

# IATA Live Animal Acceptance Checklist

Air Waybill No.: \_\_\_\_\_ Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Species/Animal Type: \_\_\_\_\_ Container Requirement number: \_\_\_\_\_

**Notes:**

1. Prepare form in duplicate.
2. If goods are rejected, hand the original of this form to the Duty Officer and show the shipper's and agent's name below.
3. Never reject a shipment until all items have been checked.
4. If goods are accepted, attach the original of this form to the air waybill. The duplicate must be placed on the appropriate file.
5. Answer "not applicable" only where an "N/A" box is provided.
6. If any question is answered "NO", do not accept the shipment and give the duplicate copy of this form back to the shipper or agent together with the consignment.

	YES	NO*	N/A
<b>General Acceptance</b>			
1. Have advance arrangements/bookings been made with all the carrier(s) participating in the carriage of the live animals? .....	<input type="checkbox"/>	<input type="checkbox"/>	
2. When laboratory animals, such as monkeys, which may carry diseases, communicable to human are being shipped, has the carrier(s) been advised in order to make the necessary arrangements? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have advance arrangements been made at the airport of destination, i.e. for quarantine and delivery? .....	<input type="checkbox"/>	<input type="checkbox"/>	
4. In the event of attendants accompanying the animal(s), have advance arrangements been made with all the carriers concerned? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the shipment comply with current regulations in force at transit stations? .....	<input type="checkbox"/>	<input type="checkbox"/>	
6. Where applicable, have carrier/governmental exceptions been complied with? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Air Waybill</b>			
7. Are the live animals the only entries on the air waybill? .....	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are all flight numbers for which bookings are held for the entire routing indicated? .....	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the 24 hour emergency telephone number shown in the "Handling Information" box? .....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the quantity of animals in the consignment, as well as their common names, which must as far as possible correspond with that listed in the IATA Live Animals Regulations, shown in the "Nature and quantity of goods" box? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all relevant permits, including CITES where necessary, licences and certificates required for export, transshipment and import, securely attached to the air waybill and copies of those required affixed to the container? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shipper's Certificate</b>			
12. Is it completed in full and in duplicate? .....	<input type="checkbox"/>	<input type="checkbox"/>	
13. Does the description and quantity of animals agree with the information on the air waybill? .....	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is it signed by the shipper or their authorised agent? (Check that this is not an IATA cargo agent, consolidator, forwarder or indirect carrier.) .....	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO*	N/A
<b>Container</b>			
15. Does it comply with the specific container requirement(s) as detailed in the IATA Live Animals Regulations?			
(a) Is the size suitable for the particular type of animal? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Does it provide for sufficient ventilation? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Is the construction adequate? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Does it contain adequate handholds/lifting devices to facilitate handling and to prevent the handler from coming into close proximity of the animal(s)? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Is it leak and escape proof? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(f) Is the container clean? .....	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Does it contain sufficient absorbent material? (Check that this is not straw, as some countries prohibit the importation of straw.).....	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Does the container have suitable feeding/watering facilities? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Labelling and Marking</b>			
16. Is the consignee's name, full address as per the air waybill, and a 24-hour contact phone number shown on each container? .....	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the correct number of "Live Animals" and "This Way Up" labels attached to each container?.....	<input type="checkbox"/>	<input type="checkbox"/>	
18. Has each "Live Animals" label been completed, i.e. reflecting the correct contents? .....	<input type="checkbox"/>	<input type="checkbox"/>	
19. For live animals which can inflict a poisonous bite or sting, is the container marked in bold letters "POISONOUS"? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. For Specific Pathogen Free (SPF) animals for laboratory use, are "Laboratory Animals" and "This Way Up" labels attached to each container?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. When the animal has been tranquillised, have details been affixed to the container, i.e. time given, type of sedation, dosage and estimated duration?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Feeding and Watering</b>			
22. If it is required that the animal(s) must be fed/watered en route, have arrangements been made by the shipper with the carrier?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are feeding instruction affixed to the container and are supplies (if required) attached to the outer top side of the container? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Has the shipper confirmed that food or bedding (if provided) for the animal(s) is in accordance with the regulations of the country(ies) of transit or importation? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Checked by: Name (Block Letter) \_\_\_\_\_

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AT (STATION): \_\_\_\_\_

Time: \_\_\_\_\_ SHIPPER/AGENT: \_\_\_\_\_

**\* IF ANY QUESTION IS ANSWERED WITH "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE THE DUPLICATE COPY OF THIS FORM BACK TO THE SHIPPER OR AGENT TOGETHER WITH THE CONSIGNMENT.**



## 7.6.2 In-Cabin Live Animal Acceptance Checklist (Cabin/Excess Baggage)

An example of the Live Animal Acceptance Checklist for animals travelling in cabin is shown hereafter. For all requirements related to the Checklist see section 10.1 of these Regulations.

	YES	NO*	N/A
1. Information on the flight:			
Flight details:.....	<input type="checkbox"/>	<input type="checkbox"/>	
Ticket number:.....	<input type="checkbox"/>	<input type="checkbox"/>	
Date:.....	<input type="checkbox"/>	<input type="checkbox"/>	
Flight Origin:.....	<input type="checkbox"/>	<input type="checkbox"/>	
Destination:.....	<input type="checkbox"/>	<input type="checkbox"/>	
If the shipment is part of an interline agreement has the passenger/shipper confirmed that all arrangements are in place for the interline sector? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information on the owner:			
Name:.....	<input type="checkbox"/>	<input type="checkbox"/>	
24-hour contact number: .....	<input type="checkbox"/>	<input type="checkbox"/>	
3. Questions to consider:			
Is species of animal provided? .....	<input type="checkbox"/>	<input type="checkbox"/>	
Is all necessary documentation provided (e.g. health certificate)? .....	<input type="checkbox"/>	<input type="checkbox"/>	
Is the animal clean and does it appear to be fit to travel? .....	<input type="checkbox"/>	<input type="checkbox"/>	
Has the owner confirmed the animal is not sedated? .....	<input type="checkbox"/>	<input type="checkbox"/>	
Is documentation available proving that the animal is at least 8 weeks old?.....	<input type="checkbox"/>	<input type="checkbox"/>	
4. Questions on the container to consider:			
Is the size of the container suitable for the animal?.....	<input type="checkbox"/>	<input type="checkbox"/>	
Does the consignment weight/size comply with the carrier's policy?.....	<input type="checkbox"/>	<input type="checkbox"/>	
For cats and dogs:			
• Can the animal sit, stand, turn around and lie down in a natural position? .....	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the container have at least 16% ventilation of the 4 sides? .....	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the container have ventilation on all 4 sides?.....	<input type="checkbox"/>	<input type="checkbox"/>	
Is the container leak and escape proof? .....	<input type="checkbox"/>	<input type="checkbox"/>	
Is the container clearly labelled with a live animal label?.....	<input type="checkbox"/>	<input type="checkbox"/>	
Does the container fully comply with IATA LAR standards?.....	<input type="checkbox"/>	<input type="checkbox"/>	

Date:\_\_\_\_\_

Submitted by (passenger/shipper):\_\_\_\_\_

Print name \_\_\_\_\_ Signature\_\_\_\_\_

Received by (acceptance agent):\_\_\_\_\_

Print name \_\_\_\_\_ Signature\_\_\_\_\_

**\* IF ANY QUESTION IS ANSWERED WITH "NO", DO NOT ACCEPT THE SHIPMENT**

