

Document Checklist for Dog Breeding

Written procedures are required as a minimum standard for holding an animal activities licence. Failure to have these written procedures in place and to a suitable standard not only invalidates your licence, but it will also invalidate any business insurance you have as you will be in breach of your licence conditions.

Your written procedures are there to be followed so that everyday business operations take place in compliance with your licence and in the interest of animal welfare. They should therefore be written to include how you meet each of the licence conditions. The emergency contact/key holders will rely on these policies to ensure the business operates as normal in your absence. It is imperative that they are written as a step-by-step guide highlighting how the business operates on a daily basis.

Standard Operating Procedures

- Preventative Healthcare Plan (signed by applicant's registered veterinarian).**

This document should detail the steps taken to prevent/mitigate the risk of disease. A template form can be provided if required.

It should be filled out by you and then checked and signed off by the businesses registered vet. They will be able to tell you if there's anything that needs to be added.

- Training Policy**

This document applies to **licence holders** as well as any paid or volunteer staff. It should detail training practices in line with the business.

- Outline how often training/CPD is undertaken
- Detail what kind of training is undertaken (formal vs informal)
- Explain how training is documented/recorded
- Explain what processes are in place to review training needs
- Explain the appraisal process (if applicable)
- Explain What induction training is available for new starters (if applicable)

As a minimum, evidence of informal training should be documented every other month.

Formal training with certification is optional, but a canine first aid course with regular refreshers is a **mandatory** requirement.

- Cleaning Policy**

This document should detail all cleaning that is carried out across the premises. This includes cleaning vehicles after transportation, cleaning of toys & **any/all** equipment used in relation to the animals (beds, blankets, grooming equipment etc), cleaning bowls and waste disposal, cleaning the premises (hoovering, dusting, carpet cleaning, hard floor cleaning, food prep area) and cleaning the isolation facilities after use.

- List the cleaning chemicals used as part of the activity (including things like detergent & washing up liquid) and where they're stored on the premises
- Explain the daily spot-cleaning process
- Explain the deep cleaning process
- Provide specific information on the dilution ratios for the chemicals used

- Include detailed instruction on where all cleaning equipment (such as cloths, mops, hoovers etc) are kept
- Provide the COSHH sheets for the chemicals used
- If pests have been/are a problem at the premises, explain what provisions have been implemented to manage this (if applicable)
- Outline if animals are removed from areas when they're being cleaned
- Explain waste removal and management

□ **Separating of Animals Policy**

If any dogs are housed and exercised separately, this document must provide justification as to why. Displaying significant signs of fear, aggression or anxiety is not an acceptable reason, as dogs with these qualities must not be used in the breeding programme.

□ **Feeding Policy**

This document should detail the frequency of feeding and water provision including how often water is changed or topped up. It should also detail monitoring of food and water intake

- Outline where food is kept on the premises and how it's stored to deter vermin
- Outline how uneaten food is disposed of
- Outline if fridges and freezers are available for food storage
- Include a feeding chart outlining how much each dog is fed and the frequency of feeding
- Explain how a dam's diet changes throughout the stages of pregnancy
- Discuss when vet advice would be sought and what records would be kept if eating/drinking habits dipped outside of the norm
- Explain the weaning plan and how it changes as the puppies age
- Link with the monitoring & ensuring health policy regarding records for inappetence/changes in drinking habits
- Link with the cleaning policy regarding cleaning of bowls and other feeding equipment

If raw feeding is undertaken, a separate procedure should be in place detailing how it's handled and prepared (gloves, aprons) and where/what equipment is kept for its preparation. How the cleaning station and associated equipment are disinfected after use must be referenced in the cleaning policy.

□ **Biosecurity/Disease Control and Prevention Policy**

This document should detail how you ensure minimise and control the risk of disease entering the premises.

- Outline what measures are in place to stop disease from entering your premises (e.g. having dogs fully vaccinated)
- Outline what measures are in place to manage zoonoses
- Outline what measures are in place to mitigate illness when taking an animal off site
- Explain what parasite control is in place
- Explain what vaccinations/boosters are in place
- Explain how a stud is selected to minimise the risk of STD's
- Link this policy to your cleaning policy to show how the premises/associated equipment are kept clean to reduce the risk of disease manifesting
- Link this policy to your isolation policy to show how animals displaying illness are managed

□ **Transport Policy**

This document should outline how often you transport animals and how this is done safely in accordance with good welfare practice and law. This document is applicable even if animals are only transported in an emergency.

- Outline how animals are secured in transit (e.g. doggy seatbelts or crates)
- Outline how puppies are transported if this differs from adult dogs
- Outline how the temperature is regulated throughout the journey
- Outline which vehicle/s are available
- Explain what provisions are available (such as bottled water or blankets) if a journey takes longer than expected
- Link this policy with the cleaning policy to show how the vehicle and any equipment are cleaned after use
- Link this policy with the emergency policy to discuss the care/management of the animals if there was an accident or if the vehicle broke down

□ **Monitoring and Ensuring Health Policy**

This document should outline how often animals are checked, where observation records are kept and how often they should be filled out.

- Outline when/if grooming or bathing takes place and the frequency
- Outline if basic health checks are performed (checking eyes, nose teeth etc) and the frequency
- Discuss how long would pass before seeking vet advice if a dog were off their food or showing signs of illness/injury
- Explain what extra monitoring processes are in place for pregnant dams/puppies
- Outline what is in place for medicine management and storage
- Outline under what circumstances changes in behaviour or health are recorded

You should outline your inbreeding coefficients based on the breeds of dog you are breeding from. The Kennel Club have a lot of useful information about genetic diversity and a coefficient calculator on their website below:

<https://www.thekennelclub.org.uk/health-and-dog-care/health/getting-started-with-health-testing-and-screening/genetic-diversity-managing-and-maintaining/>

□ **Isolation Policy**

This document should outline the comprehensive steps taken to isolate a potentially infectious or injured animal.

- Outline where the isolation facilities are on the premises
- If isolation is off-site, discuss how are animals separated prior to transfer to the facility (If isolation facilities are off site, a letter from the vet/appropriate person agreeing to this must be provided)
- Outline what dedicated equipment is kept for isolation (bedding, bowls and any cleaning utensils) and where it is stored
- Outline how equipment specifically kept for isolation is identified so that it is not put in general circulation (e.g. stored in a labelled box)
- Explain how contaminated waste is disposed of
- Outline what PPE is available, where it's stored and how is it disposed of after use
- Explain what barrier nursing provisions and techniques are used to manage infectious disease on the premises
- Explain what provisions are in place for isolating animals on restricted movement due to injury

- Outline how often animals in isolation are monitored and where the records are kept
- Explain how an infectious dog can be kept completely separate from any litters of puppies for a minimum of 14 days
- Outline how equipment used on/for an infectious animal is disinfected or disposed of after use
- Link this policy with the cleaning policy to detail how the isolation facilities are cleaned

□ **Death and Escape Policy**

This document should outline what would happen in the event of an unexpected death.

- Explain where the deceased animal would be stored on the premises until it could be transported to a vet (e.g. wrapped in a blanket and placed in the coldest part of the residence)
- Outline when/if the licensing officer would be contacted
- Detail what records would be kept
- Discuss how the animal would be disposed of (cremation at a vets etc)

This document should outline what would happen if an animal escaped during their stay.

- Outline who notifies the microchip company
- Discuss if signs would be placed in the local area or of social media would be utilised
- Outline who else the loss reported to (e.g. local vets, neighbours, licensing officer)
- Explain how a search would be carried out
- Explain what provisions are already in place to minimise the chance of escape
- Detail what records would be kept

□ **Emergency Policy**

This document should outline what would happen in different emergency scenarios.

- Include a list of **all** emergency contacts (fire, ambulance, power company, water company, designated key holder, microchip company etc)
- **Fire** – Outline evacuation routes, what firefighting equipment is available, how animals are evacuated and kept safe during the emergency, smoke & CO2 detector locations & how often they're tested and how frequently emergency drills are practiced
- **Loss of utilities** – Outline how accommodation would be heated or kept cool in the absence of gas or electric. Discuss how water could be provided if it is shut off and how cleaning could be affected. Discuss emergency lighting (such as torches and where they're stored)
- **Extremes of temperature** – Outline what happens if temperatures get too high or low and cannot be controlled adequately. Think about hypothermia or heat stroke and consider breeds that are particularly at risk. Outline who is first aid trained and what records/additional monitoring would be implemented.
- **Extremes of weather lightning storms/flooding/snow** – Outline if monitoring is increased. Discuss what measures would be taken to reduce stress. Explain how traditional exercise and toilet breaks may change.

- **Breakdown of vehicle/accident/traffic jams** - Outline who would recover you. Outline who could collect the animals so they wouldn't need to wait extended periods for recovery. Discuss what additional monitoring would be undertaken & where this would be recorded. Discuss what would happen in the event of an accident whilst animals are in transit. Outline what emergency provisions are kept in the vehicle (e.g. water bottles or blankets)
- **Alternative accommodation if the premises became uninhabitable** Discuss how the animals would be housed if the premises became uninhabitable. E.g. the emergency contact would be engaged, they'd be taken to friends and family or transferred to a licenced boarding facility. Outline who would notify the Animal Licensing Officer
- **Alternative accommodation if the licence were revoked or suspended –** Discuss how trading would cease immediately and any planned matings would be cancelled. Explain that any puppies in situ would not be sold until the licence could be reinstated. Discuss how you'd work closely with the local authority to regain the licence.

Repair and Maintenance Programme.

This document should outline where and how any repairs or defects are recorded and what maintenance jobs are planned/scheduled for the premises throughout the year. A specific diary or logbook alongside the policy is appropriate

Other Documents

Site plan of premises including dimensions for all areas used for the activity (including kennels)

This does not have to be to scale but it should show how the premises is laid out and give measurements of the animal accommodation.

Public Liability Insurance Certificate

This should be for at least £5 million cover (not to be confused with employers' liability which is different)

List of qualifications & certificates

A list of qualifications, including copies of all formal training certificates and records of informal training that have been undertaken and completed by staff (volunteer or otherwise) and the licence holder/s must be provided.

Activity Specific Documents

Enrichment Procedure/Plan

This document should outline how the premises provides an enriching environment.

- Outline what daily exercise the animals get both on/off lead and off site
- Outline how each dog is walked or allowed free access in the secure exercise areas for a minimum of 40 minutes per day (taking into consideration life stage and fitness)
- Discuss what additional enrichment opportunities are available for geriatric/young dogs or those that cannot be exercised traditionally

- Outline what forms of enrichment the premises offers (e.g. play/human interaction, grooming, socialisation, toys, feeding enrichment, paddling pools)
- Outline how frequently toys/enrichment equipment are checked for damage and replaced
- Explain how dogs in kennels have opportunities away from the kennel environment (if applicable)

□ **Difficult Dogs Policy**

This document should outline how difficult dogs and associated behaviours are managed in line with the business

- Outline who is trained to handle difficult dogs
- Explain what would happen if undesirable behaviour was identified
- Outline what equipment is available for handling difficult dogs (e.g. muzzles and catch pole) and where they're stored on the premises
- Explain how resources are provided (such as toys and treats) to minimise the risk of infighting or competition
- Outline how dogs showing significant behavioural issues would be removed from the breeding programme
- Outline who/which staff members are trained to manage difficult dogs

□ **Introduction of New Dogs Policy**

This document should outline how a new dog would be introduced to the existing group.

- Explain how the new dog would be gradually introduced to the group
- Explain the introduction process
- Outline what would happen if an introduction didn't go to plan

□ **Socialisation & Habituation Plan for Puppies**

This document should outline how puppies are prepared for life in a new home.

- Explain the different sights, sounds, smells, and sensations they're exposed to
- Explain the process of introducing new stimuli
- Outline how toilet training is started

□ **Puppy contract**

A good, sound puppy contract should be drawn up to protect you and the buyer of the puppy. It should detail that the sale is taking place in good faith.

Beware of adding endorsements without having them checked that they could be legally binding. If they are not proportionate and worded correctly then they will not be likely to be upheld.

The Kennel Club have an example puppy contract which you can find by clicking the link below:

<https://www.thekennelclub.org.uk/getting-a-dog/buying-a-dog/what-should-the-breeder-give-me/>

□ **Puppy pack information and list of contents**

Your puppy pack should contain written information about a buyers new puppy. This should include information on the vaccinations and parasite treatment they've received, advice on

likes and dislikes, any health-related information, and any breed-specific needs. You will also need to ensure you include **all** the paperwork required by DEFRA.

As well as written information, it should include some items to help the puppy settle into their new home:

- Something that smells of their mother. This could be a little blanket or something that has been with mum.
- Suitable toys
- A minimum of a week's supply of the puppies' current diet must be included.
- Non-slip food and drink bowls
- Grooming brush suitable for the breed
- Puppy treats

You may choose to include other things in your pack, but the minimum requirements are outlined above. The Kennel Club have further advice about puppy packs on their website at the link below.

<https://www.thekennelclub.org.uk/dog-breeding/first-time-breeders/creating-a-puppy-pack-for-new-owners/>

□ **A noise management plan (optional higher standard)**

This document should outline how the business minimises noise in the surrounding areas by the implementation of certain physical parameters and ensuring the dogs needs are met

- Outline what is in place to reduce noise carrying and disturbing nearby premises or neighbours (e.g. kennels are insulated, dogs are called back in when barking)
- Outline daily enrichment and exercise opportunities to minimise dogs barking out of boredom
- Explain ongoing positive reinforcement training to minimise barking

□ **Individual feeding plans for each dog (required higher standard)**

These documents should outline each dogs specific feeding requirements, including any supplements or medications they're receiving.

It should also discuss the importance and use of feeding enrichment, including how the premises implements its use.

RECORDS WILL BE CHECKED DURING THE INSPECTION