

Live Animals Acceptance Check List: 2023

AWB-No.: _____ Origin: _____ Via: _____ Destination: _____

Never accept or refuse the shipment **before all items** have been checked! N/A = Not applicable

General Acceptance (4.1-4.5)

Yes No n/a

1. Have advance arrangements/bookings been made with all the carriers participating in the carriage of the live animal/s?
2. Have advance arrangements been made at the airport of destination i.e. for quarantine and delivery?
3. In the event of attendants accompanying the animal/s, have advance arrangements been made with all carriers concerned?
4. Does the shipment comply with current legislation in force at transit stations?
5. Where applicable, have carrier/governmental exceptions been complied with?

Air Waybill (AWB) (7.2; 7.5)

6. Are the Live animal/s the only entries on the AWB?
7. Are all flight numbers for which bookings are held for the entire routing indicated?
8. Are all charges prepaid?
9. Is the quantity and common names of the animal/s shown in the "Nature and quantity of goods" box?
10. Does the "Handling Information" box show a 24-hour emergency phone number?
11. Are all required documentation attached to the AWB (permits, health certificates, CITES)?

Shipper's Certificate (7.1.2)

12. Is it completed in full and in duplicate?
13. Does the description and quantity of animals agree with the information in the Air Waybill?
14. Is it signed by the Shipper or his authorized agent (this must not be an IATA Cargo agent, consolidator, forwarder or indirect carrier)

Container (8.1; 8.3)

15. Does it comply with the specific container requirement as detailed in the IATA Live Animals Regulations regarding:
 - 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?

Container (8.1; 8.3) continued

Yes No n/a

- e) Is it leak and escape proof?
- f) If possible to check, is the container clean?
- g) Does it contain sufficient absorbent material? (Check that it is not straw)
- h) Does the container have suitable feeding/watering facilities?
- i) Is original documentation securely affixed to the container?
- j) Has the door been locked and secured?

Contents (10.1)

16. If possible to check, does the animal/s appear to be in good health and condition for transport?
17. If possible to check, does the container contain the correct number of animals according to the Shipper's Certificate and AWB?

Labeling and Marking (9.2; 9.3)

18. Is the Shipper's full name, address, and phone number shown on each container?
19. Is the Consignee's full name, address, and phone number shown on each container?
20. Is a 24-hour contact phone number marked on each container?
21. For Specific Pathogen Free (SPF) animals for laboratory use, are "Laboratory Animals" and "This Way Up" labels attached to each container?
22. Is the correct number of "Live Animals" and "This Way Up" labels attached to each container?
23. Has each "Live Animals" label been completed correctly reflecting the correct contents?
24. For live animals which can inflict a poisonous bite or sting, is the container marked in bold letters "POISONOUS"?
25. When the animal has been tranquilized, have details been affixed to the container, i.e. time given, type of sedation, dosage and estimated duration?

Feeding and Watering (10.5)

Yes No n/a

26. If it is required that the animal/s must be fed/watered enroute, have arrangements been made by Shipper or Carrier with the other carriers personnel down line?
27. Are feeding instructions affixed to the container and are supplies (if required) attached to the outer top side of the container?
28. Food or bedding (if provided) for the animal/s is in accordance with the regulations of the country(ies) of transit and importation?

Government and Carrier regulations (2.2; 3.2)

29. If applicable, have all specific variations by countries and carriers in IATA Live Animals Regulations and in the TACT Rules been complied with?
30. All embargoes checked and complied with?

N/A = Not applicable

Form: LAR version 49 / CPHFD

This shipment is: **Acceptable** **Not acceptable**

Checked by: _____
(Name in block capitals)

Signature: _____

Department: _____ Date: _____ Time: _____

Comments:

Note: If the shipment is accepted, attach original of this check sheet to the AWB accompanying the shipment and keep a copy of this check sheet together with a copy of the AWB at the station of departure. 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.