



# Drug and Alcohol Management Plan (DAMP)

Contact officer

CASR Part 99

## Purpose of this form

Use this form to identify a person who will be your organisation's primary contact with CASA regarding the responsibilities of your DAMP.

## Who is this form for?

This form is for organisations that are required to develop a DAMP that complies with Part 99B of the Civil Aviation Safety Regulations 1998 (CASR).

## Information needed to complete this form

The nominated contact officer must have an ARN.



**We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly**

## Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕

## Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the legal entity ARN. You will also need to provide your ARN and authority to act for the organisation.

## Contact details

Refer to CASR 11.070

CASA will use the currently held contact and applicant details based on your ARN to process this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA may constitute a criminal offence.

## Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

## For more information

Go to the [CASA website](#) or call us on 131 757.

## Applicant

### 1 What are the **organisation** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity

ARN

Contact number

Email address

### 2 What permissions does your organisation hold?

Air Operator's Certificate

Aerodrome

DG

AP Design

Part 171 or 172

Certificate of Approval

Part 145

FAAOC

Manufacturing organisation

Part 141

Other (please specify)

## DAMP contact officer details

### 3 What are the **contact officer's** details?

Full name

ARN

Position (Agent, Secretary)

Contact number (business hours)

Contact number (after hours)

Email address

## Applicant checklist

### 4 Are you attaching any documents to this application?

## Applicant declaration

### 5 I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that to knowingly make a false or misleading statement is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

## Returning your form



By email – attach this form and all supporting documents. Send them to your [National.operations@casa.gov.au](mailto:National.operations@casa.gov.au).