



BOARDING FACILITY

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 Registration No.: _____ Date of Registration: _____

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

II. ANIMALS ON BOARD (Animals currently on board)

SPECIES	NUMBER/CAPACITY	REMARKS

III. PERSONNEL (Currently employed)

PERSONNEL	NUMBER	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 (CCTV, etc.)					
• Facility design					
• Type of wall partitions					
• Boarding capacity					
• Cages					
○ No. of cages available					
○ Type of cages					
○ Suitability of cages for each animal					
○ Adequacy of space for different sizes of animals					
○ 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					
• Cleaning, sanitation and disinfection					
• Pest Control					
• Separate rooms/areas for:					
○ Reception					
○ Boarding					
○ Personnel quarters					
○ Clean washrooms					
○ Exercise/enrichment area					
• Boarding Capacity					
• Average Accommodation per day					
• Operating hours					
• Minimum age requirement for animal boarding					
• Waste disposal					
○ Solid wastes					
○ Hazardous waste					
○ Liquid 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 schedule and 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					
• Source of water					
• Water potability test					
MINIMUM REQUIREMENTS FOR REGISTRATION	4	3	2	1	Remarks/Descriptions
• TOOLS AND EQUIPMENT					
○ Grooming table					
○ Grooming chair					
○ Towels (5-10 pcs)					
○ Towel rack					
○ Bathtub					
○ Functional sinks					
○ Electric heater					
○ Electric fan					
○ Facemask					
○ Gloves					
○ Boots					
○ Dog bowl					
○ Drinkers					
○ Dog muzzle					
○ Broom/vacuum					
○ Dustpan					
○ Mosquito forceps (2pcs)					
○ Hair dryer/blower					
○ Dog leash					
○ Deshedding/dematting brush					
○ Metal/steel comb (2-4pcs)					
○ Ear cleaning solution					
○ Pet mouth wash					
○ Pet cologne (optional)					
○ Alcohol					
○ Hydrogen peroxide					
○ Pet shampoo/soap					
○ Ear powder					
○ Nail cutter/clipper					
○ Cage scrubs/brush					

○ Water hose/pressurized water sprayer					
○ Therapy pool					
○ Trash bins					
○ First aid kit for personnel					
○ First aid and emergency kits for the animals					
○ CCTV					
○ Enrichment materials like toys					
• ROUTINE PROCEDURES					
○ Assessment of the animal pre and post boarding					
○ Nail clipping					
○ Hair clipping					
○ Bathing					
VETERINARY CARE	4	3	2	1	Remarks/Descriptions
• Veterinary health programs					
○ Vaccination					
○ Supplementation					
○ Internal parasite control programs					
○ External parasite control programs					
• Provision for Animal Emergency (Respiratory Distress, Sudden collapsed, Sudden death, etc.)					
BEHAVIORAL MANAGEMENT	4	3	2	1	Remarks/Descriptions
• 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					
○ Training on boarding protocols					
• Record keeping					
○ Daily monitoring log					
○ Boarding consent/Waiver					
○ Pre - boarding checklist					
○ Health record/certificate of the animals					
• 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					
○ Regular monitoring and maintenance of machines, equipments and instruments					

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): _____