



## GROUND OPERATIONS

### Comunicazione Operativa n° 011/2023

#### INTRODUZIONE DI CHECKLISTS PER VIAGGI CON ANIMALE AL SEGUITO

##### *Above the wing*

**Premessa** Con effetto immediato, la IATA (International Air Transport Association) richiede obbligatoriamente ai vettori di far compilare a tutti quei passeggeri che intendono utilizzare il trasporto aereo con animale al seguito moduli contenenti una apposita checklist. L'ambito di applicabilità riguarda tutto il network di ITA Airways (voli nazionali, internazionali e intercontinentali). Le disposizioni in oggetto sono descritte nelle IATA Live Animals Regulations (LAR) e nella IATA Resolution 620. La mancata osservanza di questa regolamentazione può comportare per le compagnie aeree multe e procedimenti legali, anche a seguito di audits.

I Clienti che devono presentare il modulo sono coloro che viaggiano con:

- PETC (Pet in Cabin)
- AVIH (Animal In Hold)
- SVAN (Service Animals)

Gli animali accettati sono quelli stabiliti dalla singola Compagnia. Per ITA Airways fare riferimento al GOM Vol 1 PBM cap. 2.4.2.

**Entrata in vigore** Immediata

**Procedura** I moduli da compilare con le rispettive checklist sono di due tipi, a seconda se l'animale verrà trasportato all'interno della cabina (PETC/SVAN), oppure se trasportato in stiva (AVIH).



- PETC o SVAN:  
modulo denominato "*In-Cabin Live Animal Checklist*"
- AVIH:  
modulo denominato "*Live Animal Acceptance Checklist*"

**Avvertenze:**

- I moduli non sono interscambiabili tra loro, per cui il modulo "*In-Cabin Live Animal Checklist*" non deve essere usato per gli AVIH
- Limitatamente agli SVAN, le domande circa le caratteristiche del contenitore dell'animale descritte nel modulo sono da considerarsi inapplicabili

Prima di accettare un passeggero con PETC/SVAN/AVIH, il personale front-line dovrà compilare la checklist specifica e la farà firmare al cliente.

Se una delle voci contenute nella checklist dovesse riportare la risposta "NO", non sarà possibile accettare l'animale.

Il modulo (in unica copia) deve essere conservato presso lo scalo per un periodo di due anni e deve essere reso disponibile per gli audits.

I moduli delle due checklist sono in allegato alla presente Comunicazione Operativa.



## GROUND OPERATIONS

### Operational Communication n° 011/2023

#### INTRODUCTION OF CHECKLISTS FOR LIVE ANIMALS

##### *Above the wing*

**Premise** With immediate effect, IATA (International Air Transport Association) obliges carriers to fill in the forms with specific checklists dedicated to passengers travelling by air transportation with live animals. The procedures apply on all ITA Airways network (domestic, international, intercontinental flights). These provisions are described in IATA Live Animals Regulations (LAR) and in IATA Resolution 620. Non-compliance may be reprimanded by fines and legal action, and can be subject to audits.

Customers required to use the forms are travelling with:

- PETC (Pet in Cabin)
- AVIH (Animal In Hold)
- SVAN (Service Animals)

Animals accepted in the aircraft are defined by the individual Company policy. For ITA Airways please refer to GOM Vol 1 PBM cap. 2.4.2.

**Effective Date** Immediate

**Procedure** The forms with the related checklists are two, depending on which type of transportation is used for the animal: inside the cabin (PETC/SVAN) or in the hold (AVIH).



- PETC or SVAN:  
form called "*In-Cabin Live Animal Checklist*"
- AVIH:  
form called "*Live Animal Acceptance Checklist*"

**Warnings:**

- The two forms are not interchangeable, so that the "*In-Cabin Live Animal Checklist*" form must not be used for AVIH
- Regarding SVAN, questions related to container description included in the "*In-Cabin Live Animal Checklist*" form are not applicable

Before any check-in of passengers with PETC/SVAN/AVIH, front-line staff should fill in the form with the checklist and ask the customer to sign.

If any field in the form is flagged with "NO", the animal is not allowed to travel.

The form in single copy must be retained by the Airline (also through ground service providers) for a period of two years for audit purposes.

The forms with the two checklists are enclosed to this Operational Communication.

# In-Cabin Live Animal Acceptance Checklist

	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 operator'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**

# IATA LIVE ANIMALS ACCEPTANCE CHECK LIST

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.

## General Acceptance

YES NO\* N/A

1. Have advance arrangements/bookings been made with all the carrier(s) 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 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, transhipment 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?

YES NO\* N/A

14. 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

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 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

16. Is the consignee's name, street and city address as per 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?

# IATA LIVE ANIMALS ACCEPTANCE CHECK LIST

	YES	NO*	N/A	YES	NO*	N/A
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"/>					
24. 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"/>					

## 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/carrier with the other carriers/personnel downline?

23. Are the feeding instruction affixed to the container and are supplies (if required) attached to the outer top side of the container?

Comments:

CHECKED BY:  
NAME (BLOCK LETTERS)

Place: SIGNATURE:

Date: AT (STATION):

Time: SHIPPER/AGENT:

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



## Frequently Asked Questions (FAQ)

# IATA In-Cabin Live Animal Acceptance Checklist

15 March 2023

## 1. What is the In-Cabin Live Animal Acceptance Checklist and how does it differ from the Live Animal Acceptance Checklist?

To assist shippers, agents and operators in preparing shipments for air carriage, the IATA Live Animals and Perishables Board has developed a basic **Live Animal Acceptance Checklist** (LAR 7.6.1) and an **In-Cabin Live Animal Checklist** (LAR 7.6.2).

The **In-Cabin Live Animal Checklist** applies to all animals being transported in-cabin/onboard the aircraft (above the wing). Therefore, it applies to all PETC.

The **Live Animal Acceptance Checklist** applies to all animals being checked into the cargo hold (below the wing). Therefore, it applies to all AVIH.

The In-Cabin Live Animal Checklist **must not** be used for animals checked into the cargo hold (AVIH).

A copy of the In-Cabin Live Animal Acceptance Checklist can be obtained [here](#).

## 2. What is the effective date of the In-Cabin Live Animal Acceptance Checklist?

The **In-Cabin Live Animal Acceptance Checklist** has been effective as of 1 January 2023.

## 3. Which animals are accepted for in-cabin transport?

Animals accepted in-cabin/onboard the aircraft are defined by individual Operator policy.

## 4. Does the In-Cabin Live Animal Acceptance Checklist apply to service and emotional support animals?

The **In-Cabin Live Animal Checklist** applies to both service animals (SVAN) and emotional support animals (ESAN), when these are accepted in-cabin/onboard the aircraft, as per Operator policy.

Depending on the Operator policy, the container considerations in section 4 of the In-Cabin Live Animal Checklist may not be applicable to service animals (SVAN) and emotional support animals (ESAN).

## 5. Why is the Operator required to retain a copy of the In-Cabin Live Animal Acceptance Checklist?

The Operator must retain a copy of **the In-Cabin Live Animal Acceptance Checklist** for audit purposes and to demonstrate compliance with the standard in case of incidents.

## 6. What flights does the In-Cabin Live Animals Acceptance Checklist apply to?

The **In-Cabin Live Animal Checklist** applies to short-haul and long-haul flights, on domestic as well as international routes.

## 7. What is Container Requirement 1 and how does it apply to animal transport in cabin?

Container Requirement 1 of the IATA Live Animal Regulations outlines the requirements for suitable containers for cats and dogs traveling by air. It provides guidance for determining the appropriate size of the traveling container and other container requirements both for the cargo hold/manifest cargo and in-cabin transport.

A copy of Container Requirement 1 can be obtained [here](#).

## 8. How must Operator and Ground Handling crew be trained?

Personnel must be trained on the requirements for the transportation of live animals, such as container requirements and being able to identify non-compliance, i.e. (un)suitable size of a container, ability for the animal to sit, stand, turn around and lie down in a natural position.

Operators and ground handlers are at liberty to develop their own training for relevant staff which ensures knowledge and understanding for the successful application of the standard.

Acceptance staff and other live animal handling staff at the airports (i.e., passenger check-in staff, cargo acceptance staff and ground handling staff involved in the handling of live animals) must be trained.

The training for acceptance staff, as a minimum, should include topics like container requirements, documentation requirements and awareness of the animal health and national and international welfare regulations.

Training for aircraft and ground handling personnel should include awareness of animal health, including but not limited to signs of behavioral and environmental stress. The training shall be followed by a formal test (or at least a certificate of completion or record of completion) designed for each group/category of personnel.

Local government regulation may also set standards for training topics and required competencies.

The [IATA Live Animals for Passenger Handling Personnel](#) course is specially designed for passenger handling personnel and provides, working knowledge of the IATA LAR to ensure that live animals are transported in compliance with airline regulations and animal welfare standards.

## 9. How is the In-Cabin Live Animal Acceptance Checklist applicable and enforced in my country?

The IATA Live Animals Regulations (LAR) provides the minimum standard for transporting live animals by air and IATA Member Airlines are bound by IATA Resolution 620 to comply with its principles and provisions for the acceptance and carriage of live animals in full aircraft loads.

Many countries have also adopted the IATA LAR as part of their national legislation.

Non-compliance may be reprimanded by fines and legal action.