



ANIMAL SHELTER

Date Inspected: _____ Time Started: _____ Time Ended: _____

I. GENERAL INFORMATION

A. Name of Animal Facility: _____ TIN _____

B. Business Organization: Single Proprietorship Partnership
 Corporation Government
 Cooperative Others, pls. specify _____

C. Address of Facility: _____

D. GPS Coordinates: Longitude _____ Latitude _____

E. Status of Facility: Owned Rented/Leased

F. Owner/Authorized Representative: _____

Contact Information: _____

G. DTI/SEC/ CDA Registration No.: _____ Date of Registration: _____

H. Veterinarian/Consultant: _____ PRC License No.: _____
Contact Information: _____ Validity: _____

II. ANIMALS ON BOARD (Animals currently on board)

SPECIES/BREED	NUMBER	REMARKS

III. PERSONNEL (Currently employed)

PERSONNEL	NUMBER OF PERSON/S	REMARKS

IV. GENERAL SPECIFICATIONS FOR ANIMAL FACILITY

Welfare Rating Based on RIRR and AC 4 S 2015:
4 - Good; 3 - Fair; 2 - Needs Improvement; 1 - Poor

FACILITY SETTINGS	4	3	2	1	Remarks/Descriptions
• Facility location and topography					
• Type of environment/isolation from residential areas					
• Accessibility of facility					
• Road condition to facility					
• Facility Security (fence, gates, etc.)					
• Facility Biosecurity					
• Facility design					
• Type of wall partitions					
• Boarding capacity					
• Cages/pens					
○ No. of cages available					
○ Type of cages					
○ Suitability of cages to each animal					
○ Adequacy of space for different sizes of animals/Measurements					
○ Type of partitions					
○ Suitability of materials used					
○ Type of flooring					
• Adequacy of space, floor and cage area					
• Beddings and structures for resting/sleeping					
• Temperature and humidity					
• Ventilation					
• Lighting					
• Noise and vibration					
• Weather protection					
• Drainage system					
• Cleaning, sanitation and disinfection					
• Pest Control					
• Separate rooms/areas					
○ Pens/cages for individual animals					
○ Pens/cages for groups					
○ Reception area					
○ Administrative office					
○ Housing and kitchen for staff					
○ Treatment/Euthanasia room					
○ Surgery room					
○ Isolation/Quarantine area					
○ Food preparation area					
○ Clean washrooms					
○ Socialization area					
○ Storage facility					
○ Indoor runs					
○ Outdoor runs					
○ Newly-arrived animals					

• Waste disposal					
○ Solid wastes					
○ Liquid wastes					
○ Disposition of dead animal					
○ Hazardous waste					
• Regular monitoring and assessment of building and structures					
• Back-up systems and alarms					
• Availability of fire fighting equipments					
• Availability of first-aid kit for personnel					
• Contingency Plan for natural disasters and emergencies					
FEEDING PRACTICES	4	3	2	1	Remarks/Descriptions
• Feeding program for different types of animals on board					
• Source of food/provider					
• Provision of food storage and system to prevent contamination					
• Cleaning, sanitation and disinfection of food dish/containers/drinkers					
• Reference for dietary requirements					
• Water potability test					
ANIMAL CARE AND FACILITY MANAGEMENT	4	3	2	1	Remarks/Descriptions
• Disposition of animals					
○ Adoption					
- Period given for adoption					
- Minimum requirements before releasing animals for adoption					
➤ Registration					
➤ Vaccination					
➤ Identification protocols					
• Humane catching of animals					
○ No dragging, whipping, throwing, unnecessary lifting and pulling					
○ Selection criteria for Personnel/Catching team					
- Consisted of at least 2 animal catchers and 1 driver					
- Attended trainings on humane animal handling					
- Has uniforms with visible personal ID					
- Shall demonstrate empathy to animals and courteousness to public					
○ Tools and Equipments					
- Pole nets					
- Loop holes					

- Cage traps					
o Use of chemicals for animal capture					
- Tranquilizer (Acepromazine)					
- Anesthetics (Xylazine and Ketamine combination, Tiletamine)					
• Transport of animals					
o Duration of transport					
o Temperature, ventilation and air quality in pound vehicle					
o Availability of water during transport					
o Safety and security of animals during transport					
o Different sizes of cages and baskets for different sizes of animals					
o Suitability of materials used as floorings					
o Availability of ramp for disembarkment					
o Cleaning, sanitation and disinfection of cages and vehicle					
• Record keeping					
• Removal of dead animals					
• Isolation and quarantine of sick, injured and animals with disabilities.					
VETERINARY CARE	4	3	2	1	Remarks/Descriptions
• Veterinary health programs					
o Vaccination					
o Supplementation					
o Internal parasite control programs					
o External parasite control programs					
• Disease, injury and pain management					
o Treatment and medications					
o Surgery and perioperative care					
- Animal restraint					
- Anesthesia					
- Pre-operative procedures					
- Surgical/operating procedures					
- Post-operative care					
o Euthanasia protocol					
BEHAVIORAL MANAGEMENT	4	3	2	1	Remarks
• Facility and equipment to promote natural animal behaviour					
• Behaviour enrichment program					
• Behaviour observation log					
PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES	4	3	2	1	Remarks/Descriptions
• Veterinarian's training and seminars					

○ Animal welfare legislation and policies					
○ Conducted personnel training on animal handling, etc.					
• Other personnel's trainings and seminars					
○ Animal welfare legislation and policies					
○ Assists the veterinarian in giving treatment/medication					
○ Animal Handling					
• Record keeping					
○ Case records					
○ Health records/certificates of the animals					
○ Capture records					
○ Documentation for adoption, spay and neuter, and euthanasia					
• Written duties and responsibilities of personnel					
○ Ensure physical, health, and behavioural needs are met in accordance with good practice and scientific knowledge					
○ Ensure facility is appropriate to nature, behaviour, size and must be kept in clean and sanitary condition at all times					
○ Regular assessment and monitoring of facilities					

V. SUMMARY

DEFICIENCY CATEGORY	DEFICIENCY AND PLAN FOR CORRECTION	RESPONSIBLE PARTY	CORRECTION SCHEDULE/TIME FRAME	DATE COMPLETED

BAI/RAWO: _____

Facility Representatives: _____

Regional Animal Welfare Coordinator/
Regulatory Chief (For DA-RFOs): _____