☐ Prepare cost estimates for facility upgrades
- ☐ Make an appointment with your local council to discuss facility upgrades and conditions that may be/are placed on your business until facility upgrades are complete.

### Emergency preparation

- ☐ Develop an emergency response plan for both humans and animals – utilise the Guide to Developing Emergency Plans to help you (available on the DEDJTR website: <http://agriculture.vic.gov.au/pets>)
- ☐ Display all emergency procedures in prominent location
- ☐ Ensure business has a five-day supply of food for all animals

### Sale documentation and guarantee

- ☐ Review the animal sale checklist
- ☐ Update/download required information sheets from DEDJTR website: <http://agriculture.vic.gov.au/pets> or obtain from other sources
- ☐ Review and update your sale guarantee to reflect the Code's minimum requirements
- ☐ Prepare signed microchip transfer forms for animals for sale (remember it is recommended that you get new owners to complete the forms before leaving with their new pet/working dog, and you lodge the papers with the appropriate registry on behalf of both parties)
- ☐ Ensure you have sufficient sale packs for new owners
- ☐ Ensure appropriate sale guarantee is prominently displayed in your sale area

