



PRINCIPLE

(OPS.99) – Part 99 DAMP entry control and assessment

June 2026



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

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Terminology

Acronyms and abbreviations

Table 1. List of acronyms and abbreviations

Acronym/abbreviation	Description
DAMP	Drug and Alcohol Management Plan
SSAA	safety sensitive aviation activities
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
MRO	medical review officer
NATA	National Association of Testing Authorities

Definitions

Table 2. List of definitions

Term	Definition
Non-negative	The initial screening test detected the presence of an alcohol /drug requiring further confirmation testing in a laboratory to determine the specific substance and its concentration.
Confirmatory test	The secondary drug or alcohol test conducted following an initial non-negative test result, conducted in a laboratory and used to confirm the both the presence and level of a testable substance in a body sample.
DAMP contact officer	The key person nominated by the organisation to liaise with CASA on all DAMP-related matters.
DAMP supervisor	The person who has received relevant training to tell if drugs and alcohol are affecting an employee who does SSAAs.
DAMP contractor	Third-party contracted by an authorisation holder to perform SSAA for the authorisation holder, including persons subcontracted by the DAMP contractor. These contracted persons must be included under the authorisation holder's DAMP. Alternatively, the DAMP contractor may apply to CASA for approval of its own DAMP-like program and thus operate as a non-DAMP organisation.
Non-DAMP organisation	An organisation other than an authorisation holder (i.e. a DAMP organisation), that has a DAMP-like program.
DAMP-like program	Of a non-DAMP organisation, means a drug and alcohol management plan that complies with the same Part 99 requirements expected of an authorisation holder, and is approved in writing by CASA.

Term	Definition
Suitable test conditions	Suitable test conditions are those that exist after an accident or serious incident, where drug testing can be done within 32 hours and alcohol testing within 8 hours, if it is possible to conduct the test.
Accident/serious incident	An accident/serious incident is an occurrence that happens while a person is performing or available to perform an applicable SSAA, and either results in death or serious harm to a person or causes serious damage to an aircraft or property.
SSAA employee	An employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Permitted level	The permitted level refers to the specified level of a testable drug as outlined in subregulation (2A) or, for alcohol, a level of less than 0.02 grams of alcohol per 210 litres of breath.
Medical review officer (MRO)	A registered medical practitioner who has extensive knowledge and understanding of interpreting drug and alcohol test results, substance use disorders and the aviation regulations relating to drug and alcohol management.
Relevant Standard	These are referred under regulation 99.010(1) Definitions for Part 99. They are guidelines developed and maintained by Standards Australia to ensure consistent, accurate, and reliable procedures for specimen collection, detection, and valid laboratory testing.

Reference to regulations

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this Principle are references to the *Civil Aviation Safety Regulations 1998* (CASR).

Revision history

Amendments/revisions for this principle are recorded below in order of the most recent first.

Table 3. Revision history table

Version No.	Date	Parts / Sections	Details
1.0	June 2026	All	First issue

1. Assessment Scope

1.1 General

This principle document aligns with the associated work instruction and worksheet. It provides context and clarification on the condition statements contained in the worksheet, as well as guidance on how best to assess the application considering the specific requirements in each section. To achieve this, the language used aims to encompass the regulatory requirements and CASA's understanding of safe practices including items for consideration that will establish what CASA believes to be a level of safety that is at least acceptable for an approval to be given.

1.2 Entry Control

Inspectors use this protocol document suite to assess the drug and alcohol management plan (DAMP) component of an authorisation holder's application, including when an authorisation holder is adopting the CASA Micro-business DAMP exemption.

1.3 Assessment

Inspectors use this protocol document to assess an Authorisations Holders DAMP for surveillance, or an assessment of a DAMP-like program by a third-party DAMP contractor.

1.4 An explanation on terms

Must

When this document states a requirement as a 'must', the term will reference a legislative requirement and as such it cannot be omitted or changed from the stated requirement without further legislative variation or exemption.

Should

The use of the term 'should' reflect a requirement that CASA considers should be satisfied to grant an authorisation, but where the legislation does not explicitly express such a requirement. For example, some legislative provisions do not express criteria to be met for the issue of an authorisation. In such a case, it is open to CASA to identify what requirements should be met. Civil Aviation Safety Regulations 1998 (CASR) 11.055(1A)(e) also requires CASA to be satisfied granting the authorisation would not be likely to have an adverse effect on the safety of air navigation. A CASR 11.056 condition may be placed on the authorisation to ameliorate any such adverse effect, where that is possible.

May

The term 'may' signify something that is permitted but not required through legislation or deemed important for approval. The term is used to provide options, alternate methods or examples.

2. Content of DAMP

2.1 Safety sensitive aviation activity (SSAA) employees and the category of SSAA covered by the DAMP

Applicability of the DAMP is typically stated at the beginning of the DAMP itself or may be included in the policy section of the organisation's DAMP. This must state who the DAMP applies to within the organisation, and if it also applies to any third-party contracted persons.

2.2 DAMP contact officer identified

The DAMP must provide the name and contact details for each person nominated as DAMP contact officer. The organisation may have nominated more than one person to the role. Their details must be made available not only for the purposes of CASA being able to identify and liaise with the relevant person(s), but also for the SSAA employees of the organisation.

2.3 DAMP supervisor identified

The regulation states the DAMP must identify and provide contact details for each person in the organisation who is a nominated DAMP supervisor. CASA would expect to see the person(s) listed in the DAMP however, as the number of required DAMP supervisors in an organisation is not prescribed and is related to the size and complexity of the organisation, there may be many persons nominated as DAMP supervisor, and who have dual or multiple roles such as a safety manager or duty manager.

It may be acceptable in the above case for the DAMP to state which roles are also assigned the duty of DAMP supervisor and either provide a general contact detail or refer the SSAA employee to the location of contact information either on an accessible company system or other manual.

For example, *'...all Ground Service Managers have also been assigned and trained as DAMP Supervisors across all ports. A full list of DAMP Supervisors is located on the company intranet'*.

3. Drug and alcohol education

3.1 Organisation's drug and alcohol education program

The inspector ensures the DAMP provides adequate knowledge of the organisation's drug and alcohol policy, testing program, response program, and any support services, by implementation of the drug and alcohol education program.

4. Drug and alcohol testing program

4.1 Circumstances for conducting testing

4.1.1 First joining the organisation testing

The DAMP must provide detail that includes circumstances when:

- an employee first joins an organisation as a regular SSAA employee (unless they have tested negative in the past 90 days)
- an existing employee is going to start a new SSAA role.

4.1.2 After an accident or serious incident testing

The DAMP must provide detail that the accident or serious incident involving the SSAA employee occurs while they are performing, or available to perform, an applicable SSAA, if suitable test conditions exist.

4.1.3 Reasonable grounds testing

The DAMP must provide detail of reasonable grounds that outlines the role of a DAMP supervisor who believes that a SSAA employee may be adversely affected by a testable drug or by alcohol while performing, or available to perform, an applicable SSAA.

4.1.4 Return to work following a positive DAMP test result

The DAMP must include a process for conducting a DAMP test for a person that is being returned to their SSAA role after having received a medical review officer (MRO) confirmed positive test result.

The person may have undergone a comprehensive assessment and has been deemed fit for duty, or they may have been ceased from SSAA due being involved in an accident or serious incident during which a post occurrence test was not able to be conducted due injury or not having suitable test conditions.

In either case, prior to the person returning to their SSAA duties, the organisation must conduct another DAMP test, and the test must not return a non-negative or positive result.

4.1.5 Random testing

The DAMP must detail the conduct of random testing if required by the organisation in addition to CASA testing requirements – This is optional as not being required under Part 99

4.2 Collection of body samples and testing

4.2.1 The types of testable drugs, body samples required for collection and testing

The DAMP must provide detail on which types of testable drugs will be included in its testing program. A list of testable drugs required to be covered under DAMP testing, and their respective permitted levels are found under regulation 99.010(2A).

If the organisation chooses to test for additional testable drugs not mentioned under Part 99, the Inspector can only advise the organisation of potential non-compliance with the relevant Standards, which may open the organisation to potential risks of incorrect test results or legal consequences from SSAA employees.

The DAMP must also inform the SSAA employee about which types of body samples may be collected from them for the purposes of drug and alcohol testing. The only body samples accepted under CASR Part 99 are breath for alcohol testing, and oral fluid (saliva) or urine for drug testing.

4.2.2 Breath alcohol testing-using a device that meets the relevant Standard

For breath alcohol testing the device used must meet either the relevant Standard AS 3547 Breath alcohol testing devices for personal use or the relevant Standard NMI R 126 Pattern Approval Specifications for Evidential Breath Analysers. This means the organisation may choose to either conduct the breath alcohol testing in-house or contract the services of an organisation that is accredited by the National Association of Testing Authorities (NATA). An accredited testing provider will be bound by the Australia/New Zealand relevant Standards for testing.

Apart from a NATA accredited testing provider, the Standard also allows for the collection of the specimen be performed by a trained collector who has completed a course in specimen collection and has received a statement of attainment trained in accordance with the Australian Qualifications Framework.

Should the organisation choose to conduct its own breath alcohol testing, there must be a detailed procedure outlined in the DAMP including who within the organisation is authorised to conduct the testing, and a process for managing any non-negative test results (for example, will the organisation re-test the person or arrange for a confirmatory test by an accredited testing provider). The person conducting the breath alcohol test does not need any training or accreditation, but the device must meet one of the relevant Standards and be used according to the manufacturer's instructions.

Blood tests for alcohol or drugs are not accepted under CASR Part 99 drug and alcohol requirements.

Further, if an organisation advises that their testing provider includes alcohol in its urine tests, this is also not acceptable under CASR Part 99 due the relevant Standards not including ethanol measures in a urine test as an accurate measure of blood alcohol concentration. Therefore, for alcohol, only breath testing is accepted.

4.2.3 Oral fluid testing

For drug testing using oral fluid (saliva) samples the organisation must adhere to the relevant Standard AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*. This means the initial drug screening and any subsequent confirmatory testing is to be conducted in accordance with that relevant Standard, including any testing devices to be used being compliant with the same Standard.

The organisation may choose to conduct initial screening tests using their own devices. These must also meet the relevant Standard, and the process must be detailed in the company DAMP together with any relevant training for the persons conducting the screening.

If the organisation is conducting its own screening tests, for any non-negative test results obtained the organisation must send the SSAA employee to a testing provider that is accredited by the National Association of Testing Authorities (NATA). An accredited testing provider will be bound by the Australia/New Zealand relevant Standards for testing.

Apart from a NATA accredited testing provider, the Standard also allows for the collection of the specimen be performed by a trained collector who has completed a course in specimen collection and has received a statement of attainment trained in accordance with the Australian Qualifications Framework.

If the organisation is based outside of a major capital city and unable to access the services of a NATA accredited testing provider, the organisation may be covered under the CASA general exemption *Collecting and screening specimens* (refer the CASA website for all DAMP exemptions).

4.2.4 Urine testing

For drug testing using urine samples the organisation must adhere to the relevant Standard *AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*. This means the initial drug screening and any subsequent confirmatory testing is to be conducted in accordance with that relevant Standard, including any testing devices to be used being compliant with the same Standard.

Similarly, as with drug testing of oral fluid the organisation may choose to conduct the initial screening tests using their own devices. These must also meet the relevant Standard, and the process must be detailed in the company DAMP together with any relevant training for the persons conducting the screening.

Any confirmatory testing must be conducted by a NATA accredited testing provider, as referred above under oral fluid testing requirements.

If the organisation is based outside of a major capital city and unable to access the services of a NATA accredited testing provider, the organisation may be covered under the CASA general exemption *Collecting and screening specimens* (refer the CASA website for all DAMP exemptions).

4.2.5 Devices used for drug or alcohol testing

The DAMP must stipulate the requirement that any devices used in drug or alcohol testing done under the DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices. This is in reference to any testing the organisation is conducting itself.

If the organisation has engaged the services of an accredited testing provider, this requirement would not be relevant for their DAMP.

4.2.6 MRO consulted when a drug test returns positive

This requirement means that the MRO is only required to be involved in the process in the event of a positive confirmatory drug test result, but not for any initial screening non-negative test results. The MRO will review and validate the confirmatory drug test result by checking the conditions for testing were suitable and that relevant Standards were applied.

The MRO may reverse the decision to classify a confirmatory test result as positive, if they find the result was due to medical treatment or another harmless source.

4.2.7 MRO consulted for medical review

Under CASR Part 99 requirements, if an organisation encounters a person that refuses to submit to a drug or alcohol test, the organisation must treat the situation the same as being a positive drug test in which case the person must be ceased from continuing to perform their SSAA until they prove fitness for duty. In these circumstances the MRO may be required to review the person's medical information if the person has advised they were unable to submit to the DAMP test due to a medical condition. That is, the MRO will need to validate the stated medical condition is factual and can be evidenced.

4.2.8 MRO consulted to determine fitness

If an organisation obtains a positive DAMP test result for a SSAA employee, that person must not return to their duties until they have been cleared as fit for duty by the MRO. Therefore, the organisation must be able to provide evidence in its DAMP response program that, if they have had any SSAA employees being returned to duty following confirmed positive DAMP tests, they can evidence that the MRO has cleared the person for duty.

5. Drug and alcohol response program

5.1 Requirements relating to employees ceasing SSAA

5.1.1 Non-negative result for initial drug/alcohol test

The DAMP must include a procedure that ceases a person from continuing to perform their assigned SSAA if they have undergone a DAMP test and received a non-negative result.

Under this circumstance the person may not yet have undergone a confirmatory test, or they may not yet have received a result from their confirmatory test. In either case, the person must remain ceased from SSAA as it would not be known yet to the organisation if the presence of drugs or alcohol were within the permissible limits.

5.1.2 Positive result from confirmatory drug/alcohol test

The person must remain ceased from performing SSAA if they have received a confirmatory DAMP test result that was positive. At this point in the process, the person remains ceased until such time as an MRO can decide on the test result.

5.1.3 MRO has not determined positive result could be due to legitimate treatment

When the MRO does review the results of the confirmatory DAMP test, the person would remain ceased from performing SSAA if the MRO validated the test result and determined that the test was not due to a legitimate medical reason such as treatment for a medical condition, or some other harmless source such as a prescribed medication.

If the MRO did confirm the source of the test result to be due a legitimate treatment, the MRO would liaise with the person's treating clinician to determine if the medication or treatment would be safe for continued use while the person performed SSAA.

5.1.4 Positive result from confirmatory test recorded by CASA

The organisation will include not only its recording of positive results from a confirmative test, but a confirmative test conducted by CASA.

5.1.5 Organisation aware MRO has not determined positive result could be due to legitimate treatment

The DAMP must include the requirement that once becoming aware that a CASA medical review officer has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source to cease the employee from SAAA.

5.1.6 Organisation aware employee refused or interfered with test

The organisation must include in the DAMP that when a SAAA, after being required to take a drug and alcohol test, refuses to take the test or interferes with the integrity of the test must cease the employee from SAAA.

Note: The refusal or interference of a test is treated the same as a positive test result (i.e. not a non-negative) and should follow the organisations DAMP process for a positive test result.

5.1.7 DAMP supervisor suspects employee's impairment due to alcohol or drugs

Under these circumstances the DAMP supervisor would be expected to follow the DAMP testing program procedure for reasonable grounds and cease the person from performing any further SSAA until a determination can be made to either return them to SSAA or refer the person for a DAMP test.

5.1.8 Accident/serious incident occurred with no drug/alcohol test conducted

If a person has been ceased from performing SSAA due to being involved in an accident or serious incident, that person would be unable to recommence SSAA while they were awaiting a DAMP test as the organisation would not yet be able to determine if drugs or alcohol played a factor in the accident or serious incident. Therefore, the organisation must not allow the person to recommence their SSAA duties until they have undergone a DAMP test, and the result was not a non-negative or positive result.

The DAMP test must also occur within suitable test conditions which means that for alcohol the breath test must be conducted within 8 hours of the occurrence. For drugs, the DAMP test must occur within 32 hours of the occurrence. Additionally, it must be practicable for the DAMP test to occur. For example, if the person required medical treatment for injury or the location of the occurrence was remote and without access to any testing providers or devices, the DAMP test could not be conducted within the suitable conditions.

If suitable test conditions were not present, the organisation must then decide on process to manage the person. For example, ceasing them from SSAA for at least the 32-hour suitable test condition period and monitoring the person on their return to work, such as under the organisation's reasonable grounds DAMP procedure.

5.1.9 Organisation notified of test results after accident/serious incident

The expectations under CASR Part 99 for a person remaining ceased from performing their SSAA extend to waiting periods between the time that a DAMP test has been conducted, and the time that the test result has been made available to the organisation.

This means that if a person has undergone a DAMP test following an accident or serious incident, but the test results were not yet available to the organisation, the person would still be considered ceased from SSAA duties until the results became available, and they were not a non-negative or positive result.

5.2 Requirements relating to returning employees to SSAA

5.2.1 Employee underwent comprehensive assessment

A comprehensive assessment may be conducted by:

- a psychiatrist
- a doctor who specialises in addictions
- a doctor and an appropriately qualified alcohol and other drug professional.

5.2.2 Employee started intervention program

The DAMP must outline policy that a medical review officer can recommend an employee take part in a tailored intervention program. This could include:

- assessment
- education
- counselling
- treatment

- monitoring
- follow-up.

If an organisation plans to let an employee start doing SSAAs again, the DAMP must give the employee time to attend an intervention program if a medical review officer says this is required.

5.2.3 Employee considered fit by DAMP medical officer and treating clinician

The DAMP must include the requirement that for an employee to resume SSAA duties they must be assessed as fit for duty by a DAMP medical review officer and the employee's treating clinician (only if they have one to include in the process with the DAMP MRO).

5.2.4 Employee received non-negative test result for return-to-work test

The DAMP must include the requirement that 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 and indicates the absence of testable drug for the employee to return to work.

6. Implementing a DAMP

6.1 DAMP made available to SSAA employees

The organisation must ensure that all its employees who perform SSAAs (this includes contracted SSAAs) can access the DAMP before they perform, or are ready to perform their duties, and at all other times as with any other relevant operational manual. This means that if the DAMP has not been distributed to all relevant ports of operation or is not accessible by all SSAA employees, the organisation has not complied with this Part 99 requirement.

For example, if the organisation includes operations occurring at a remote port location and the current controlled version of the DAMP is not accessible locally, but rather only an uncontrolled printed copy is available, this would not be acceptable to CASA and constitute a non-compliance with regulation 99.045(a) of the CASR.

6.2 Drug and alcohol education program attendance

Drug and alcohol education programs are mandatory for all employees involved in safety-sensitive aviation activities (SSAAs), including staff, contractors, subcontractors, and volunteers.

Employees performing SSAAs must complete the education program prior to starting their SSAA responsibilities. DAMP supervisors must also undergo education and training to effectively manage individuals who may engage in or be affected by problematic alcohol or drug use. They too must complete this training before taking on their roles.

The requirement to complete the DAMP education program prior to commencing any SSAA also extends to employees who are transitioning from a non-SSAA role to a new SSAA role within the organisation.

CASA provides free eLearning modules to help organisations deliver training to meet these requirements:

- DAMP awareness for SSAA employees
- DAMP supervisor training.

Sampling of education records and verification of implementation.

6.3 Employees and supervisors attend education program within 30 months

Employees who perform SSAAs must complete the education program at least once every 30 months. The operator may choose to conduct the training more frequently to align with other mandatory training recurrences or for ease of tracking and managing training currency.

DAMP supervisors need to complete the DAMP supervisor education program at least once every 30 months.

After entre control sampling education records, along with the reminder process, is an effective way to verify recurrency.

6.4 DAMP uses controlled document protocol for policies

The organisation must develop and implement its DAMP using a document control protocol. This ensures documents and policies remain current and relevant. If the organisation already has a policy for document control in place, this can apply to the organisation's DAMP.

6.5 DAMP review cycle

The DAMP must outline that the organisation must review the DAMP at least every 5 years.

This may be:

- on the date on which your organisation developed its DAMP
- at any other time that CASA directs.

7. DAMP record keeping

The organisation's DAMP must contain record keeping that address the following requirements.

7.1 Number of regular SSAA employees

The number of the organisation's employees who performed (at least 2 or more times in any 90-day period) an applicable SSAA.

7.2 Initial/recurrent education program attendance

The number of SSAA employees who attended a drug and alcohol education program, including how many attended:

- for the first time (initial)
- for a second or more time (recurrent).

7.3 Number and type of drug/alcohol tests

The number and types of drug or alcohol tests conducted on SSAA employees under the DAMP during the period, with test types including breath alcohol, oral fluid, or urine samples.

7.4 Test results – including positive confirmation

The test results, including the number of positive results that a DAMP MRO has determined may be due to legitimate therapeutic treatment or other harmless sources, such as prescribed medications, over-the-counter drugs, dietary supplements, or incidental exposure.

7.5 Date and time tests were conducted

The date and time when the tests under the DAMP were conducted.

For example, drug and alcohol test for SSAA employee was conducted on March 15, 2025, at 10:00 AM.

7.6 Applicable SSAA at time of test

The applicable SSAA that each SSAA employee was performing or available to perform at the time of their test. Example: SSAA employee was tested while performing the role of a ground handler, unloading loose cargo from an aircraft.

7.7 Test info for accident/serious incident

Records of testing conducted following an accident or serious incident, including the date, time, and location, must be maintained. These records provide a solid basis for verifying the implementation of DAMP, particularly in managing post-accident or serious incident testing and sampling follow-up actions.

7.8 Follow-up action for positive test results

Records must be kept when a DAMP organisation stops an employee from performing SSAAs due to testing positive for alcohol or drugs. The employee must not resume performing SSAAs until a confirmatory test returns a negative result. These records provide a solid basis for verifying the implementation of DAMP, particularly in managing post-accident or serious incident testing and sampling follow-up actions.

7.9 Follow-up action for employees tested by CASA

Records must be kept when a DAMP organisation stops an employee from performing SSAAs due to testing positive for alcohol or drugs. The employee must not resume performing SSAAs until a confirmatory test returns a negative result. These records provide a solid basis for verifying the implementation of DAMP, particularly in managing post-accident or serious incident testing and sampling follow-up actions.

7.10 Follow-up action for employees who refused tests

A record must be kept when an organisation prevents an SSAA employee from performing SSAAs due to the employee refusing a test or interfering with the integrity of a test. This is in accordance with the requirements relating to SSAA employees ceasing SSAAs under 99.065(e).

7.11 Refusal to take a drug or alcohol test

A record must be kept when an organisation prevents an SSAA employee from performing SSAAs due to the employee refusing a test or interfering with the integrity of a test. This is in accordance with the requirements relating to SSAA employees ceasing SSAAs under 99.065(e).

7.12 DAMP records retention period process

A process that ensures records are kept for the required time of 5 years.

7.13 DAMP records are kept in a secure location

A process that ensures records are kept in a secure location. Different levels of security may be applied to certain documents (for example, test results may be stored with higher restrictions on access than education records).

7.14 DAMP records post-retention

The organisation must destroy or delete their records, or parts of the records, that relate to drug or alcohol testing, within 6 months after retaining them for 5 years.

CASA may take into consideration circumstances where the organisation engages the services of a NATA accredited testing provider that, in addition to testing, may also provide an online records management portal. These facilities may include retention of records for up to 7 years, as the testing providers follow the record retention requirements under the relevant Standards.

8. Micro-business DAMP Exemption requirements

8.1 Micro-business exemption

Before any verification activity, the inspector must check the organisation's RMS file or consult an RSO to confirm if CASA has issued the organisation with a [Form 1479 Letter of Acknowledgement - Micro-business DAMP](#).

If the organisation has received a Letter of Acknowledgement - Micro-business DAMP (form 1479), it means they have formally adopted the CASA Micro-business Drug and Alcohol Management Plan (DAMP).

If no Letter of Acknowledgement - Micro-business DAMP (form 1479) is on file, the organisation must complete the [CASA Micro-business DAMP](#), using the current version available on the CASA website. Along with the organisations [Form 008 DAMP contact officer](#). CASA will then issue the organisation with a formal Letter of Acknowledgement - Micro-business DAMP (form 1479) of receipt of their CASA Micro-business Drug and Alcohol Management Plan (DAMP). This indicates that the organisation has adopted the plan as part of its documented procedures.

All SSAA employees and DAMP supervisors must complete CASA's [Alcohol and other drugs \(AOD\) training](#).

Evidence of completion must be provided for auditing purposes, along with sample records of training and any testing conducted.