



WORKSHEET

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

Applicant name	Applicant ARN	EAP case number	File reference
----------------	---------------	-----------------	----------------

Instructions

1. Use this worksheet for the assessment of 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.
2. Only complete the sections relevant to the operation.
3. If the Authorisation Holder has adopted the CASA Micro-business DAMP, the inspector when assessing entry control is only required to complete **section 8 Micro-business DAMP Exemption requirements**.
4. If an Authorisation Holder is operating under CASA Micro-business DAMP, the inspector when performing surveillance is only required to complete sections 6 Implementing a DAMP, 7 DAMP record keeping & 8 Micro-business DAMP Exemption requirements.
5. Use this worksheet also for surveillance of an Authorisation Holder's DAMP, or assessment of a DAMP-like program by third party DAMP contractor (Non-DAMP organisation).
6. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulations 1998* (CASR).
7. The compliant column is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop-down list. There are 4 available responses: **Yes/No/MI** (more information)/**N/A** (not applicable). Yes, indicates that both present and suitable have been satisfied and the element is compliant with the rule.
8. For guidance on specific aspects of each question, refer to the respective section in the principal document as identified in the principle reference column.
9. The assessment summary must be completed by all relevant parties. By selecting the relevant satisfied or not satisfied, the inspector is taken to have signed the worksheet.
10. Where required, the approval data sheet must be completed by the assigned inspectors. Regservices will use this information to prepare approvals for the delegate.

2 Content of DAMP

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.001	99.045(a)	2.1	Does the DAMP include details that the DAMP applies to all Safety Sensitive Aviation Activity (SSAA) employees, and the category of SSAA covered by the DAMP?		
OPS.99.002	99.045(c)(i)	2.2	Does the DAMP identify the DAMP contact officer?		
OPS.99.003	99.045(c)(ii)	2.3	Does the DAMP identify the DAMP supervisor?		

3 Drug and alcohol education program

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.004	99.045(b)(i)	3.1	Does the DAMP detail the organisation's drug and alcohol education program?		

4 Drug and alcohol testing program

4.1 Circumstances for conducting testing

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.006	99.050(2)(a)	4.1.1	Does the DAMP include information about the circumstances under which alcohol and drug testing will be conducted in the workplace, for first joining the organisation?		
OPS.99.007	99.050(2)(b)	4.1.2	Does the DAMP include information about the circumstances under which alcohol and drug testing will be conducted in the workplace, for after an accident or serious incident?		
OPS.99.008	99.050(2)(c)	4.1.3	Does the DAMP include information about the circumstances under which alcohol and drug testing will be conducted in the workplace, for on reasonable grounds (referred by a DAMP supervisor)?		
OPS.99.009	99.050(2)(d)	4.1.4	Does the DAMP include information about the circumstances under which alcohol and drug testing will be conducted in the workplace, for upon return to work following a positive DAMP test result?		
OPS.99.010	99.045(b)	4.1.5	Does the DAMP include information about the circumstances under which alcohol and drug testing will be conducted in the workplace for random testing?		

4.2 Collection of body samples and testing

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.011	99.080(2)(b)	4.2.1	Does the DAMP provide testing requirements for the types of testable drugs, the types of body samples that will be required for collection and testing i.e. breath (alcohol), oral fluid and urine (drugs) and any permitted levels?		
OPS.99.012	99.050(1)(a)(i)	4.2.2	Does the DAMP provide testing requirements for breath alcohol testing – using a device that meets the relevant standard?		
OPS.99.013	99.050(1)(a)(ii)	4.2.3	Does the DAMP provide testing requirements for oral fluid testing – conducted in accordance with the relevant standard?		
OPS.99.014	99.050(1)(a)(iii)	4.2.4	Does the DAMP provide testing requirements for urine testing – conducted in accordance with the relevant standard?		
OPS.99.015	99.060	4.2.5	Does the DAMP require that any devices used for drug or alcohol testing be used according to the manufacturer's instructions?		
OPS.99.016	99.055(a)	4.2.6	Does the DAMP detail the requirements relating to when a DAMP medical review officer (MRO) must be consulted when a drug test conducted under the DAMP, returns a confirmatory drug test result (positive) for a SSAA employee of the organisation?		
OPS.99.017	99.055(b)	4.2.7	Does the DAMP detail the requirements relating to when a DAMP medical review officer (MRO) must be consulted to review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a medical condition?		

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.018	99.055(c)	4.2.8	Does the DAMP detail the requirements relating to when a DAMP medical review officer (MRO) must be consulted to determine if the employee is fit to resume performing or being available to perform a SSAA?		

5 Drug and alcohol response program

5.1 Requirements relating to employees ceasing SSAA

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.019	99.065(1)(a)(b)	5.1.1	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation is aware that a non-negative result for an initial drug or alcohol test has been recorded for the SSAA employee?		
OPS.99.020	99.065(1)(c)(i)	5.1.2	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation is aware that a positive result from a confirmatory drug or alcohol test has been recorded?		
OPS.99.021	99.065(1)(c)(ii)	5.1.3	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the DAMP MRO has not		

			determined a positive test result could be due to a legitimate therapeutic treatment or some other innocuous source?		
OPS.99.022	99.065(1)(d)(i)	5.1.4	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation is aware that a positive result from a confirmatory drug or alcohol test conducted under Subpart 99.C by CASA has been recorded?		
OPS.99.023	99.065(1)(d)(ii)	5.1.5	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation is aware a CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source?		
OPS.99.024	99.065(1)(e)	5.1.6	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation is aware that the SSAA employee, after having been required to take a drug or alcohol test, refused to take the test, or interfered with the integrity of the test?		
OPS.99.025	99.065(2)(a)	5.1.7	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when the organisation's DAMP supervisor suspects the employee's faculties may be impaired due to the person being under the influence of alcohol or a testable drug?		

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.026	99.065(2)(b)(i)	5.1.8	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when an accident or serious incident has occurred involving the employee while they are performing or available to perform an applicable SSAA, and a drug and alcohol test has not been conducted during the period that suitable test conditions existed?		
OPS.99.027	99.065(2)(b)(ii)	5.1.9	Does the DAMP include the requirement that the organisation must not permit an employee to perform, or be available to perform, an applicable SSAA when following an accident or serious incident the drug and alcohol tests have been conducted under suitable test conditions, but the organisation has not been notified of the test results?		

5.2 Requirements relating to returning employees to SSAA

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.028	99.070(2)(a)	5.2.1	Does the DAMP include requirements that, before the employee is permitted to resume SSAA duties, following any circumstances of being ceased from SSAA, they must have undergone a comprehensive assessment for drug or alcohol use?		

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.029	99.070(2)(b)	5.2.2	Does the DAMP include requirements that, before the employee is permitted to resume SSAA duties, following any circumstances of being ceased from SSAA, they must commence a drug or alcohol intervention program, if recommended to do so following the comprehensive assessment?		
OPS.99.030	99.070(2)(c)	5.2.3	Does the DAMP include requirements that, before the employee is permitted to resume SSAA duties, following any circumstances of being ceased from SSAA, they must be considered fit to resume performing SSAA by a DAMP medical officer and employees' treating clinician (if any)?		
OPS.99.031	99.070(2)(d)	5.2.4	Does the DAMP include requirements that, before the employee is permitted to resume SSAA duties, following any circumstances of being ceased from SSAA, they must receive a non-negative drug and alcohol test result for a return-to-work drug and alcohol test (following being considered fit to resume SSAA)?		

6 Implementing a DAMP

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.032	99.040(1)	6.1	Does the DAMP include requirements that the organisation makes the DAMP available to each of its SSAA employees		

			before the employee begins to perform or becomes available to perform an applicable SSAA?		
OPS.99.033	99.080(1)(a)(i)	6.2	Does the DAMP include requirements that the organisation's employees attend a drug and alcohol education program before commencing duties as a SSAA employee or DAMP supervisor?		
OPS.99.034	99.080(1)(a) (iii)	6.3	Does the DAMP include requirements that the organisation's SSAA employees and DAMP supervisors attend a drug and alcohol education program within 30 months of the person's last attendance at the program?		
OPS.99.035	99.080(2)(c)	6.4	Does the DAMP include requirements that the organisation uses a controlled document protocol for its DAMP policy and procedures?		
OPS.99.036	99.085	6.5	Does the DAMP include requirements that the organisation reviews its DAMP for compliance with CASR Part 99 requirements at least once every five years?		

7 DAMP record keeping

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.037	99.100(1)(a)	7.1	Has the organisation maintained a record of the number of regular SSAA employees?		

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.038	99.100(1)(b)	7.2	Has the organisation maintained a record of the number of SSAA employees who attended their initial or recurrent drug and alcohol education program?		
OPS.99.039	99.100(1)(c)	7.3	Has the organisation maintained a record of the number and type of drug or alcohol tests undergone by SSAA employees?		
OPS.99.040	99.100(1)(d)	7.4	Has the organisation maintain a record of the results of the tests, including the number of positive test results that a DAMP MRO has confirmed to be as a result of legitimate therapeutic treatment or some other innocuous source?		
OPS.99.041	99.100(1)(e)	7.5	Has the organisation maintained a record of the date and time that the tests under the DAMP were conducted?		
OPS.99.042	99.100(1)(g)	7.6	Has the organisation maintained a record of the applicable SSAA that each SSAA employee tested was performing or available to perform at the time that he or she was tested?		
OPS.99.043	99.100(1)(h)	7.7	Has the organisation maintained a record of when testing is conducted following an accident or serious incident, information about the date, time and location of: - the accident or serious incident; and - the testing conducted following the accident or serious incident?		
OPS.99.044	99.100(1)(i)	7.8	Has the organisation maintained a record of follow-up action taken by the organisation in relation to SSAA employees who were drug or alcohol tested under the DAMP and obtained positive test results?		

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.045	99.100(1)(j)	7.9	Has the organisation maintained a record of follow-up action taken by the organisation in respect of any SSAA employees who were tested by CASA under Subpart 99.C and obtained positive test results?		
OPS.99.046	99.100(1)(k)	7.10	Has the organisation maintained a record of follow-up action taken by the organisation in respect of any SSAA employees who refused to take a drug or alcohol test or interfered with the integrity of a test conducted by the organisation?		
OPS.99.047	99.100(1)(k)	7.11	Has the organisation maintained a record of any SSAA employees who refused to take a drug or alcohol test or interfered with the integrity of a test conducted by CASA?		
OPS.99.048	99.105(1)	7.12	Does the DAMP include a process to ensure that DAMP records are retained for 5 years?		
OPS.99.049	99.105(2)	7.13	Does the DAMP include a process to ensure that DAMP records are kept in a secure location?		
OPS.99.050	99.105(3)	7.14	Does the DAMP include a process to ensure that DAMP records are destroyed or deleted within 6 months of the five-year record retention period, or just the parts of the records that relate to the results of drug or alcohol testing?		

8 Micro-business DAMP Exemption requirements

UID	Legislation reference	Principle reference	Question	Compliant?	Inspector comments
OPS.99.051	11.210(1)	8.1	Has the organisation adopted a DAMP (in the form of the current CASA Micro-business DAMP via Exemption), including the organisation's information as required by the application form?		

Assessment summary

Applicant name	Applicant ARN	EAP case number	File reference

This worksheet verifies that the assessment of the drug and alcohol management plan for the above-named operator has been assessed in accordance with the current revision of Protocol (OPS.99) for their operations.

Inspector name	Title	Date

Assessment

DAMP

The DAMP has been assessed in accordance with the requirements mentioned in Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

☐ I am satisfied that the DAMP meets the requirements mentioned in the regulations (as applicable).

☐ I am not satisfied that the DAMP meets the requirements mentioned in the regulations.

Non-DAMP

The non-DAMP has been assessed in accordance with the requirements mentioned in Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

☐ I am satisfied that the non-DAMP meets the requirements mentioned in the regulations (as applicable).

☐ I am not satisfied that the non-DAMP meets the requirements mentioned in the regulations.

Micro-business DAMP

The Micro-business DAMP has been assessed in accordance with the requirements mentioned in CASA's current micro-business DAMP exemption instrument.

☐ I am satisfied that the Micro-business DAMP meets the requirements of CASA's current Micro-business DAMP Exemption instrument.

☐ I am not satisfied that the Micro-business DAMP meets the requirements of CASA's current Micro-business DAMP Exemption instrument.

Reason for recommendation

Approval data sheet

Applicant name		Applicant ARN		EAP case number		File reference	
-----------------------	--	----------------------	--	------------------------	--	-----------------------	--

Tick the relevant boxes and insert details of the drug and alcohol management plan and associated conditions.

☐ Recommendation

The proposed drug and alcohol management plan (DAMP) have been assessed in accordance with the requirements mentioned in:

☐ paragraph 119.205(1)(m) ☐ paragraph 99.035(1)(a)(b) and (2)(a)(b)

Inspector

☐ I recommend the DAMP be approved

☐ I do not recommend the DAMP.

Drug and alcohol management plan (DAMP) revision reference

Title	Version	Date	RMS reference number

Note: Regservices requires this information to create the EMAN in RMS.

☐ Requirement heading

(1) For regulation Part 99, the operator can be approved to implement its DAMP.

(2) The approval under subsection (1) is subject to the following conditions (if required):