	Document Ref.:	Issue Date:
	CU/WI/WILD/04	25 th March, 2013
	Issue No.:	Revision No.:
	02	00
Document Title: WORK INSTRUCTION FOR WILDLIFE PRACTICAL SESSIONS		

CHUKA UNIVERSITY

WORK INSTRUCTION


FOR

WILDLIFE PRACTICAL SESSIONS (CU/WI/WILD/04)

DOCUMENT REVIEW SHEET


The signatures below certify that this Work Instruction (WI) has been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Name	Signature	Date
Prepared By: LUCY KIRIGO MUREU		18.3.2013
Controlled By: HOD		20.3.2013
Approved By: DEAN		25.3.2013

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1.0 AMENDMENT RECORD SHEET

DATE	ISSUE NO.	REVISION NO.	PAGE NO.	SUBJECT OF REVIEW /MODIFICATION	REVISED BY	APPROVED BY
18.3.13	02	00	ALL	Changed Chuka University to Chuka University and inserted a new Logo	COD	Dean
18.3.13	02	00	ALL	Changed CUC to CU	COD	Dean
18.3.13	02	00	ALL	Changed QMR to MR everywhere it existed	COD	Dean
18.3.13	02	00	ALL	Changed Principal to Vice-Chancellor everywhere it existed	COD	Dean
18.3.13	02	00	ALL	Replaced Quality Management Representative with Management Representative all over the footer	COD	Dean

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2.0 GENERAL

2.1 Purpose

The purpose of this Work Instruction is to ensure that wildlife practicals are carried out effectively and comply with the course requirements as per the various wildlife programs.

2.2 Scope

This WI applies to laboratory and field practicals in wildlife programmes in CU.

2.3 References

- ISO 9001:2008 Clause 4.2.3, 7.5, 7.6
- Quality Manual
- Steps for photo and video recording
- Steps for taxidermy of small mammals
- Sony Handycam DCR-SR200 manual

2.4 Definitions and Abbreviations

Definitions

In addition to the relevant common definitions of terms given in ISO 9000:2005, the following specific definitions shall apply:

Taxidermy: the art of preparing, stuffing, and mounting the skins of animals for display or for other purposes of study.

Form: the reproduced cast of an animal.

Stand: a support structure on which the form is put.

Mount: setting the form on the support structure.

Abbreviations

CU: Chuka University


AMR: Assistant Management Representative

MR: Management Representative

QMS: Quality Management System

WI: Work Instruction

LCD: Liquid Crystal Display

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2.5 Responsibility

- The HOD has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes.
- List specific responsibilities for the activity covered by the WI.
- The students enrolled in wildlife programmes shall be responsible for collection and processing of specimens as per the WI.
- The technologist shall ensure that the students follow and adhere to the WI.
- The concerned lecturers shall ensure that the students understand the theoretical part of the WI.

6.0 WILDLIFE PRACTICALS GENERAL REGULATIONS

6.1 Tools and Equipment

- Sony Digital Video Camera Recorder DCR-SR58E
- Snap and havahart traps for small mammals.


3.2 Safety Requirements

- To avoid risk of fire or shock hazard, do not expose the camcorder unit to rain or moisture or humidity. Also do not expose the batteries to excessive heat such as sunshine, fire and the like.
- When using the camcorder do not hold it by the LCD screen, battery pack or the jack covers.
- Wear hand gloves when handling chemicals.

7.0 WILDLIFE PRACTICALS INSTRUCTIONS

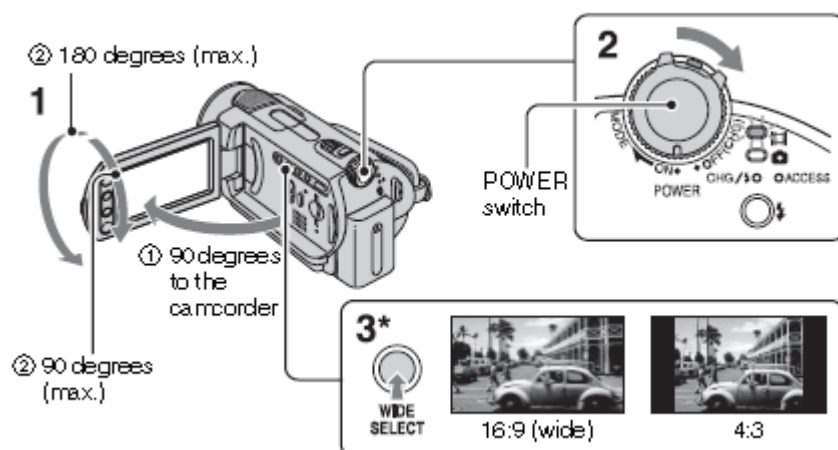
In a step-by-step sequence, identify each action required to perform the task. For each step description, the following guidelines shall be considered:

1. Identify special working conditions
2. Identify requirements/specifications such as pressure, temperature, voltage settings, etc.
3. Identify accept/reject criteria
4. Identify data records and/or forms that must be completed.
5. Include aids that will help the user such as flow diagrams, checklists, diagrams, schematics, tables, etc.].

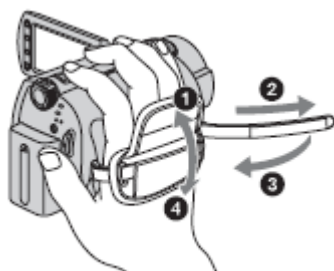
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4.1 Steps Photo and Movie Recording



1. The technologist issues student(s) individually or in groups with a camcorder.
2. The student signs for the issued camcorder indicating the date of issuance (CU/DEPT/LABS/1).
3. Open the LCD screen 90° to the camcorder then rotate it to the best angle to record.




4. Fasten the grip belt and hold the camcorder correctly



5. Press the power button to turn on the camcorder. Switch recording modes by pressing MODE to light up the desired recording mode lamp.

-  (Movie): To record movies
-  (Still): To record still images

6. For a movie, press MODE till the movie icon lights up.
 - i. Press START/STOP to start recording and the same to stop recording.
7. For a photo, press MODE till the photo icon lights up.
 - i. The LCD screen display switches for photo recording mode, and the screen aspect ratio becomes 4:3.
 - ii. Press PHOTO lightly to adjust the focus, and then press it fully.

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8. The movie and the photo are recorded automatically on the camcorder and later downloaded to the departmental computer and /or printed.

4.3 Steps for Taxidermy of Small Mammals

- (i) The technologist issues student(s) individually or in groups with a trap.
- (ii) The student signs for the issued trap indicating the date of issuance (CU/DEPT/LABS/1).
- (iii) The student places the trap in an area regularly used by small mammals and away from human traffic.
- (iv) The student chooses the correct bait and places it on the collection plate inside the trap.
- (v) The student covers the full width of the trap and ensures the ends are uncovered. This is to calm and protect the trapped animal from predators.
- (vi) The trap is checked as often as possible to see whether an animal has been caught. When an animal, it is caught carried to the lab still in the confines of the trap.
- (vii) Kill the animal by covering the nostrils with a cotton wool soaked in 0.1% formalin.
- (viii) Use a scalpel, or sharp knife to gently remove the skin of the dead animal taking special care around the eyes, ears, and nose.
- (ix) Apply common salt on the inner side of the skin for preservation.
- (x) Boil the skull and the leg bones in distilled water at 100⁰c for thirty minutes. This is to ensure that all the meat is completely removed from the bones.
- (xi) The skull and the leg bones are used as the basis to create a form made from wool and wire.
- (xii) The skin is then put onto the form adding marbles for eyes.
- (xiii) The technologist inspects the form to determine whether it is ready for mounting.
- (xiv) If necessary steps 1 to 11 are repeated until the form is ready.
- (xv) When ready the form is mounted on a stand for display in the museum and also for learning purposes.
- (xvi) The student surrenders the trap, signs and indicates the return date. (CU/DEPT/LABS/1)
- (xvii) The technologist will keep a record of all mounted forms.

8.0 RECORDS

This section is used to identify records.

Record ID	Owner	Location	Record Media	Retention/Disposition
Photo/movie number	ESRD	Wildlife laboratories		
Form ID card	ESRD	Wildlife laboratories		