To:	All stations
From:	Emilia Apostu – Regulations & Standards Specialist
Approved by:	Jan Timmermans, Head of Network Operations
	Nial Mclean, Head of Station Operations
	Kay Bartels, Deputy Nominated Person Ground Operations TUI

Applicability:	**TUIfly Germany (TUI-X3)**
Date of Publication:	05 JAN 2024
Validity Period:	05 JAN 2024 – Until further notice

Dear partner,

Please be advised of a regulation change to be implemented on the 1st January 2024 for the carriage of AVIH/PETC/SVAN carried as passenger baggage.

4.3.4 Acceptance of Animals

4.3.4.1 General

Animals presented for air transportation in kennels have to comply with the regulations laid down in the 'IATA Live Animals Regulations' which are described in parts below.

According to European law animals have to be marked with a microchip and the owner has to hold a special pet passport.

Acceptance of live animals is subject to prior authorization which has to be obtained when transport is booked via service center.

Dogs and cats are the only animal species accepted on TUIfly flights.

The kennels for transportation are to be provided by the passenger.

Only kennels in good condition with strong locks are to be accepted.

The transport box must be marked clearly with name and address of owner/ consignee plus name and species of animal.

Principally the passenger is responsible and held liable for the observation of local quarantine regulations.

UM's are not permitted to transport live animals, neither in cabin nor in hold.

Transport of live animals by PADs is subject to space available.

For transport of animals in hold refer to GHM Part 1 chapter 5.3.4. (Acceptance of animals in hold) .

To assist passengers, agents, and operators in preparing pets for air carriage in compliance with IATA Live Animals Regulations, a Live Animal Acceptance Checklist must be completed for each SVAN, PETC, and AVIH travelling as passenger baggage. The handling agent checking the animal must verify all requirements from the checklist have been met and the passenger needs to sign in acknowledgement. If not all fields of the checklist are complied with then the animal must not be accepted for transport. One copy of the fully completed checklist will be provided to the passenger and another is to be retained at the station. The TUI Live Animal Acceptance Checklist can be found on the TAGO Portal.

5.3.4 Acceptance of animals in hold

5.3.4.1 General

Animals offered for air transportation have to comply with the regulations in the "IATA Live Animals Regulations" which are described in parts below.

On TUIfly flights dogs and cats are the only animal species accepted.

TUIfly refuses the transport from brachycephalic, snub-nosed or mixed breeds of snub-nosed dogs and cats in hold.

Acceptance of live animals is subject to prior authorization by service center. Information will be included in PNL.

The kennels for transport have to be provided by the passenger. Only kennels in good condition with strong locks will be accepted.

The transportbox must be clearly marked with name and address of owner / consignee.

The cockpit crew always has to be informed about transport of live animals on Load & Trimsheet / PIL / PIS and the transport has to be indicated in LDM and PSM.

A live animal check sheet must be completed prior to check in of all live animals booked as baggage (PETC/AVIH/SVAN). Please refer to 4.3.4.1 for more information.

For excess fees for animals in hold refer to CPH chapter 5

10.5.5.1 Trip File

10.5.5.1 General

A trip file containing the following records has to be stored at the departure station for 3 months:

- a copy of the trip info
- signed loading instruction / loading report
- a printout of the ACARS loadsheet or signed copy of Load & Trimsheet
- cargo manifest, including NIL cargo manifest
- a copy of the NOTOC signed by the commander
- a copy of the TAL signed by the commander
- as far as applicable a copy of the GenDec
- printout of messages in and out, such as LDM, PSM, FFM, SOM, ELI, destination info
- passenger manifest (as far as no copy is stored with check-in file)
- further flight related records, if applicable, e.g. next of kin data, live animal acceptance form or others

Kind regards,

TUI Airline Ground Operations