

IATA LIVE ANIMALS ACCEPTANCE CHECKLIST

Air Waybill No.: _____ Origin: _____ Destination: _____

Note 1: Prepare form in duplicate.

Note 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.

Note 3: Never reject a shipment until all items have been checked.

Note 4: If goods are accepted, attach the original of this form to the air waybill. The duplicate must be placed on the appropriate file.

Note 5: Answer "not applicable" only where an "N/A" box is provided.

Note 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 carriers participating in the carriage of the live animals?	☐	☐	
2. When laboratory animals, such as monkeys, which may carry diseases communicable to humans are being shipped, has the carrier(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 carriers concerned?	☐	☐	☐
5. Does the shipment comply with current regulations in force at transit stations?	☐	☐	
6. Where applicable, have carrier/governmental exceptions been complied with?	☐	☐	☐
Air Waybill			
7. Are the live animals the only entries on the air waybill?	☐	☐	
8. Are all the flight numbers for which bookings are held for the entire routing indicated?	☐	☐	
9. 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?	☐	☐	☐
10. 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			
11. Is it completed in full and in duplicate?	☐	☐	
12. Does the description and quantity of animals agree with the information on the air waybill?	☐	☐	
13. Is it signed by the shipper or his authorised agent? (Check that this is not an IATA cargo agent, consolidator, forwarder or indirect carrier.):	☐	☐	
Container			
14. 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?	☐	☐	

	YES	NO*	N/A
(b) Does it provide for sufficient ventilation?	☐	☐	
(c) Is the construction adequate?	☐	☐	
(d) Does it contain adequate hand-holds/ 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			
15. Is the consignee's name, street and city address as per air waybill, and a 24 hour contact phone number shown on each container?	☐	☐	
16. Is the correct number of "Live Animals" and "This Way Up" labels attached to each container?	☐	☐	
17. Has each "Live Animals" label been completed, i.e. reflecting the correct contents?	☐	☐	
18. For live animals which can inflict a poisonous bite or sting, is the container marked in bold letters "POISONOUS"?	☐	☐	☐
19. For Specific Pathogen Free (SPF) animals for laboratory use, are "Laboratory Animals" and "This Way Up" labels attached to each container?	☐	☐	☐
20. When the animal has been tranquillised have details been affixed to the container, i.e. time given, type of sedation, do-sage and estimated duration?	☐	☐	☐
Feeding and Watering			
21. If it is required that the animal(s) must be fed/ watered en route, have arrangements been made by the shipper/carrier with the other carriers/personnel downline?	☐	☐	☐
22. Are the feeding instruction affixed to the container and are supplies (if required) attached to the outer top side of the container?	☐	☐	☐
23. 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: _____

Place: _____	Signature: _____
Date: _____	At (Station) _____
Time: _____	Shipper/Agent _____

***IF ANY QUESTION IS ANSWERED WITH A "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**