SOUTH AFRICAN VETERINARY COUNCIL

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Acting Registrar/CEO: Ms Dinamarie Stoltz

APPLICATION TO REGISTER A NEW VETERINARY FACILITY

Veterinary Laboratory Facility – Rule 31

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 **facility registration fee of R885** 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 facilities@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 **R885** for the new facility registration	
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	
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 with a lock 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.	

DEFINITIONS

"Consultancy"	means an interaction between a veterinarian and an owner, farmer, client or group of clients where animals may be examined away from a registered physical facility, treatment protocols drawn up, medicines prescribed and/or provided and professional advice given regarding an ongoing health, production concern/entity or animal behaviour;
"House or farm call"	means when a veterinary professional leaves his/her physically registered base practice to render a professional service to his/her clients in a vehicle suitably equipped for that type of practice;
"Invasive surgery"	means surgery that is performed intra-abdominally, intra-cranially, intra-thoracically, musculo-skeletally or of the cardio-vascular system;
"Mobile animal service"	means a veterinary practice facility, which is registered with the Council in the name of the principal of the base veterinary facility from which it operates;
"Mobile theatre"	means a vehicle or trailer, which could consist of either a self-propelled facility or be mounted on a base which is transported to a site, and which is appropriately equipped to perform sterilisations and other surgical procedures in a controlled environment to indigent or isolated communities;
"Non-practising facility"	means a facility where no veterinary services will be rendered or medicines sold for direct or indirect gain. The veterinarian does not practice, but requires access to Act 101 medicines for use solely on his/her own animals;
"Principal"	means the veterinary professional in whose name the veterinary facility is registered and who takes responsibility for minimum standards of the facility, or his appointed agent who must be a registered veterinary professional;
"Production animal"	means an animal whose products are used by humans and/or which may enter the food chain for consumption;
"Production animal herd health facility"	means a base facility where no clinical work is done and where the primary service is rendered essentially from an equipped vehicle to ruminant livestock, wildlife, poultry, pig or aquatic production units;
"Registered facility"	means a veterinary facility which complies with the minimum standards as applicable to the category of service rendered there, and is registered with Council;
"Research animal facility"	means any facility or area where animals may be used, maintained or bred for scientific purposes, including for research, testing, teaching, validation, production or observation;
"Veterinary hospital/clinic"	means a veterinary facility where veterinary services are available at selected times and wherein examination, diagnostic, prophylactic, medical, surgical and extended accommodation services for hospitalised animals are provided;
"Veterinary laboratory"	means a facility which has the specific purpose of diagnostic and/or research testing, any mobile service unit linked to the permanent facility, and in-house laboratories that form part of a veterinary facility where the service is not only rendered for the facility's own requirements;
"Wildlife"	means all non-domesticated species of animals, whether free-living or kept in captivity.

SECTION A: DETAILS OF THE FACILITY TO BE REGISTERED:

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

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 B: 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 C: 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 D: PLEASE LIST/ATTACH VETERINARY SERVICES AND PROCEDURES TO BE RENDERED AT THIS FACILITY.

SECTION E: LIST/ATTACH SAVC REGISTERED STAFF MEMBERS EMPLOYED/TO BE EMPLOYED AT THE FACILITY

	INITIAL AND SURNAME	SAVC Registration
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SECTION F: RULE 31 - MINIMUM STANDARDS FOR VETERINARY LABORATORY FACILITIES

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 31: **A veterinary laboratory at or from which a registered person renders a laboratory service must:**	**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) A veterinary laboratory at or from which a registered person renders a laboratory service must: -					
a) Be a permanent structure and any mobile unit operated from the facility shall be linked to permanent facility (see section on mobile units);					
b) Have an external and internal neat appearance;					
c) Have signage that complies with regulations of the local authority and where applicable also meets any regulation and / or Rules set by the Council					
d) Have separate areas for receiving members of the public and samples;					
e) Have access to toilet facilities for members of the public;					
f) As far as possible separate laboratory areas to prevent cross contamination of samples;					
g) Have, where applicable, appropriate facilities for the storage of samples in order to prevent degradation of samples before testing;					

h) Have facilities meeting the applicable regulations for the safe storage of chemicals and pharmaceuticals;					
i) Have facilities for the safe storage of scheduled medicines, if applicable;					
j) Have applicable equipment available to carry out the required tasks;					
k) Have adequate facilities available for the washing, cleaning and sterilisation of all equipment;					
l) Have proper facilities and containers for the storage of disposed hazardous waste including but not limited to sharps, chemicals, used test kits, biological samples, etc. prior to collection by a licensed waste removal company as per regulations of the local authority;					
m) The internal walls, floors and work surfaces shall be of such a nature that they can be properly cleansed and disinfected in order to maintain hygienic conditions and prevent contamination of samples;					
n) The drainage and washing water of a veterinary laboratory shall run into an adequate sewer and comply with the requirements of local authorities;					
o) Where applicable make provision for the storage and disposal of carcasses in a manner that will ensure that they will not start to decompose before they are disposed of;					
p) Where an on-site incinerator exists for the disposal of carcasses the incinerator shall be licensed according to the relevant environmental regulations;					
q) Where applicable have animal housing that complies with relevant legislation;					
r) Where applicable ensure that personnel are trained in the safe and humane handling of animals;					
s) Employ personnel who are in possession of the applicable prescribed qualifications and are registered at the Council to perform the testing;					
t) Provide personnel with protective clothing and protective equipment applicable to the level of risk involved; and					
u) Have fire extinguishing apparatus which meets the requirements of the local authorities and is suited for the types of fire hazard based on the activities at the laboratory.					
(2) Mobile laboratory units must: -					
a) Be linked to a permanent facility and cannot be registered as an individual facility;					
b) Be identified as a part of the permanent facility by listing the vehicle registration number at the time of applying for facility registration;					
c) Comply with all applicable traffic regulations;					
d) Be operated while in transit by a person with a driver's permit applicable to the type of vehicle;					
e) Have a fire extinguishing apparatus which meets the requirements of the local authorities and is suited for the types of fire hazard based on the content of the mobile unit;					
f) Have facilities for the safe transport and storage of chemicals and reagents that adhere to the regulations applicable to the transport of the chemicals and / or reagents;					

g) Meet all the relevant regulations for transport of chemicals if applicable;					
h) Have proper facilities for the storage of the sample types to be tested;					
i) Have containers that meet the relevant regulations for disposal of hazardous waste including but not limited to sharps, chemicals, used test kits, biological samples, etc. until it can be discarded at or from the permanent facility; and					
j) Have applicable equipment available to carry out the required tasks.					
(3) The laboratory must comply with the following procedural aspects: -					
a) The Laboratory must have a documented manual for Good Laboratory Practices (GLPs) stipulating the GLPs relevant to that Laboratory.					
b) The Laboratory must have documented standard operating procedures for all tests performed at the facility;					
c) Where international or national standardised methods exist, these must be used, unless reasonable ground for deviation exist;					
d) The Laboratory must have a documented maintenance schedule for all equipment used in testing of samples and evidence that maintenance is done;					
e) The Laboratory must have a documented calibration schedule for all applicable equipment used in testing of samples and evidence that calibration is done; and					
f) The Laboratory must have a documented procedure for the retention of records including laboratory results that indicate how records will be secured, protected from loss and alterations, protected from unauthorised use and what the retention period will be.					
(4) In addition to the minimum standards listed the following also apply as far as testing of patient samples and/or other samples are concerned:					
a) Any analysis performed to certify or confirm diagnosis of a controlled animal disease must be accredited by SANAS according to the latest version of the ISO 17025 standard and upon accreditation of the analysis the laboratory facility must be approved by the Department of Agriculture, Land Reform and Rural Development to perform the analysis; and					
b) Any in-house analyser used for testing patient samples must:					
i. Be maintained and service according to a documented schedule and evidence that this is done must be kept; and					
ii. Be calibrated at a set and documented interval to ensure that the analyser can still detect all analytes accurately and evidence of the calibration shall be kept.					

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

Rule 6: Records at Veterinary Facilities	Principal Self-Evaluation		For Official Use - Inspector		
	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,		**With SAVC registration no**	
I,		**With SAVC registration no**	
I,		**With SAVC registration no**	

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:

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.