DATO' SRI AHMAD SHABERY CHEEK
MENTERI PERTANIAN DAN INDUSTRI ASAS TANI MALAYSIA
MINISTER OF AGRICULTURE AND AGRO-BASED INDUSTRY

Rujukan Fail : KP/CP/497/2/4 Jld.2
Tarikh : 2 September 2015

YANG DI PERTUA
Majlis Veterinar Malaysia
Jabatan Perkhidmatan Veterinar
Wisma Tani, Blok Podium
Lot 4G1, Presint 4
62630 PUTRAJAYA

Tuan,

ARAHAN YB MENTERI DI BAWAH PERUNTUKAN DOKTOR VETERINAR 1974

- ***DOKTOR VETERINAR (KEPERLUAN PREMIS DAN AMALAN HAIWAN KESAYANGAN) ARAHAN 2/2015***

Pada menjalankan kuasa yang diberikan kepada saya di bawah peruntukan Seksyen 8 Akta Doktor Veterinar 1974 (Akta 147), saya dengan ini mengarahkan semua pengamal doktor veterinar haiwan kesayangan di Malaysia untuk mematuhi arahan ***DOKTOR VETERINAR (KEPERLUAN PREMIS DAN AMALAN HAIWAN KESAYANGAN) ARAHAN 2/2015*** seperti telah dipersetujui oleh Majlis Veterinar Malaysia pada Mesyuarat kali ke-48 pada 27 Mac 2015.

2. Saya percaya dengan arahan ini, pengamal doktor veterinar haiwan di Malaysia akan memberi perkhidmatan perubatan veterinar yang terbaik dan berkualiti kepada pesakit dan tuanpunya. Doktor veterinar adalah diingatkan supaya sentiasa menjaga imej dan status serta berusaha untuk memajukan profesion doktor veterinar di negara ini.

Sekian, terima kasih.

(DATO' SRI AHMAD SHABERRY CHEEK)

Aras 17, Wisma Tani,
No. 28, Persiaran Perdana, Presint 4
62624 Putrajaya, Malaysia
Tel: 03 - 8870 1002 / 8870 1003 Faks: 8870 8171 <http://www.moa.gov.my

DOKTOR VETERINAR
(KEPERLUAN PREMIS DAN AMALAN HAIWAN KESAYANGAN)
ARAHAN 2/2015

Dengan hormatnya dimaklumkan bahawa arahan ini dikeluarkan di bawah Seksyen 8, Akta Doktor Veterinar 1974 berikutan dengan keputusan Majlis Veterinar Malaysia pada mesyuarat ke-48 yang telah diadakan pada 27hb Mac 2015 mengenai keperluan-keperluan premis dan keadaan di dalamnya yang bersesuaian untuk doktor veterinar menjalankan amalan atau bercadang hendak menjalankan amalan perubatan veterinar dalam bidang haiwan kesayangan di bawah Seksyen 17 (2) Akta Doktor Veterinar, 1974 mulai 1 hb Oktober 2015.

2. Surat arahan tersebut adalah dilampirkan.

Sekian dimaklumkan.

Terima kasih.

DATO' SRI AHMAD SHABERY CHEEK
Menteri Pertanian dan Industri Asas Tani
Malaysia

Tarikh: 2 September 2015

TRANSLATION

VETERINARY SURGEONS (COMPANION ANIMAL PREMISE AND PRACTICE REQUIREMENTS) DIRECTIVE 2/2015

This directive is issued under Section 8 of the Veterinary Surgeons Act 1974 following the decision of the Malaysian Veterinary Council on its 48th meeting held on 27th March 2015 the requirements for a premise at and the conditons under which the veterinary surgeon practices or proposes to practice veterinary medicine are considrered suitable for such practice in the field of companion animal veterinary medicine under Section 17 (2) of the Veterinary Surgeons Act, 1974 with effect from 1st October 2015.

2. The directive is appended.

Thank you.
Signed

DATO' SRI AHMAD SHABERY CHEEK
Minister of Agriculture and Agro-based Industries
Malaysia
Date :

VETERINARY SURGEONS ACT, 1974

VETERINARY SURGEONS
(COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE 2/ 2015

VETERINARY SURGEONS
(COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE 2/2015

ARRANGEMENT OF DIRECTIVE

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2. Interpretation

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4. Commencing a Companion Animal Practice
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SECOND SCHEDULE

VETERINARY SURGEONS
(COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE, 2/2015

IN exercise of the powers granted under Section 8, the Minister makes this directive with regards to Section 17 (2) of the Veterinary Surgeons Act 1974 and the Veterinary Surgeons (Registration of Veterinary Surgeons and Practice of Veterinary Medicine) Regulations 2015.

PART I
PRELIMINARY

1. Citation and commencement

This Directive may be cited as the **Veterinary Surgeons (Companion Animal Premise and Practice) Directive, 2/2015** and shall deem to have come into force on 1st Oct 2015.

2. Interpretation

In this Directive, unless the context otherwise requires –

"clinic" means animal clinic, animal hospital, veterinary centre, veterinary clinic, veterinary medical centre, veterinary surgery, veterinary hospital or any synonyms approved by the Council;

"companion animal" means animals kept by persons as pets, recreation or as companions including dogs, cats, birds, other mammals, amphibians, arthropods, reptiles and insects or any other animal kept as pets in captivity as well as their breeding for the above purposes ;

"premise" means the premises where the applicant is applying for or is authorized to practice veterinary medicine under such conditions and restrictions which an annual practicing certificate has been issued under 17(2) of the Act;

PART II
PREMISE AND PRACTICE REQUIREMENTS

3. Schedules

The Schedules are prescribed for use under this Directive.

4. Commencing a Companion Animal Practice

Any registered veterinary surgeon who desires to commence/open a companion animal practice in his/her own capacity shall meet these requirements. This directive **comes into force on 1st October 2015.**

(1) The applicant would have met requirements required by the Council including Continuing Professional Development for such an application of an Annual Practicing Certificate.

(2) A person holding a Temporary Permit to Practice is not entitled to commence a companion animal practice or be the person-in-charge of a premise.

(3) A person holding an Annual Practicing Certificate or a Temporary Permit to Practice (subject to any conditions or restrictions stated in the Certificate or the Permit) can only be allowed to practice veterinary medicine in the premise(s) stated in the Certificate or Permit.

5. Premise and Practice Requirements

(1) Every companion animal premise for the practice of veterinary medicine is required to adhere to the requirements of this Directive. All approved premises must have at least one registered veterinary surgeon with a current annual practicing certificate. The applicant(s) shall identify who the responsible person(s) will be for the management and operation of the premise/practice.

(2) When practice involves a partnership either as a company or a business enterprise, the applicant(s) shall submit the relevant documents which include partnership agreement, incorporation of business, memorandum and articles of association, list of directors and shareholders together with the application,

(3) The applicant(s) shall take due care to ensure that the premise or location used for the practice purpose would enhance the dignity of the profession. As professional courtesy, the applicant(s) shall inform existing practitioners around the proposed place of practice before sending in the application of the council.

(4) Application

(a) This directive will be applicable for all new premises approved for the practice of companion animal veterinary medicine **from the date of coming into force of this directive.**

(b) Premises in existence for the practice of companion animal veterinary medicine prior to date of coming into force of this directive shall comply with this directive, **one (1) year** after the coming into force of this directive.

(c) The relevant documents as mentioned in Para 5(4) as well as the premise layout/floor plan shall be submitted with the ***First Schedule*** to the Council on application for an annual practicing certificate when the directive is in force.

(d) Notwithstanding this provision, where change to the layout/floor plan of the premise is planned, the veterinary surgeon shall be obliged to submit the proposed changes to the premise layout/floor plan to the Council for approval with the form in the ***First Schedule***.

(5) The premise shall comprise of compartments, separate and functional areas, equipped for each intended purposed and staffed with sufficient qualified and competent persons to ensure that the practice can be conducted in a manner expected of the profession as provided for in the Act, directives and guides issued by the Council.

(6) The completed submission form indicated in the ***First Schedule*** shall be submitted accompanied with the premise layout/floor plan signed by the applicant(s), appropriately labeled and scaled.

The layout/floor plan may include though not exhaustive and clearly identified in the layout/floor plan as follows:

(a) Signages and plates which the practice may put up or make available on or in the premise which meets the requirements as provided in the Veterinary Surgeons (Guide to Professional Conduct and Ethics) and local government council's requirements where appropriate;
(b) reception;
(c) documentation and records area;
(d) consultation area;
(e) pharmacy/dispensing area/drug store;
(f) animal holding area/boarding area;
(g) toilets;
(h) in-house laboratory;
(i) surgery and preparation area
(j) x-ray room, imaging or other equipment rooms, where present:
(k) post-surgery recovery area;
(l) isolation ward;
(m) visiting and counseling area if present;
(n) staff rest area or offices;
(o) washing and cleaning areas;
(p) waste and waste disposal including carcass/biological waste disposal
(q) utility and store;
(r) animal exercise area, where present;
(s) other areas/room with specific purposes or facilities that will enhance the professional image of the premise and for client or animal comfort.

(5) The Council, if satisfied that the premises at, and the conditions provided herein in the ***Second Schedule***, which the applicant practices or proposes to practise companion animal veterinary medicine are suitable for such practice and for the

application or renewal of a practicing license shall issue an annual practicing certificate.

(6) The minimum requirements for a premise to be designated as a **veterinary clinic or a hospital** are defined in the ***Second Schedule***.

(7) On approval of the layout/floor plan, **an endorsed copy** of the plan will be returned to the applicant. This endorsed copy shall be kept securely and made available for inspection to the officers of the Council under Section 28 of the Act and as directed by the Council.

(8) The premise shall display the registration certificate issued under Section 12 of the Act, current and valid practicing certificate(s) under Section 17 of the Act or the temporary permit(s) to practice issued under Section 13 of the Act of all veterinary surgeon(s) in practice at the premise in a conspicuous part of the practice.

(9) The veterinary surgeons allowed to practice in the premise shall be required to respect the provisions of professional conduct and ethics as issued by the council and all legal requirements related to the practice of veterinary medicine, sale, storage, use, prescription and dispensing of medicines, land/building codes, environment, local council, and fire safety as approved by the various authorities, animal welfare, spread of animal disease, disposal of carcasses, clinical wastes and garbage and ensure that licenses, permits and records of the above are kept up-to-date as required of a practice.

(10) The management of the premise shall ensure

(a) good record keeping, admission, consent and discharge records,
(b) ensure that the premise is kept neat, clean, sanitized, vermin free, sterility/asepsis of facility/equipment where procedures are required,
(c) ensure that animal welfare requirements are met,
(d) waste and wastewater including the disposal of biological wastes and carcasses are properly disposed and
(e) the facility shall have sufficient number of competent personnel to operate the facility for its intended purpose.

(11) The management of the premise shall ensure that animals under their care are housed. fed, watered adequately, given exercise where appropriate and the welfare of animals is prioritized whilst in the premise and where surgery, treatment and recuperation is indicated, that utmost care is prioritized and

(12) The veterinary surgeon(s) shall ensure that the practice shall follow the requirements as stated in regulations provided under the Act as well as directives, guides and circulars issued by the Council.

6. Other requirements

Where applicable, the practice shall meet the other requirements for a premise in the practice of veterinary medicine as described in the ***Second Schedule***.

7 Records and records management

(1) The practice shall maintain records written or in electronic form for each animal patient which if written should be legible. All patient records shall be accurate and permit prompt retrieval of information.

(2) Records shall, where applicable, contain the following information -

(a) client's information

(b) patient details, other forms of identification, as well as the species, breed, gender and age;

(c) patient treatment and assessment records

(d) admission details

(e) vaccination records;

(f) special procedures;

(g) findings on clinical examination, tests and other diagnostic examinations;

(h) prescription, dispensing and treatments;

(i) anaesthetic/sedation protocols and outcomes and

(j) discharge instructions, including death, autopsy and any records of any methods of disposal or preservation.

FIRST SCHEDULE

VETERINARY SURGEONS (COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE, 2/2015

PREMISE LAYOUT PLAN

(*To be completely filled out by the applicant in capital letters*)

TYPE OF APPLICATION : ☐ Sole Proprietor ☐ New Premise ☐ Change of Premise Layout ☐ Partnership ☐ Shifting of Premise ☐ Change of Partnership

Full Name (*in capital letters*)	**MVC Registration No.**	**Part**	**Current Annual Practicing Certificate No.**
1. *(Name of applicant)*			
2. *(Name of partners — if applicable)*			

PARTICULARS OF PREMISE :

1. Name of proposed premise	
2. Address of proposed premise _____ _____	
3. Location: GPS Coordinates	

INSTRUCTIONS :

(1). Submit two (2) sets of this Schedule accompanied with two (2) sets of the Premise/Floor Plan. Upon approval One (1) endorsed set of this Schedule and the endorsed Premise Floor Plan by the Council shall be kept at the premise and made available for inspection by officers of the Council under Section 28 of the Act.

(2). In the event of change of partnership, please attach relevant documents on new partnership from relevant authority.

DECLARATION BY THE APPLICANT

I / We **, hereby declare that the information supplied in this form and accompanying documents are true.

....

Applicant's signature Date

Premise stamp:

*** Strike out whichever is not applicable*

COMPANION ANIMAL - PREMISE AND PRACTICE

APPLICATION CHECKLIST

NAME OF PREMISE :

No.	*Practise Components*	*Notes*
A.	Premise –Signages/Plate intended or has been put up in/on the premise. **<u>ATTACHMENTS</u> :** Sila berikan seperti berikut: Please provide: i. premise layout/floor plan with dimensions appropriately labeled and scaled with the name of practice and address clearly stated ii. photograph(s) of the premises (Front/Rear/Side and indicate the number of floors where applicable) clearly indicating location footage of the premise iii. actual wordings or text on the main signage/door; and iv. symbols or logo that are used to identify the practice	*Please attach photographs or hard-copy of premise signages/plates in Annex.* *Please attach the map / floor plan of the premise layout and clearly label the facilities named in Part B of this checklist.* **FOR OFFICE USE ONLY**
B.	**Facilities (*please label where applicable on the premise layout map/floor plan*)**	**Indicate (number of units) where present**
	1. Main entrance	
	2. Reception and waiting area — Please indicate if mixed or there are separate areas for dogs and cats or other companion animals	
	3. Documentation and records storage area	
	4. Consultation area(s)	
	5. Pharmacy / Dispensary or Drugs/Poisons/Vaccines Storage area	
	6. In-house laboratory testing area	
	7. Animal holding/boarding area *(a)* Dog cages *(b)* Cat cages *(c)* Dog runs *(d)* Cat play area *(e)* Others (*Please state and elaborate*) —	
	8. Toilet	
	9. Animal preparation area prior to surgery (*if present*)	
	10. Surgery room/area (*if present*)	
	11. X-ray room (*if present*)	
	12. Post-surgery recovery / recuperation area (*if present*)	
	13. Isolation area (*if present*)	
	14. Visitation area/Quiet room (*if present*)	
	15. Staff resting area or offices (*if present*)	
	16. Washing and cleaning areas	

COMPANION ANIMAL - PREMISE AND PRACTICE

APPLICATION CHECKLIST

NAME OF PREMISE :

No.	*Practise Components*	*Notes*
B.	**Facilities (*please label where applicable on the premise layout map/floor plan*)**	**Indicate (number of units) where present**
	17. Waste and biologic waste disposal area, carcass storage and disposal area (*if present*)	
	18. Storage and Utility areas (*if present*)	
	19. Animal exercise area (*if present*)	
	20. Others (*Please state*) —	

SECOND SCHEDULE

VETERINARY SURGEONS (COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE, 2/2015

Preamble

All veterinary surgeons intending to commence/start a companion animal practice should have as endorsed a copy of the First Schedule (application form and checklist) and layout/flow plan of the practice approved by the MVC available for inspection by the officers of the Council.

General

A veterinary practice shall:

a. be a permanent structure, so constructed to have a public entrance to allow animals to be placed in and to have features to prevent the escape of animals.

b. have internal walls and floor surfaces, shelves and tables of such a nature that they can be properly cleansed and disinfected.

c. have sufficient lighting to ensure the completion of procedures and preferably have alternate power supply to allow key activities to be performed.

d. have kennels and animal housing that is secure, well lighted, well ventilated and washable. There must be adequate space for the preparation of food, washing and cleaning of feeding equipment. The floors must be easily cleaned and sanitized.

e. The Consultation Hours shall be visibly specified.

A. Categories of Companion Animal Veterinary Practice

1. Clinic - services of vaccination, general health care, surgery and advisory.
2. Hospital – can perform all services offered by a clinic and shall provided an emergency service during off hours OR the hospital must operate on a 24-hour basis.

B. Veterinary Clinic Standards – Specific requirements

1. Every premise must ensure the safety of all persons and animals from injury and hazards (some examples of such hazards are but not limited to: fire, theft, escape of animals, animal bites).
2. Reception and records, communications and equipment.
3. Weighing machine(s) for animals.
4. Consultation room with a suitable surface for the examination of animals including facilities for emergency resuscitation (such as oxygen and delivery system). The

surfaces shall be made of materials that allows for easy cleaning and disinfection. A separate treatment room is recommended.

5. Storage cabinets, refrigerator and pharmacy (either in consult room or otherwise), lockable drug cabinet for psychotropic and dangerous drugs, appropriately stocked with medicines, and supplies for the practice of veterinary medicine which include disposables for injections, fluid therapy and wound treatment.
6. Surgical room – sufficiently equipped with a surgical table, appropriate lighting and surgical instruments, surgical supplies, autoclave facility and resuscitation apparatus (laryngoscope, endotracheal tubes of sufficient range for animals expected, ambu-bags for pediatric and adult, oxygen supply) and gas anaesthesia machine where present.
7. All animals shall be monitored after anaesthesia and should not be discharged unless adequately recovered, in a fully conscious and ambulatory state (Adequately recovered from anesthesia shall mean: In canines and felines – i.e. until the swallowing reflex has returned. In addition, in brachycephalic breeds until sternal recumbency can be maintained without assistance).
8. Ability to examine blood, urine and fecal samples and use test kits (The facility must have a microscope).
9. Optional: Additional equipment where applicable (in-house laboratory systems, orthopaedic, microsurgery, ultrasound machine, endoscopy, dental equipment - scaling , polishing and hand instruments)
10. Optional: Where X-ray facilities are present, a licensed room for radiography with developer facility and competent persons where required by law.
11. Should be able to hold animals for observation and boarding.
12. Appropriate disposal systems in place for sharps, wastes and biological matter (including carcasses by licensed contractors or approved otherwise).
13. Appropriate cleaning equipment for premises and recyclables
14. Staffing :
    - 14.1. At least one veterinary surgeon (registered with Malaysian Veterinary Council with an annual and valid annual practicing certificate)
    - 14.2. At least one Veterinary assistant/nurse or animal aide
    - 14.3. A cleaner and
    - 14.4. One receptionist (desirable)

C. Veterinary Hospital Standards – Specific requirements
(The requirements for a Veterinary Clinic Standards must already be in place)

1. There must be an emergency service during off hours OR the hospital shall operate on a 24-hour basis.
2. There must be a properly run intensive care unit.

3. Microsurgical, endoscopic services, advanced ultrasonography and echography as well as electrocardiography are recommended.
4. Electroretinography, EEGs and BAERs are optional.
5. Advanced diagnostic imaging equipment are optional and certified personnel to manage and operate the equipment such as MRI, CT and fluroscopy must be available where services are offered.
6. In-house laboratory facilities needed for critical care must be available.
7. The biological wastes and carcasses must be either incinerated or otherwise disposed of by licensed contractors.
8. Standard operating procedures developed for registration, consultation, admission, diagnostic procedures, medical care, surgery, post-surgery recovery and care, intensive care, emergency and discharge
9. Staffing:
   9.1 A hospital administrator is recommended
   9.2 Competent persons to provide intensive/critical care for patients and equipment for which services are offered.

D. OTHER REQUIREMENTS – APPLICABLE TO ALL VETERINARY PRACTICE CATEGORIES WHERE APPROPRIATE

D1. MINIMUM STANDARDS FOR HOUSE CALLS WHEN A VEHICLE IS USED

(The requirements as described in the Veterinary Surgeons - Guide to Professional Conduct and Ethics 2013 or its updated version shall apply)

a. A vehicle used for house calls from an approved physical landed based premise shall be maintained in clean and sanitary condition;
b. The vehicle shall contain those items of equipment that are necessary for the veterinary surgeon to perform physical examinations and emergency treatment consistent with the standards of the profession.
c. The veterinary surgeon undertakes to
   (i) maintain the dignity of the profession in that house call services are rendered as exceptional and not as routine practice;
   (ii) ensure when medicines and biologics are used, they comply with regulations in force for use, sale, prescription, dispensing and storage;
   (iii) have equipment for the disposal or collection of all wastes including sharps, biological and other medical wastes and carcasses, if required; and
   (iv) ensure when in contact with known infectious diseases special precautions must be taken to prevent transmission of infectious agents.

D2. USE OF VEHICLES FOR THE TRANSPORT OF ANIMALS TO AND FROM PRACTICE

a. The primary purpose of the vehicle is for the transport of animals in a good state of welfare to and from an approved physical base landed premise for the practice of veterinary medicine. The following applies to the vehicle:
   (i) owned by the practice and
   (ii) professional standards maintained at all times.

b. The vehicle shall comply with the following structural and procedural requirements:
   (i) it shall be maintained in an acceptable condition and appearance;
   (ii) where animals are to be placed in should,
      - be constructed of materials that are impervious and that can be cleaned and disinfected;
      - carry a supply of water and have adequate lighting and ventilation,
      - take into account the comfort and welfare of the animal and
      - be designed to prevent the escape of the animal.

c. When in contact with known infectious diseases special precautions must be taken to prevent transmission of infectious agents.

D3. MOBILE CLINIC

(The requirements for use of vehicles for house calls and vehicle used for the transport of animals to and from practice must already be in place)

Unless approved by the Council or exempted, mobile clinics (vehicles equipped sufficient for its purpose and for which the practice of veterinary medicine must take place in the vehicle) for public service or for the teaching of students or if allowed for where veterinary services are hard to reach as in rural areas of the country are not allowed. The general consideration is that it shall have an approved physical landed base premise from which services are provided for.

The considerations for an approval of an application for the associated premise shall follow the same requirements as in Para 5 of this Directive.

End/.

APPLICATION FORM EXAMPLE

FIRST SCHEDULE

VETERINARY SURGEONS (COMPANION ANIMAL PREMISE AND PRACTICE) DIRECTIVE, 2/2015

PREMISE LAYOUT PLAN

(*To be completely filled out by the applicant in capital letters*)

TYPE OF APPLICATION : ☐ Sole Proprietor ☑ New Premise ☐ Change of Premise Layout ☑ Partnership ☐ Shifting of Premise ☐ Change of Partnership

	Full Name (*in capital letters*)	MVC Registration No.	Part	Current Annual Practicing Certificate No.
1.	*(Name of applicant)* *Dr James Tan*	*3200*	*I*	*23814*
2.	*(Name of partners — if applicable)* *Dr Syed Ali Ahmad*	*3288*	*I*	*24237*

PARTICULARS OF PREMISE:

1.	Name of proposed premise	*ABC Veterinary Clinic*
2.	Address of proposed premise *18, Jalan Ali Pitchay, 32000 Ipoh, Perak*	
3.	Location: GPS Coordinates	N 04.22544 E 100.38353

INSTRUCTIONS :

Submit two (2) sets of this *Schedule* accompanied with two (2) sets of the *Premise/Floor Plan*. Upon approval One (1) endorsed set of this *Schedule* and the endorsed *Premise Floor Plan* by the Council shall be kept at the premise and made available for inspection by officers of the Council under Section 28 of the Act.

(1). In the event of change of partnership, please attach relevant documents on new partnership from relevant authority.

DECLARATION BY THE APPLICANT

I / We **, hereby declare that the information supplied in this form and accompanying documents are true.

James T — 22 March 2016

Applicant's signature — Date

Premise stamp:

ABC VETERINARY CLINIC
18, Jalan Ali Pitchay,
32000 Ipoh, Perak
Tel.: 05-43323333 E-mail: abcvet@gmail.com

*** Strike out whichever is not applicable*

SAMPLE ONLY

COMPANION ANIMAL - PREMISE AND PRACTICE

APPLICATION CHECKLIST

NAME OF PREMISE : ABC VETERINARY CLINIC

No.	*Practise Components*	*Notes*
A.	Premise –Signages/Plate intended or has been put up in/on the premise. **<u>ATTACHMENTS</u> :** Please provide: i. premise layout/floor plan with dimensions appropriately labeled and scaled with the name of practice and address clearly stated ii. photograph(s) of the premises (Front/Rear/Side and indicate the number of floors where applicable) clearly indicating location footage of the premise iii. actual wordings or text on the main signage/door; and iv. symbols or logo that are used to identify the practice	*Please attach photographs or hard-copy of premise signages/plates in Annex.* *Please attach the map / floor plan of the premise layout and clearly label the facilities named in Part B of this checklist.* **FOR OFFICE USE ONLY**
B.	**Facilities (*please label where applicable on the premise layout map/floor plan*)**	**Indicate (number of units) where present**
	1. Main entrance	*Yes*
	2. Reception and waiting area — Please indicate if mixed or there are separate areas for dogs and cats or other companion animals	*Yes* *Mixed area for dogs and cats*
	3. Documentation and records storage area	*Yes*
	4. Consultation area(s)	*Yes – 1 room*
	5. Pharmacy / Dispensary or Drugs/Poisons/Vaccines Storage area	*Yes*
	6. In-house laboratory testing area	*Yes*
	7. Animal holding/boarding area *(a)* Dog cages *(b)* Cat cages *(c)* Dog runs *(d)* Cat play area *(e)* Others (*Please state and elaborate*) —	 *10 places* *20 places* *No* *Not present*
	8. Toilet	*Yes*
	9. Animal preparation area prior to surgery (*if present*)	*Yes*
	10. Surgery room/area (*if present*)	*Yes*
	11. X-ray room (*if present*)	*Not present*
	12. Post-surgery recovery / recuperation area (*if present*)	*Not present*
	13. Isolation area (*if present*)	*Yes*

SAMPLE ONLY

COMPANION ANIMAL - PREMISE AND PRACTICE

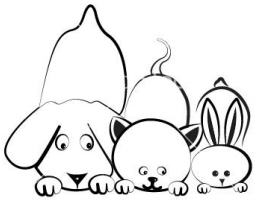
APPLICATION CHECKLIST

NAME OF PREMISE : ABC VETERINARY CLINIC

No.	*Practise Components*	*Notes*
B.	**Facilities (*please label where applicable on the premise layout map/floor plan*)**	**Indicate (number of units) where present**
	14. Visitation area/Quiet room *(if present)*	*Not present*
	15. Staff resting area or offices *(if present)*	*Not present*
	16. Washing and cleaning areas	*Yes*
	17. Waste and biologic waste disposal area, carcass storage and disposal area (*if present*)	*Yes – only Storage of carcasses in chest freezer*
	18. Storage and Utility areas (*if present*)	*Yes*
	19. Animal exercise area (*if present*)	*Not present*
	20. Others (*Please state*) —	*None*

SAMPLE ONLY

Main signboard :



ABC VETERINARY CLINIC

18, Jalan Ali Pitchay, 32000 Ipoh, Perak.

Tel No: 05-43323333 E-mail: abcvet@gmail.com

Plate(s) :

Dr. James Tan
DVM (UPM)

Dr. Syed Ali Ahman
DVM (UPM)

Opening Hours:

Mon-Fri : 10am to 5 pm

For emergency contact:

Tel No: 05-4332333

Services offered

Plate

General health check

Vaccination

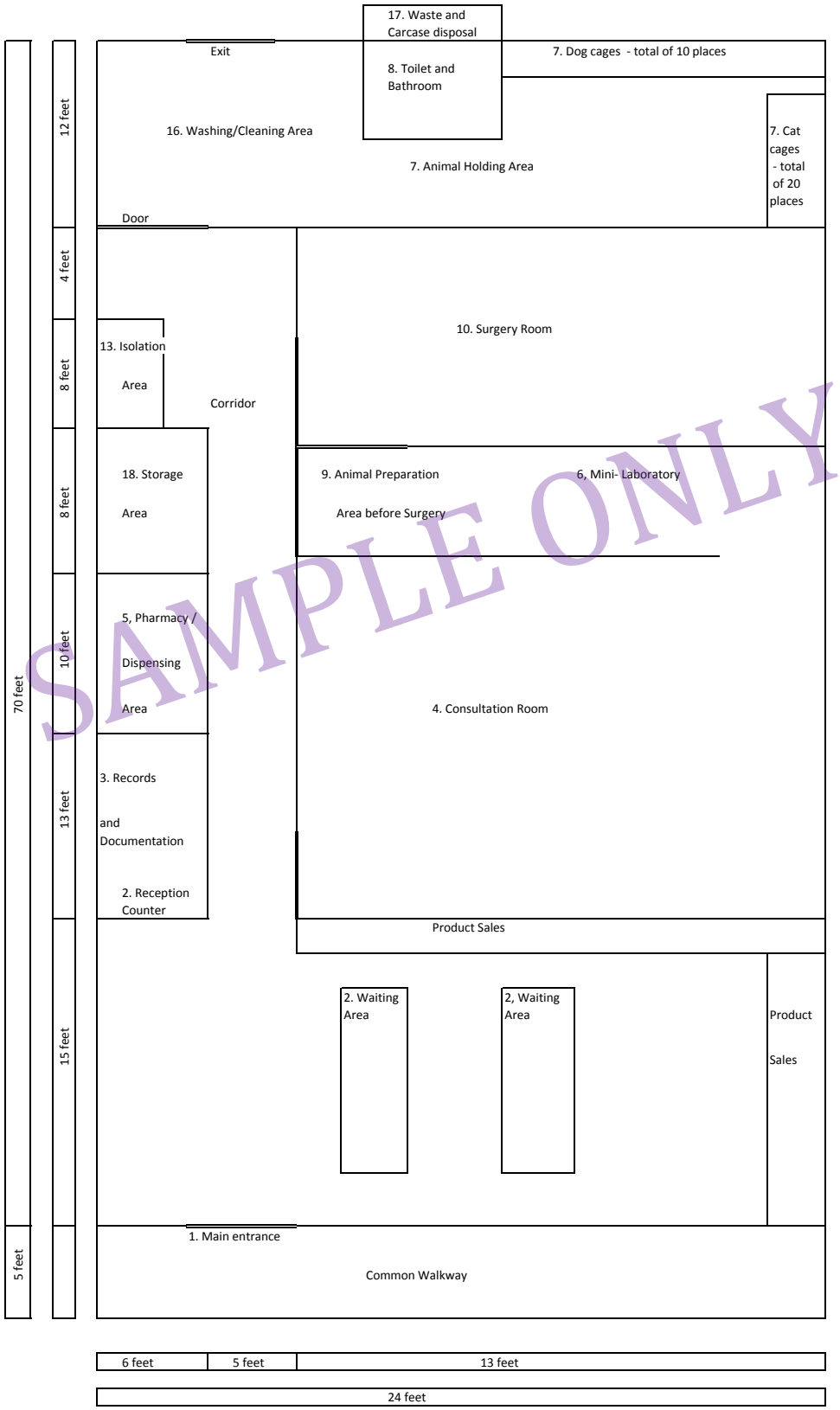
Neutering

General soft tissue surgery

Boarding

SAMPLE ONLY

Name of premise: ABC Veterinary Clinic



SAMPLE ONLY