



IATA Environmental Assessment

Wildlife Module Edition 4

Effective Date: 1 May 2024



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RECORD OF REVISIONS

EDITION NUMBER	EFFECTIVE DATE
Edition 1	
Edition 2	
Edition 3	13 November 2023
Edition 4	1 May 2024

REVISION HIGHLIGHTS

The following table briefly describes the most significant changes contained in this IEnvA Wildlife Module Manual. It is not intended to indicate every editorial change (e.g., typographical correction, formatting improvement), but should any discrepancy exist, the contents of this manual have precedence over this table.

IEnvA Wildlife Module Revision Details	
Description of Significant Changes	
Edition 3.0	Document Title change to "IEnvA Wildlife Module"
	Guidance removed and added to relevant IEnvA Management Plan Document.
	Standards optimization to align with IESM Edition 4;
	Added Standard for competency and awareness-raising
Edition 3.1	New Standards for competency: Awareness-raising
Edition 3.2	Corrected Standards Numbers IWT901, IWT202,3,4
Edition 4.0	<p>Updated wording for Airports, Handlers and Airlines.</p> <p>IWT201: "Policy" become "Policy Statement"</p> <p>IWT301: New Standard to define Scope.</p> <p>Section 4: New explanation on why Compliance Obligations are not required to be documented in SARPS.</p> <p>IWT606: added "trafficking on directly handled cargo and passenger baggage" in SARP and Assessor Actions</p> <p>Multiple text and formatting corrections.</p> <p>IWT3.04: REMOVED SARP: The Organization shall identify the significant expectations of its documented Stakeholders and Interested Parties relevant to identified Wildlife Trafficking Potential activities that shall be considered as Compliance Obligations.</p>



Introduction

Purpose

The IEnvA (IATA Environmental Assessment) Wildlife Module contains the Standards and Recommended Practices that form the basis of compliance set by the Buckingham Palace Declaration (BPD) on Illegal Wildlife Trade.

This manual provides Standards and Recommended Practices that can only and must be used in conjunction with IEnvA SARPs (Standards and Recommended Practices). The Standards and Recommended Practices provided in this manual alone do not constitute compliance with BPD Commitments. However, this manual's Standards and Recommended Practices and those contained in the IEnvA Standards Manual constitute compliance with the BPD commitments.

The IEnvA Wildlife Module is a voluntary program available to IEnvA member organizations in conjunction with the IEnvA Program and is administered by IATA.

Structure

The sections in the IEnvA Wildlife Module are organized as follows:

Section 1 – Leadership

Section 2 – Wildlife Policy

Section 3 – Scope and Context

Section 4 – Not Applicable in Wildlife Module (Left blank)

Section 5 – Significance

Section 6 – Wildlife Management Plans

Section 7 – Document Control

Section 8 – Communication

Section 9 – Emergency Response

Section 10 – Internal Assessment

Section 11 – Competency

Section 12 – Management Review

Examples of IESM Documents and Forms

Certain documents and forms may be depicted in this manual for the illustrative purpose of providing examples. Some, or all, of these published examples, may have subsequently undergone revision and thus may not be the current version of the document and form in use for Program activities.

IESM Documentation

This IEnvA Wildlife Module should be used in conjunction with the following documents:

1. IEnvA Standards Manual (IESM);



2. IEnvA Program Manual (IEPM).

English Language

English is the official language of the IEnvA Program, and the IEnvA Wildlife Module is written in "international" English, using the Merriam-Webster dictionary as the basis (refer to M-W online at the following internet address: <http://www.merriam-webster.com>).

Manual Revision

IATA will publish revisions to this manual to ensure the content remains current and meets the needs of the IEnvA Program.

1. During a regular revision cycle:
 - a. a change will always result in a new Edition of the manual.
 - b. the cover will indicate the Edition's effectivity date.
 - c. A revision becomes effective one month after publication (e.g., a revision published on 1 September 2016 is effective on 1 October 2016).
 - d. The previous effective revision remains effective for six months from the effective date of the new IESM – dual effectiveness. An Organization has the choice to be assessed against either IESM during this dual effectiveness period.

Manual Approval Cycle

1. IATA will internally draft any required changes in consultation with applicable parties, if necessary.
2. IATA will determine if consultation is required for any necessary changes. If consultation is sought, it will be arranged with the IEnvA Oversight Council. No defined consultation period exists, and consultation times will be determined according to the required changes.
3. IATA will incorporate agreed changes by the IEnvA Oversight Council for final approval;
4. Final approval is by the relevant IATA Senior Vice President (of environment/sustainability).

Content Changes

1. A new edition will accompany a Revision Highlights table highlighting only the significant changes made. It is incumbent on the reader to review every section in detail to familiarize themselves with any detailed changes.

Conflicting Information

1. Manuals within the IEnvA documentation system are not revised concurrently, thus creating the possibility of conflicting information in different manuals.
2. In the case of conflicting information in different IEnvA manuals, the information contained in the manual with the most recent revision date can be presumed to supersede any previous revision date.



IEnvA Documents and Forms

This manual and other referenced IEnvA documents and forms will be made available to IEnvA Member Airlines on the platform agreed upon by the EOC.

Abbreviations, Acronyms, Definitions

See the IEnvA Definition Manual.

The terminology used in the IEnvA documentation is consistent with that in the other manuals that comprise the documentation system.

Exemptions

The IATA Senior Vice President of Environment and Sustainability reserves the right to allow exemptions to any requirement of this manual, considering all circumstances, and is responsible for authorizing any such exemption(s). Exemptions shall be communicated in writing to the relevant and necessary parties.

Background and Basis

The Standards in this manual have been developed to ensure compatibility with the BPD commitment when implemented in addition to the IEnvA Standards Manual (IESM) Standards.

IEnvA Authority

The IEnvA Program operates under the IEnvA Oversight Council's (EOC) authority.

Section 1 – Leadership

In addition to the IEnvA Standards:

IWT 1.01 The Organization's Leadership and senior management shall commit to implementing the Standards of the IEnvA Wildlife Module.
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Assessor Actions

Implemented:

1. Identified a BPD that is signed by the Organization's Leadership or senior management or
2. Any other clear evidence that the Organization's Leadership or senior management is committed to implementing the IEnvA System. This may include an email, an executive statement, or a meeting report.

Section 2 – Wildlife Policy

In addition to the IEnvA Standards:

IWT 2.01 The Organization shall have an official Wildlife Trafficking Policy Statement.
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Assessor Actions

Implemented:

1. Identified a Wildlife Trafficking Policy Statement.

IWT 2.02 The Wildlife Trafficking Policy shall include a commitment to a zero-tolerance approach to wildlife trafficking.
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Assessor Actions

Implemented:

1. Identified a Wildlife Trafficking Policy that contains the commitment to a zero-tolerance approach to wildlife trafficking.

Note:

A zero-tolerance approach does not necessarily exclude reasonable flexibility, recognizing complexities, continual improvement, and the specific challenges of responsibilities of authorities in this matter.

IWT 2.03 The Wildlife Trafficking Policy shall be communicated to the Organization's staff.
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Assessor Actions

Documented:

1. Identified a procedure or instruction to communicate the Wildlife Trafficking Policy to the Organization's staff.

Implemented:

1. Identified evidence that the Wildlife Trafficking Policy has been communicated to the Organization's staff.

IWT 2.04	The Wildlife Trafficking Policy shall be available to the public.
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Assessor Actions

Documented:

1. Identified a procedure or instruction to make the Wildlife Trafficking Policy available to the public.

Implemented:

1. Identified evidence that the Wildlife Trafficking Policy is publicly available.

Section 3 – Scope and Context

In addition to the IEnvA Standards:

IWT 3.01	The Organization shall identify Wildlife Trafficking Potential activities, considering at least all activities that fall within the Organization's IEnvA Scope.
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Assessor Actions

Implemented

1. A documented list of the Organization's buildings, activities, routes, or regions where wildlife trafficking may occur.

IWT 3.02	The Organization shall identify Stakeholders and Interested Parties relevant to identified Wildlife Trafficking Potential activities.
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Assessor Actions

Implemented:

1. Identified documented Stakeholders and Interested Parties related to the activities identified and wildlife trafficking.

Note:

Not all activities, regions, buildings, routes, etc., will necessarily produce relevant Stakeholders or Interested Parties.



IWT 3.03 The Organization shall document the expectations of its documented Stakeholders and Interested Parties relevant to identified Wildlife Trafficking Potential activities.

Assessor Actions

Implemented:

1. Identified documented expectations of Stakeholders and Interested Parties related to the activities identified and wildlife trafficking.

Note:

Not all stakeholders will necessarily have expectations.

IWT 3.04 The Organization shall identify Risks and Opportunities relevant to identified Wildlife Trafficking Potential activities.

Assessor Actions

Implemented:

1. Identified documented Risks and Opportunities that are related to wildlife trafficking.

Note:

Not all activities will necessarily produce a relevant risk or opportunity.

IWT 3.05 The Organization shall review, and if necessary, update, its

- a) Wildlife Trafficking Potential activities.
- b) Risks and Opportunities relevant to Wildlife Trafficking.
- c) Stakeholders and Interested Parties relevant to Wildlife Trafficking.

Assessor Actions

Documented:

1. Identified a documented procedure requiring the Organization to review and update Wildlife context items at least once every 12 months.

Implemented:

1. Observed that the context items have been reviewed in the last 12 months.

Section 4 – Compliance Obligations

All Wildlife Trafficking potential activities are considered significant and must be addressed with Management Plans (regardless of Compliance Obligations).



Section 5 – Significance

All Wildlife Trafficking potential activities are considered significant and must be addressed with Management Plans.

Section 6 – Wildlife Management Plans

IWT 6.01 The Organization shall develop and document Wildlife Management Plans for all identified Wildlife Trafficking Potential activities.

Assessor Actions

Implemented:

1. Identified documented Wildlife Management Plans for all identified Wildlife Trafficking Potential activities, or
2. Observed developing or implementing Wildlife Management Plans for Wildlife Trafficking Potential activities.

IWT 6.02 The Organization's Wildlife Management Plans shall contain Operational Controls as required.

Assessor Actions

Implemented:

1. Identified that the Organization's Wildlife Management Plans contain Operational Controls where required, or
2. Observed evidence of the associated operational controls being developed or implemented.

IWT 6.03 The Organization's Operational Controls for identified Wildlife Trafficking Potential activities shall be developed considering:

- a) Any relevant variables,
- b) risks and opportunities,
- c) legal and other obligations,
- d) the communication of the Operational Control,
- e) the identification and communication of roles and responsibilities for implementation,
- f) planned and unplanned events and changes, new routes, and operational changes,
- g) measures to prevent or minimize wildlife trafficking,
- h) the integration of the Operational Control into existing business processes.

Assessor Actions

Implemented:

1. Identified documented Operational Controls (as part of Management Plans or separate Operational Controls) which have been developed considering:



- a. Any relevant variables,
- b. risks and opportunities,
- c. legal and other obligations,
- d. the communication of the Operational Control,
- e. the identification and communication of roles and responsibilities for implementation,
- f. planned and unplanned events and changes, new routes, and operational changes,
- g. measures to prevent or minimize wildlife trafficking,
- h. the integration of Operational Controls into existing business processes.

IWT 6.04 When developing or reviewing Operational Controls related to Wildlife Trafficking Potential activities, the Organization should engage with relevant subject matter experts (such as biologists and other relevant stakeholders) to ensure the controls are sufficient and effective.

Assessor Actions

Documented:

1. Identified a procedure or instruction to engage with relevant stakeholders to inform/improve Operational Controls related to Wildlife activities.

Implemented:

1. Identified that Operational Controls related to Wildlife activities contain input for relevant stakeholders or
2. Identified any evidence of interaction or engagement with relevant external stakeholders (authorities, border control authorities, police, biologists, relevant NGOs, or any other subject matter experts, etc.) that can provide input or advice to improve the Organization's Operational Controls.

IWT 6.05 The Organization should adopt a zero-tolerance approach to Wildlife Trafficking in its procurement activities.

Assessor Actions

Documented:

1. Identified documented vendor assessment criteria related to Wildlife Trafficking, or
2. Identified a procedure or instruction to include contractual terms with new suppliers related to Wildlife Trafficking.

IWT 6.06 The Organization should include reasonable and practical checks for wildlife trafficking on directly handled cargo and passenger baggage.

Assessor Actions

Documented:

1. Identified an Operational Control that requires reasonable checks for any cargo and passenger baggage that may be directly handled by the organization, or



2. Identified an Operational Control that instructs what may (or may not) be accepted in passenger baggage (checked on personal items).

IWT 6.07	The Organization shall review and, if necessary, update its Wildlife Management Plans at least once a year.
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Assessor Actions

Documented:

1. Identified a documented procedure or instruction to review and update Wildlife Management Plans at least once a year.

Implemented:

1. Observed documented Wildlife Management Plans that have been reviewed in the last 12 months, or
2. Observed documented minutes/meeting report/evidence that approves existing (older than 12 months) Wildlife Management Plans in the last 12 months.

IWT 6.08	The Organization shall monitor incidents related to Wildlife Trafficking.
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Assessor Actions

Documented:

1. Identified a procedure that requires the Organization to monitor and record incidents related to Wildlife Trafficking.

Implemented:

1. Observed recorded information on Wildlife trafficking incidents.

IWT 6.09	The Organization shall encourage relevant external stakeholders to adopt a zero-tolerance approach to Wildlife Trafficking.
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Assessor Actions

Implemented:

1. Identified documented vendor assessment criteria related to Wildlife Trafficking for procurement, or
2. Identified a procedure or instruction to include contractual terms with new suppliers related to Wildlife Trafficking, or
3. Identified evidence of where the Organization has engaged with an external stakeholder to encourage the adoption of a zero-tolerance approach regarding Wildlife Trafficking, or
4. Identified documented evidence of promotion of the BPD at industry events and meetings.



Section 7 – Document Control

Note:

All IEnvA Document Control Standards apply to the Standards in this document.

Section 8 – Communication

In addition to IEnvA Standards:

IWT 8.01 The Organization shall indicate how information related to Wildlife Trafficking is received, processed, stored, and responded to.

Assessor Actions

Documented:

1. Identified a point of contact for receiving information related to Wildlife Trafficking, and
2. Identified a documented procedure that indicates how information related to IWT is handled.

IWT 8.02 The Organization shall have a mechanism for staff to report suspected Wildlife Trafficking activities.

Assessor Actions

Documented:

1. Identified a documented procedure/mechanism that allows staff to report suspected IWT activities.

IWT 8.03 The Organization shall report identified Wildlife Trafficking incidents to relevant authorities.

Assessor Actions

Documented:

1. Identified a documented procedure to report identified Wildlife Trafficking incidents to relevant authorities.

Section 9 – Emergency Response

In addition to IEnvA Standards:

IWT 9.01 The Organization shall prevent zoonotic disease spill-over for persons that may encounter wildlife contraband.



Assessor Actions

Documented:

1. Identified a procedure that prevents or minimizes the chance of disease spill-over for persons that may encounter wildlife contraband.

Section 10 – Internal Assessment

Note:

All IEnvA Internal Assessment Standards apply to the Standards in this document.

Section 11 – Competency

In addition to IEnvA Standards:

IWT 11.01	The Organization shall raise awareness of Wildlife Trafficking with its relevant staff and external stakeholders.
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Assessor Actions

Documented:

1. Identified a documented Wildlife Trafficking awareness-raising program, or
2. Identified a documented Wildlife Trafficking training program.

Implemented:

1. Identified evidence of Wildlife Trafficking awareness raising or training implementation.

Section 12 – Management Review

In addition to IEnvA Standards:

IWT 12.01	The Management Review shall be provided with information on identified Wildlife Trafficking incidents.
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Assessor Actions

Documented:

1. Identified a documented procedure or instruction to have the following information/data/reports provided to the IEnvA Management Review:
 - a. Identified Wildlife Trafficking incidents.

Implemented:



1. Observed IEnvA Management Review meeting minutes, meeting report, or meeting agenda where identified Wildlife Trafficking activities are addressed.

END.