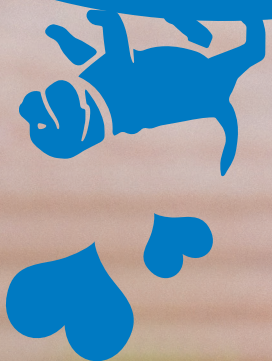




Doggy Daycares

Facility Audit Checklist



Facility Audit Checklist for Doggy Daycares

Version 1 – 2020



Contact

Email: certified@spca.nz

Web: www.spcacertified.nz

Introduction

This Facility Audit Checklist for doggy daycares provides a summary of the relevant SPCA Certified standards and is intended to help members assess their facility and prepare for an audit.

It is not exhaustive and not intended as a replacement for the standards, which should be read and understood before this checklist is used.

In addition, while completing this checklist and addressing any problems it raises, will increase the likelihood of a successful audit, it is not a guarantee of success.

Please do not send this document to SPCA Certified. It is provided purely for your own reference.

Date of assessment:	
Overall comments:	

Reference Standard	Summarised standard	Check (Y/N)	Comments
	Good Nutrition		
	Feed		
N1	All food is prepared hygienically and stored appropriately.		
N2, N4, N6 - N8	All food provided to dogs is appropriate to their nutritional needs.		
N3, N9 & N10	Dogs are provided food in an appropriate manner.		

N5, N8	Special diets/medications are recorded on the dog's record and noted where it is visible to all staff.		
N11 & N12	Food preparation area is clean.		
	Water		
N13 & N14	Dogs have unrestricted access to palatable water at all times.		
	<i>E.coli</i> is tested in the water line annually. Non-town supply water is also tested annually and a back-up water source/treatment option is available for emergencies.		

Reference Standard	Summarised standard	Check (Y/N)	Comments
	Good Environment		
	Doggy daycare site		
E1	Site plan can be viewed.		
	Doggy daycare facility		
E2 - E4	No environmental features are seen which could cause injury or distress.		

E5	There must be a stated maximum capacity of dogs, which must not be exceeded.		
E6 - E10	Appropriate and adequate space and resources are provided for the dogs attending the facility.		
E11	Facilities should have designated toilet areas.		
	Lighting, temperature, air quality and noise		
E12 - E15	Light intensity, ventilation and temperature levels are appropriate.		
E16	Noise levels must not be excessive.		
	Security and safety		
E17	Facility has indoor/outdoor video surveillance and this is in working order.		
E18 & E19	All external doors are double-door “air locks” and lockable.		
E20	A written procedure for dog escapes is available.		
E21	On entering/exiting the facility, all dogs are leashed/controlled.		
	Joint facilities		
E22 - E24	For joint dog daycare facilities and animal welfare centres/pounds, steps are taken to prevent spread of disease.		

	Transport		
E25 - E39	Dogs are transported appropriately.		
E40 & E42	Documentation of transport is viewed.		
	Emergency preparedness		
E43 - E45	Emergency response plan and records are viewed.		

Reference Standard	Summarised standard	Check (Y/N)	Comments
	Good Health		
	General health		
H1	Written agreement with a veterinarian or veterinary clinic regarding emergencies is available to be viewed.		
H2	Health and welfare plan is available to be viewed.		
H3, H6, H18 – H20	Dogs showing signs of sickness or injury are managed appropriately.		
H4, H10 & H11, H13 - H17	Dogs attending dog daycare are assessed at entry and only those which comply with the requirements of the Standards are admitted.		

H7 & H8, H11 & H12	Health and behaviour records are available to be viewed.		
H5	All dogs are wearing ID at all times, unless the facility has a written agreement approved by SPCA Certified.		
H9	Facility must be a policy for dealing with unclaimed dogs.		
	Hygiene and cleaning		
H20 - H26	Areas and items that dogs come into contact with are cleaned appropriately.		
	Pest control		
H27 - H29	Appropriate pest control is carried out.		

Reference Standard	Summarised standard	Check (Y/N)	Comments
	Appropriate Behavioural Interactions		
	General behaviour		
B1 - B4	All incoming dogs are assessed for suitability for the dog daycare environment and dogs are gradually introduced.		

B5	Records are kept of all incidents of aggression.		
B6 - B7	There is a policy in place for managing dog fights, and how unwanted behaviours are managed by staff.		
B7 & B8	Dogs showing unwanted behaviours must be reassessed to determine suitability to the facility.		
	Activities		
B9	Day plan is available for staff and owners to view.		
B10 & B11	Dogs are assigned to appropriate play groups.		
B12	A sufficient number of staff are present to ensure dogs' welfare needs are met.		
B13 & B14	Items of enrichment (toys etc) are used and maintained appropriately, and an inventory is kept.		
B15	Appropriate quiet bedded areas are available for dogs to sleep and rest as required.		
B16	Dogs must not be confined (crate/other small areas) or tethered for extended periods.		
	Owners, managers and other personnel		
B17	No people involved with the dog daycare have a conviction for animal welfare abuse.		

B18	Relevant Codes of Welfare and SPCA Certified Standards are available for staff to access.		
B19	A policy is in place for addressing incidences of staff negligence.		
B20	Prohibited training methods or training aids are never used.		
B21 - B23, B25	Adequate staff training is undertaken and recorded.		
B24	Total staff to dog ratio must not exceed 1:15.		
B26	Personnel in training do not work alone.		
B27	Emergency contact details must be readily available and staff must know who to contact regarding anything abnormal.		

END OF ASSESSMENT



Contact

Email: certified@spca.nz

Web: www.spcacertified.nz