

### **What paperwork to send to secretariat before the assessment?**

Here is a list of paperwork that you will send –  
**please write the relevant number on each piece of paper**

1.	√	Evidence that your organisation is a legal non-profit organisation
2.		Your organisation's written purpose or mission statement
3.		Evidence that your organisation has a non-paid Board of directors or trustees
4.		Your organisation's organisational chart (which shows the management lines of responsibility)
5.		Evidence of your organisation's insurance cover
6.		Your written Health and Safety Policy
7.		Your written policy regarding the confidential treatment of sensitive information relating to clients, staff, volunteers and supporters
8.		Evidence that you keep financial accounts of income and expenditure
9.		Copies of all your leaflets and posters
10.		Details of your website address, if you have one
11.		Copies of all the paperwork and forms that are sent to clients who want to apply to have an assistance dog (an "application pack")
12.		Your written agreement or contract with your clients, showing the responsibilities of the client and the organisation, including arrangements for withdrawing or retiring dogs or withdrawing ID from dogs if necessary
13.		Your "Training Manuals" that you use for teaching your clients how to keep looking after their assistance dog, and how to keep up all its training
14.		A copy of the "report form" that you ask your clients to complete after placement
15.		A copy of the form you fill in when conducting a "Graduation Test" on your partnerships
16.		Your policy on the use of training aids
17.		Your paperwork showing how you assess dogs' temperament to see if they are suitable to become assistance dogs
18.		A sample copy of a member of staff's contract of employment