



DRUG AND ALCOHOL MANAGEMENT PLAN (DAMP) REQUIREMENTS FOR PERMISSION APPLICANTS

The following information is provided to organisations/individuals applying for a CASA permission to assist with the development of their DAMP to ensure compliance with Subpart 99.B of the Civil Aviation Safety Regulations 1998 (CASR).

CASR 99.030 requires an organisation to develop a Drug and Alcohol Management Plan (DAMP) if:

1. the organisation has an employee or a contractor who performs *or is available* to perform Safety Sensitive Aviation Activities (SSAA), and
2. the organisation is one of those listed in CASR 99.030(2), which includes the holder of an Air Operator's Certificate (AOC) or a Certificate of Approval (COA).

CASR Part 99 – Regulatory Requirements

When a certificate is issued, CASA requires all organisations that fall under the Civil Aviation Safety Regulations 1998 (CASR) Part 99 to comply with these regulations in the following ways;

- Develop and implement a Drug and Alcohol Management Plan (DAMP) under regulations 99.030 and 99.035.
- Provide information to CASA in writing as part of a biannual reporting requirement.
- Notify CASA of a DAMP contact officer, a person nominated by your organisation to liaise with CASA in relation to Part 99. The DAMP Organisation Contact form can be found at the end of this document.

The minimum requirements for a DAMP are outlined in the **MANDATORY DAMP CONTENT** section below (with the appropriate CASR reference) as well as useful links to CASA's Alcohol and Other Drugs website.

DAMP EXEMPTION FOR FOREIGN CAR 30 OPERATORS AND FOREIGN AIRCRAFT AOC HOLDERS

CAR 30 operators with an overseas base or foreign aircraft AOC holders are eligible to apply for an exemption subject to the meeting of the listed conditions. These exemptions are available to be viewed in full on the CASA website at

<http://www.casa.gov.au/wcmswr/assets/main/lib100060/casaex036.pdf> - Foreign CAR 30 operators, and

<http://www.casa.gov.au/wcmswr/assets/main/lib100060/casaex037.pdf> - Foreign aircraft AOC holders.

For further information, please contact CASA's DAMP Oversight section on DAMP.audit@casa.gov.au

MANDATORY DAMP CONTENT

A DAMP must contain the information outlined in this section.

General Content

- The policy and procedures of the organisation's DAMP must be recorded using a controlled document protocol. For example, the DAMP may include a version number and date of implementation or amendment. **99.080(2)(c)**
- The DAMP must state each category of the organisation's SSAA** employees covered by the DAMP. Examples of SSAA** employee categories include pilot, cabin crew, air traffic controller and baggage handler (these categories are derived from sub-regulation 99.015(2) of the CASR and can be found on the DAMP Report Form at www.casa.gov.au/wcmswr/aod/docs/damp_report_form.doc). **99.045(a)**
- The DAMP must identify and provide the contact details of the DAMP Contact Officer. **99.045(c)(i)**. The DAMP Contact Officer must be named, listing a position is not acceptable. Where a DAMP covers more than one organisation, it is acceptable to name a DAMP Contact Officer for each organisation. It must be made clear within the DAMP which organisation the DAMP Contact represents (eg Bob Brown – ABC Pty Ltd – phone xx xxxx xxxx; John Smith – XYZ Pty Ltd – phone xx xxxx xxxx)
- The DAMP must identify and provide the contact details of each DAMP Supervisor. **99.045(c)(ii)** It is noted that there is an error in the DAMP template which indicates that naming a DAMP Supervisor is optional. It is acceptable to identify a DAMP Supervisor by position rather than name (eg Chief Pilot), but contact details must still be supplied (eg email address, phone number etc)
- The DAMP must include:
 - A Drug and Alcohol Education Program; **99.045(b)(i)**
 - A Drug and Alcohol Testing Program; and **99.045(b)(ii)**
 - A Drug and Alcohol Response Program. **99.045(b)(iii)**

The DAMP must set out the details of those programs. **99.045(b)**

Further explanation and examples are provided later in this document.

- If the DAMP covers one organisation, the DAMP organisation must:
 - Identify, in the DAMP, the organisation covered by the DAMP including the legal name and, where applicable, trading name/s. It is also beneficial to CASA to include the ARN (these details may be listed on the DAMP coversheet or in the body of the DAMP);
- If the DAMP will cover more than one organisation, the DAMP organisation must:
 - Identify, in the DAMP, the organisations covered by the DAMP including the legal name and, where applicable, trading name of each organisation. It is also beneficial to CASA to include the ARN of each organisation (these details may be listed on the DAMP coversheet or in the body of the DAMP); and
 - Demonstrate to CASA in writing, the legal connection between each DAMP organisation covered by the DAMP. Only organisations that have a legal (ownership) connection can be covered under the one DAMP.

Drug and Alcohol Education Program Content (Section 6 in the CASA DAMP template)

- The Drug and Alcohol Education Program must include the following components: **99.010(1)**

- The DAMP Organisation’s policy on drug and alcohol use;
 - Drug and alcohol testing in the workplace;
 - Support and assistance services for people who engage in problematic use of drugs and alcohol;
 - Information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
 - For DAMP Supervisors, education and training to manage people who engage in problematic use of drugs and alcohol.
- The DAMP must set out the details of the Drug and Alcohol Education Program:
99.045(b)
 - For SSAA** employees:
 - The DAMP must describe the method used to deliver the Drug and Alcohol Education Program to SSAA** employees (for example, face to face, power point presentation delivered to employees, employees read program, employees access program via a computer etc)
 - The DAMP must describe the method used to record when the Drug and Alcohol Education Program was delivered to SSAA** employees (for example, signed and dated attendance sheet, certificate of completion, entry in training log, record on personnel file etc)
 - The DAMP must include a list of all tools and resources used as part of the DAMP education program for SSAA** employees (see below for further detail)
 - For DAMP Supervisors:
 - The DAMP must describe the method used to deliver the additional education and training, to manage people who engage in problematic use of drugs and alcohol, to DAMP Supervisors (for example, face to face, power point presentation delivered to employees, employees read program, employees access program via a computer etc)
 - The DAMP must describe the method used to record when the additional education and training, to manage people who engage in problematic use of drugs and alcohol, was delivered to DAMP Supervisors (for example, certificate of completion, entry in training log, record on personnel file etc)
 - The DAMP must include a list of all tools and resources used as part of the DAMP education program for DAMP Supervisors (see below for further detail)

- There are resources available on the CASA website which can be utilised in developing and/or delivering training for SSAA** employees and DAMP Supervisors. These resources can be found at www.casa.gov.au/aod Choose the 'Resources' link on the grey toolbar at the top of the page or the 'Supervisor Training' link at the bottom right of the page.
 - If resources and tools from the CASA website are used to provide education and awareness to SSAA** employees and DAMP Supervisors, the particular resources and tools to be read/viewed should be listed in the DAMP.
 - If every resource and tool from the CASA AOD website is used to provide education and awareness to SSAA** employees and DAMP Supervisors, there is no need to list each tool and resource individually. A statement along the following lines is acceptable in place of a list:

All tools and resources, including the DAMP Supervisor training, available on the CASA AOD website must be read/viewed by SSAA employees and DAMP Supervisors
 - A statement should be included that explains how the documents are accessed (for example, log on to the CASA website and access the documents directly on the site; electronic documents have been downloaded and stored in the organisation's HR drive, documents have been printed and are stored in a folder located in X location etc).
 - There is no requirement to provide a copy of the resources utilised from the CASA website.
 - If resources and tools from other sources are used, these resources and tools should be listed in the DAMP, an explanation should be provided on how the documents are accessed and a copy of the documents must be provided to CASA.
 - If the body of the DAMP is used to provide education to SSAA** employees a statement should be included that all SSAA** employees are given access to the DAMP and must read it before they perform or become available to perform SSAA** activities.
- When reviewing the content of a Drug and Alcohol Education Program, DAMP Organisations must be aware of their obligation, when implementing a DAMP, to ensure:
 - That each SSAA** employee of the DAMP Organisation is informed that he or she must not perform, or be available to perform, an applicable SSAA** if aware that he or she is adversely affected by a testable drug or by alcohol, until the employee is no longer adversely affected. **99.080(1)(b)**
 - That each SSAA** employee of the DAMP Organisation is subject to drug and alcohol testing under this program while performing, or being available to perform, an applicable SSAA** of the DAMP organisation. **99.080(1)(c)**
 - That each SSAA** employee of the DAMP Organisation is encouraged to disclose if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out an applicable SSAA**. **99.080(2)(a)**
 - That each SSAA** employee of the DAMP Organisation is informed that drug and alcohol testing under the DAMP will require a person who is to be tested to provide a body sample. **99.080(2)(b)**

Drug and Alcohol Testing Program Content (Section 7 in the CASA DAMP template)

- The Drug and Alcohol Testing Program must meet the requirements of CASR regulations 99.050, 99.055 and 99.060. **99.045(b)(ii)**
- The DAMP must set out the details of the Drug and Alcohol Testing Program: **99.045(b)**
 - The DAMP Organisation must identify the organisation, individual or group of individuals who will conduct breath alcohol testing in each of the circumstances outlined in CASR sub-regulation 99.050(2).
 - The DAMP Organisation must identify the device utilised in the testing for alcohol (make and model) and state the standard with which the device complies (AS 3547 or NMI R 126).
 - The DAMP Organisation must identify the organisation which is engaged to conduct drug testing (the testing provider) in each of the circumstances outlined in CASR sub-regulation 99.050(2).
 - The DAMP Organisation must identify how drug testing is conducted (using urine or oral fluid) and state that the testing provider is accredited, by the National Association of Testing Authorities (NATA), to conduct drug testing in accordance with the relevant Standard (AS/NZS 4308 or AS 4760). It is the responsibility of the DAMP Organisation to ensure that the testing provider holds the relevant NATA accreditation.
 - A CASA Exemption has been available to allow, under certain circumstances, the collection of oral fluid and urine drug test samples, and onsite testing of urine drug test samples by a doctor, a nurse, a trained collector or a capable person. **NB:** The exemption does not allow confirmatory drug testing to be conducted by anyone other than an organisation accredited by NATA to conduct drug testing to the relevant Standard (AS/NZS 4308 or AS 4760). For more information about the availability of this exemption please contact the DAMP Oversight Section, 02 62171161 or DAMP.audit@casa.gov.au

Drug and Alcohol Response Program Content (Section 8 in the CASA DAMP template)

- The Drug and Alcohol Response Program must meet the requirements of CASR regulations **99.065, 99.070 and 99.075. 99.045(b)(iii)** If the standard DAMP template is used for the Drug and Alcohol Response Program, the requirements will be met.

Medical Review Officers (Section 10 in the CASA DAMP template)

- The DAMP should include the name of the appointed Medical Review Officer (MRO), and a statement that the organisation has confirmed the MRO's qualifications in relation to CASR Part 99 requirements. Alternatively, the DAMP should include a statement that an MRO will be sourced from the list of qualified MROs on the CASA website, should one be required.
- The MRO list may be accessed using the following link:
<http://www.casa.gov.au/wcmswr/aod/docs/mrolist.pdf>

ADDITIONAL DOCUMENTATION

This requirement only applies if the DAMP organisation uses materials other than those on the CASA AOD website for education purposes.

If the content listed below is not contained within the DAMP, the DAMP Organisation must forward this information to CASA along with the DAMP. **99.090(2)**

Drug and Alcohol Education Program Information

The DAMP Organisation must submit the awareness materials used to deliver each component of the Drug and Alcohol Education Program if the Program is not solely derived from the information on the CASA website. The following points provide examples of what may be included in each component of a comprehensive Drug and Alcohol Education Program.

- The DAMP Organisation's policy on drug and alcohol use component:
 - The policy outlined in the DAMP; the identity and role of the DAMP contact officer and DAMP supervisor(s); a definition of safety-sensitive aviation activities (SSAA**) and SSAA** employees; the roles which are SSAAs**; that all SSAA** employees are covered by the DAMP.
- The drug and alcohol testing in the workplace component:
 - That any SSAA** employee is subject to testing; the circumstances when SSAA** employees will be tested under the DAMP (pre-deployment, following an accident or serious incident, DAMP Supervisor reasonable grounds and returning to work after a suspension event); the substances that testing will detect; that SSAA** employees are subject to random CASA testing; the consequences of returning a positive test, refusing or failing to provide a sample, failing to provide identification in the testing area, interfering with the integrity of a sample, and failing to cease performing a SSAA** where necessary.
- The support and assistance services for people who engage in problematic use of drugs and alcohol component:
 - The organisation's policy on support and assistance for people who engage in problematic use of drugs or alcohol; where relevant, the process required to return to SSAA** work for people who return a positive confirmatory test result; where relevant, any employee assistance schemes which have been established; where relevant, how SSAA** employees can access additional information and support services relating to problematic use of drugs or alcohol.
- The information about the potential risks to aviation safety from problematic use of drugs and alcohol component:
 - The effects of alcohol and drugs on aviation safety.
- The DAMP Supervisor education and training to manage people who engage in problematic use of drugs and alcohol may be completed by undertaking the CASA online training package. For DAMP Organisations that develop an independent training package, the materials might include:
 - Patterns of alcohol and drugs consumption; workplace factors effects and the impact of alcohol and drugs; alcohol and drugs prevention and management strategies; alcohol and drugs related harm; the DAMP Supervisor requirement relating to dealing with intoxicated employees and the alcohol and drugs testing process; assistance in dealing with alcohol and drugs issues in the workplace.

USEFUL LINKS

Regulations

For more information and a copy of the Civil Aviation Safety Regulations 1998 Part 99, please visit CASA's AOD website at: <http://www.casa.gov.au/aod>

CASA Resources

When reviewing the DAMP, DAMP Organisations should utilise resources located on the CASA website at: <http://www.casa.gov.au/aod> The following links may prove helpful:

- The CASA DAMP template and workbook are located at:
http://www.casa.gov.au/scripts/nc.dii?WCMS:STANDARD::pc=PC_100011#checklist
- CASA has developed several fact sheets, presentations, videos and an interactive quiz which can be used by DAMP Organisations to develop a Drug and Alcohol Education Program. These documents are located at:
http://www.casa.gov.au/scripts/nc.dii?WCMS:STANDARD::pc=PC_100030
- Information in relation to DAMP Supervisors and the CASA online DAMP Supervisor Training are located at:
http://www.casa.gov.au/scripts/nc.dii?WCMS:STANDARD::pc=PC_100014
- Frequently asked questions (FAQs) are located at:
http://www.casa.gov.au/scripts/nc.dii?WCMS:STANDARD::pc=PC_100029

EXEMPTIONS

There are several exemptions currently available in relation to CASR Part 99. The exemptions are located on the CASA website at:

http://www.casa.gov.au/scripts/nc.dii?WCMS:STANDARD:1066825908:pc=PC_91055

The applicable exemptions are:

- CASA EX37/11 – CASR Part 99 DAMP requirements for foreign aircraft AOC holders.
- CASA EX36/11 – CASR Part 99 DAMP requirements for CAR 30 organisations overseas.
- CASA EX27/11 – Exemption of:
 - Drug and alcohol management plan information.
 - Use of pre-hiring drug and alcohol tests.

****SSAA is a Safety Sensitive Aviation Activity, as defined in CASR 99.015**



Part 1 – Organisation Details

Aviation Reference Number (ARN)	<input type="text"/>
Organisation name	<input type="text"/>
Trading name	<input type="text"/>
Permission	<input type="checkbox"/> Air Operator's Certificate <input type="checkbox"/> Certificate of Approval <input type="checkbox"/> Aerodrome <input type="checkbox"/> Other <input type="text"/>

Part 2 – Primary DAMP Contact Details

Full name *	<input type="text"/>
Position held	<input type="text"/>
Work address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Postal address *	<input type="text"/>
	<input type="text"/>
	<input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Email *	<input type="text"/>
Contact details	Phone BH * (<input type="text"/>) <input type="text"/> Phone AH * (<input type="text"/>) <input type="text"/> Fax (<input type="text"/>) <input type="text"/> Mobile <input type="text"/>

Part 3 – Secondary DAMP Contact Details

Full name	<input type="text"/>
Position held	<input type="text"/>
Work address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Postal address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Email	<input type="text"/>
Contact details	Phone BH (<input type="text"/>) <input type="text"/> Phone AH (<input type="text"/>) <input type="text"/> Fax (<input type="text"/>) <input type="text"/> Mobile <input type="text"/>

* *mandatory field*

PRIVACY STATEMENT

CASA will only use the information about individuals or organisations for the purpose for which it is provided. CASA will not use this information for any other purpose and will not disclose it without the applicant's permission. However, CASA may give this information to other government agencies authorised by law to receive it.