

# IATA Live Animal Acceptance Checklist (Cargo Acceptance)

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 operator(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 operator(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 operators 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"/>	<input type="checkbox"/>
6. Where applicable, have operator/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, licenses 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 authorized agent? (Check that this is not an IATA cargo agent, consolidator, forwarder or indirect air 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 that can inflict a poisonous or venomous bite or sting, is the container marked in bold letters "POISONOUS" or "VENOMOUS"?.....	<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 sedatives, tranquilizers or psychoactive drugs have been administered to the animal, have details been made immediately available with the container, i.e., time given, type, 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 operator? .....	<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.**