

**Zoo Licensing Act 1981 (Amendment)  
(England and Wales) Regulations 2002**

**Pre-Inspection Audit**

Date of completion:



**Please complete this form as thoroughly as possible. It is an important part of the licensing process and will save time at the inspection.**

In addition to the documents you are requested to attach, you may be required to produce evidence to support any one of the answers on this form. (If you require more space to fully answer a question please use a new sheet and refer it back to the relevant question on the form.)

**PART A – DETAILS OF INSTITUTION**

1. Name of Institution

Name of Director

Address

Postcode

Telephone number (incl. national dialling code)

Fax number (incl. national dialling code)

E-mail address

Website

2. Year of founding

Parent Institution (if any)

Source(s) of funding (e.g. visitors, local authority etc)

Type of Business (e.g. Partnership, Registered Charity)

Ownership of organisation/grounds

Governing Body

Chairman of Governing Body

Local authority

**Please tick appropriate box(es)**

3. Do you have a development plan? ..... YES  NO

4. Do you have a Mission Statement (if yes, please attach) ..... YES  NO

5. List of all staff members and their titles, qualifications

and relevant experience (*state if full or part-time*) ..... Attached

Submit a copy of the organisation's organisational chart..... Attached

6. Plan of park/zoo ..... attached

7. Hours of operation:      summer   
   winter

Entrance fees and categories

Attendance figures for past three years

8. Are animals owned by the zoo held on other premises (other than normal breeding loan arrangements etc.)? ..... YES  NO

If yes, please give details

## PART B – ANIMAL RECORDS

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1. Please supply your most recent Animal Inventory List ..... Attached

2. Is your institution a member of ISIS? ..... YES  NO

If YES, do you use (Please tick all appropriate boxes):

ARKS? ....       SPARKS? .....       REGASP? .....       MEDARKS? .....

If NO, what arrangements are made for holding current animal records?

3. Does your institution keep duplicates of animal records? ..... YES  NO

If YES, where are they stored?

How are old records archived?

Are they readily accessible to bona fide enquiries? ..... YES  NO

4. Please list which methods of animal markings your institution uses and taxa used for:

Transponder

Tattoo

Ear tags

Rings

Other

5. Are day books kept to record condition and health of all animals?.....YES  NO   
 Please summarise the reporting structure

**PART C – ANIMAL HUSBANDRY AND VETERINARY CARE** 

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1. Do you have a resident vet?.....YES  NO   
 If YES, please give details

Name

Address

If NO, who has overall responsibility for your veterinary programme?

Name

Address

- Are others involved in giving animal health advice to the collection?.....YES  NO   
 If YES, please give details

2. Describe your veterinary programme, including frequency of visits and regular preventative routines.

3. Briefly describe the veterinary facilities that you have on site

4. Give details of your veterinary surgeon's Continuing Professional Development relevant to your collection

5. Give details of the pest and predator control programme

6. Please give details of equipment for restraint and remote capture of animals

7. Is it your policy to undertake post mortem examination of all animals dying in the collection? ..... YES  NO   
If NO, please explain why

8. What arrangements are made for the post mortem examination of animals?

9. What system do you have for regular review for clinical and pathological records?

10. Do you regularly up-date animal diets and are these recorded?..... YES  NO

11. Is feeding of animals by visitors permitted?..... YES  NO   
If YES, how is this controlled?

12. Is expert advice sought and taken regarding nutrition? ..... YES  NO   
If so from whom?

13. How do you collaborate with other zoos and other organisations in the exchange of husbandry information for the species that you keep?

14. Is your collection approved under Council Directive 92/65/EEC\* (The Balai Directive)?..... YES  NO

\*The Balai Directive 92/65/EEC (as amended) provides a framework of rules for trade between EU Member States in live animals and germplasm, concerning those species that are not covered elsewhere by EU legislation for specific domestic species. Within that framework of rules, bodies such as zoos may have all or part of their premises approved and such premises should find it more simple to transfer animals to other approved premises in other Member States. Further information can be obtained from the Defra website at <http://www.defra.gov.uk/animalh/int-trde/prod-im/legpi-eu.htm#balai>

## PART D – HEALTH AND SAFETY

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1. Are risk assessments routinely carried out and recorded for the following practices relating to animal welfare and public safety?

**(Documentary evidence must be available on the day of inspection)**

Feeding practices.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Staff-animal interactions.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Venomous species .....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Animal-contact situations .....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Escapes/release of animals.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Visitor areas (slopes, steps etc).....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Staff use of equipment.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Vehicle movement/pedestrian interaction .....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Others	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Please provide a copy of your written emergency procedures..... Attached

3. How are staff members made aware of all emergency and escape procedures?

4. Have there been any escapes since last inspection:  
 within the zoo confines? ..... YES  NO   
 externally?..... YES  NO

5. Please provide written reports of emergency drills for the past 12 months .... attached

6. Have there been any reportable accidents under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the past 3 years?..... YES  NO   
 Does the zoo have an accident book? ..... YES  NO   
 Have there been any significant accidents? ..... YES  NO

7. Are staff trained in first aid? ..... YES  NO   
 If 'YES' how many?.....

8. Has a zoo health and safety policy been produced, and is it understood by all staff and volunteers? ..... YES  NO

9. How are all staff made aware of potentially zoonotic disease risks to themselves and to the public?

10. Is there a procedure for reporting staff illness?.....YES  NO

11. What is the smoking policy for zoo staff?

12. Is a qualified tree surgeon retained to inspect and attend trees which may cause injury or aid escape? .....YES  NO

13. How often are electrical systems and equipment checked and maintained?

14. How often are fences and enclosure barriers checked?

15. Are there procedures in place to ensure that any defects identified by checks are remedied immediately? .....YES  NO

**PART E – SECURITY** 

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1. How is the animal collection protected on a 24-hour basis?

2. Please give details of firearms (including capture equipment and captive bolt guns) including where they are held and access to them. Please also provide the names of those certified to use firearms

3. Is the use of firearms practised and recorded? .....YES  NO

## PART F – CONSERVATION

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1. Are you a member of any zoo or conservation related organisations? (e.g. IUCN, BIAZA, EAZA)..... YES  NO

If YES, please list organisations

2. Do you have a copy of the World Zoo and Aquarium Conservation Strategy? ..... YES  NO   
If YES, how does it influence your planning?

### ■ Ex-situ Conservation

3. Do you have an Animal Collection Plan?..... YES  NO   
If YES, on what is it based?

If NO, how do you decide what species to keep?

Please provide a copy of your Animal Collection Plan (if applicable) .....Attached

### 4. Species Management Groups

Are you represented on, or do you have links with, any of the following:

- European Endangered Species Programmes (EEPs)? ..... YES  NO

List EEPs your organisation takes part in

List EEPs or Taxon Advisory Groups your organisation chairs

- Joint Management of Species Programmes..... YES  NO

List JMSPs your organisation takes part in

List JMSPs your organisation chairs

- Do you contribute to any other species management programmes? ..... YES  NO

## ■ Studbooks

5. Is your collection responsible for maintaining the studbooks of any species? ..... YES  NO

If YES, please give details of species:

International

Regional

## ■ In-situ Conservation

6. Are you or have you been directly involved in any local or overseas in-situ projects, either by funding or by more direct participation over the past three years? ..... YES  NO

If YES, please give details

7. If you answered 'YES' to the question above, what resources does your zoo put into in-situ conservation Personnel

Financial

Training

Other (please specify)

8. Have you collected funds from the public for any in-situ projects in the last three years?.... YES  NO
- If YES, please list projects and nature of support



## ■ OTHER CONSERVATION ACTIVITIES

9. Do you contribute to conservation in other ways? ..... YES  NO   
If YES, please give details

## PART G – EDUCATION

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1. List and briefly outline or attach a plan of the major elements of the zoo's education programme and policy

Attached

2. Education staff numbers      Paid   
   Training scheme   
   Volunteer

3. What qualifications do your Education staff have?

Staff member	Qualification

Please tick if you need to continue on a separate sheet

4. Facilities

Classrooms (number)

Lecture theatre (number)

Library ..... YES  NO

Other (please specify)

5. Levels of education provided

*Please tick all appropriate boxes*

Nursery .....

Primary .....

Secondary .....

University .....

Adult .....

Other .....

6. Local Authority links

*Please tick all appropriate boxes*

Staff .....

Finance .....

Curriculum development .....

Liaison .....

7. Is your zoo a member of any zoo education network (e.g. British and Irish Zoo Educators)? ..... YES  NO   
If YES, please give details

8. How do you ensure the consistency and effectiveness of your education programme (e.g. inspections, feed-back sheets, visitor surveys)?

9. Teaching aids (including publications) – please give details and provide examples

10. Give details of membership and links with groups concerned with environmental education

11. Informal educational aids – give details of what is used e.g. labels, listening posts, public demonstrations, internal and external lectures etc.

## PART H – STAFF TRAINING

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1. Do you encourage your staff to undertake training courses relevant to their role (e.g. ANCMZA course in Zoo Animal Management)? ..... YES  NO
2. Are these courses a required qualification for staff appointment or advancement? ..... YES  NO
3. Do you conduct your own in-house staff training? ..... YES  NO

Please give details

4. Do you provide on-site study and library facilities for staff? ..... YES  NO
5. Do you provide training for other organisations? ..... YES  NO

If YES, please provide details

## PART I – RESEARCH

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1. How is research in the zoo co-ordinated?

2. What resources does the zoo put into research?

(a) Personnel

(b) Finance

(c) Access to outside organisations

(d) Provision of data or samples for approved outside research

(e) Other

3. Are research projects involving animals subject to ethical scrutiny? ..... YES  NO

4. Please append details of any research carried out, during the last three years, by or on behalf of the zoo by  
(a) zoo staff

- (b) other organisations

5. Has your zoo received any research grants? ..... YES  NO   
If YES, please give details

6. Please list any scientific publications over the last three years by:

- (a) staff

- (b) others using your collection

7. Do you have links with Higher Education institutions? ..... YES  NO   
If YES, what are these links?

## PART J – ETHICAL CONSIDERATIONS

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1. Briefly outline your ethical review process

2. What is your contingency plan for the animals in the event of closure or loss of income for a sustained period of time?

3. Under what circumstances, if any, do you use live vertebrates as food for other animals?

4. What is the zoo's policy on disposing of surplus stock?