Certificate of Competence
for
Equine Flight Attendants
Transporting Horses by Air

Assessment Schedule

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Certificate of Competence for Equine Flight Attendants Transporting Horses by Air

Candidate Information

Introduction	The qualification will be administered by Cotswold Assessments (CA).
CA will co-ordinate and administer the scheme	Publish - candidate information - assessment schedule - assessment material Set standards for the training of Verifiers and Assessors Recruit, train and deploy Assessors and Verifiers Manage the verification process (quality assurance of assessment) Issue certificates to successful Candidates
The Certificate of Competence	Certificates of Competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.
Instruction	Attendance at a course of instruction is not a requirement to be able to apply for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed. CA can provide a training course from an approved instructor; however, instruction is also available from other training providers associated with the transport of live animals by air. Further information on training may be obtained from the Animal Transportation Association (ATA).
Access to Assessment	CA will appoint an approved independent Assessor to carry out the assessment. The candidate or their employer will be responsible for providing a venue and suitable resources for the assessment, including a live horse, a suitable stall or transport container, their tack bag, personal protective equipment, etc. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates' work-place supervisors**,** or anyone else who might have a vested interest in the outcome**,** carry out the assessment. The minimum age limit for Candidates taking certificates of competence is 18 years. There is no upper age limit.
Assessment	Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the qualification to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence. The candidate must be registered with CA for this qualification prior to assessment. The result of the assessment will be recorded on the assessment report form. The schedule of assessment contains the performance criteria relating to: • Observation of practical performance • Assessment of underpinning knowledge

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Performance Evaluation	The result of each assessment activity is evaluated against the following criteria: 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent). 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent). 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent). 1 = Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge leading to the recording of a critical fault. (Not yet competent).
Quality assurance of the assessment process (verification)	Verification is a process of monitoring the assessment; it is an essential check to confirm that the assessment process is being carried out in the way that CA has agreed. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness. Approved Assessors will be subject to a visit by the Verifier at a time when assessments are being undertaken. A selection of assessment records completed by the Assessor will be evaluated by a CA approved Verifier. Compliance with the verification requirements will be a requirement for Assessors to remain on the CA's list of approved assessors.
Complaints and Appeals	CA has a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the CA administration team through whom the assessment was arranged and submit the complaint in writing. For further information on CA's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.cotswoldassessments.com
Learning Outcomes	The candidate will be able to: 1. Prepare for transporting horses by air 2. Transport horses by air 3. Transfer the horse(s) to the consignee 4. Operate within and comply with the legislative and animal welfare requirements. 5. Operate within and comply with the safety and security procedures relating to both people within and outside the aircraft and to aircraft, buildings and vehicles

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	6. Complete and maintain essential records accurately. 7. State the identified knowledge that underpins understanding of animal welfare related to transporting animals by air
Guidance Notes for Candidates and Assessors	The assessment is divided in to three compulsory units Unit 1 - Prepare for Transport of Horses by Air Unit 2 – Transport Horses by Air Unit 3 - Transfer Horse(s) to the consignee Candidates must successfully achieve all Assessment Activities in the units they are to be assessed unless otherwise specified.
Safe Practice	Appropriate personal protective equipment (PPE) must be worn at all times. All equipment must be operated/used in such a way that the Candidate, Assessor, other persons, animals or other equipment are not endangered. All ancillary equipment, when not in use or detached must be safely stored or parked. Failure to operate safely and comply with these requirements will result in the candidate not meeting the required standard.
Validation of Equipment:	A Manufacturer's instruction book or other operators' manual should be available. All equipment being used for this assessment must comply with the relevant requirements of the UK Provision and Use of Work Equipment Regulations (PUWER) 1998. Any appropriate container for transportation complying with legal and welfare requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out. Any vehicles must comply with Department of Transport and Road Traffic Acts where relevant.
Additional Information	May be sought from relevant welfare codes, manufacturers' operator's manuals or any other appropriate training or safety publication.
Animal Welfare	Throughout this assessment a high emphasis is placed on animal welfare, which will underpin the whole of this qualification. The "Five Freedoms" and their interpretation by the RSPCA appear at the end of this schedule. During their assessment, candidates are reminded that they should carry out all the activities to comply with the animal welfare codes.

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Unit 1 – Prepare for Transport of Horses by Air	
Assessment Activity	**Assessment Criteria**
1.1 Demonstrate knowledge of the factors that should be taken into consideration for the effective care and welfare of animals being transported by air	1.1 (a) The different characteristics or conditions that might affect the handling and welfare of the horse(s) being transported: - sex - pregnancy - age - breed / type - temperament (b) Animal Welfare - animals are transported without delay - Person in charge of transport shall take action necessary to safeguard the welfare of the animals - Minimum stocking densities observed - Precautions against very high and/or very low temps taken
1.2 Demonstrate knowledge of the Five Freedoms upon which the modern Welfare Codes are based	1.2 The “five freedoms” are: - Freedom from thirst, hunger and malnutrition - Freedom from discomfort - Freedom from pain, injury and disease - Freedom to display most normal patterns of behaviour - Freedom from fear and distress.
2.1 Demonstrate knowledge of the safety regulations and/or considerations that relate to human health and safety	2.1 - Safety implications imposed by Risk Assessment during transporting - Responsibilities of an employer/ employee/ contractor to ensure safety of others - Wearing appropriate protective clothing (e.g. safety boots, face masks, oxygen masks, waterproofs, company clothing) - Approaching an animal and enter an animal pen safely
2.2 Demonstrate knowledge of the common risks to human health and safety	2.2 Common risks: - injury - fire - zoonotic diseases - chemicals - medicines - dust - noise - effects of altitude
2.3 Demonstrate knowledge of how problems at altitude can affect human health	2.3 Problems that can occur at altitude: - Effect on physiology • Lower blood pressure • pressure on ear drums - Depressurisation (Attendant must put on oxygen mask)

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Unit 1 – Prepare for Transport of Horses by Air (continued)	
Assessment Activity	**Assessment Criteria**
3. Legal requirements, including the legal responsibilities of the animal attendant during the transport of animals arising from EU directives 91/628 and 95/29	
3.1 Demonstrate knowledge of the actions required by law that the animal attendant must undertake if the animal becomes ill during transport.	3.1 Animal Health Animals ill during transport shall - receive first aid treatment as soon as possible; - be given appropriate veterinary treatment - undergo emergency slaughter without suffering if necessary
3.2 Demonstrate knowledge of the aspects of animal welfare that must be observed and acted upon during transport	3.2 Animal Welfare - animals are transported without delay - Person in charge of transport shall take action necessary to safeguard the welfare of the animals - Minimum stocking densities observed - Precautions against very high and/or very low temps taken
3.3 Demonstrate knowledge of the criteria that the animal container must fulfil during transport	3.3 Animal Containerisation - Animals shall have adequate space to stand in their natural position - Partitions required to protect from transport motion - Room to lie down where appropriate - Containers constructed to protect the animals against weather - Inspection and care of animals must be allowed - Ventilation and airspace as required for the species - Containers shall be easy to clean, escape proof and constructed to ensure safety during transport - Horses must wear halters during transport - Appropriate segregation of animals - Suitable flooring and litter - Transport must be cleansed and disinfected
3.4 Demonstrate knowledge of the areas of transporting animals that are covered by the IATA Live Animals Regulations (LAR)	3.4 The IATA Live Animal Regulations (LAR) - Carrier not responsible for any death or injury to animal attendant caused by animal(s) (Chapter 1.3.4) - Different countries have different requirements (Chapter 2) - Competent attendants required (Ch2) - Animal behaviour (Chapter 5) - Documentation (Chapter 7) - Container requirements (Chapter 8.2) - Unsuitability of certain litter/bedding materials (Chapter 1.2) - Recording of Vet products/medicines use (Chapter 1.2) - Ground Handling with respect to animal welfare and airport protocols (Chapter 10.2) - Appropriate hygiene measures taken, eg: PPE worn and clothing kept clean (Chapter 10.7) - Pregnant animals (Chapter 10.8)

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Unit 1 – Prepare for Transport of Horses by Air (continued)	
Assessment Activity	**Assessment Criteria**
4. Demonstrate knowledge of the key people responsible for the welfare of animals during transport	People with responsibility include: - the consignor - transporter - the attendant accompanying the animals - loadmaster or designated crew member on the aircraft - Captain of the aircraft
5. Demonstrate knowledge of where and how the responsibility of an animal attendant begins and ends	Responsibilities begin: - Animal is handed over to attendant's care - Shipping Agent passes paperwork to attendant Responsibilities end: - Paperwork is passed on to receiving Shipping Agent - Animal is handed over to care of consignee
6. Demonstrate which essential items of equipment should be carried by the attendant (in the 'tack bag')	Essential Equipment - Knife - Flash light - Chain shank - Chiffney bit / bridle - Twitch - Restraining collar - Spare head collar - blindfold - spare rope - Personal Protective Equipment (PPE) eg: gloves, boots, overalls high visibility jacket
Demonstrate which essential items of veterinary supplies should be carried by the attendant (in the 'tack bag')	Essential Veterinary supplies - Thermometer - Syringes / needles - Cotton wool - Wound dressing - Surgical alcohol - Bandages / gauze - Chemical restraints - Sedatives - Painkillers - Strong smelling substance e.g. menthol rub. - Suitable container
Demonstrate knowledge of the essential items of personal effects that should be carried by the attendant (in the 'tack bag')	Essential Personal effects - passports / visas - necessary funds - tickets - airside / boarding pass - CA/ATA ID card - essential contacts - notebook and pen

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Unit 1 – Prepare for Transport of Horses by Air (continued)	
Assessment Activity	**Assessment Criteria**
7. Demonstrate knowledge of the official documents required for transporting animals by air.	Essential documents that may be required: - veterinary health certificate (stamped and signed) - IATA Shippers Certificate - commercial invoice / packing list - airway bill - Animal Transport Certificate (ATC) - Route Plan or registration document - Carnet - Import permit - Transit permit - Horse passport - Other relevant documentation
8. Demonstrate knowledge of the enforcement authorities that have powers to inspect animals, documentation and vehicles before, during and after the journey Demonstrate knowledge of the enforcement powers that the above enforcement authorities may have.	Enforcement Authorities who can demand to inspect an animal in transit: - Animal Health Inspectors of Local Authorities - State Veterinary Service - State Agriculture Department - Police - Civil/Federal Aviation Authority - Customs and Excise - Airline officials All have powers to safeguard welfare of animals and prevent contravention of the law - Powers to give informal advice or direction or serve a notice either before or during the course of a journey - Powers to inspect animals, documentation and vehicles - Power to prevent a journey from starting or continuing
9. Plan for a journey to comply with instructions for transporting selected species of animals and the mode of transport	- check feed and water requirements before start of journey appropriate to species - check feed and water requirements during the journey appropriate to the time of journey and the species - check rest requirements appropriate to time of journey and species (preconditioning) - plan journey through assembly centres - check documentation required for journeys of more than 8 hours or to another EU Member State or a Third Country (Route Plan) - Allow for contingencies: • Accidents • Breakdowns • Weather • Animal problems • Knowledge of whom to contact for assistance - Keeping records of any deviations from the Route Plan to inform shipping agent at the end of the journey - Anticipating changing conditions: • Adjustments of ventilation - Communication with shipping agent and customers (if applicable)

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Unit 2 – Transport Horses by Air	
Assessment Activity	**Assessment Criteria**
10. Assemble the container identified by management **NOTE:** If the container is unsuitable the assessment will be terminated	- Container assembled correctly - Free from items that could cause injury - Appropriate assembly of: • Partitions • Sniffing boards • Watering and feeding equipment • Doors and bars • Ramps, ramp locks and wings • Ventilation facilities • Dolly stop locks - Adequately prepared by ensuring cleanliness, and bedding if required - Action to be taken if there is a problem
11. Check that the condition of the container is suitable for the species and the journey **NOTE:** If the container is unsuitable the assessment will be terminated	- Capacity of container compatible with number and type of animals to be transported - Check airworthiness of container - Check that the part of the container holding animals allows for their humane transport: • non-slip floors • adequate ventilation and control • adequate viewing lights, natural and artificial • suitable partitions • correct ramp • cargo straps and locks • condition of dollies and pallets • hydraulic lift • adequate head space • no sharp projections • no large gaps • strong enough to carry stock • adjustable for weather conditions
12. Check the fitness of animals to travel	- Note the health and physical fitness of animals • Temperature, • Pulse • Respiration - Identify sick and injured animals and those not fit to travel - Note stage of pregnancy, where appropriate - Identify potentially difficult animals
13. Demonstrate knowledge of aircraft safety and emergency procedures that an attendant accompanying an animal should be aware of.	- Escape procedures for different types of aircraft - Use of fire extinguishers - Use of oxygen bottles - Basic first aid - Local airline rules - Animal Attendant checklists as appropriate
14. Demonstrate knowledge of airline rules and/or requirements of an attendant accompanying an animal	- Authorisation for any veterinary medicines - How and when to communicate with the Captain, and what information he/she needs to know - Personal responsibility for complying with smoking and drinking restrictions - Responsibility for ensuring passport, visa(s) and insurance are valid and sufficient funds are carried.

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Unit 2 – Transport Horses by Air (continued…)	
Assessment Activity	**Assessment Criteria**
15. Demonstrate knowledge of how to check that the container is securely fixed to the aircraft	- Container secured using “floor locks” and “cargo nets” as required
16. Prepare animals for loading	Animals prepared for loading by appropriate use of: - Bandages - Rugs - Kickbacks - Poll / tail guards - Overreach - Head collars - Hock and travelling boots - Removal of hind shoes or taping up
17. Load animals fit for journey	Communication with other people - Instructions to colleagues to aid calm and quiet loading - Informing other people to move out/stay out of the transfer area Animals loaded using the least stressful method to suit the circumstances - Avoidance of damage to their health, safety and well being - Correct use of aids - Knowledge of prohibited handling methods Animals secured by appropriate method: - Pens - Halters - Head collars - Shank - Chiffney bit - Appropriate stocking density used (IATA Live Animal Regulations stocking density guidelines for horses) - Check container is secure for loading

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Unit 2 – Transport Horses by Air (continued…)	
Assessment Activity	**Assessment Criteria**
18. Demonstrate knowledge of the main causes of stress in animals during transportation	Causes of stress - Noise - Thirst - Extremes of temperature and humidity - Effects of overcrowding or understocking - Sudden movements - Light - Length of journey
Demonstrate knowledge of the signs of stress and ill-health in the species of animal being transported	Signs of stress and ill-health - Sweating - Claustrophobia - Jumping - Poring & scraping - Scrambling - Temperature - Laboured breathing
Demonstrate knowledge of the appropriate methods of reducing the symptoms of stress	Actions to take to reduce symptoms of stress - Provision of water - Provision of feed - Increase ventilation - Cut the journey short - Bandaging / body protection as appropriate. - Comforting - Sedative
19. Explain how higher temperature and relative humidity can affect animal welfare and how they should be controlled	Higher temperatures - Effects animals adversely, become uncomfortable and restless - Higher temperatures and relative humidity - Provide more water for animals - Need to adjust ventilation to reduce temperature and humidity - Need to monitor temperature and humidity both inside the container as well as outside it - Notify crew to adjust aircraft temperature
20. Demonstrate knowledge of the care for unfit, injured, fallen or otherwise distressed animals during transportation	- Identify problem and appropriate actions - Call for appropriate assistance - Arrange first aid treatment to alleviate symptoms as soon as possible
21. Apply bandages, boots or leg-wraps to an animal.	- Select bandages, boots or leg-wraps appropriate to animal and symptom - Fit, using humane method that is safe for animal and attendant - check correctly tensioned and secured

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Unit 2 – Transport Horses by Air (continued)	
Assessment Activity	**Assessment Criteria**
22. Demonstrate knowledge of how to apply veterinary medicines appropriately, so as to maintain the health of the user, the public and the animal(s)	- Medicines selected and used appropriate to symptoms and in line with legislation and the animal health management plan - Risk/COSHH assessment (Control of Substances Hazardous to Health) - Maintenance of animal welfare - Follow first aid procedure (as specified in the animal health management plan) - Maintenance of hygiene - Get Veterinary assistance if required - Adequate restraint of animals - Recommended quantity - Comply with product label / data sheet - Safe disposal of waste (sharps, syringes, empty containers etc.) - Records kept as required - Withdrawal period recorded - Monitor animal's health - Operator health surveillance - Adequate maintenance of equipment

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Unit 3 – Transfer Horse(s) to the consignee	
Assessment Activity	**Assessment Criteria**
23. Unload animals at destination	Animals unloaded in humane manner and passed to receiving party - Documentation delivered - Ensure the welfare of animals during unloading of the container - Minimum stress put on animals without damage to their health, safety and well-being - Correct use of aids - Ensure the safety of bystanders at all times - check the number, identification (chip reader) and condition of animals unloaded
24. Demonstrate knowledge of the airport procedures, protocols and safety requirements the attendant should be aware of	- Customs and Excise - Immigration and Passport Control - Baggage handling - Aircraft movements - Local laws and customs allowances - Airside / boarding pass, or need for escort - Appropriate clothing: e.g. high visibility jacket - Procedures for animals dead on arrival
25. Complete documentation and report results	- All records and documents passed to the shipping agent • Report/record variations to original instructions/Route Plan for the shipping agent - Animal records required by management • Number and type of animals • Sick or injured animals • Dead animals

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The Five Freedoms
The 'Five Freedoms' as defined by the UK Farm Animal Welfare Council, define ideal states, but provide a comprehensive framework for animal welfare on farm, in transit and at the place of slaughter.

They are:

- **Freedom from fear and distress**
- **Freedom from pain, injury and disease**
- **Freedom from hunger and thirst**
- **Freedom from discomfort**
- **Freedom to express normal behaviour**

What the Five Freedoms mean:-

FREEDOM from fear and distress by providing conditions and care, whether on farm, in transit or at the abattoir, which avoid mental suffering. For instance, staff involved in handling livestock need to be aware of the welfare problems associated with animal handling and understand the behaviour characteristics and likely reactions of the species in question, so that potentially stressful events such as loading/unloading and moving animals can be carried out quietly and calmly.

FREEDOM from pain, injury and disease by prevention or rapid diagnosis and treatment. The design of accommodation for farm animals should be such that a high or regular occurrence of injury and disease as the consequence of poorly designed facilities is avoided. Stock-keepers should be sufficiently skilled and alert to detect incidents of injury and disease early, to act appropriately to reduce or avoid them in future.

FREEDOM from hunger and thirst by providing ready access to fresh water and a diet to maintain full health and vigour. Feed must be satisfying, appropriate for the species/age of animal and safe. Other measures (such as minimizing bullying and competition at feed time by ensuring appropriate placement and numbers of feeders/drinkers) should also be employed to achieve this 'freedom'.

FREEDOM from discomfort by providing an appropriate environment including shelter and a comfortable resting area. The provision of a safe, clean, dry bedded lying area helps to achieve this and space allowances should ensure that all animals have adequate space to lie comfortably, groom themselves, get up and get down easily without injuring themselves or others. The design of flooring and unbedded areas along with drainage and manure handling should be such that they do not result in injuries or diseases of the feet.

FREEDOM to express normal behaviour by providing sufficient space, proper facilities and company of the animals' own kind. The proven needs of different species of animals must be met. For example, the provision of straw bedding of other material for manipulation for pigs, can not only provide a comfortable lying place, but also enriches a potentially barren environment by providing an opportunity for pigs to satisfy their strong instinct for exploration, rooting behaviour and play. Allowing expression of natural behaviour helps to reduce the occurrence of unnatural, potentially harmful behaviours and improves mental wellbeing.

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