



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Ave., Diliman, Quezon City
GaBAI sa Pag-unlad ng Paghahayupan

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MEMORANDUM CIRCULAR

NO. 20
Series of 2021

SUBJECT : CHECKLIST FOR INSPECTION OF RABBIT FACILITY, DUCK FARMS AND OTHER POULTRY SPECIES FOR THE ISSUANCE OF ANIMAL FACILITY REGISTRATION CERTIFICATE (ANIMAL WELFARE REGISTRATION CERTIFICATE)

In view of the increasing number of requests from owners/ operators of facilities for rabbit, duck, quail and other poultry species for the issuance of Animal Facility Registration Certificate (Animal Welfare Registration Certificate) in compliance to Section 2 of the Revised Implementing Rules and Regulations of Republic Act 8485 otherwise known as **The Animal Welfare Act of 1998** as amended by Republic Act 10631, the Bureau of Animal Industry, hereby issues the following inspection checklist attached herewith.

These inspection checklists shall be used in the conduct of animal facility inspection pending the Department of Agriculture Committee on Animal Welfare issuance of specific rules and regulations for the abovementioned species.

This memorandum shall take effective immediately.

Done this 2nd day of July 2021.

REILDRIN G. MORALES, DVM, MVPH Mgt.
Officer-in-Charge, Director





POULTRY FARM FACILITY

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

I. GENERAL INFORMATION

- A. Name of Animal Facility: _____ TIN _____
- B. Type of Production: Broiler Quail
 Layer Duck
 Broiler Breeder Goose
 Layer Breeder Guinea fowl
 Turkey Others, pls. specify _____
- C. Business Organization: Single Proprietorship Partnership
 Corporation Government
 Cooperative Others, pls. specify _____
- D. Address of Facility: _____
- 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: _____

I. II. REQUIRED DOCUMENTS (Photocopy of the following documents to be submitted with the application form)

- _ Mayor's Permit (for renewal only)
- _ DTI Business registration/SEC Articles of Incorporation/ CDA
- _ Photocopy of valid PRC License of Veterinarian
- _ Photocopy of PTR of Veterinarian (current year)
- _ Location Map and floor plan/ farm layout
- _ Current Environment Clearance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the DENR – EMB
- _ Certificate of Attendance on Animal Welfare Seminar of the Owner, General Manager or Veterinarian.

III. ANIMAL INVENTORY (Stock Population to date: _____)

AGE GROUPS/CATEGORIES	NUMBER OF ANIMALS	REMARKS

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IV. 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

FARM SETTING/ANIMAL HOUSING	4	3	2	1	Remarks/ Descriptions
• Farm location and topography					
• Type of environment/isolation from residential areas					
• Accessibility of the farm					
• Road condition to farm					
• Farm Security (Fences, gates, etc.)					
• Farm Biosecurity					
• Building/housing/cage designs					
○ Roof design and insulation					
• Suitability of materials used					
• Adequacy of space and floor area (Stocking density)					
• Type of flooring					
• Availability of Beddings/litter					
• Temperature and humidity					
○ Evaporative pads design					
○ Fogging systems					
• Ventilation and air quality					
○ Circulation fan installations					
○ Noxious gases measurement					
• Lighting					
• Noise and vibration					
• Weather protection					
○ Curtain installations					
• Building/housing security					
• Drainage system					
• Cleaning, sanitation and disinfection					
• Pest Control					
• Separate buildings/cages for:					
○ Different age groups and categories					
○ Animals with diseases and disabilities					
○ Quarantine/isolation area for newly arrived animals					

• Specialized facilities						
○ Treatment facility						
○ Laboratory						
• Waste disposal						
○ Manure collection and disposal						
○ Mortality pits						
○ Disposal of hazardous waste						
• Regular monitoring and assessment of building and structures						
• Automated facility and equipments back-up systems and alarms						
• Availability of Fire fighting equipment						
• Availability of first-aid kit for personnel						
FEEDING PRACTICES	4	3	2	1	Remarks/ Descriptions	
• Type of feeds for different age groups/categories						
• Feeding program						
• Feeding schedule						
• Food storage						
• Pest control in food storage						
• First-in first-out system						
• Records of feed supply						
• Feed quality control procedures						
○ Visual inspection						
○ Feed analysis						
• Accessibility of feeders to animals						
• Reference for dietary requirements						
• Feed consumption log						
• Growth records and monitoring						
○ Average daily gain (ADG)						
○ Feed conversion efficacy (FCE)						
• Source of water						
• Water provision schedule						
• Water quality control procedures						
○ Visual inspection						
○ Water systems (Pipes and tanks) inspection						
○ Water treatment						
• Cleaning, sanitation and disinfection of feeders and drinkers						
SPECIFIC CARE AND MANAGEMENT	4	3	2	1	Remarks/ Descriptions	
• Care of chicks/hatchlings/growing birds						
○ Hatchery management						
- Incubation procedure						
- Hatchability						
- Chick quality evaluation						
- Age of chicks before transfer						
- Transport procedure						
○ Stocking density						
○ Culling and excess chicks management						

○ Temperature					
- Lighting programs					
- Floor temperature monitoring					
○ Ventilation management					
○ Availability of beddings/litter					
- Frequency of changing the beddings/litter					
○ Feeding procedure					
- Crop fill evaluation					
○ Availability of clean water					
- Water consumption record					
○ Regular body weight assessment					
○ Chick-flock performance assessment					
○ Uniformity assessment					
○ Supplementation programs					
- Vitamins and minerals					
- Growth and performance enhancers					
- Acidifiers and probiotics					
○ Habituation programs					
● Care of adult birds (layer/broiler/breeder)					
○ Stocking density					
○ Temperature					
- Lighting programs					
- Floor temperature monitoring					
- Provision of shade					
○ Ventilation programs					
○ Availability of beddings/litter					
- Frequency of changing the beddings/litter					
○ Feeding procedure					
○ Availability of clean water					
- Water consumption record					
○ Regular body weight assessment					
○ Flock performance evaluation					
○ Supplementation programs					
- Vitamins and minerals					
- Growth and performance enhancers					
- Acidifiers and probiotics					
○ Habituation programs					
○ Egg collection system					
- Nest Boxes					
● Routine Procedures					
○ Beak trimming					
○ Dubbing					
○ Trimming of sharp spurs					
○ Use of blinkers and other vision impairing equipment					
○ Castration/Caponization					

○ Devoicing					
○ Flight restriction procedures					
○ Forced molting					
○ Identification procedures					
- Wing and leg bands					
- Webbing					
○ Tethering					
○ Artificial insemination					
VETERINARY CARE	4	3	2	1	Remarks/ Descriptions
● Veterinary health programs					
○ Vaccination					
- Schedule					
- Records					
○ Internal parasite/worm control					
- Schedule					
- Records					
○ External parasite control					
- Schedule					
- Records					
○ Supplementation programs					
- Schedule					
- Records					
● Regular veterinary examinations					
○ Disease surveillance					
○ Laboratory tests					
○ Routine necropsy					
● Disease, injury and pain management					
○ Treatment and medications					
- Case development reports					
- Reference for biologics used					
○ Surgery and perioperative care					
- Animal restraint					
- Anesthesia					
- Pre-operative procedures					
- Surgical/operating procedures					
- Post-operative care					
○ Euthanasia					
- Method					
○ Culling procedure					
● Animal mortality investigation					
○ Necropsy/mortality reports					
● Drug purchase, storage and control					
○ Veterinary Drug Order					
● Drug and medical supplies inventory					
BEHAVIORAL MANAGEMENT	4	3	2	1	Remarks/ Descriptions
● Structures and resources promote birds' typical behaviour					
● Personnel training for abnormal bird behaviour identification					
○ Method					
○ Frequency					



○ Duration					
● Novelty of enrichment is considered					
○ Enrichment activities and equipment					
○ Habituation					
● Behaviour observation log					
● Behaviour development reports					
PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES	4	3	2	1	Remarks/ Descriptions
● Veterinarian's training and seminars					
○ Attended seminars and trainings on animal welfare					
○ Provide seminars and trainings to other personnel regarding health and treatment of animals					
○ Ensures animals receive proper treatment					
● Other personnel's trainings and seminars					
○ Attended seminars and trainings on animal welfare					
○ Assists the veterinarian in giving treatment/medication					
● Record keeping					
○ Breeding records					
○ Feeds and supplies inventory					
○ Feeding records					
○ Health records					
○ Growth records					
○ Behavioural records					
○ Drug and medical supplies inventory					
○ Stock/animal inventory					
● Other responsibilities					
○ 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					
○ Ensure facility is safe for animals from building hazards					
○ Regular assessment and monitoring of facilities					
○ Regular monitoring and maintenance of machineries and equipment					

VI. SUMMARY

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

DA/BAI Representatives: _____

Farm Representatives: _____

Recommended by: _____ Approved by _____







RABBITRY

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 _____

D. Address of Facility: _____

E. Status of Facility: Owned Rented/Leased

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Contact Information: _____

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- __ Certificate of Attendance on Animal Welfare Seminar of the Owner, General Manager or Veterinarian.

III. ANIMAL INVENTORY (Breeder Stock Population to date: _____)

AGE GROUPS/CATEGORIES	NUMBER OF ANIMALS	REMARKS

IV. PERSONNEL (Currently employed)

PERSONNEL	NUMBER OF PERSON/S	REMARKS
Total		

V. GENERAL SPECIFICATIONS FOR ANIMAL FACILITY

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

FARM SETTING/ANIMAL HOUSING	4	3	2	1	Remarks/ Description
• Farm location and topography					
• Type of environment/isolation from residential areas					
• Accessibility of the farm					
• Road condition to farm					
• Farm Security (fence, gates, etc.)					
• Farm Biosecurity					
• Building/Housing design					
• Suitability of materials used					
• Adequacy of space and floor area					
• Type of flooring					
• Beddings and structures for resting/sleeping/birthing					
• Temperature and humidity					
• Ventilation and air quality					
• Lighting					
• Noise and vibration					
• Weather protection					
• Prevent animal escape					
• Drainage system					
• Cleaning, sanitation and disinfection					
• Pest Control					
• Separate cages for:					
○ Different age groups and categories					
○ Animals with diseases and disabilities					
○ Stunted/malnourished animals					
○ Quarantine/isolation area for newly arrived animals					
• Waste disposal					
○ Manure collection and disposal					
○ Mortality pits					
○ Disposal of infectious waste					
• Regular monitoring and assessment of building and structures					

• Back-up power and water supply					
• Availability of fire fighting equipments					
• Availability of first-aid kit for personnel					
• Availability of first-aid kit for animal					
FEEDING PRACTICES	4	3	2	1	Remarks/ Description
• Type of feeds for different age groups/categories					
• Feeding program					
• Feeding schedule					
• Prevention of contamination					
• Food storage					
• Pest control in food storage					
• First-in first-out system					
• Records of feed supply					
• Feed quality control procedures					
○ Visual inspection					
○ Feed analysis					
• Feed consumption log					
• Growth records and monitoring					
○ Average daily gain (ADG)					
○ Feed conversion efficacy (FCE)					
• Source of water					
• Water provision schedule					
• Water quality control procedures					
○ Visual inspection					
○ Water analysis					
• Cleaning, sanitation and disinfection of feeders and drinkers					
SPECIFIC CARE AND MANAGEMENT	4	3	2	1	Remarks/ Description
• Care of pregnant doe, newborn and suckling kits					
○ Sufficiency of space					
○ Availability of beddings/substrate/litter boxes					
- Frequency of changing the beddings and substrate					
- Suitability of litter boxes					
○ Creep feeding					
○ Availability of clean water					
○ Management of doe					
- Preparation for birthing					
➤ Supplementation					
➤ Provision of litter box					
○ Management of newborn kits					
• Care of growing rabbits					
○ Age at weaning					
○ Sufficiency of space					
○ Feeding program					
○ Availability of clean water					
○ Cleaning, sanitation and disinfection					

of cages						
• Care of Dry does/bucks						
○ Age at first breeding						
○ Body Condition						
○ Separation in stalls to prevent aggressiveness, bullying and unwanted breeding						
○ Flushing						
○ Availability of clean water						
VETERINARY CARE	4	3	2	1		Remarks/ Description
• Veterinary health programs						
○ Vaccination						
○ Internal parasite/worm control						
○ External parasite control						
○ Supplementation programs						
• Disease, injury and pain management						
○ Treatment and medications						
- Case development reports						
• Culling procedure						
• Animal mortality investigation						
○ Necropsy/mortality reports						
BEHAVIORAL MANAGEMENT	4	3	2	1		Remarks/ Description
• Structures and resources promote typical behaviour						
• Personnel training for abnormal animal behaviour identification						
• Novelty of enrichment is considered						
○ Enrichment activities like exercise						
- Method						
- Duration						
- Frequency						
○ Habituation						
• Behaviour observation log						
• Behaviour development reports						
PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES	4	3	2	1		Remarks/ Description
• Veterinarian's training and seminars						
○ Attended seminars and trainings on animal welfare						
○ Provide seminars and trainings to other personnel regarding health and treatment of animals						
○ Ensures animals receive proper treatment						
• Other personnel's trainings and seminars						
○ Attended seminars and trainings on animal welfare						
○ Assists the veterinarian in giving treatment/medication						
• Record keeping						
○ Breeding records						
○ Feeding records						

○ Health records					
○ Growth records					
● Other responsibilities					
○ 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					
○ Ensure facility is safe for animals from building hazards					
○ Regular assessment and monitoring of facilities					
○ Regular monitoring and maintenance of machineries and equipment					

VI. SUMMARY

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

DA/BAI Representatives: _____

Farm Representatives: _____

Recommended by: _____ Approved by: _____

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