SOUTH AFRICAN VETERINARY COUNCIL

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South Africa 0157
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Website: www.savc.org.za
Acting Registrar/CEO: Ms Dinamarie Stoltz

CHANGE OF FACILITY TYPE OF A VETERINARY FACILITY

Consultants in Industry – Rule 34

PLEASE TAKE NOTE

1. All veterinarians and para-veterinary professionals must render services from a facility registered with the SAVC (Council).

2. The SAVC has set of rules for veterinary and para-veterinary facilities, with categories of facilities and minimum standards for each category. These minimum standards are described in rules relating to the practising of veterinary and para-veterinary professions, the facility must comply with set minimum standards of the category you are applying for, to register with Council and render services;

3. This form must be submitted with the facility minimum standards - self-evaluation form - which must be completed by the principal. To assist you in ensuring that your facility complies with these minimum standards, it is required that you conduct a self-evaluation of the facility and submit the completed form with your application for registration of your facility.

4. When doing the self-evaluation, please ensure that: -
   a. Complete the applicable Self-evaluation form for the category of facility you are applying to register.
   b. Refer to the Minimum standards required for type of facility you are applying for.

5. Please ensure that you attach pictures of the facility and proof of payment of the **change of type of R362** and submit these supporting documents with this application form

6. Please list all the services or functions that you are intending to render from this facility. The list should be detailed to ensure that the Facilities Administrator and Facilities Compliance Committee is able to assess whether the application for registration of the facility and compliance with the minimum standards.

7. **SUBMISSION OF REGISTRATION DOCUMENTS: -**

- The facility registration form must be submitted to reception@savc.org.za
- Please ensure that the form and self-evaluation section are completed, the form must be signed by the principal of the facility in front of commissioner of oath
- This form must be signed in front of a Commissioner of Oaths.
- Registration will be processed within 5 – 7 working of receipt of complete forms.
- **Incomplete registration form will not be processed**

PLEASE NOTE:
Any dishonesty in the completion of this form is considered a serious offence.

WHEN SUBMITTING YOUR APPLICATION FOR FACILITY REGISTRATION, PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED:

IMPORTANT: NO APPLICATION WILL BE PROCESSED UNLESS ALL THE REQUIRED SUPPORTING DOCUMENTS, AS STIPULATED BELOW, ARE SUBMITTED.	**YES / NO Please tick**
Fully completed and signed application form	
Proof of payment of **R362** for the change of facility type	
Photograph of the facility signage board [photo must show clearly where the signage is]	
Photograph showing full view of the outside building of the facility	
Photograph showing the full view of the reception area	
Photograph showing the full view of the consulting room	
Photograph showing the full view of the theatre	
Up-close photograph of the safe bolted to the wall [must show the bolts securing the safe clearly] Schedule 5 and higher medicines must be locked in a safe as prescribed by the Medicines Control Act	
Photograph showing a full view of the cupboard in the consulting room. If medicines are stored in the consulting room, only Schedule 2–4 medicines may be stored in this cupboard.	
Photograph showing a full view of the refrigerator used for the cold storage of medicines, including the thermometer, temperature log, and lock.	
Photograph showing full view of the storage facility/cabinet for safe keeping of patients records	
Photograph of the fire extinguisher attached to the wall with correct signage and label showing expiring date	
A comprehensive walkthrough **video** of the entire facility, providing a complete visual overview of all areas.	

SECTION A: DETAILS OF THE VETERINARY FACILITY:

1. Name of facility	
2. Facility SAVC Reg Number	
3. Physical address	
4. Postal Address **(If different from the physical address)**	
5. GPS coordinates	
6. Telephone number of the facility	
7. Mobile Number of the facility	
8. Email Address of the facility	

DETAILS OF THE CURRENT PRINCIPAL OF THE FACILITY

9. Name of the Principal of the facility		
10. SAVC reg no. of the principal		
11. Contact Details of the principal of the facility	**MOBILE NO:**	**EMAIL ADDRESS:**

SECTION B: DETAILS OF THE PRINCIPAL/S OF THE FACILITY (If there's more than one principal, include all their details)

1. Name of the main principal of the facility (responsible for the account)				
SAVC reg no. of the principal				
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**		
Proof of CPD compliance of the principal **(Please attach proof CPD activities/certificates)**			**YES**	
			NO	

2. Name of the Principal of the facility		
SAVC reg no. of the principal		
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**

Proof of CPD compliance of the principal **(Please attach proof CPD activities/certificates)**		**YES**	
		NO	

SECTION C: OWNERSHIP STRUCTURE OF THE VETERINARY FACILITY, PLEASE INDICATE WITH AN X

PS: The Act does not make provision for a (Pty) Ltd	
Please select the applicable	**Mark with X**
a) Sole Proprietor (Me)	
b) Close Corporation (Attach company registration documents)	
c) Incorporated Company (Attach company registration documents)	
d) State-Owned Facility	
e) Animal Welfare Organisation Please attach NPO number and copy of the constitution	
f) Educational Institution /Animal Research Facility	
COMMENTS/ NOTES	

SECTION D: EMPLOYMENT (OUTSIDE OF THE FACILITY) PLEASE RELEVANT BOX

Are you currently employed at a state-owned facility and/or animal welfare organisation other than this facility	**YES**	**NO**	**Self-Employed**
Nature of employment	**Full-Time**	**Part-Time**	**Self-Employed**
I have permission from my employer/s to perform these services outside (Proof attached)	**YES**	**NO**	**Self-Employed**
I am aware that the permission indicated above will be subject to verification during the routine facility inspection by the SAVC.			**YES**

SECTION E: CONFIRMATION OF TYPE / CATEGORY OF FACILITY X.

TYPE/CATEGORY OF FACILITY	**Mark with "X"**
Rule 24 - Clinical Veterinary Facility – Consulting Room/Clinic (General anaesthesia with invasive surgical procedures)	

PLEASE LIST/ATTACH VETERINARY SERVICES AND PROCEDURES TO BE RENDERED AT THIS FACILITY.

Commissioner of Oath		Principal	

SECTION F: CONFIRMATION OF STAFF MEMBERS EMPLOYED/TO BE EMPLOYED AT THE FACILITY

INITIAL AND SURNAME		SAVC Registration (If applicable)
1.		
2.		
3.		
4.		
5.		
6.		

SECTION F: RULE 34 - MINIMUM STANDARDS FOR VETERINARY FACILITIES – CONSULTANTS IN INDUSTRY AND OTHER CONSULTANCIES

The completion of this checklist/s should reflect the current status of the facility's compliance with the prescribed minimum standards of veterinary facilities.

- In the event that your facility does not comply with one or more required minimum standards as per the checklist/s, you must submit a motivation letter to the SAVC Inspections Committee detailing the reasons why exemption from compliance with those minimum standards is required.
- This motivation letter should provide information about the services and procedures to be rendered at the facility to ensure that the Inspections Committee has the relevant information when evaluating the application for exemption from compliance with these minimum standards for veterinary facilities.
- The motivation letter must be submitted with this form.

BY TICKING "YES" TO ANY RULE ON THIS CHECKLIST YOU AGREE THAT THE FACILITY ALREADY COMPLIES WITH THAT STANDARD.

Rule 34: **FACILITIES FOR CONSULTANTS IN INDUSTRY AND OTHER CONSULTANCIES**	**Principal Self-Evaluation** **Please tick relevant box**		**For Official Use - Inspector** **Please tick relevant box**		
	YES	**NO**	**YES**	**NO**	**CATEGORY A, B or C**
(1) The base facility must comply with the following requirements – as applicable to relevant scope of practice:					
a) be registered with Council in this category;					
b) have an external and internal neat appearance;					
c) have an office where clients and representatives can be received and interviewed, with access to toilet facilities;					
d) have a dispensary in accordance with Rule 21(4), if applicable;					

e) have refrigeration facilities for cold storage if applicable;					
f) have facilities for the safe storage of biological samples if applicable;					
g) have a laboratory equipped according to scope of practice;					
h) have appropriate recording and communication equipment as needed for reporting;					
i) have access to the relevant scientific and/ or legislative information resources necessary;					
j) have a post mortem area (or access to one) that is well equipped to perform a post mortem appropriately and to facilitate a reliable diagnosis, where applicable;					
k) have facilities and equipment or access thereto for the hygienic disposal of animal tissue and any other contaminated or unwholesome matter or objects, to prevent the contamination of the veterinary facility as well as the environment;					
l) all personnel must be trained in aseptic techniques;					
m) there must be adequate facilities for the safe cleaning and disinfecting of all equipment; and					
n) all personnel must be trained in the safe handling of animals and the danger of zoonotic diseases.					
(2) **A service delivery vehicle must comply with the following structural and procedural requirements where applicable:**					
a) have an acceptable standard of construction and appearance and be maintained in a clean and sanitary condition if applicable;					
b) be constructed of materials that are impervious and that can be cleaned and disinfected if applicable;					
c) maintain secure storage of scheduled medicines (medicines) in accordance with relevant legislation if applicable;					
d) have a fridge or cold box with a minimum/maximum thermometer that can keep all pharmaceuticals at the correct temperatures as indicated;					
e) have equipment for the collection and disposal of all waste, if required;					
f) have adequate equipment to ensure basic biosecurity, including equipment to clean and disinfect overboots between farms;					
g) carry an appropriate range of medicines equipment and protective clothing, according to the type of service and species serviced, in a manner that is consistent with professional standards, while ensuring occupational safety; and					
h) adequate medicine.					

Principal's Comments	**Inspector's Comments**

Rule 21 (4): **General requirements at clinical veterinary facilities –** **The Dispensary must comply with the following, which must be read in conjunction with the Medicines Act 101 of 1965:**	**Principal Self-Evaluation** **Please tick relevant box** **YES**	**NO**	**For Official Use - Inspector** **Please tick relevant box** **YES**	**NO**	**CATEGORY A, B or C**
(4) THE DISPENSARY MUST COMPLY WITH THE FOLLOWING, WHICH MUST BE READ IN CONJUNCTION WITH THE MEDICINES ACT:					
(a) It must be a separate room dedicated to the storage of medicines within the practice;					
(b) If medicine is stored in a cupboard in the consulting room, the following will apply: -					
(i) all reference to temperature, climate control and practicality in Rules (c) to (m) below will equally apply to the room in which the cupboard is located;					
(ii) the cupboard must be locked at all times when a veterinarian is not present;					
(iii) only **schedule 2-4 medicines** may be stored in this cupboard. **Schedule 5 and higher medicines must be locked in a safe** as prescribed by the Medicines Control Act.					
(c) light conditions, temperature and humidity within the dispensary or medicine room must comply with the requirements for the storage of medicine, other pharmaceutical products, and packaging materials;					
(d) the working surface area in a dispensary must be sufficient to accommodate the volume of prescriptions dispensed;					
(e) all medicines must be stored at the prescribed temperature;					

(f) a wash hand basin must be accessible, which may be in another room;					
(g) no medicines may be stored on the floor;					
(h) schedule 5 and higher scheduled medicines must at all times be under direct supervision of veterinary professionals and locked away in a safe when a veterinarian is not on the premises;					
(i) storage areas must be large enough to allow orderly arrangement of stock and proper stock rotation;					
(j) a suitable means of counting tablets and capsules. This equipment must be cleaned regularly so that cross-contamination between products is avoided;					
(k) refrigerator must be accessible (even in another room): must be equipped with a suitable thermometer and capable of storing medicines at temperatures between 2°C and 8°C. The refrigerator must be cleaned, defrosted and checked regularly to ensure efficient running. This refrigerator must be used only for storing pharmaceutical products;					
(l) a suitable range of dispensing containers for medicine;					
(m) dispensed medicines must be sold, and correctly labelled in a package containing the following information: -					
(i) the proprietary name, approved name, or the name of each active ingredient of the medicine, where applicable, or constituent medicine;					
(ii) the name of the owner, as well as the name of the patient, if available, for whose treatment such medicine is sold;					
(iii) the directions for the use of such medicine;					
(iv) the name and business address of the dispensing veterinarian; and					
(v) date of dispensing.					
(n) empty, time expired/or broken containers of medicines must be disposed of as legislated for dangerous substances in legislation controlling these substances.					
(o) records of medicines purchased need to be kept for a **period of 5 years**					
(p) the receipt of medication for restocking of the dispensary is the **responsibility of the veterinarian,** and not the responsibility of lay persons at the practice.					
(q) have access to the pharmacological reference sources, and in the case of compounding, access to protocols for the compounding of medication.					

Principal's Comments	**Inspector's Comments**

Rule 6:	**Principal Self-Evaluation**	**For Official Use - Inspector**

Records at Veterinary Facilities	Please tick relevant box		Please tick relevant box		
	YES	NO	YES	NO	CATEGORY A, B or C
(1) The attending veterinary professional **(must)** maintains records, including the records required in terms of the Medicines Act, for each animal or group of animals which are legible, accurate and permit prompt retrieval of information.					
(2) Records must contain the following information for individual animals as applicable: -					
(a) the date or period of the examination or consultation;					
(b) name of the veterinarian who treated the patient;					
(c) client's identification;					
(d) patient name, other forms of identification, as well as the species, breed, gender and age;					
(e) clinical information for the purposes of continuous care and assessment;					
(f) vaccination record;					
(g) special procedures;					
(h) diagnosis;					
(i) treatment and scripts issued; and					
(j) discharge instructions.					
(3) Records must contain the following information for production animals, including wildlife, if applicable:					
(a) The date or period of the examination or consultation;					
(b) Client's identification;					
(c) Species & breed; for wildlife species and sex, age group and/or colour if relevant;					
(d) Procedures or treatment performed. For groups of animals a general description of the type of herd-work and bulk use of medicine are acceptable, but the use of schedule 5 and 6 wildlife capture medicines, must be recorded with care; and					
(e) Instructions to client in general, if applicable and abnormal observations.					
(4) All records referred to in Rule 6(2), radiological images and the interpretation thereof, laboratory and pathology results must be retained by the principal of the veterinary facility for a period of five years from the patient's last visit, with the exception of ultrasound images where only the findings must be recorded.					
(5) Records must contain the following information for diagnostic laboratory work (if) applicable:					
(a) date sample was collected, date received, date completed, and date of release of results;					
(b) client information and geographical information;					
(c) animal identification as submitted, including species, breed, gender and age;					
(d) clinical history;					
(e) tests performed;					
(f) personnel doing the preparation and analysis;					
(g) method followed, deviations if any, reasons for deviation and reasons why results can still be accepted;					
(h) consumables and reagents including name, batch number, and expiry date;					
(i) results of quality control samples;					
(j) environmental conditions, if abnormal, or other critical information required by the standard operational procedure;					
(k) original findings; and					
(l) reports.					
(6) Records referred to in Rule **6(4)** relating to a complaint, charge or allegation lodged with Council in terms of section **31(1)** of the Act must be presented to Council within **seventy two (72) hours** of being requested to submit such records, or as otherwise arranged with Council.					

(7) Proper security arrangements must be made to protect medical and other clinical records from loss, fire, alterations, additions, supplements or unauthorised use; electronic records must be backed up on a daily basis and electronic backups should be stored off-site.					
(8) Any alterations, additions and/or supplements to any records, clinical or otherwise, must be entered as a supplement to said record and must be clearly defined as such.					
(9) (a) The principal of a veterinary facility will be responsible for confirming the identity of the attending veterinary professional to Council, where a complaint is lodged against his/her veterinary facility.					
(b) The principal of a veterinary facility will be responsible for providing the records referred to in Rule 6(5), should a complaint be lodged against a veterinarian no longer in the employ of the principal of the facility, subsequent to the date on which the complaint originated.					
(c) Should the principal of a facility fail to comply with the provisions of Rule 6(9)(a) he/she will be held accountable for any unprofessional conduct arising from such a complaint.					

Principal's Comments	**Inspector's Comments**

DECLARATION AND SIGNATURE OF THE PRINCIPAL

I hereby declare under oath that I apply for the **registration** of a facility in terms of Regulation 2(1) of the Regulations relating to the registration of veterinary facilities, read with Rule 4(e)(vi), relating to the Practising of Veterinary Professions, as indicated in the relevant category, that the information contained in this application **true and correct.** I make this application in the full knowledge and acceptance of the minimum standards of facilities as contained in the rules relating to the practicing of a veterinary profession.

If the facility has more than 1 principal, then all the principals must initial each page and co-sign the application form

Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**

TO BE COMPLETED BY A COMMISSIONER OF OATHS:

I,		With SAVC registration no	
I,		With SAVC registration no	
I,		With SAVC registration no	

THUS SIGNED AND SWORN TO BEFORE ME AT _____ THIS _____ DAY OF _____ 20_____.

THE DEPONENT HAVING ACKNOWLEDGED THAT HE/SHE* KNOWS AND UNDERSTANDS THE CONTENTS OF THIS AFFIDAVIT, THAT HE/SHE* HAS NO OBJECTION TO TAKING THE PRESCRIBED OATH AND THAT HE/SHE* CONSIDERS THE PRESCRIBED OATH/SOLEMN AFFIRMATION* TO BE BINDING ON HIS/HER* CONSCIENCE, AS REQUIRED BY GOVERNMENT GAZETTE NOS. R1258 OF 21 JULY 1972 AND R1648 OF 19 AUGUST 1977.

COMMISSIONER OF OATHS

FULL NAME AND SURNAME OF COMMISSIONER (in block letters _____

BUSINESS ADDRESS OF COMMISSIONER: _____

DESIGNATION: _____

AREA: _____

APPLICATION FOR THE REGISTRATION OF AN INCORPORATED COMPANY / CLOSE CORPORATION As part of the veterinary Facility
This form is only applicable to veterinary facilities who wish to register their facility as an Incorporated Company

Application is hereby made for the registration of an Incorporated Company in terms of section 24(1) read with section 24 (5) of the Veterinary and Para-Veterinary Professions Act, 19 of 1982 as amended.

WHEN SUBMITTING YOUR APPLICATION FOR COMPANY REGISTRATION, PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED:

IMPORTANT: NO APPLICATION WILL BE PROCESSED UNLESS ALL THE REQUIRED SUPPORTING DOCUMENTS, AS STIPULATED BELOW, ARE SUBMITTED.	**YES / NO Please tick**
Proof of payment of **R3439** for Incorporated Company or Closed Corporation ***The Veterinary and Para-Veterinary Professions Act does not make provision for a (Pty) Ltd company. Veterinarians and para-veterinarians may not practise through a (Pty) Ltd company.*** ***If your practice is currently registered as a (Pty) Ltd company, you must amend its registration with CIPC to an Incorporated Company (Inc.) before applying for facility registration.***	
Full CIPC documents including the CK2 document	

Name of Incorporated Company/Close Corporation	
Trading as	
Registration number of Company/ Facility (allocated by Registrar of Companies)	
Facility registration number (If already registered with SAVC)	
Facility Postal address	

Telephone number of the facility	
Mobile Number of the facility	
Email Address of the facility	
Proof of payment for the Registration fee of R3 439.00 is attached	
Payments must be made to: **SAVC,** **ABSA Hatfield Branch,** **Cheque Account. No: 020 166 762,** **Branch reference: 335 545.** **Please use the "facility name" as payment reference**	

CONFIRMATION OF OWNERSHIP AND MANAGEMENT STRUCTURE:

We confirm that the principal business of the incorporated company / the exclusive business of the close corporation is the practising of :-

Please tick applicable box	**Mark with an "X"**
the veterinary profession of veterinary specialist	
the veterinary profession of veterinarian	
the para-veterinary profession (please specify below	

Please tick applicable box	**Mark with an "X"**
All the shareholders of the company are registered in terms of the Veterinary and Para- Veterinary Professions Act to practice a veterinary or para-veterinary profession	
The name of the company has been approved by Council;	
Every shareholder of the company is a director and only shareholders are directors of the company;	
The memorandum of association of the company provides that the directors and past directors shall be liable jointly and severally, together with the company, for such debts and liabilities of the company as are or were incurred during their periods of office;	
We acknowledge that in terms of section 28(1A)(a), of the Veterinary and Para-Veterinary Professions Act, a shareholder's interest of a person in a private company may, at such person's death or at the termination, withdrawal or suspension of such person's registration in terms of the Act, be held by such person's estate or by such person, as the case may be, for a period of six months from such person's death or termination, withdrawal of suspension of such person's registration, or for such longer periods as the Council may **on application** determine.	
We also acknowledge that no voting rights shall attach to a shareholder's interest held by an estate or by a person in terms of the previous paragraph except in respect of a resolution enabling the company to comply with the provisions of section 24(5) of the Veterinary and Para- Veterinary Professions Act, or to dispose of its undertaking or assets or any part thereof.	
We confirm that in terms of section 31(6)(a) of the Act, any inquiry referred to in section 31(1) may be instituted simultaneously against a private company and the directors of the private company.	
We confirm that all legal requirements are complied with.	

The directors and shareholders of the incorporated company/close corporation to be registered are:

Full Name & Surname	**SAVC Registration Number**

The corporation has nominated the following members as the Manager of the corporation for the purposes of the

Act:

Name of the Manager	SAVC Registration Number

The Manager which has been so nominated resides in the Republic of South Africa and is a person who is registered in terms of the Act to practise the veterinary profession or para-veterinary profession indicated above. The members' interests in that corporation are held, subject to the provisions of section 28(1A)(a), solely by natural persons who are registered in terms of the Act to practise a veterinary profession or a para-veterinary profession concerned, as the case may be.

Signature of the principal/s	SAVC reg no	Date

Please Attach company registration documents). Please note that the application will not be approved without the copies of these documents.

Please note that any dishonesty in the completion of this form is considered a serious offence.