

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
General Acceptance			
1. Have advance arrangements/bookings been made with all the operator(s) participating in the carriage of the live animals?	☐	☐	
2. When laboratory animals, such as monkeys, which may carry diseases, communicable to human are being shipped, has the operator(s) been advised in order to make the necessary arrangements?	☐	☐	☐
3. Have advance arrangements been made at the airport of destination, i.e. for quarantine and delivery?	☐	☐	
4. In the event of attendants accompanying the animal(s), have advance arrangements been made with all the operators concerned?	☐	☐	☐
5. Does the shipment comply with current regulations in force at transit stations?	☐	☐	
6. Where applicable, have operator/governmental exceptions been complied with?	☐	☐	☐
Air Waybill			
7. Are the live animals the only entries on the air waybill?	☐	☐	
8. Are all flight numbers for which bookings are held for the entire routing indicated?	☐	☐	
9. Is the 24 hour emergency telephone number shown in the "Handling Information" box?	☐	☐	
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?	☐	☐	☐
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?	☐	☐	☐
Shipper's Certificate			
12. Is it completed in full and in duplicate?	☐	☐	
13. Does the description and quantity of animals agree with the information on the air waybill?	☐	☐	
14. Is it signed by the shipper or their authorised agent? (Check that this is not an IATA cargo agent, consolidator, forwarder or indirect operator.)	☐	☐	

	YES	NO*	N/A
Container			
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?	☐	☐	
(b) Does it provide for sufficient ventilation?	☐	☐	
(c) Is the construction adequate?	☐	☐	
(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)?	☐	☐	
(e) Is it leak and escape proof?	☐	☐	
(f) Is the container clean?	☐	☐	
(g) Does it contain sufficient absorbent material? (Check that this is not straw, as some countries prohibit the importation of straw.).....	☐	☐	
(h) Does the container have suitable feeding/watering facilities?	☐	☐	☐
Labelling and Marking			
16. Is the consignee's name, full address as per the air waybill, and a 24-hour contact phone number shown on each container?	☐	☐	
17. Is the correct number of "Live Animals" and "This Way Up" labels attached to each container?	☐	☐	
18. Has each "Live Animals" label been completed, i.e. reflecting the correct contents?	☐	☐	
19. For live animals which can inflict a poisonous bite or sting, is the container marked in bold letters "POISONOUS"?	☐	☐	☐
20. For Specific Pathogen Free (SPF) animals for laboratory use, are "Laboratory Animals" and "This Way Up" labels attached to each container?	☐	☐	☐
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?	☐	☐	☐
Feeding and Watering			
22. If it is required that the animal(s) must be fed/watered en route, have arrangements been made by the shipper with the operator?	☐	☐	☐
23. Are feeding instruction affixed to the container and are supplies (if required) attached to the outer top side of the container?	☐	☐	☐
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?	☐	☐	☐

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 CONSIGMENT.**

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:.....	☐	☐	
Ticket number/PNR:	☐	☐	
Date:	☐	☐	
Flight Origin:	☐	☐	
Destination:.....	☐	☐	
If the shipment is part of an interline agreement has the passenger/shipper confirmed that all arrangements are in place for the interline sector?	☐	☐	☐
2. Information on the owner:			
Name:	☐	☐	
24-hour contact number:	☐	☐	
3. Questions to consider:			
Is species of animal provided?	☐	☐	
Is all necessary documentation provided (e.g. health certificate)?	☐	☐	
Is the animal clean and does it appear to be fit to travel?	☐	☐	
Has the owner confirmed the animal is not sedated?	☐	☐	
Is documentation available proving that the animal is at least 8 weeks old?	☐	☐	
4. Questions on the container to consider:			
Is the size of the container suitable for the animal?	☐	☐	
Does the consignment weight/size comply with the operator's policy?.....	☐	☐	
For cats and dogs:			
• Can the animal sit, stand, turn around and lie down in a natural position?	☐	☐	
• Does the container have at least 16% ventilation of the 4 sides?	☐	☐	
• Does the container have ventilation on all 4 sides?	☐	☐	
Is the container leak and escape proof?	☐	☐	
Is the container clearly labelled with a live animal label?	☐	☐	
Does the container fully comply with IATA LAR standards?	☐	☐	

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**