

# Drug and Alcohol Management Plan (DAMP)

VERSION 3.8 MAY 2023



# Contents

---

<b>Administration .....</b>	<b>1</b>
(i) List of Effective Pages.....	1
(ii) Revisions .....	2
(iii) Distribution List.....	2
(iv) Definitions.....	3
(v) References to Standards and Reports.....	9
(vi) Permitted Level .....	10
(vii) Suitable Test Conditions .....	10
<b>General .....</b>	<b>11</b>
Background.....	11
Introduction .....	11
Policy on AOD Use .....	12
Disciplinary Action Following a Positive Test Result .....	12
Formal Counselling .....	13
Key Contacts .....	13
DAMP Contact Officer .....	13
DAMP Supervisor .....	14
DAMP Medical Review Officer .....	14
Application .....	15
DAMP Content.....	15
Responsibilities.....	16
Responsibilities of ADG .....	16
Responsibilities of SSAA Employees.....	16
Responsibilities of DAMP Supervisors.....	17
<b>Drug &amp; Alcohol Education Program.....</b>	<b>18</b>
Overview .....	18
Mandatory Components .....	18
Drug & Alcohol Education Program.....	18
<b>Drug and Alcohol Testing Program .....</b>	<b>19</b>
Substances Included in Testing .....	19
How Testing is Conducted .....	19
Darwin International Airport .....	19
Alice Springs and Tennant Creek Airport.....	19
When Testing will Occur.....	20
When First Joining ADG .....	20

After an Accident or Serious Incident .....	20
DAMP Supervisor Reasonable Grounds .....	20
Return to Work .....	21
Who Conducts the Testing.....	21
Requirements of DAMP Medical Review Officer .....	22
<b>Drug &amp; Alcohol Response Program .....</b>	<b>23</b>
Circumstances when an employee must cease SSAA.....	23
Returning to SSAA .....	23
What is the role of a Medical Review Officer? .....	24
<b>Procedural Reviews .....</b>	<b>25</b>
<b>Privacy .....</b>	<b>26</b>
<b>Review, Audit and Compliance.....</b>	<b>27</b>
<b>Reporting and Record Keeping .....</b>	<b>28</b>
Reporting.....	28
Record Keeping .....	28
<b>Variations.....</b>	<b>29</b>
<b>Attachments.....</b>	<b>30</b>
Attachment A: Alcohol & Other Drug Testing Flowchart.....	30
Attachment B: DAMP Audit Checklist .....	31

# Administration

## (i) List of Effective Pages

Page	Version	Date
1	3.8	May 2023
2	3.8	May 2023
3	3.8	May 2023
4	3.8	May 2023
5	3.8	May 2023
6	3.8	May 2023
7	3.8	May 2023
8	3.8	May 2023
9	3.8	May 2023
10	3.8	May 2023
11	3.8	May 2023
12	3.8	May 2023
13	3.8	May 2023
14	3.8	May 2023
15	3.8	May 2023
16	3.8	May 2023
17	3.8	May 2023
18	3.8	May 2023
19	3.8	May 2023
20	3.8	May 2023
21	3.8	May 2023

Page	Version	Date
22	3.8	May 2023
23	3.8	May 2023
24	3.8	May 2023
25	3.8	May 2023
26	3.8	May 2023
27	3.8	May 2023
28	3.8	May 2023
29	3.8	May 2023
30	3.8	May 2023
31	3.8	May 2023
32	3.8	May 2023
33	3.8	May 2023
34	3.8	May 2023
35	3.8	May 2023
36	3.8	May 2023
37	3.8	May 2023
38	3.8	May 2023
39	3.8	May 2023
40	3.8	May 2023
41	3.8	May 2023
42	3.8	May 2023

## (ii) Revisions

Revision Number	Date	Revised By	Approved By	Amendment Details
Draft	14/11/08	J Reid		First Draft
Draft	13/01/09	J Reid		Second Draft
Revision 1.1	28/08/09	R Calaby		Personnel change, MRO details.
Revision 2.0	6/01/10	R Calaby	DAMP Working Group	Recommended changes following CASA audit
Revision 2.1	14/4/10	S Poyzer	L Coburn	Formatting changes
Revision 2.2	31/7/10	R Calaby	R Calaby	Supervisor Contacts added.
Version 3.0	20120720	R Calaby	A MacDowell	Reviewed and Reissued
Version 3.1	Jan 2014	M Curtis	A MacDowell	Format and personnel changes
Version 3.2	July 2014	M Curtis	A MacDowell	Changes made in line with new CASA DAMP Framework. New MRO.
Version 3.3	August 2015	M Curtis	R Calaby	Update Contacts
Version 3.4	September 2017	S Caldwell	R Calaby	Update Contacts & formatting, MRO change.
Version 3.5	August 2019	R Calaby	D. Semal	Update Contacts
Version 3.6	August 2020	R Calaby	D. Semal	Update Contacts Add list of effective pages, revise definitions, revise response plan following positive test results.
Version 3.7	July 2021	R Calaby	S Caldwell	Update contacts, update NTA to ADG format.
Version 3.8	May 2023	R Calaby	S Caldwell	Update contacts

## (iii) Distribution List

This DAMP is made available to all ADG employees via the ADG Library on SharePoint.

Contractors performing a Safety Sensitive Aviation Activity (SSAA) have access to the ADG DAMP via the Darwin International and Alice Springs Airports websites.

## (iv) Definitions

<b>Accident</b>	<p>An occurrence that arises out of a person performing or being available to perform an applicable Safety Sensitive Aviation Activity (SSAA) if either or both of the following applies:</p> <ul style="list-style-type: none"> <li>(a) the occurrence results in the death of, or serious harm to, a person;</li> <li>(b) the occurrence results in serious damage to an aircraft or property.</li> </ul>										
<b>Act</b>	Civil Aviation Act 1988.										
<b>Aerodrome testing area</b>	<ul style="list-style-type: none"> <li>(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and</li> <li>(b) any part of the surface of a certified aerodrome or registered aerodrome: <ul style="list-style-type: none"> <li>(i) that is not covered by paragraph (a); and</li> <li>(ii) that does not have a building on it; and</li> <li>(iii) from which access to a surface mentioned in paragraph (a) may be had; and</li> </ul> </li> <li>(c) a building located on a certified aerodrome or registered aerodrome that is used: <ul style="list-style-type: none"> <li>(i) for maintenance of an aircraft or an aeronautical product; or</li> <li>(ii) for the manufacture of aircraft or aeronautical products; or</li> <li>(iii) by an air traffic service provider to control air traffic; or</li> <li>(iv) by the holder of an AOC for flying training; and</li> </ul> </li> <li>(d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.</li> </ul>										
<b>Airport Development Group (ADG)</b>	<p>Airport Development Group Pty Ltd includes the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Airport Development Group Pty Ltd</td> <td style="text-align: right;">(ABN 77 081 422 915)</td> </tr> <tr> <td style="padding-left: 40px;">Northern Territory Airports Pty Ltd</td> <td style="text-align: right;">(ABN 83 081 258 139)</td> </tr> <tr> <td style="padding-left: 40px;">Darwin International Airport Pty Ltd</td> <td style="text-align: right;">(ABN 87 081 258 246)</td> </tr> <tr> <td style="padding-left: 40px;">Alice Springs Airport Pty Ltd</td> <td style="text-align: right;">(ABN 19 081 258 246)</td> </tr> <tr> <td style="padding-left: 40px;">Tennant Creek Airport Pty Ltd</td> <td style="text-align: right;">(ABN 42 081 258 344)</td> </tr> </table>	Airport Development Group Pty Ltd	(ABN 77 081 422 915)	Northern Territory Airports Pty Ltd	(ABN 83 081 258 139)	Darwin International Airport Pty Ltd	(ABN 87 081 258 246)	Alice Springs Airport Pty Ltd	(ABN 19 081 258 246)	Tennant Creek Airport Pty Ltd	(ABN 42 081 258 344)
Airport Development Group Pty Ltd	(ABN 77 081 422 915)										
Northern Territory Airports Pty Ltd	(ABN 83 081 258 139)										
Darwin International Airport Pty Ltd	(ABN 87 081 258 246)										
Alice Springs Airport Pty Ltd	(ABN 19 081 258 246)										
Tennant Creek Airport Pty Ltd	(ABN 42 081 258 344)										
<b>Airport security guard</b>	Has the meaning given in section 9 of the <i>Aviation Transport Security Act 2004</i> .										
<b>AOD</b>	Alcohol and other drugs.										

<b>Appropriately qualified alcohol and other drug professional</b>	A person who: (e) materially works as a provider of clinical drug and alcohol treatment services; and (f) holds a bachelor degree, or postgraduate degree, in at least 1 of the following fields: (i) health sciences; (ii) medical science; (iii) social sciences; (iv) behavioural sciences.
<b>Approved breathalyser</b>	A breathalyser approved by CASA under paragraph 99.130 (a) for alcohol testing.
<b>Approved drug testing device</b>	A device approved by CASA under paragraph 99.130 (b) for testing for testable drugs.
<b>Approved laboratory</b>	A person authorised under subregulation 99.450 (3) to conduct confirmatory drug tests for Subpart 99.C.
<b>Approved person</b>	In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory.
<b>approved tester</b>	A person who is authorised to: (g) take body samples for drug or alcohol tests under subregulation 99.450 (1); and (h) conduct initial drug tests or alcohol tests under subregulation 99.450 (2).
<b>ASIC</b>	Has the meaning given in the <i>Aviation Transport Security Regulations 2005</i> .
<b>BAC</b>	Breath Alcohol Content (% alcohol in breath).
<b>CASA medical review officer (MRO)</b>	A medical practitioner who for drug and alcohol testing under Subpart 99.C and for Subparts 99.E and 99.H has: (i) been appointed by CASA under subregulation 99.390 (1) for the purposes of Subpart 99.C; and (j) training and competence in the field of interpreting drug and alcohol test results; and (k) knowledge of substance use disorders; and (l) knowledge of the contents of this Part.
<b>Commencement date</b>	The date on which this Civil Aviation Safety Regulations 1998 (CASR) Part 99 commences.



<b>Comprehensive assessment</b>	In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out: <ul style="list-style-type: none"> <li>(m) by a psychiatrist; or</li> <li>(n) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or</li> <li>(o) jointly by: <ul style="list-style-type: none"> <li>(i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and</li> <li>(ii) an appropriately qualified drug and alcohol professional.</li> </ul> </li> </ul>
<b>Confirmatory alcohol test</b>	An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample. <i>Note: See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</i>
<b>Confirmatory drug test</b>	A drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample. <i>Note: See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</i>
<b>DAMP contact officer</b>	In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under this Part.
<b>DAMP contractor</b>	A person, or the employee of a person, who is: <ul style="list-style-type: none"> <li>(p) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or</li> <li>(q) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.</li> </ul>
<b>DAMP medical review officer</b>	A medical practitioner who for drug or alcohol testing under a DAMP has: <ul style="list-style-type: none"> <li>(r) competence in the field of interpreting drug and alcohol test results; and</li> <li>(s) knowledge of substance use disorders; and</li> <li>(t) knowledge of the contents of this Part.</li> </ul>
<b>DAMP organisation</b>	A person that is required to have a DAMP under sub regulation 99.030 (1).
<b>DAMP reporting period</b>	For a DAMP organisation, the period of 6 months immediately before each: <ul style="list-style-type: none"> <li>(u) 1 March; and</li> <li>(v) 1 September.</li> </ul>

<b>DAMP subcontractor</b>	<p>A person who is a party to:</p> <ul style="list-style-type: none"> <li>(w) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of <b>DAMP contractor</b>, or</li> <li>(x) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).</li> </ul>
<b>DAMP supervisor</b>	<p>In relation to a DAMP organisation, means a person who:</p> <ul style="list-style-type: none"> <li>(y) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and</li> <li>(z) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2) (c).</li> </ul>
<b>Donor</b>	<p>A person who is asked to give, or has given, a body sample to an approved tester.</p>
<b>Drug and alcohol education program</b>	<p>For a DAMP organisation, a program that includes the following components:</p> <ul style="list-style-type: none"> <li>(aa) for SSAA employees — awareness of: <ul style="list-style-type: none"> <li>(i) the organisation’s policy on drug and alcohol use; and</li> <li>(ii) drug and alcohol testing in the workplace; and</li> <li>(iii) support and assistance services for people who engage in problematic use of drugs and alcohol; and</li> <li>(iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol;</li> </ul> </li> <li>(bb) for DAMP supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.</li> </ul>
<b>Drug and alcohol management plan (DAMP)</b>	<p>A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045.</p>
<b>Drug or alcohol intervention program</b>	<p>In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:</p> <ul style="list-style-type: none"> <li>(cc) assessment;</li> <li>(dd) treatment, including any of the following: <ul style="list-style-type: none"> <li>(i) education;</li> <li>(ii) counselling;</li> <li>(iii) consultation with health care professionals;</li> <li>(iv) pharmacotherapy;</li> <li>(v) residential or non-residential treatment programs;</li> </ul> </li> <li>(ee) monitoring and follow-up action.</li> </ul>
<b>Employee</b>	<p>In relation to a DAMP organisation, means includes a DAMP contractor of the DAMP organisation.</p>

<b>Foreign operator</b>	<p>(ff) The holder of a foreign aircraft AOC; or</p> <p>(gg) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or</p> <p>(hh) the operator of an aircraft operating under a permission granted under section 27A of the Act; or</p> <p>(ii) the holder of a New Zealand AOC with ANZA privileges; or</p> <p>(jj) the operator of an aircraft that is operating in Australia in accordance with section 14 of the <i>Air Navigation Act 1920</i>.</p>
<b>Initial alcohol test</b>	<p>An alcohol test to determine the presence of alcohol in a body sample.</p> <p><i>Note: See paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</i></p>
<b>Initial drug test</b>	<p>A drug test to determine the presence of a testable drug in a body sample.</p> <p><i>Note: See paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</i></p>
<b>Nominated drug or alcohol intervention program</b>	<p>In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:</p> <p>(kk) if the person is an employee of a DAMP organisation — a DAMP medical review officer; or</p> <p>(ll) in any other case — a CASA medical review officer.</p>
<b>NTA</b>	Northern Territory Airports Pty Ltd
<b>Passenger</b>	<p>In relation to an aircraft, means a person:</p> <p>(mm) who:</p> <p>(i) intends to travel on a particular flight on the aircraft that has not as yet boarded; or</p> <p>(ii) is on board the aircraft for a flight; or</p> <p>(iii) has disembarked from the aircraft following a flight; and</p> <p>(nn) who is not a member of the crew of the aircraft.</p>
<b>Passport</b>	An Australian passport within the meaning of the <i>Australian Passports Act 2005</i> , or a passport issued by the Government of a country other than Australia.
<b>Permitted level</b>	<p>(oo) For a testable drug — a level of the drug specified in (vi) Permitted Level on page 10 for the purposes of this paragraph; and</p> <p>(pp) for alcohol — a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.</p>

<b>Positive result</b>	<p>(qq) For an initial drug test — a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act.</p> <p>(rr) For a confirmatory drug test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.</p> <p>(ss) For an initial alcohol test — a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act.</p> <p>(tt) For a confirmatory alcohol test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.</p>
<b>Regular SSAA employee</b>	A SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
<b>Regulation</b>	Civil Aviation Safety Regulation Part 99 – Drug and Alcohol Management Plans and Testing (CASR 99).
<b>Relevant Standard</b>	<p>(uu) AS 3547, Breath alcohol testing devices for personal use; and</p> <p>(vv) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and</p> <p>(ww) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and</p> <p>(xx) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.</p>
<b>Sample identifier</b>	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150.
<b>Screening officer</b>	Has the meaning given in the <i>Aviation Transport Security Act 2004</i> .
<b>Serious incident</b>	<p>An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies:</p> <p>(yy) the occurrence gives rise to a danger of death or serious harm to a person;</p> <p>(zz) the occurrence gives rise to a danger of serious damage to an aircraft or property.</p>
<b>SSAA</b>	A safety-sensitive aviation activity.
<b>SSAA employee</b>	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
<b>Subpart</b>	Subparts in Civil Aviation Safety Regulation Part 99 – Drug and Alcohol Management Plans and Testing (CASR 99).

<b>Sub regulation</b>	sub regulation in Civil Aviation Safety Regulation Part 99 – Drug and Alcohol Management Plans and Testing (CASR 99).
<b>Substantial compliance</b>	In relation to a drug or alcohol test, has the meaning given in sub regulation 99.020 (2).
<b>Suitable test conditions</b>	Has the meaning given by sub regulation (3).

*Note 1: A number of other expressions used in this Part have the meanings given in the Act. For example:*

- aeronautical product
- AOC
- body sample
- civil aviation authorisation
- drug or alcohol test
- foreign aircraft AOC
- New Zealand AOC with ANZA privileges
- positive test result
- safety-sensitive aviation activities
- testable drug.

*Note 2: **Testable drugs** are specified in a legislative instrument made by the Minister under subsection 33 (2) of the Act.*

## (v) References to Standards and Reports

In this Part:

- **AS** followed by a number is a reference to the Australian Standard so numbered or identified, as in force or existing from time to time, published by Standards Australia.
- **AS/NZS** followed by a number is a reference to the Australian/New Zealand Standard so numbered or identified, as in force or existing from time to time, published jointly by Standards Australia and Standards New Zealand.
- **NMI R** followed by a number is a reference to the report so numbered or identified, as in force or existing from time to time, published in that year by the National Measurement Institute, Department of Innovation, Industry, Science and Research.

## (vi) Permitted Level

For paragraph (a) of the definition of **permitted level**, the permitted level for each testable drug is specified in the following table.

Testable Drug Concentration	- ng/mL
$\Delta$ 9-tetrahydrocannabinol	10
6-Acetyl morphine	10
Amphetamine	25
Benzoyllecgonine	25
Cocaine	25
Codeine	25
Ecgonine methyl ester	25
Methylamphetamine	25
Methylenedioxyamphetamine	25
Methylenedioxymethylamphetamine	25
Morphine	25

## (vii) Suitable Test Conditions

**Suitable test conditions** means conditions that exist after an accident or serious incident if:

- (aaa) testing can be conducted within:
  - (i) for drug testing — 32 hours after the accident or incident occurred; and
  - (ii) for alcohol testing — 8 hours after the accident or incident occurred; and
- (bbb) it is practicable to conduct a test.

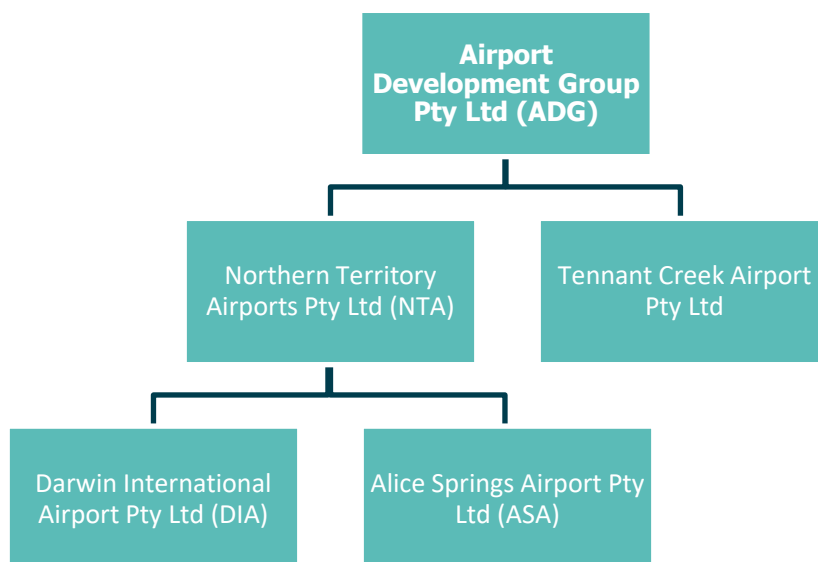
# General

## Background

Airport Development Group (ADG) acquired a lease for three Northern Territory Airports comprising Darwin International Airport, Alice Springs Airport and Tennant Creek Airport, from the Commonwealth Government. AFG is the ultimate parent company of the group (refer to company's structure diagram.) NTA owns 100% of Northern Territory Airports Pty Ltd (NTA) which, in turn, owns 100% of Darwin International Airport Pty Ltd (DIA) and Alice Springs Airport Pty Ltd (ASA) who are respectively holders of a 50 year lease over Darwin International Airport and Alice Springs Airport with free options to renew for a further 49 years.

ADG also owns 100% of Tennant Creek Airport Pty Ltd (TCA) who are the holders of a 50-year lease over Tennant Creek Airport with free option for a further 49 years.

**Figure 1: Company Structure**



## Introduction

This document is the Airport Development Group Drug and Alcohol Management Plan (DAMP). ADG is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).

The requirement for various organisations, including ADG, to develop and implement a program has been introduced into the CASRs in order to enhance safety benefits and other outcomes for the aviation sector.

ADG is obliged to develop, implement and maintain a program meeting the requirements of CASR 99. This is an important document that all personnel should read carefully and familiarise themselves with.

## Policy on AOD Use

Airport Development Group (ADG) recognises that it has a “duty of care” to provide a safe working environment for all employees and contractors. ADG also understands that all personnel have a responsibility to their fellow employees and to themselves to maintain this safe and healthy working environment.

ADG also recognises the importance of achieving compliance with the Civil Aviation Safety Regulations 1998 (CASR Part 99) – Drugs and alcohol management plan and testing for the aviation industry requirement. These regulations stipulate that aerodrome operators i.e. the holders of an aerodrome certificate granted under regulation 139.050 will be required to have a Drug and Alcohol Management Plan (DAMP).

ADG staff and contractors who are affected by alcohol or other drugs pose a risk to themselves and to other people. The inappropriate use of alcohol and other drugs can lead to the impairment of an individual’s health and work performance and can cause accidents and injuries. ADG is committed to the implementation of a policy and procedures that minimise the risk of accident, incident and injury in the workplace arising from consumption of alcohol and other drugs (AOD).

The purpose of this policy is to outline the strategies and processes that ADG will use to manage the risks associated with use, or recent use, of AOD by persons in the workplace.

ADG takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal.

Occasionally ADG Management may approve company sponsored social activities during which alcohol may be responsibly consumed. On such occasions, you are responsible for ensuring you behave appropriately and safely, and show respect for yourself and colleagues.

## Disciplinary Action Following a Positive Test Result

As far as possible, a positive drug or alcohol test result will be treated as a health and safety issue. The following steps will be taken when an employee has recorded a positive drugs or alcohol test:

- If the result of the initial alcohol test is a positive result, the approved tester must take a further breath sample from the donor for a confirmatory alcohol test. The further sample must be taken as soon as practicable, but not sooner than 15 minutes, after the initial alcohol test sample was taken.
- If the result of an initial drug test is a non-negative result, the approved tester may take a further body sample from the donor for a confirmatory drug test. The further body sample, if any, must be taken as soon as practicable after the initial body sample was taken. The confirmatory drug test may be a urine test.
- The ADG nominated person and the employee’s supervisor will be notified of the positive screening test result.
- The employee will be notified that they have been temporarily stood down from duties for the remainder of the day/shift.
- The employee will be notified by their supervisor (or their delegate) of options for counselling, how they may return to work and the implications of a positive result.



- ADG will decide whether the employee can be directed to perform alternative duties or is required to leave the Airport. The employee may be provided with assistance to return to their home at the discretion of their supervisor (or their delegate).

In line with CASA’s requirements, prior to returning an employee to their role, ADG will ensure that the employee does not have concentrations of alcohol or testable drugs above the permitted limits. This can be achieved in a number of ways:

- Subsequent screening testing, undertaken no earlier than the start of the employee’s next rostered shift. If an employee fails a screening test at the commencement of their next shift, ADG may reasonably decide that the employee has failed to acknowledge a drug or alcohol problem and initiate action it considers appropriate.
- A confirmed negative test result following an initial positive screening test.

## Formal Counselling

Formal Counselling may occur where a serious or repeat misdemeanour has occurred. The Counselling will normally be conducted by the immediate supervisor but may be the manager (if required or warranted). Normally a HR representative will sit in on the counselling as an independent witness.

Formal Counselling should provide a written document detailing:

- The offence(s) or alleged offence with specific detail to allow a response or rebuttal;
- Actions that are aimed at finalising the offence;
- Consequences of a repeat offence.

The offender should receive a signed copy of the documentation, it would be preferred that the offender signs acknowledging receipt of the document but that is not mandatory.

## Key Contacts

### DAMP Contact Officer

The role of the DAMP Contact Officer is to liaise with the Civil Aviation Safety Authority in relation to ADG responsibilities in connection with this program. ADG has appointed the following contact officers:

Role	Name	Position	Phone
DAMP Contact Officer	Robert Calaby	DIA Safety & Standards Manager	0402 088 163
Alternate Contact	Steve Caldwell	Health & Safety Manager	0402 782 375
Alternate Contact	Mike Clancy	DIA Airside Manager	0423 797 355
Alice Springs and Tenant Creek Contact	Mark Braddon	Security & Compliance Officer	0402 088 153

## DAMP Supervisor

Position	Name	Phone
<b>Darwin Airport</b>		
Executive General Manager of Operations	Rob Porter	08 8920 1889
Head of Airside	Glen Dodds	0447 572 766
Safety & Standards Manager	Robert Calaby	0402 088 163
Airside Manager	Mike Clancy	0423 797 355
Health & Safety Manager	Steve Caldwell	0402 782 375
Senior Operations Coordinator	George Cheriyan	0419 864 223
Terminal and Airside Operations Officers	Alicia Jones Belinda Osborne George Glinatsis Joseph Randall Katie Crombie Kristy Mills Liam Hale Robbie Patrick Van Nguyen Vangelis Roditis	0401 055 977
Head of Electrical	Ian Pask	0402 088 149
Grounds Maintenance Supervisor	Jamie Graham	0423 797 744
<b>Alice Springs Airport</b>		
Manager	Tony Schulz	0402 088151
Security & Compliance Manager	Mark Braddon	0402 088 153
Facilities Manager	Joseph Dhollande	0417 833 411
<b>Tennant Creek Airport</b>		
Supervisor	Ian Slade	0402 088 160

## DAMP Medical Review Officer

Northern Territory Airports has appointed the following Medical Review Officer:

### **Dr Rebecca Dingle**

Territory Medical Mitchell  
55-59 Mitchell St  
DARWIN CITY NT 0810

**Ph:** 08 8948 4333  
**Fax:** 08 8948 4322

## Application

This DAMP applies to all ADG personnel that perform, or are available to perform, an SSAA. These personnel are:

- persons employed directly by ADG;
- contractors engaged by ADG;
- subcontractors engaged by contractors of ADG; and
- persons employed by those contractors and subcontractors.

In this program these personnel are all referred to as "SSAA employees" even though they may not be directly employed by ADG.

The ADG personnel to which this program applies will generally be engaged in the following employment categories:

- **Operations** – including those completing duties of the Airside Manager, Airside Operations Officers, Airport Duty Managers, Senior Operations Coordinator, Aerodrome Reporting Officer, Safety and Standards Manager, Environment Manager, Health & Safety Manager, Security & Compliance Coordinator and Head of Terminal Operations, Security Manager.
- **Infrastructure, Maintenance and Technical** – including those completing maintenance of technical duties of the Environment Manager, Technical Services Officer, Head of Electrical, Grounds Maintenance Supervisor, Ground Staff, Works Supervisor and plant operators.
- **Project Delivery** – including those overseeing projects being completed in the relevant aerodrome testing areas.
- **Contractors** – including those completing work for ADG, for example security contractor, maintenance personnel etc.

## DAMP Content

This DAMP comprises three key elements:

1. A drug and alcohol education program (see Section 2).
2. A drug and alcohol testing program (see Section 3).
3. A drug and alcohol response program (see Section 4).

## Responsibilities

ADG is legally required to, and will, comply strictly with its obligations under this program.

ADG expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that failure to do so may result in:

- them committing an offence against CASR 99, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
- ADG taking disciplinary action against its employees (see Section 1.3) or contractual action against contractors or sub-contractors.

### Responsibilities of ADG

ADG must:

- for new SSAA employees, make this plan available to each SSAA employee before that person begins to perform, or becomes available to perform, an SSAA;
- for current SSAA employees, make this plan available to each SSAA employee by the end of the working day on which the employee next performs, or is available to perform, an SSAA;
- not permit a SSAA employee to perform, or be available to perform, an SSAA in the following circumstances:
  - if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
  - if an accident or serious incident has occurred which involved the employee, while he or she is performing or available to perform an SSAA, and either:
    - for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not been conducted; or
    - if tests have been conducted - ADG has not been notified of the test results;
  - if an SSAA employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and
- provide periodic reports to the Civil Aviation Safety Authority about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

### Responsibilities of SSAA Employees

SSAA employees:

- are encouraged to disclose to ADG if they have consumed a level of alcohol, or have taken any drug, that may affect their ability to carry out an SSAA;
- must not perform, or be available to perform, an SSAA if aware that they are adversely affected by a testable drug or by alcohol, until they are no longer adversely affected;

- are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for ADG;
- will be required to provide a body sample if they are to be tested for drugs and alcohol by CASA or ADG for the purposes of conducting such tests;
- must cease performing, or being available to perform, a SSAA if they:
  - return a positive result for a drug or alcohol test
  - fail to comply with a request by an approved tester to provide a body sample for CASA or ADG drug and alcohol testing;
  - fail to comply with a request to provide a body sample for ADG drug and alcohol testing under this program;
  - interfere with a body sample they provide for drug or alcohol testing by CASA or ADG;
  - if required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.
- report the use of prescribed and over-the-counter medicines to their supervisor or line manager.

### **Responsibilities of DAMP Supervisors**

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol and are authorised by ADG to form such an opinion in appropriate cases. The DAMP Supervisor can refer to advice provided by an appropriately qualified alcohol and other drug professional (e.g. AusHealth Work) to identify the likely effect on the ability of a SSAA to carry out his or her duties.

Where a DAMP Supervisor forms that opinion, ADG will not permit an SSAA employee to perform, or be available to perform an SSAA.

Where required to do so by a DAMP Supervisor, SSAA employees of ADG must cease performing or being available to perform an SSAA. This includes colleagues, contractors and tenants.

# Drug & Alcohol Education Program

---

## Overview

ADG will ensure that all SSAA employees and DAMP Supervisors complete the ADG drug and alcohol education program when they first join the organisation and before they perform or are available to perform a SSAA.

ADG will additionally provide refresher education to all SSAA employees at an interval of no longer than 24 months.

## Mandatory Components

The ADG drug and alcohol education program contains the following components:

- For SSAA employees — awareness of:
  - ADG policy on drug and alcohol use; and
  - drug and alcohol testing in the workplace; and
  - support and assistance services for people who engage in problematic use of drugs and alcohol; and
  - information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
- Additionally for DAMP Supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.

## Drug & Alcohol Education Program

ADG has developed and maintains a Drug and Alcohol Education Program for all employees and contractors to undertake when first joining the organisation, and refresher training every 2 years. Although the DAMP and education program are aimed at employees performing a Safety Sensitive Aviation Activity (SSAA), all ADG staff are required to undertake the Drug and Alcohol Education Program in order to enhance safety throughout NT Airports. The education program is delivered via the ADG Online Induction. For Contractors in Alice Springs, this is delivered via a PowerPoint presentation located on the airports public drive.

DAMP Supervisors receive additional education and training about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, via the CASA online AOD E-learning for DAMP Supervisors.

# Drug and Alcohol Testing Program

---

In addition to the drug and alcohol testing conducted by or on behalf of ADG under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

The testing program generally follows the flow outlined in Attachment A.

## Substances Included in Testing

ADG will test for the following substances:

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines

## How Testing is Conducted

Any drug and alcohol test done under this program will be conducted as follows for each airport:

### Darwin International Airport

- Breath testing for alcohol — using a device that meets either:
  - AS 3547, Breath alcohol testing devices for personal use; or
  - NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers;
- Oral fluid testing for drugs (initial testing):
  - in accordance with AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*;
- Urine testing for drugs (confirmatory testing):
  - in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

### Alice Springs and Tennant Creek Airport

- Breath testing for alcohol — using a device that meets either:
  - AS 3547, Breath alcohol testing devices for personal use; or
  - NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers;
- Urine testing for drugs (initial and confirmatory testing):
  - in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

Alice Springs Airport and Tennant Creek Airport fall under CASA Exemption 135/20, *Exemption of DAMP organisations for collection and screening of specimens*, therefore are exempt for compliance with subparagraphs 99.050 of the CASR 1998. Testing for drugs will be via a urine test in both initial and confirmatory testing.

Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

## When Testing will Occur

Drug and alcohol testing of all SSAA employees under this program will be conducted in the following circumstances:

### When First Joining ADG

A person will be tested for alcohol and testable drugs when they first join ADG, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless:

- the person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform an SSAA; and
- the test results were not positive results.

All offers of employment will be the condition of a negative alcohol and other drugs testing.

Contractors who achieve not positive results from non-innocuous sources will not be permitted to perform SSAA duties on ADG Airports.

### After an Accident or Serious Incident

An SSAA employee will be tested for alcohol and testable drugs after an accident or serious incident that occurs whilst they are performing, or available to perform, an SSAA, provided that suitable test conditions exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- within 32 hours of the accident or incident for drug testing;
- within 8 hours of the accident or incident for alcohol testing; and
- it is practicable to conduct a test.

### DAMP Supervisor Reasonable Grounds

An SSAA employee will be tested if a DAMP Supervisor has reasonable grounds to believe that the person may be adversely affected by alcohol or testable drugs while performing, or available to perform, an SSAA.



## Return to Work

An SSAA employee will be tested for alcohol and testable drugs if the employee is returning to work after a period during which the employee was not permitted under CASR 99 to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

## Who Conducts the Testing

Testing under this plan (other than CASA random testing) to be conducted by:

### **AusHealth Work**

65 Hardys Road

Underdale SA 5032

During Business Hours: 1800 633 838

After Hours: 8132 7416

*Available on call-out for Darwin, Alice Springs and Tennant Creek (drive from Alice Springs)*

Contractor and DIA presentation testing in Darwin available from:

### **NT Work Medicals**

43 Albatross Street

Winnellie NT 0820

Ph: 0408 298 542

Contact: Alyce Dunstan

### **Safework Laboratories/ Darwin Occupational Services**

35a/ 12 Charlton Court

Woolner NT 0820

Ph: 8981 1074

Contractor testing in Alice Springs available from:

### **Western Diagnostic**

Shop 5, 82-84 Todd Street

Alice Springs NT 0870

Ph: 8952 6633

*Note: AusHealth Work, on call-out, contacts above*

Or by any other appropriately qualified alcohol and other drug professional.

*Note: Statements of attainment for staff at Western Diagnostic have been obtained for procedures involving the collection and detection of drugs of abuse in urine. They are located on the ASP DAMP Contact officer folder under the P: Drive.*

## Requirements of DAMP Medical Review Officer

ADG must consult a DAMP MRO in any of the following three circumstances:

- If a drug test conducted under the DAMP returns a confirmatory drug test result for a SSAA employee of the organisation that is a positive result – to determine if the presence and level of testable drug detected by the test could be a result of legitimate therapeutic treatment or some other innocuous source (e.g. pain relief medication containing codeine).
- To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a medical condition.
- To determine if the employee is fit to resume performing or being able to perform a SSAA.

ADG has appointed a MRO who has a working knowledge of Civil Aviation Regulation Part 99, refer to section 1.4.3 for contact details.

# Drug & Alcohol Response Program

---

## Circumstances when an employee must cease SSAA

ADG will not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

- Where ADG is aware that a positive result for an initial AOD test has been recorded and a result from a confirmatory drug test that is also positive. In that case the '4.2 Returning to SSAA' steps shown below are followed;
- Where ADG is aware that:
  - a positive result for a confirmatory drug test has been recorded for the employee; and
  - a DAMP medical review officer has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
  - mandatory preconditions for return to work have not been met (see below);
- Where ADG is aware that a SSAA employee who has been required to take a drug or alcohol test has:
  - refused to take the test; or
  - interfered with the integrity of the test.
- If a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or alcohol;
- If an accident or serious incident has occurred involving the employee while he or she is performing, or available to perform, an SSAA and either:
  - for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or
  - if tests have been conducted under suitable test conditions — ADG has not been notified of the test results.

## Returning to SSAA

Where ADG has not permitted a SSAA employee to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, ADG will only permit the employee to again begin performing or being available to perform an SSAA in the following circumstances:

- the employee has undergone a comprehensive assessment for drug or alcohol use;
- if the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated drug or alcohol intervention program;
- the employee is considered fit to resume performing, or being available to perform, an SSAA by:
  - a DAMP medical review officer; and

- the employee's treating clinician, if any;
- If the suspension event related to a drug test — at the time the employee was considered fit to resume performing SSAA activities, the employee receives a confirmatory drug test and records, for the test, a result that:
  - was not a positive result; and
  - a DAMP medical review officer is satisfied the test indicates the absence of testable drug use.

ADG will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

- a DAMP medical review officer has advised ADG that the employee should attend the program; and
- the employee is returning to work after a period during which the employee was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

ADG will appoint and consult a DAMP Medical Review Officer as part of its responsibilities under this program and CASR 99.

### **What is the role of a Medical Review Officer?**

ADG will consult a DAMP Medical Review Officer in the following circumstances:

1. if a drug test conducted under the program returns a confirmatory drug test result for a ADG SSAA employee that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source;
1. to review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition; and
2. to determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing, or being available to perform, a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident.

## Procedural Reviews

---

An employee has the right to challenge the validity of the test results. AS 4308 states, urine samples must automatically split into two samples. Only one sample is initially tested and the other sample is kept in case of legal or other action. The employee can request that the second sample be tested by the contractor or sent to another independent laboratory for testing. The results are then sent to the MRO for security and the findings relayed to the supervisor of the employee.

## Privacy

---

The *Privacy Act 1988* applies to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under the ADG or by CASA.

The ADG program is consistent with the requirements of the *Privacy Act 1988* and ADG will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

## **Review, Audit and Compliance**

---

ADG will review this program at regular intervals of at least every 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

To ensure the appropriate development, implementation and enforcement of the ADG program, CASA may audit ADG and require it to provide relevant documentation.

Refer to Attachment B: Audit Checklist.

# Reporting and Record Keeping

---

## Reporting

ADG will ensure it records and supplies information to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA, in respect of:

- drug and alcohol testing;
- drug and alcohol education; and
- drug and alcohol response
- the number of SSAA employees engaged: and
- details of the current DAMP contact officer.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by ADG, its contractors or subcontractors.

Additionally, where requested to do so, ADG will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

## Record Keeping

ADG will keep all records pertaining to this DAMP, including records that are used to provide information to CASA, for a period of 5 years. This information will be kept in a secure location.

Within 6 months of the expiry of the 5 year record keeping period, ADG will ensure such records are destroyed or deleted.



## Variations

---

CASA may require ADG to make specific changes to this program, or to prepare a new program at any time to ensure ongoing compliance with CASR 99.

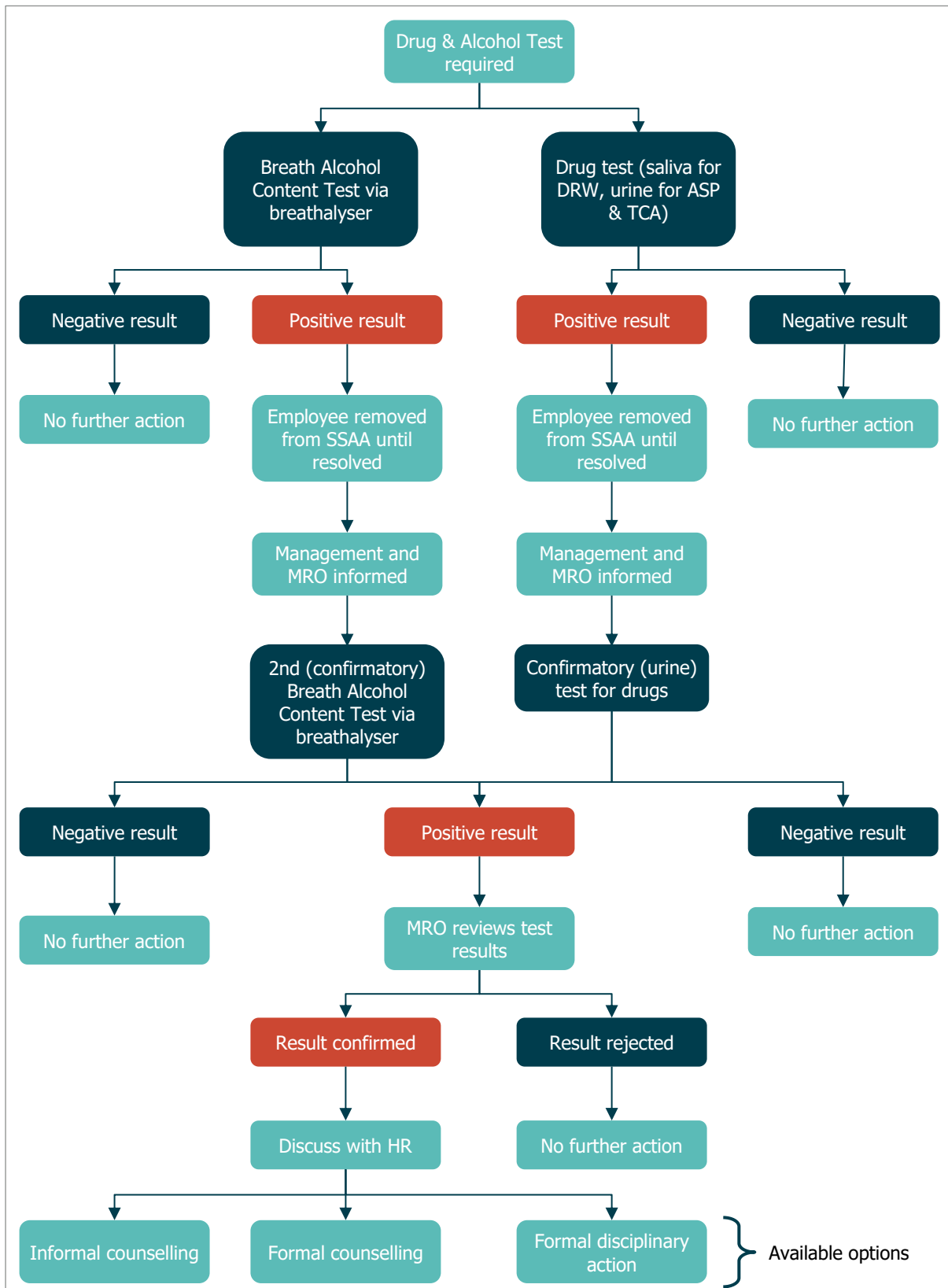
ADG may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes.

ADG may implement variations or amendments to this Program at any time. If these changes have not been directed by CASA, 3 month's written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this Program, from the time at which the 3 months' notice expires.

# Attachments

## Attachment A: Alcohol & Other Drug Testing Flowchart



## Attachment B: DAMP Audit Checklist

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
<b>1. POLICY STATEMENT, INTRODUCTION, APPLICATION, CONTENT</b>			
1.1. Has a DAMP been implemented? 99.035. Major NCN			
1.2. DAMP applies to all SSAA employees? (99.045(a).			
1.3. DAMP SSAA includes contractors and sub-contractors? (99.045(a).			
1.4. DAMP lists all categories of SSAA employees (99.045(a).			
1.5. DAMP has a Drug and Alcohol Education Program.			
1.6. DAMP has a Drug and Alcohol Testing Program.			
1.7. DAMP has a Drug and Alcohol Response Program.			
<b>2. ORGANISATION'S RESPONSIBILITIES</b>			
2.1. DAMP has a Policy statement? Observation			
2.2. DAMP has an Introduction? Observation			
2.3. DAMP has an Application statement? Observation			
2.4. DAMP states that the organisation will make the DAMP available to new SSAA employees before they perform, or are available to perform SSAA?			
2.5. DAMP states the organisation will make it available to current SSAA employees by the end of the working day on which the employee next performs or is available to perform SSAA?			
2.6. DAMP states where DAMP available or retained and how employees can access it.			
<b>2.7. DAMP states that the organisation will not permit an SSAA employee to perform or be available to perform an SSAA if:</b>			
2.7.1. They have not had a pre-deployment test – 99.050 (2) (a).			
2.7.2. If an accident or serious incident has occurred involving the employee while he or she was performing or available to perform an SSAA and either:			
a) for the period that suitable test conditions exist for conducting drug or alcohol tests and a test has not been conducted within 32 hours for a drug test and 8 hours for an alcohol test – 99.065(2)(b)(i).			
b) if tests have been conducted the DAMP has not been notified of the test results – 99.065(2)(b)(ii).			
2.7.3. A DAMP supervisor has reasonable grounds to believe the SSAA employee was impaired due to the influence of a testable drug or by alcohol - 99.065(2)(a).			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
2.7.4. They have not had a return to work test - 99.050 (2) (d).			
<b>3. SSAA EMPLOYEE'S RESPONSIBILITIES</b>			
<b>3.1. The DAMP states that SSAA employees:</b>			
3.1.1. are encouraged to disclose to the organisation if they have consumed a level of alcohol, or have taken any drug, that may affect their ability to carry out a SSAA;			
3.1.2. must not perform, or be available to perform, a SSAA if aware that they are adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;			
3.1.3. are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for the organisation;			
3.1.4. will be required to provide a body sample if they are to be tested for drugs and alcohol by the organisation for the purposes of conducting such tests;			
<b>3.2. DAMP States employees must cease performing or being available to perform SSAA if they:</b>			
3.2.1. return a positive result for a drug or alcohol test,			
3.2.2. fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing,			
3.2.3. fail to comply with a request to provide a body sample for the organisation drug and alcohol testing under this program; or			
3.2.4. interfere with a body sample they provide for drug or alcohol testing by CASA or the organisation; and			
3.2.5. if required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.			
<b>4. DAMP CONTACT OFFICER'S RESPONSIBILITIES</b>			
4.1. DAMP identifies and lists contact details for the nominated DAMP Contact Officer(s)? 99.045(c) (i).			
4.2. Is the DAMP Contact Officer stated in the DAMP the same as the CASA Database? Observation			
4.3. Are the duties and responsibilities of the DAMP Contact Officer(s) clearly stated?			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
<b>5. DAMP SUPERVISOR'S RESPONSIBILITIES</b>			
5.1. DAMP identifies and lists the contact details for each nominated DAMP Supervisor? 99.045(c) (ii).			
5.2. Are the duties and responsibilities of the DAMP Supervisor(s) clearly stated?			
5.3. Does the DAMP note where the Supervisors are located? Observation			
5.4. Are supervisors available for all Shifts – Out of hours etc.? Observation			
<b>6. DRUG AND ALCOHOL EDUCATION PROGRAM (DAEP)</b>			
<b>6.1. The DAMP states that the D&amp;A Education programme shall provide for all relevant SSAA employees, the awareness of:</b>			
6.1.1. the organisation's policy on drug and alcohol use; and			
6.1.2. drug and alcohol testing in the workplace; and			
6.1.3. support and assistance services for people who engage in problematic use of drugs and alcohol; and			
6.1.4. information about the potential risks to aviation safety from problematic use of drugs and alcohol; and			
6.1.5. For DAMP Supervisors, education and training to manage people who engage in problematic use of drugs and alcohol.			
<b>6.2. The DAMP D&amp;A Education programme has the following:</b>			
6.2.1. <b>DAEP</b> includes training for existing employees that they have received the education program.			
6.2.2. <b>DAEP</b> includes training for new employees after the implementation date prior to them performing their SSAA.			
6.2.3. <b>DAEP</b> has a planned schedule so that refresher training will be carried out within 30 months of the implementation date.			
<b>Organisations Policy</b>			
6.2.4. <b>DAEP</b> informs all relevant SSAA employees of the organisation's policy on drug & alcohol use.			
<b>Drug and Alcohol Testing</b>			
6.2.5. <b>DAEP</b> informs all relevant SSAA employees how the drug and alcohol testing will be conducted in the workplace.			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
a) <b>DAEP</b> informs all relevant SSAA employees that for drug and alcohol testing the employee will be required to provide a body sample.			
b) <b>DAEP</b> states how initial and confirmatory alcohol tests may be conducted.			
c) <b>DAEP</b> states how initial and confirmatory drug tests are conducted			
6.2.6. <b>DAEP</b> informs the employees who the DAMP Supervisor is.			
6.2.7. <b>DAEP</b> informs the employees the role of the DAMP Supervisor.			
6.2.8. <b>DAEP</b> informs all relevant SSAA employees are subject to CASA's random testing under CASR Part 99 Subpart C while performing or available to perform an SSAA.			
6.2.9. <b>DAEP</b> informs that for CASA random testing some offences apply:			
a) Performing an SSAA and returning a positive result			
b) Refusing or failing to give a sample			
c) Failing to provide ID or remain in the testing area			
d) Failing to stop performing their SSAA when required to			
e) Interfering with the integrity of the body sample			
6.2.10. The organisation encourages all relevant SSAA employees to disclose any AOD consumption that may affect their ability to undertake SSAA.			
a) DAEP informs SSAA employees that some prescribed or over the counter medication can produce a positive drug test result; an example is codeine which is found in cold and flu tablets and pain medication. Observation.			
6.2.11. A relevant SSAA employee must cease their SSAA if:			
a) They tested positive.			
b) Refuses to take a test.			
c) An employee interferes with the test.			
d) The DAMP Supervisor suspects the employee is adversely affected.			
e) After an accident or serious incident has occurred involving the employee.			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
6.2.12. A relevant SSAA employee must not perform or be available to perform an applicable SSAA if they are aware that they are adversely affected by a testable drug or alcohol until they are no longer affected.			
6.2.13. If the test result for Sample A of the body sample is a positive result, the donor of the body sample may apply to have Sample B tested at the same laboratory or another approved laboratory for a confirmatory drug test.			
6.2.14. The role of the Medical Review Officer to review confirmatory drug test results, to review medical information on failure to provide a sample and to determine if the employee is fit to resume SSAA.			
<b>Support and Assistance Services</b>			
6.2.15. <b>DAEP</b> informs relevant SSAA employees about support and assistance services for employees who engage in problematic use of Drugs & Alcohol.			
6.2.16. <b>DAEP</b> informs the employees of what the comprehensive assessment involves.			
6.2.17. <b>DAEP</b> informs the employees of what the intervention program may contain.			
<b>Potential risks to aviation safety</b>			
6.2.18. <b>DAEP</b> has information about the potential risks to aviation safety from problematic use of drugs and alcohol.			
<b>6.3. DAMP Supervisor training and authorisation</b>			
6.3.1. DAMP Supervisors must complete the DAMP Organisation's DAEP and additional training in how to form an opinion whether a person may be adversely affected by a testable drug or under the influence of alcohol.			
<b>6.4. Training Provider Observations</b>			
6.4.1. DAMP contains the details of who the training provider is including contact details and:			
6.4.2. where the training is available,			
6.4.3. how the training is provided – (on-site, face to face, on-line or externally off site),			
6.4.4. DAMP states where the training programme is retained/secured/available within the organisation.			
<b>7. DRUG AND ALCOHOL TESTING PROGRAM</b>			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
7.1. <b>Substances</b> - Organisation states that the AOD testing will be for the following substances:			
7.1.1. Alcohol			
7.1.2. Opiates			
7.1.3. Cannabis			
7.1.4. Cocaine			
7.1.5. Amphetamines			
7.2. <b>The DAMP states how Testing will be conducted</b> – Organisation states that any drug and alcohol testing will be conducted as follows:			
7.2.1. AS 3547, Breath alcohol testing devices for personal use; or			
7.2.2. NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers;			
7.2.3. for oral fluid testing for drugs — in accordance with AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; or			
7.2.4. For urine testing for drugs — in accordance with AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.			
7.2.5. Organisation states why the testing regime varies between oral swab and urine. Observation.			
7.3. <b>The DAMP states when Testing will be conducted</b> - Organisation states when drug and alcohol testing must be conducted as follows:			
7.3.1. Prior to commencement in an SSAA role when engaging new employees 99.050(2) (a).			
7.3.2. When an employee’s role in the organisation’s changes to that of a regular SSAA employee 99.050(2) (a).			
7.3.3. After an accident or serious incident and while suitable conditions exist 99.050(2) (b).			
7.3.4. Within the specified time limits after an accident or serious incident if suitable test conditions exist 99.050 (2) (b).			
7.3.5. Where a DAMP Supervisor has reasonable grounds to believe that an SSAA employee is adversely affected alcohol or testable drugs 99.050 (2) (c).			
7.3.6. If an SSAA employee is returning to work after a period during which the employee was not permitted – Because of an AOD related incident 99.050 (2) (d).			



Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
7.3.7. DAMP specifies whether & how often any other testing will be performed. (E.g. random). Observation			
<b>External Testing Provider</b>			
7.4. If the DAMP organisation has selected an external provider for drug and alcohol testing:			
7.4.1. Organisation states the provider's name and contact details.			
7.4.2. Organisation states that the testing contractor will test to the required standards including the operation of the testing equipment.			
7.4.3. Organisation states that the testing contractor will handle body samples in a manner that meets the chain of custody requirements in the standards?			
<b>8. DRUG AND ALCOHOL RESPONSE PROGRAM</b>			
<b>8.1. DAMP states that the organisation must not permit an employee to perform an SSAA if:</b>			
8.1.1. The organisation is aware that the employee produced a positive initial drug test result and has not recorded a confirmatory drug test result that is not positive – 99.065(1) (a).			
8.1.2. The organisation is aware that the employee produced a positive initial alcohol test result and has not recorded a confirmatory alcohol test result that is not positive – 99.065(1) (b).			
8.1.3. If the organisation is aware that the employee has recorded a positive result for a confirmatory drug or alcohol test result under CASR 99B or CASR 99C and the DAMP MRO or the CASA MRO has not determined that the result could be from a legitimate treatment or innocuous use and the mandatory return to SSAA preconditions have not been met– 99.065(1) (c) & 99.065(1) (d).			
8.1.4. The relevant SSAA employee refused to take a test or interfered with a test 99.065(1) (c) (e).			
8.1.5. A DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;			
8.1.6. An accident or serious incident has occurred involving the employee while he or she is performing or available to perform an SSAA and either:			
a) for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
b) If tests have been conducted under suitable test conditions the organisation has not been notified of the test results.			
<b>8.2. DAMP states that the following will be a suspension event 99.070 (1) (b)</b>			
8.2.1. A confirmed positive test result,			
8.2.2. The MRO has determined that the positive result is not because of legitimate therapeutic treatment,			
8.2.3. A refusal to take a test or interfere with the integrity of the test			
<b>After a suspension event:</b>			
8.3. Does the DAMP Organisation intend to return an employee to SSAA duties after a suspension event, comprehensive assessment or intervention program? 99.075 (2).			
<b>If No:</b>			
8.4. The employee must cease their employment and the organisation must provide the information required in 99.405.			
<b>If Yes:</b>			
8.5. DAMP includes a Return to SSAA policy that an SSAA employee must undergo a comprehensive assessment after a suspension event – 99.070 (2) (a).			
<b>8.6. DAMP states the qualifications required to perform the Comprehensive Assessment?</b>			
8.6.1. A psychiatrist, or			
8.6.2. A medical practitioner who is a fellow of the Australasian chapter of addiction medicine, or			
8.6.3. Jointly by a person entitled to practice as a medical practitioner under the law of a state or territory and an appropriately qualified drug and alcohol professional.			
8.7. DAMP states that, if the comprehensive assessment recommended an intervention program, the employee must participate in an intervention programme? 99.070 (2) (b).			
8.8. DAMP provides for leave or permit the employee to attend the intervention programme? 99.075(1).			
<b>8.9. DAMP states that the employee must be considered fit to resume their SSAA by:</b>			
8.9.1. A DAMP MRO, and			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
8.9.2. The employees treating clinician if there is one 99.070 (2) (c).			
8.9.3. DAMP states that, for a drug suspension event, the employee must undergo another confirmatory test and return a negative result before resuming SSAA and the DAMP MRO must be satisfied of the absence of testable drug use 99.070 (d).			
<b>9. MEDICAL REVIEW OFFICER</b>			
9.1. DAMP clearly states the MRO's role and when consultation will occur.			
9.2. DAMP states the access path for the MRO or how they will source the MRO.			
9.3. Is the MRO on CASA's list of those who have completed the MROCC course?			
<b>10. DISCIPLINARY ACTION</b>			
10.1. DAMP disciplinary action been used and that it has been enforced.			
<b>11. PRIVACY</b>			
11.1. DAMP provides that, in collecting, using and disclosing personal information, the organisation will comply with the requirements of the Privacy Act.			
<b>12. REVIEW, AUDIT, COMPLIANCE AND VARIATIONS</b>			
12.1. DAMP provides that the organisation will review the DAMP every 5 years 99.085(1) (a).			
12.2. DAMP provides that CASA may direct changes to the DAMP 99.085(1) (b).			
12.3. DAMP provides that CASA may audit the organisation and must comply with the requirement 99.090.			
12.4. If CASA has directed changes to the DAMP check they have been implemented 99.095.			
<b>Variations</b>			
12.5. DAMP provides that, where changes are made to the DAMP, the organisation will communicate those changes to all relevant SSAA employees.			
12.6. Does DAMP explain how those changes will be communicated? Observations.			
<b>13. PROVISION OF INFORMATION AND RECORD KEEPING</b>			
<b>Provision of Information</b>			

Category of DAMP Organisation 99.030 (2)	YES	NO	N/A
13.1. Organisation has submitted a bi-annual return to CASA. If so, check that the information provided meets the requirements of CASR 99.100 and cross check the report.			
13.2. Has the DAMP organisation supplied the report to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.			
<b>Record Keeping</b>			
13.3. DAMP states that the organisation will keep all relevant records that are used to provide information to CASA for a period of 5 years in a secure location.			
13.4. DAMP states that the organisation will ensure the relevant records will be destroyed or deleted within 6 months of the expiry of the 5 year record keeping period.			
<b>14. DEFINITIONS</b>			
14.1. Check the DAMP definitions are not inconsistent to those provided in the regulations.			
<b>15. CONTRACTORS</b>			
15.1. DAMP shows the organisation ensures it treats contractors and subcontractors as relevant SSAA employees.			
15.2. DAMP provides that the organisation will verify whether contractors and subcontractors are covered by a DAMP that has been implemented.			
15.3. DAMP provides that, when the organisation employee's contractors or subcontractors, it will verify whether those contractors and subcontractors have been tested, under a DAMP, within the previous 90 days.			
15.4. DAMP provides that, if contractors and subcontractors are not covered by a DAMP, or not tested under a DAMP within the previous 90 days, the organisation will meet the requirements of CASR Part 99B.			