

Record-keeping Checklist for Facilities Managers

The **Animal Welfare (Dogs) Regulations 2016**, which came into effect on 1 January 2017, legislates a minimum standard-of-care for all dogs in Tasmania. This ensures that all dogs are provided with the same necessities to promote a healthy and happy life for the dog. In addition to the basic requirements, the regulations also include additional conditions if the dogs are being homed in a facility.

Records of each dog must be kept within a facility and must include the following information (unless that information cannot be reasonably obtained e.g. a pound with a stray dog).

Arriving at a facility

Date

Owner's name.....

Address.....

Phone number.....

Name of dog.....

Microchip number.....Registration number.....

Sex of dog.....Desexed - Y/N

Date of birth (or approximate age)

Vaccination status.....

Dietary/ medical needs.....

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Leaving a facility

Date of dog's departure.....

Destination of dog.....

Puppies being rehomed - microchip number of dam of puppy registration number of puppy.....

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Name of person assuming care of dog.....

Death at a facility

Date.....

Cause.....



Breeders

Name of dam & sire.....

If names unknown- unique identifier.....

Microchip numbers of dam and sire.....

Registration numbers of dam and sire.....

Date of whelping.....

Identification of every puppy in the litter, including abnormalities or deaths.
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Records of Observations

Eating and drinking habits.....

Defecation/ urine output.....

Behaviour/ temperament.....

Illness.....

Condition of coat.....

Adverse Observations- Medical Plan- name of vet- medications/instructions
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Emergency plans must be readily available in common area with evacuation plan.....yes/ no

Health plans must be readily available and approved by a veterinarian.....yes/ no

Name of veterinary practise/ contact details on display in common areayes/no

Cleaning

All areas cleaned and disinfected at least once a day, and before new animals are introduced

Faeces removed from exercise spaces at least once a day, and before new animals are introduced

All records must be kept for at least 3 years and must be presented to an Inspector if requested to do so.

Information and a copy of the Animal Welfare (Dogs) Regulations 2016 can be found at:
[https://nre.tas.gov.au/biosecurity-tasmania/animal-biosecurity/animal-welfare/legislation-standards-guidelines/animal-welfare-standards-guidelines/animal-welfare-\(dogs\)-regulations-2016](https://nre.tas.gov.au/biosecurity-tasmania/animal-biosecurity/animal-welfare/legislation-standards-guidelines/animal-welfare-standards-guidelines/animal-welfare-(dogs)-regulations-2016)