



PRETTY RAGDOLLS

Document Master Index

Cat Breeding & Welfare · Isle of Wight

Document Ref	Version	Issued	Review Date
PR-DMI-01 (HS 001)	1.0	19/07/2026	19/07/2027

This Document Master Index is the top-level control document for the Pretty Ragdolls document management system. It lists every controlled document in the system, organised into six sections, each with a unique reference code. It is used to track the version, status and review date of every document, and forms part of the Higher Standards, Compliance & Evidence Portfolio (HS 001).

Reference codes follow the format “prefix + three-digit number” (e.g. CPP 001, EP 012, RLM 001), matching the numbered folder structure. Status may be recorded as Draft, Active, Under Review, or Superseded. When a document is created, revised or withdrawn, this index is updated and the change recorded in the Document Review Register (HS 003) and Version Control Register (HS 004).

INDEX OVERVIEW

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1	Customer & Sales Documents	CS	16+
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SECTION 1 — CUSTOMER & SALES DOCUMENTS (CS)

Ref	Document Title	Ver	Status	Review Due
CS 001	Care Guide	1	Prepared & Signed	July 2027
CS 002	Code of Practice for the Welfare of Cats	1	Prepared & Signed	July 2027
CS 003	Document Pack — Print Copies	1	Prepared & Signed	July 2027
CS 004	Family Tree / Pedigree Certificate (PR-PED)	1	Prepared & Signed	July 2027
CS 005	Handover Checklist — Breeder (PR-HANDOVER-REC)	1	Prepared & Signed	July 2027
CS 006	Handover Checklist — Buyer	1	Prepared & Signed	July 2027
CS 007	Legislation, Regulations and Guidance Portfolio	1	Prepared & Signed	July 2027
CS 008	Neutering Agreement (PR-NEUT-01)	1	Prepared & Signed	July 2027
CS 009	Pre-Homing Health and Welfare Assessment	1	Prepared & Signed	July 2027
CS 010	Pretty Ragdolls Feeding and Care Guide	1	Prepared & Signed	July 2027
CS 011	Pretty Ragdolls Legislation Register (PR-LEG-01)	1	Prepared & Signed	July 2027
CS 012	Pretty Ragdolls — Settling In Guide	1	Prepared & Signed	July 2027
CS 013	Registration Certificate	1	Prepared & Signed	July 2027
CS 014	Sales Agreement (PR-SA)	1	Prepared & Signed	July 2027
CS 015	What Comes With A Pretty Ragdolls Kitten	1	Prepared & Signed	July 2027
CS 016	Kitten Care & Owner Information Pack — Contents Page	1	Prepared & Signed	July 2027
CS 017				
CS 018				

Ref	Document Title	Ver	Status	Review Due
CS 019				

SECTION 2 — CORE PROCEDURES & POLICIES (CPP)

Ref	Document Title	Ver	Status	Review Due
CPP 001	Animal Welfare Policy	1	Prepared & Signed	July 2027
CPP 002	Breeding Animal Selection & Suitability Policy	1	Prepared & Signed	July 2027
CPP 003	Staff Training & Knowledge Development Policy	1	Prepared & Signed	July 2027
CPP 004	Confidentiality & Customer Information Policy	1	Prepared & Signed	July 2027
CPP 005	Record Keeping & Data Management Procedure	1	Prepared & Signed	July 2027
CPP 006	Complaints Procedure	1	Prepared & Signed	July 2027
CPP 007	Fire Evacuation Procedure	1	Prepared & Signed	July 2027
CPP 008	Daily Cleaning Routine Procedure	1	Prepared & Signed	July 2027
CPP 009	Deep Cleaning Procedure	1	Prepared & Signed	July 2027
CPP 010	Litter Tray Cleaning Procedure	1	Prepared & Signed	July 2027
CPP 011	Hygiene & Handwashing Procedure	1	Prepared & Signed	July 2027
CPP 012	Visitor Hygiene Procedure	1	Prepared & Signed	July 2027
CPP 013	Waste Disposal Procedure	1	Prepared & Signed	July 2027
CPP 014	Secure Waste Storage Procedure	1	Prepared & Signed	July 2027
CPP 015	Chemical Storage Procedure	1	Prepared & Signed	July 2027
CPP 016	Pest Control Procedure	1	Prepared & Signed	July 2027
CPP 017	Biosecurity Procedure	1	Prepared & Signed	July 2027
CPP 018	Infection Prevention Procedure	1	Prepared & Signed	July 2027
CPP 019	Isolation & Quarantine Procedure	1	Prepared & Signed	July 2027
CPP 020	New Animal Introduction Procedure	1	Prepared & Signed	July 2027
CPP 021	Welfare Monitoring Procedure	1	Prepared & Signed	July 2027
CPP 022	Behaviour Assessment & Monitoring Procedure	1	Prepared & Signed	July 2027
CPP 023	Environmental Enrichment Procedure	1	Prepared & Signed	July 2027
CPP 024	Veterinary Care Procedure	1	Prepared & Signed	July 2027
CPP 025	Vaccination & Preventative Healthcare Procedure	1	Prepared & Signed	July 2027
CPP 026	Medication Administration Procedure	1	Prepared & Signed	July 2027
CPP 027	Parasite Prevention, Monitoring & Treatment Procedure	1	Prepared & Signed	July 2027
CPP 028	FCoV Testing Procedure	1	Prepared & Signed	July 2027
CPP 029	Feeding & Nutrition Procedure	1	Prepared & Signed	July 2027
CPP 030	Animal Handling Procedure	1	Prepared & Signed	July 2027
CPP 031	Animal Identification & Registration Procedure	1	Prepared & Signed	July 2027
CPP 032	Transportation Procedure	1	Prepared & Signed	July 2027
CPP 033	Escape of Animal Procedure	1	Prepared & Signed	July 2027
CPP 034	Death of Animal Procedure	1	Prepared & Signed	July 2027
CPP 035	Breeding & Pregnancy Monitoring Procedure	1	Prepared & Signed	July 2027
CPP 036	Queening & Neonatal Care Procedure	1	Prepared & Signed	July 2027
CPP 037	Kitten Socialisation Procedure	1	Prepared & Signed	July 2027
CPP 038	Kitten Homing & Sales Procedure	1	Prepared & Signed	July 2027
CPP 039	Breeding Retirement & Rehoming Procedure	1	Prepared & Signed	July 2027
CPP 040	Environmental Monitoring Procedure	1	Prepared & Signed	July 2027
CPP 041	Maintenance & Safety Procedure	1	Prepared & Signed	July 2027
CPP 042	Premises Inspection & Review Procedure	1	Prepared & Signed	July 2027
CPP 043	Controlled Access & Security Procedure	1	Prepared & Signed	July 2027
CPP 044	Animal Capacity & Housing Management Procedure	1	Prepared & Signed	July 2027
CPP 045	Breeding Animal Health Screening Procedure	1	Prepared & Signed	July 2027
CPP 046	Genetic Testing & Breeding Ethics Procedure	1	Prepared & Signed	July 2027
CPP 047	Animal Movement & Tracking Procedure	1	Prepared & Signed	July 2027

Ref	Document Title	Ver	Status	Review Due
CPP 048	Visitor Management Procedure	1	Prepared & Signed	July 2027
CPP 049	Contractor & External Visitor Procedure	1	Prepared & Signed	July 2027
CPP 050	Cleaning Equipment Management Procedure	1	Prepared & Signed	July 2027
CPP 051	Laundry & Bedding Hygiene Procedure	1	Prepared & Signed	July 2027
CPP 052	Food Storage & Preparation Procedure	1	Prepared & Signed	July 2027
CPP 053	Water Quality & Provision Procedure	1	Prepared & Signed	July 2027
CPP 054	Backup Power & Heat Contingency Plan	1	Prepared & Signed	July 2027
CPP 055	Severe Weather & Environmental Procedure	1	Prepared & Signed	July 2027
CPP 056	Disease Outbreak Control Procedure	1	Prepared & Signed	July 2027
CPP 057	End of Life & Euthanasia Decision Procedure	1	Prepared & Signed	July 2027
CPP 058	Continuous Improvement & Annual Welfare Review Procedure	1	Prepared & Signed	July 2027
CPP 059	Insurance & Liability Management Procedure	1	Prepared & Signed	July 2027
CPP 060	Documentation & Signage Procedure	1	Prepared & Signed	July 2027
CPP 061	Health Screening & Testing Procedure	1	Prepared & Signed	July 2027
CPP 062	Breeding Records & Genetic Management Procedure	1	Prepared & Signed	July 2027
CPP 063	Customer Communication Procedure	1	Prepared & Signed	July 2027
CPP 064	Professional Conduct & Ethical Breeding Policy	1	Prepared & Signed	July 2027

SECTION 3 — EMERGENCY PROCEDURES & POLICIES (EP)

Ref	Document Title	Ver	Status	Review Due
EP 001.2	Emergency Plan	2	Prepared & Signed	July 2027
EP 002	Emergency Contact Directory	1	Prepared & Signed	July 2027
EP 003	Emergency Roles & Responsibilities Procedure	1	Prepared & Signed	July 2027
EP 004	Veterinary Emergency Response Procedure	1	Prepared & Signed	July 2027
EP 005	Emergency Veterinary Referral Procedure	1	Prepared & Signed	July 2027
EP 006	Injured Animal Emergency Procedure	1	Prepared & Signed	July 2027
EP 007	Neonatal / Kitten Emergency Procedure	1	Prepared & Signed	July 2027
EP 008	Critical Illness Response Procedure	1	Prepared & Signed	July 2027
EP 009	Animal Welfare Emergency Escalation Procedure	1	Prepared & Signed	July 2027
EP 010	Animal Attack or Aggression Response Procedure	1	Prepared & Signed	July 2027
EP 011	Animal Escape Emergency Procedure	1	Prepared & Signed	July 2027
EP 012	Missing Animal Search Procedure	1	Prepared & Signed	July 2027
EP 013	Isolation Emergency Procedure	1	Prepared & Signed	July 2027
EP 014	Disease Outbreak Emergency Procedure	1	Prepared & Signed	July 2027
EP 015	Infectious Disease Containment Procedure	1	Prepared & Signed	July 2027
EP 016	Zoonotic Disease Response Procedure	1	Prepared & Signed	July 2027
EP 017	Fire Emergency Response Procedure	1	Prepared & Signed	July 2027
EP 018	Fire Evacuation Procedure	1	Prepared & Signed	July 2027
EP 019	Smoke Contamination Response Procedure	1	Prepared & Signed	July 2027
EP 020	Structural Damage Emergency Procedure	1	Prepared & Signed	July 2027
EP 021	Building Evacuation Procedure	1	Prepared & Signed	July 2027
EP 022	Utility Failure Emergency Procedure	1	Prepared & Signed	July 2027
EP 023	Power Failure Response Procedure	1	Prepared & Signed	July 2027
EP 024	Heating Failure Response Procedure	1	Prepared & Signed	July 2027
EP 025	Water Supply Failure Procedure	1	Prepared & Signed	July 2027
EP 026	Ventilation Failure Procedure	1	Prepared & Signed	July 2027
EP 027	Temperature Emergency Response Procedure	1	Prepared & Signed	July 2027
EP 028	Backup Power & Heat Emergency Plan	1	Prepared & Signed	July 2027
EP 029	Severe Weather Emergency Procedure	1	Prepared & Signed	July 2027
EP 030	Flood Response Procedure	1	Prepared & Signed	July 2027
EP 031	Storm Damage Response Procedure	1	Prepared & Signed	July 2027

Ref	Document Title	Ver	Status	Review Due
EP 032	Snow & Extreme Cold Weather Procedure	1	Prepared & Signed	July 2027
EP 033	Heatwave Response Procedure	1	Prepared & Signed	July 2027
EP 034	Emergency Transportation Procedure	1	Prepared & Signed	July 2027
EP 035	Temporary Accommodation & Animal Relocation Procedure	1	Prepared & Signed	July 2027
EP 036	Business Continuity & Recovery Plan	1	Prepared & Signed	July 2027
EP 037	Security Breach & Unauthorised Access Procedure	1	Prepared & Signed	July 2027
EP 038	Lost Keys & Access Control Emergency Procedure	1	Prepared & Signed	July 2027
EP 039	Chemical Spill Response Procedure	1	Prepared & Signed	July 2027
EP 040	Hazardous Substance Exposure Procedure	1	Prepared & Signed	July 2027
EP 041	Gas Leak Response Procedure	1	Prepared & Signed	July 2027
EP 042	Environmental Contamination Response Procedure	1	Prepared & Signed	July 2027
EP 043	Food Contamination Emergency Procedure	1	Prepared & Signed	July 2027
EP 044	Water Contamination Emergency Procedure	1	Prepared & Signed	July 2027
EP 045	Emergency Communication Procedure	1	Prepared & Signed	July 2027
EP 046	Media & Public Enquiries Procedure	1	Prepared & Signed	July 2027
EP 047	Emergency Equipment Inspection Procedure	1	Prepared & Signed	July 2027
EP 048	Emergency Supplies & Stock Management Procedure	1	Prepared & Signed	July 2027
EP 049	Emergency Drill & Training Procedure	1	Prepared & Signed	July 2027
EP 050	Emergency Incident Reporting Procedure	1	Prepared & Signed	July 2027
EP 051	Post Incident Review & Corrective Action Procedure	1	Prepared & Signed	July 2027
EP 052	Emergency Records & Documentation Procedure	1	Prepared & Signed	July 2027
EP 053	Recovery & Return to Normal Operations Procedure	1	Prepared & Signed	July 2027
EP 054	Review & Update of Emergency Procedures (Annual Review)	1	Prepared & Signed	July 2027

SECTION 4 — HIGHER STANDARDS, COMPLIANCE & EVIDENCE PORTFOLIO (HS)

Ref	Document Title	Ver	Status	Review Due
HS 001	Document Master Index (this document)	1	Prepared & Signed	July 2027
HS 002	Document Control Procedure	1	Prepared & Signed	July 2027
HS 003	Document Review Register	1	Prepared & Signed	July 2027
HS 004	Version Control Register	1	Prepared & Signed	July 2027
HS 005	Annual Policy & Procedure Review Register	1	Prepared & Signed	July 2027
HS 006	Record Retention Policy	1	Prepared & Signed	July 2027
HS 007	Confidentiality & Data Protection Policy (GDPR)	1	Prepared & Signed	July 2027
HS 008	Business Continuity Plan	1	Prepared & Signed	July 2027
HS 009	Continuous Improvement Register	1	Prepared & Signed	July 2027
HS 010	Corrective Action Log	1	Prepared & Signed	July 2027
HS 011	Preventative Action Log	1	Prepared & Signed	July 2027
HS 012	Welfare Improvement Action Log	1	Prepared & Signed	July 2027
HS 013	Annual Self-Assessment Inspection Checklist	1	Prepared & Signed	July 2027
HS 014	Annual Internal Audit Checklist	1	Prepared & Signed	July 2027
HS 015	Annual Inspector Preparation Review	1	Prepared & Signed	July 2027
HS 016	Vet Support Letter	1	Prepared & Signed	July 2027
HS 017	Veterinary Practice Information Pack	1	Prepared & Signed	July 2027
HS 018	Emergency Vet Contact Sheet	1	Prepared & Signed	July 2027
HS 019	Secondary Vet Details	1	Prepared & Signed	July 2027
HS 020	Out-of-Hours Veterinary Contact Information	1	Prepared & Signed	July 2027
HS 021	Annual Veterinary Welfare Review	1	Prepared & Signed	July 2027
HS 022	Veterinary Advice & Recommendations Register	1	Prepared & Signed	July 2027
HS 023	Animal Register / Inventory Register	1	Prepared & Signed	July 2027
HS 024	Individual Cat Profile Records	1	Prepared & Signed	July 2027
HS 025	Animal Life History Records	1	Prepared & Signed	July 2027
HS 026	Breeding Suitability Assessment Forms	1	Prepared & Signed	July 2027

Ref	Document Title	Ver	Status	Review Due
HS 027	Queen Breeding History Records	1	Prepared & Signed	July 2027
HS 028	Genetic Health Screening Register	1	Prepared & Signed	July 2027
HS 029	DNA Testing Register	1	Prepared & Signed	July 2027
HS 030	Breeding Retirement & Rehoming Policy	1	Prepared & Signed	July 2027
HS 031	Individual Breeding Retirement Plans	1	Prepared & Signed	July 2027
HS 032	Breeding Withdrawal Assessment Forms	1	Prepared & Signed	July 2027
HS 033	Queen Recovery Assessments Following Litter	1	Prepared & Signed	July 2027
HS 034	Post-Queening Recovery Records	1	Prepared & Signed	July 2027
HS 035	Kitten Development Milestone Records	1	Prepared & Signed	July 2027
HS 036	Socialisation Progress Records	1	Prepared & Signed	July 2027
HS 037	Weaning Progress Records	1	Prepared & Signed	July 2027
HS 038	Homing Readiness Assessments	1	Prepared & Signed	July 2027
HS 039	New Owner Follow-Up Records	1	Prepared & Signed	July 2027
HS 040	Disease Outbreak Response Plan	1	Prepared & Signed	July 2027
HS 041	Disease Lockdown Procedure	1	Prepared & Signed	July 2027
HS 042	Infectious Disease Investigation Records	1	Prepared & Signed	July 2027
HS 043	Isolation Release Assessment Forms	1	Prepared & Signed	July 2027
HS 044	Visitor Biosecurity Declaration Forms	1	Prepared & Signed	July 2027
HS 045	Veterinary Referral Records	1	Prepared & Signed	July 2027
HS 046	Veterinary Treatment Consent Forms	1	Prepared & Signed	July 2027
HS 047	Chronic Condition Monitoring Records	1	Prepared & Signed	July 2027
HS 048	Surgical Recovery Monitoring Records	1	Prepared & Signed	July 2027
HS 049	General Risk Assessment Register	1	Prepared & Signed	July 2027
HS 050	Fire Risk Assessment	1	Prepared & Signed	July 2027
HS 051	Animal Escape Risk Assessment	1	Prepared & Signed	July 2027
HS 052	Manual Handling Risk Assessment	1	Prepared & Signed	July 2027
HS 053	Electrical Safety Risk Assessment	1	Prepared & Signed	July 2027
HS 054	COSHH Risk Assessment	1	Prepared & Signed	July 2027
HS 055	Cleaning Chemical Risk Assessment	1	Prepared & Signed	July 2027
HS 056	Water Supply Contingency Procedure	1	Prepared & Signed	July 2027
HS 057	Major Utility Failure Procedure	1	Prepared & Signed	July 2027
HS 058	Temporary Animal Relocation Plan	1	Prepared & Signed	July 2027
HS 059	Emergency Accommodation Plan	1	Prepared & Signed	July 2027
HS 060	Emergency Contact Cascade Sheet	1	Prepared & Signed	July 2027

Section 4 continues — additional HS documents may be appended as HS 061 onwards.

SECTION 5 — RECORDS, LOGS & MONITORING (RLM)

Ref	Document Title	Ver	Status	Review Due
RLM 001	Mating Record	1	Prepared & Signed	July 2027
RLM 002	Pregnancy Monitoring Record	1	Prepared & Signed	July 2027
RLM 003	Veterinary Visit Log	1	Prepared & Signed	July 2027
RLM 004	Veterinary Treatment Record	1	Prepared & Signed	July 2027
RLM 005	Medication Log	1	Prepared & Signed	July 2027
RLM 006	Vaccination Records	1	Prepared & Signed	July 2027
RLM 007	FCoV Testing Log	1	Prepared & Signed	July 2027
RLM 008	Flea & Worming Treatment Log	1	Prepared & Signed	July 2027
RLM 009	Parasite Inspection Log	1	Prepared & Signed	July 2027
RLM 010	Parasite Control Schedule	1	Prepared & Signed	July 2027
RLM 011	Body & Muscle Condition Score	1	Prepared & Signed	July 2027
RLM 012	Breeding Queen Health Record	1	Prepared & Signed	July 2027

Ref	Document Title	Ver	Status	Review Due
RLM 013	Stud Cat Health Record	1	Prepared & Signed	July 2027
RLM 014	Kitten Weight Record	1	Prepared & Signed	July 2027
RLM 015	Kitten Development Monitoring Log	1	Prepared & Signed	July 2027
RLM 016	Kitten Socialisation Record	1	Prepared & Signed	July 2027
RLM 017	Pregnancy & Birth Records	1	Prepared & Signed	July 2027
RLM 018	Kitten Reservation & Allocation Record	1	Prepared & Signed	July 2027
RLM 019	Daily Welfare Check Log	1	Prepared & Signed	July 2027
RLM 020	Weekly Welfare Review Log	1	Prepared & Signed	July 2027
RLM 021	Monthly Welfare Review Form	1	Prepared & Signed	July 2027
RLM 022	Behaviour & Socialisation Monitoring Log	1	Prepared & Signed	July 2027
RLM 023	Environmental Enrichment Monitoring Log	1	Prepared & Signed	July 2027
RLM 024	Isolation Monitoring Log	1	Prepared & Signed	July 2027
RLM 025	Isolation Admission & Release Record	1	Prepared & Signed	July 2027
RLM 026	Visitor Register	1	Prepared & Signed	July 2027
RLM 027	Visitor Hygiene Compliance Log	1	Prepared & Signed	July 2027
RLM 028	Cleaning Log	1	Prepared & Signed	July 2027
RLM 029	Maintenance Log	1	Prepared & Signed	July 2027
RLM 030	Environmental Temperature & Humidity Log	1	Prepared & Signed	July 2027
RLM 031	Monthly Premises Inspection Record	1	Prepared & Signed	July 2027
RLM 032	Fire Safety Equipment Inspection Log	1	Prepared & Signed	July 2027
RLM 033	Pest Control Monitoring Log	1	Prepared & Signed	July 2027
RLM 034	Biosecurity Monitoring Log	1	Prepared & Signed	July 2027
RLM 035	Disease Outbreak Monitoring Log	1	Prepared & Signed	July 2027
RLM 036	Staff Training Record Form	1	Prepared & Signed	July 2027
RLM 037	Animal Register / Inventory Log	1	Prepared & Signed	July 2027
RLM 038	Animal Movement Register	1	Prepared & Signed	July 2027
RLM 039	Feeding Monitoring Logs	1	Prepared & Signed	July 2027
RLM 040	Food & Water Intake Monitoring Logs	1	Prepared & Signed	July 2027
RLM 041	Breeding Records	1	Prepared & Signed	July 2027
RLM 042	Rehoming & Retirement Record	1	Prepared & Signed	July 2027
RLM 043	Accident & Incident Log	1	Prepared & Signed	July 2027
RLM 044	Emergency Veterinary Contact Log	1	Prepared & Signed	July 2027
RLM 045	Complaints & Feedback Register	1	Prepared & Signed	July 2027
RLM 046	Mortality Records	1	Prepared & Signed	July 2027

SECTION 6 — OTHER DOCUMENTS (OD)

Ref	Document Title	Ver	Status	Review Due
OD 001	Breeder — Staff Training File	1	Prepared & Signed	July 2027
OD 002	Staff Member — Staff Training File	1	Prepared & Signed	July 2027
OD 003	Inspection Day — Preparation & Evidence File	1	Prepared & Signed	July 2027
OD 004	Isle of Wight Council — Correspondence File	1	Prepared & Signed	July 2027
OD 005	SDS (Safety Data Sheets) — All Chemicals Used	1	Prepared & Signed	July 2027
OD 006	Chemical Dilution Guide — All Chemicals Used	1	Prepared & Signed	July 2027
OD 007	Disinfection & Cleaning Products	1	Prepared & Signed	July 2027
OD 008	Premises & Accommodation Schedule	1	Prepared & Signed	July 2027
OD 009	Infection Control Procedure	1	Prepared & Signed	July 2027
OD 010				
OD 011				
OD 012				

SECTION 7 — CAT INFORMATION & HEALTH RECORDS (CIHR)

Ref	Document Title	Ver	Status	Review Due
CIHR 001	Cats — Individual Cat Files	1	Prepared & Signed	July 2027
CIHR 002	Genetic Testing Records	1	Prepared & Signed	July 2027
CIHR 003	Microchip Details	1	Prepared & Signed	July 2027
CIHR 004	Proof of Address	1	Prepared & Signed	July 2027
CIHR 005	Vaccination Results	1	Prepared & Signed	July 2027
CIHR 006	Cat Information & Health Records — Contents Page	1	Prepared & Signed	July 2027
CIHR 007	Litter Details Record — Excel Spreadsheet	1	Prepared & Signed	July 2027
CIHR 008	Vaccination Results			
CIHR 009	Cat Information & Health Records — Contents Page			
CIHR 010	Litter Details Record — Excel Spreadsheet			