

SOP 3: Existing Member External Assessment

Status:	Published	Version:	2
Audience:	Internal and external audiences		
Owner:	SAWC	Author:	Central Team
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Further guidance can be obtained from ADCH staff (enquiries@adch.org.uk)

1. External assessments are assessments by external assessors, not by staff or volunteers of members.
2. External Assessments of members will be carried out according to plans agreed by the Standards and Animal Welfare Committee (SAWC). The intention is that, over time, every member will be assessed at least once every three years.
3. External assessments may take place in the same year as self-assessments.
4. The members to be externally assessed each year will be decided by SAWC, that reports to the Board of Trustees.
5. One or two Assessors will be appointed by the Board or SAWC to complete the external assessment within a timescale set each year by SAWC. When carrying out assessments, Assessors are acting in and representing the view of ADCH, and not their employer (if applicable). Members and assessors will be made aware of ADCH's risk assessment for carrying out onsite risk assessments.
6. Within 7 days of the visit, the assessors will submit a fully completed assessment report. Assessors are able to submit by email any recommendations or comments for the Committee.
7. A copy of the completed assessment form will be sent to the member.
8. A report based on assessment forms received will be prepared for SAWC. The report will include all areas of non-compliance highlighted by members and external assessors.
9. In cases where Members persistently fail to facilitate an external assessment SOP 7 applies.
10. For non-compliant members, remedial action plans from the assessment form will be reviewed by SAWC and further discussion may take place regarding the scale and implementation time frame of plans. If a non-compliant member has not submitted remedial action plans following their assessment, SAWC may recommend to the Board of Trustees that their membership be terminated, as per SOP 7.
11. For members with multiple sites, please refer to SOP 4 for guidance on the process for external assessment.

Version History

Version	Changes Made	Date	Made by
V.1	Published	February 2022	Central Team
V.2	Revised	August 2026	CR