



North Queensland Airports Policy

Drug & Alcohol Management Plan (DAMP)

Version 12 – 18 August 2025

**Any alterations to this Policy must be approved by the:
Chief Operating Officer**

The current copy of this Policy is held on SharePoint

Document Control

Version	Status	Sponsor	Author
12	Final	Chief Operating Officer	Health and Safety Manager

Amendments	Date	By whom
Version 12 – Annual review. Application, testing and record keeping clarified, MRO and key contacts updated. Review frequency aligned with CASR Part 99. Non-SSAA employees excluded from scope. Appendix 5, Referral for pre-employment/ deployment form removed.	18/08/2025	Health and Safety Manager
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For quality control purposes, this document is only valid on the day it is printed. Official versions are stored on the intranet.

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Summary

Document created to capture Drug & Alcohol Management Plan for NQA.

Distribution List

A copy of this DAMP is retained in Controlled Documents on SharePoint. This DAMP is made available to the Civil Aviation Safety Authority (CASA) for inspection if requested.

North Queensland Airports makes this DAMP available to all relevant persons on our website.

Access is also available to staff on our intranet:

- Document Name: Drug and Alcohol Management Plan
- Location: <https://nqairports.sharepoint.com/sites/ControlledDocs>

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DEFINITIONS

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Accident means an occurrence that arises out of a person performing or being available to perform their duties if either or both of the following apply: a) The occurrence results in the death of or serious harm to a person. b) The occurrence results in serious damage to an aircraft or property.

Aerodrome testing area means:

(a) any surface in a certified aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and (b) any part of the surface of a certified aerodrome: (i) that is not covered by paragraph (a); and (ii) that does not have a building on it; and (iii) from which access to a surface mentioned in paragraph (a) may be had; and (c) a building located on a certified aerodrome that is used: (i) for maintenance of an aircraft or an aeronautical product; or (ii) for the manufacture of aircraft or aeronautical products; or (iii) by an air traffic service provider to control air traffic; or (iv) by the holder of an AOC for flying training; or (v) by a Part 141 operator conducting flying training in an aircraft; and (d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome.

AOD means Alcohol and other Drugs

Appropriately qualified alcohol and other drug professional means a person who:

- (a) materially works as a provider of clinical drug and alcohol treatment services; and
- (b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields:
 - (i) health sciences;
 - (ii) medical science;
 - (iii) social sciences;
 - (iv) behavioural sciences.

Approved breathalyser means a breathalyser approved by CASA under paragraph 99.130(a) for alcohol testing.

Approved drug testing device means a device approved by CASA under paragraph 99.130(b) for testing for testable drugs.

Approved laboratory means a person authorised under subregulation 99.450(3) to conduct confirmatory drug tests for Subpart 99.C.

Approved person, 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.

Approved Tester means a person who is authorised to:

- (a) take body samples for drug or alcohol tests under sub regulation 99.450 (1) ; and
- (b) conduct initial drug tests or alcohol tests under sub regulation 99.450 (2)

Note: definition is related to Part 99 Subpart C of CASR only

CASA means Civil Aviation Safety Authority.

CASR means Civil Aviation Safety Regulation.

Comprehensive Assessment

In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out:

- (a) by a psychiatrist; or
- (b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- (c) jointly by:
 - (i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and
 - (ii) an appropriately qualified drug and alcohol professional.

Cut Off Limits (Concentrations) are concentrations in excess of those listed in AS/NZS 4308 for testable drugs categories under Marijuana, benzodiazepines, cocaine metabolites, Opiate metabolites and Sympathomimetic amines. See **testable drugs** for breakdown of drugs.

DAMP means Drug and Alcohol Management Plan that complies, or purports to comply, with the requirements of regulation 99.045.

DAMP Contact Officer (CO) is the person nominated by each airport (Cairns and Mackay) to liaise with CASA regarding DAMP compliance. The DAMP Contact Officer also oversees any review of the DAMP, monitors its application, and submits CASA DAMP Reports as required by CASA.

DAMP Medical Review Officer (MRO) means a medical practitioner who for drug or alcohol testing under a DAMP has

- (a) competence in the field of interpreting drug and alcohol test results; and
- (b) knowledge of substance use disorders; and
- (c) knowledge of the contents of this Part.

DAMP Organisation means a person that is required to have a DAMP under sub regulation 99.030 (1) of CASR.

DAMP Supervisor in relation to a DAMP organization, means a person who:

- (a) 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
- (b) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2)(c) of CASR.

Drug or Alcohol Intervention Program

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:

- (a) assessment;
- (b) treatment, including any of the following:
 - (i) education;
 - (ii) counselling;
 - (iii) consultation with health care professionals;
 - (iv) pharmacotherapy;
 - (v) residential or non-residential treatment programs;
- (c) monitoring and follow-up action.

Employees In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.

Illegal (Illicit) Drugs means:

- Those drugs deemed to be illegal pursuant to current State legislation (e.g. cocaine, heroin, cannabis); and/or

- Controlled substances not prescribed to an Employee by a duly licensed physician

Legal Drugs means:

- Those sold to the public on a non-prescription basis
- Those prescribed to an Employee by a duly licensed physician; and/or
- Controlled substances or medications legitimately prescribed by a duly licensed physician

Oral Fluid Tests are test done using a swab or similar methodology to determine if drug concentrations exceed the cut off limits can be detected in saliva.

Permitted Level means:

- (a) for a testable drug—a level of the drug specified in sub regulation (2A) for the purposes of this paragraph; and
- (b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.

Positive Result means:

- (a) 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 Civil Aviation Act (the Act);
- (b) 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;
- (c) 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;
- (d) 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.

Regular SSAA employee means a SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days

SSAA Employee in relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.

Safety-Sensitive Aviation Activities (SSAA) are:

- (a) any activity undertaken by a person, other than as a passenger, in an aerodrome testing area; and
- (b) calculation of the position of freight, baggage, passengers and fuel on aircraft; and
- (c) the manufacture or maintenance of any of the following:
 - (i) aircraft;
 - (ii) aeronautical products;
 - (iii) aviation radionavigation products;
 - (iv) aviation telecommunication products;
 - (v) reserve parachutes or emergency parachutes; and
- (d) the certification of maintenance of a kind mentioned in (c); and
- (da) the issuing of a certificate of release to service for an aircraft or aeronautical product in relation to maintenance carried out on the aircraft or aeronautical product; and
- (e) the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas; and
- (f) activities undertaken by an airport security guard or a screening officer in the course of the person's duties as a guard or officer; and
- (g) activities undertaken by a member of the crew of an aircraft in the course of the person's duties as a crew member; and
- (h) the loading and unloading of trolleys containing baggage for loading onto aircraft and the driving of such trolleys; and

- (i) activities undertaken by a holder of an ATC licence in the course of the person's duties as a controller; and
- (j) activities undertaken by the supervisor of a holder of an ATC licence in the course of the person's duties as such a supervisor; and
- (k) providing flight information and search and rescue alert services:
 - (i) to a pilot or operator of an aircraft immediately before the flight of the aircraft; or
 - (ii) to a pilot or operator of an aircraft, during the flight of the aircraft; or
 - (iii) as an intermediary for communications between a pilot or operator of the aircraft, and an air traffic controller; and
- (l) providing aviation fire fighting services; and
- (m) undertaking parachute descents; and
- (n) supervising parachute descents.

(3) This applies to the safety-sensitive aviation activities specified in paragraphs (2)(b) to (n) even if those activities do not occur in an aerodrome testing area.

Serious incident is an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following applies:

- a) The occurrence gives rise to a danger of death or serious harm to a person
- b) The occurrence gives rise to a danger of serious damage to aircraft or property

Suspension Event Suspending or ceasing the person from performing an SSAA.

Testable Drug The expanded list means any of the following:

- Morphine
- Codeine
- 6-Acetyl morphine
- Amphetamine
- Methylamphetamine
- Methylenedioxymethamphetamine
- Methylenedioxyamphetamine
- Cocaine
- Delta 9-tetrahydrocannabinol
- Benzoylecgonine
- Ecgonine methyl ester

1. POLICY ON AOD USE

Cairns and Mackay Airports are owned and operated by the North Queensland Airports (NQA) Group. Details relating to these aerodrome assets can be found at www.cairnsairport.com.au and www.mackayairport.com.au

NQA's core values are:

<i>Safety every day:</i>	We create a safe, secure and healthy culture for our people and customers.
<i>Do the right thing:</i>	We are accountable and do what is honest and ethical, demonstrating integrity, and worthy of the trust in others
<i>Strengthen community:</i>	Strengthen and invest in those around us, the teams we work in and the communities we operate in
<i>Create value:</i>	In collaboration with others, we create positive organisational, social, environmental and economic value
<i>Care always:</i>	Care, service, compassion and respect guide the way we operate at all levels and with all people
<i>Think ahead:</i>	Boldly approach the future through curiosity, adaptation and creativity

North Queensland Airports (NQA) has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

Our values are our cultural code or DNA. Like a compass they are how we behave and guide how we work, build great teams, shape our work environment, filter our decisions, and create the NQA customer service and experience.

Alcohol and Other Drugs (AOD) when present in the workplace, have the potential to increase the risk of harm in the workplace.

In conjunction with the requirements under the WHS Act 2011 and CASR Part 99, Cairns and Mackay Airports have a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

NQA takes a multi-strategy approach that incorporates:

- Awareness/Education/Training
- Testing
- Enforcement
- Response
- Performance management
- Support and rehabilitation

To ensure informed compliance is achieved Cairns and Mackay Airports are committed to:

- Providing awareness material, education and training to employees and contractors about the health and safety risks associated with being under the influence of any form of alcohol or other drugs
- Managing alcohol and other drug risks by fostering an attitude amongst all employees and contractors that it is not acceptable to attend work under the influence of alcohol or other drugs
- Providing an atmosphere that encourages employees and contractors to seek assistance for alcohol and drug related issues
- Providing employees with access to counselling
- Ensuring that employees are aware that the consumption, possession and sale of illegal drugs in the workplace will not be tolerated
- Monitoring the workplace to ensure no employee is under the influence of drugs or alcohol
- Investigating accidents and incidents to ensure alcohol or other drugs are not a contributory factor.

2. INTRODUCTION (BACKGROUND)

In 2008 CASA released Volume 3 Part 99 Civil Aviation Safety Regulations 1998 (CASR's) under which it became mandatory for aviation related organisations to develop and implement a Drug and Alcohol Management Plan (DAMP). Such organisations are referred to by CASA for the purpose of this legislation as 'DAMP Organisations'.

Cairns Airport Pty Ltd and Mackay Airport Pty Ltd are both deemed to be DAMP Organisations.

In addition to meeting its statutory obligations under Commonwealth legislation, both Cairns and Mackay Airports also seek to achieve the following aims through this program:

AIMS

- To provide a safe and healthy workplace
- To ensure information to aid in identifying AOD issues is readily available
- To provide training and education to assist in identifying AOD issues
- To provide an atmosphere where it is recognised that working while under the influence of AOD is not acceptable
- To provide appropriate support and encouragement to assist those with AOD consumption issues overcome those issues
- To deal with any issues relating to AOD consumption in a consistent manner
- To enforce this policy

3. APPLICATION

Provisions within this DAMP does not include enforcement action undertaken by external agencies such as law enforcement agencies.

The NQA DAMP applies to all employees who are issued with Red ASICs and are available to perform SSAA.

Employees engaged in SSAA roles are not in specific roles listed in legislation but are covered by **99.015 (2)(a)** *any activity undertaken by a person, other than as a passenger, in an aerodrome testing area*. NQA employees involved in SSAA include staff from but not limited to:

- Operations (including Infrastructure)
- Commercial
- Corporate Services (including Human Resources, Finance and ICT); and
- Other staff who do not work in an 'aerodrome testing area', but are indirectly involved in control of facilities, aircraft, or safety, security and emergency response which requires compliance with CASA legislation

Key points for NQA employees working at either Cairns or Mackay Airports to be mindful of are:

- Prior to beginning your employment directly with Cairns or Mackay Airport you must pass Alcohol and other drug (AOD) screening irrespective of your role is deemed SSAA or not
- To pass this pre-employment screening you must record 'zero' for both alcohol and negative for the nominated testable drugs
- Zero is deemed to be under 0.02 BAC for alcohol and negative for drugs is below the nominated cut off limits for the testable drugs. (refer definitions for testable drugs)
- You will be subject to random and cause testing throughout your employment and zero must be maintained while at work or available to attend work such as on call

Where individuals are employed by another company that provides a service directly to Cairns or Mackay Airports the onus is on those companies to demonstrate that their employees:

- If not having worked previously at the airport, have been screened negative for drugs and alcohol prior to deployment into a SSAA
- Are aware of the permissible limits regarding alcohol and other drugs
- Are aware of the existence of random testing
- Are aware of the implications of any breaches by themselves and to the company including covering the cost of any confirmatory testing; and
- Will comply fully with NQA's DAMP requirements
- Undertake Drug and Alcohol Education Program before they operate airside.

4. CONTENT

Fundamentally there are three (3) key elements underpinning this program:

- A Drug & Alcohol Education Program (DAEP)
- A Drug & Alcohol Testing Program
- A Drug & Alcohol Response Program

5. RESPONSIBILITIES

Governance

NQA as the overarching entity ensures appropriate governance of the DAMP is maintained at all times at both airports. The NQA Health & Safety Department has responsibility to ensure the DAMP is compliant with relevant legislation and is custodian of the Plan.

5.1 RESPONSIBILITIES OF NQA APPOINTED DAMP CONTACT OFFICERS

- To liaise with CASA in relation to NQA's DAMP responsibilities
- A DAMP Contact Officer with a backup person is appointed at each airport. Refer APPENDIX 4

5.2 RESPONSIBILITIES OF NQA APPOINTED DAMP SUPERVISORS

- If a DAMP Supervisor (APPENDIX 4) forms an opinion that an employee is adversely affected by alcohol or other drugs (AOD) they must direct the employee to cease performing their duties and complete the DAMP Supervisor Assessment Checklist (APPENDIX 1). Action will then be taken in accordance with the testing Flow chart (APPENDIX 2)
- Ensure that AOD testing is arranged for any staff involved in a serious work-related incident or accident

5.3 NQA GENERAL RESPONSIBILITIES

NQA must:

- Ensure that SSAA employees and contractors undertake DAEP awareness training before they need to perform or become available to perform their required duties at either Cairns or Mackay Airports
- Ensure AOD screening of new employees has been carried out prior to deployment into SSAA as per CASA requirements
- Include a copy of the NQA DAMP on the public websites
- Securely maintain written records that demonstrate compliance with Part 99 including alcohol and drug test records. Such records to be made available to CASA for audit purposes as requested while ensuring Privacy legislation is not breached
- Not permit any employee to perform or be available to perform their duties in the following circumstances:

REASONABLE CAUSE OR SUSPICION (REFER APPENDIX 1) - Where a DAMP Supervisor has reason to believe the employee's faculties may be impaired due to the person being under the influence of a testable drug or alcohol.

INCIDENT/ACCIDENT (REFER APPENDIX 1) – Where the employee is involved in a serious work-related incident or accident and either:

- For the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not yet been conducted; or
 - If tests have been conducted - NQA has not been notified of the test results; or
 - If tests have been conducted - NQA have been notified of positive test results.
- Not permit an employee to perform or be available to perform their duty until all mandatory pre-conditions have been met, when an employee has been required to cease performing, or being available to perform their duties because of an incident related to AOD

NOTE: Reporting Incidents/Accidents must be done in compliance with NQA's incident notification and investigation protocols which includes completion of the online Incident Notification form and the follow up investigation process where applicable based on the nature and incident severity.

5.4 RESPONSIBILITIES OF EMPLOYEES

- To disclose to their Supervisor if he/she is taking prescription or non-prescription medication, that may have an impact on his or her ability to carry out their duties
- Not commence work if under the influence of illicit drugs, alcohol or adversely affected by prescription or non-prescription drugs. Note: While the focus is on nominated **testable drugs** under Part 99 Civil Aviation Safety Regulations 1998 it is expected that employees also disclose information relating to any other drugs or substances consumed that have the potential to adversely impact on their ability to carry out their required role safely
- To obtain information from a qualified medical practitioner regarding any prescribed medications to determine whether it is safe take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor
- To not perform or be available to perform their duties if aware that they are adversely affected by alcohol or other drugs
- To not be in possession of or traffic any illicit drug
- To notify a DAMP Supervisor of any AOD concerns they have regarding co-workers
- To comply with AOD testing as per the NQA DAMP
- To cease performing or being available to perform their duties if they:
 - Do not comply with a request to provide a breath, oral fluid (normally saliva) and/or urine sample for alcohol and other drug testing as per the NQA DAMP
 - Return a positive result for an alcohol or other drug test
 - Interfere with a sample they provide for AOD testing
 - Are involved in a serious incident or accident
 - Are suspected with reasonable cause by a Supervisor of being affected by AOD
- To not recommence their duties until all mandatory preconditions have been met

NOTE: In addition to NQA's grievance and disciplinary procedures, employees engaged in SSAA will be deemed to be committing an offence against Commonwealth legislation if found to be more than permissible limits or refusing to comply with directives from a CASA Approved Tester. Prosecution or infringement action may therefore be taken by CASA or the Commonwealth Director of Public Prosecutions.

6. DRUG AND ALCOHOL EDUCATION PROGRAM (DAEP)

SSAA EMPLOYEES are required to undertake a DAEP.

In the first instance new employees are given their own a copy of the NQA DAMP and they must sign an acknowledgement that they have read it.

An overview of the NQA DAMP is then provided within the online induction package.

Further to that new employees must complete the relevant online eLearning package provided by CASA via AviationWorx. <https://www.casa.gov.au/education/standard-page/aviationworx>

The DAEP is designed to ensure employees are aware of:

- The legislative background to the DAMP
- What the NQA policy states regarding AOD use
- What AOD testing can occur in the workplace
- What a positive result means
- Support services and assistance for people who engage in problematic use of alcohol and other drugs
- Information about the potential risks to safety from the use of alcohol and other drugs

Every two years an online induction refresher is completed by SSAA employees, and it includes training material in accordance with CASR Part 99.045 that ensures they are aware of the content of the DAMP.

DAMP SUPERVISORS - In addition to general employee training, specific education and training will be provided to Supervisors to assist in the recognition of and management of people who engage in problematic use of AOD. The list of supervisors who have undertaken DAMP Supervisors training and accreditation is provided at APPENDIX 4.

7. DRUG AND ALCOHOL TESTING PROGRAM

7.1 SUBSTANCES INCLUDED IN TESTING

NQA will test for alcohol and five (5) classes of **testable drugs or sometimes called 'drugs of abuse'**

- Opiates (e.g. heroin)
- Sympathomimetic amines (e.g. speed, amphetamines, ecstasy, ephedrine)
- Cannabis metabolites (e.g. marijuana)
- Cocaine
- Benzodiazepines (tranquilisers)

NOTE: In accordance with Australian Standards AS4308 and AS4760 any testing for these drugs is intended to identify the presence of the drug and not to determine the level of impairment matched to a quantity as is the case with alcohol.

Should an Employee be selected to attend an Approved External Testing Agency for alcohol or drug testing, the presence of substances such as masking agents and other non-targeted drugs may also be identified. For this reason, anyone selected to attend an Approved External Testing Agency is strongly advised to declare any such substances they suspect may be in their system. Such a declaration is treated in confidence and covered by privacy provisions.

7.2 TESTING METHODOLOGY

Testing can be conducted by or on behalf of CASA, an individual self-testing, or NQA's drug & alcohol testing service provider. All testing equipment used must be used in a manner consistent with the manufacturer's instructions including any calibration current.

TESTING

Testing will be carried out by a CASA Approved Tester. Any drug and alcohol testing done under this program will be conducted as follows:

Alcohol - Breath testing using a device that meets either AS 3547 Breath and Alcohol testing device for personal use: or NMI R126, Pattern Approval Specifications for Evidential Breath Analysers.

Other Drugs - Oral fluid testing in accordance with AS 4760 *Procedure for specimen collection and the detection and quantitation of drugs in oral fluid*.

NOTE: CASA testers may vary testing methodology as they deem appropriate.

7.3 WHEN TESTING WILL BE CONDUCTED

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

- Prior to commencement of employment/deployment
- Post-Accident or Incident
- Reasonable Suspicion
- Prior to Return to Work following Suspension
- Randomly.

OTHER

- Randomly by State or Federal Police

NOTE: Contractors are responsible for meeting all costs associated with the required AOD testing of their own staff unless contractual arrangements with Cairns or Mackay Airports specifically state the respective airport will cover costs.

- **Prior to Commencement of Work / Deployment**

Regular SSAA employees and contractors will be required to undergo initial drug and alcohol testing (screening) in accordance with the following legislative requirements.

99.010 Definitions for Part 99

Regular SSAA employee means a SSAA employee who is reasonably likely to perform an applicable SSAA at least two (2) or more times every 90 days.

99.050 Requirements for drug and alcohol testing

Drug and alcohol testing will be conducted on Relevant Cairns and Mackay Airport employees and SSAA employees as follows:

(a) When a person first joins the DAMP organisation or when an employee whose role in the organisation is to change to that of a regular SSAA employee on or after the commencement date, unless:

- (i) The employee has been complying with the NQA DAMP testing and intervention requirements as part of their employment; or,*
- (ii) The employee has been drug and alcohol tested; and*
- (iii) The tests were conducted less than 90 days before the employee is required to begin performing or being available to perform an applicable SSAA*

- **Post-Accident or Serious Incident**

A person will be assessed for testing for alcohol and testable drugs after a serious incident and/or accident involving an employee or contractor. (Refer APPENDIX 1)

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

- Within 24 hours of the accident or incident for drug testing
- Within 4 hours of the accident or incident for alcohol testing; and
- It is practicable to conduct a test

- **Reasonable Suspicion**

An employee or contractor will be required to undergo testing if a NQA DAMP Supervisor reasonably believes that they may be adversely affected by AOD while performing, or available to perform their duties. (Refer APPENDIX 1)

- **Prior to Return to Work**

An employee or contractor will be required to undergo testing for AOD if returning to work after a period of suspension because of alcohol or other drug use or a related incident. A negative test result and a Comprehensive Medical Assessment by the Medical Review Officer are required before they can recommence duties.

- **Random**

CASA approved testers may undertake random testing within aerodrome testing areas, and/or of individuals undertaking SSAA. This is done as part of CASA's DAMP monitoring and auditing functions to ensure organisations and individuals are compliant with their legislative requirements.

7.4 ALCOHOL AND OTHER DRUGS - TEST RESULTS

Alcohol testing is based on blood alcohol concentration (BAC).

The initial test for alcohol is done using breath to determine the probable BAC, i.e. BAC 0.02 = 0.02 grams of alcohol in 210 litres of breath.

NOTE: Less than 0.02 is deemed to be Zero BAC.

Drug testing is based primarily on determining the presence above cut off limits or permitted levels of a testable drug. It is medically recognised that small quantities of substances can be found naturally in the body or present in some foods which chemically equate to various testable drugs. Testing methodology therefore allows for and discounts these small quantities and refers to them as **cut off limits** or **permitted levels**.

NOTE: If a serious incident or accident has occurred and a full urinalysis is required it will also detect masking agents known to the Approved External Testing Agency as indicative of the use of testable drugs. Therefore, should masking agents be detected and based on recommendations from the Medical Review Officer an employee may be asked to explain the presence of such masking agents.

POSITIVE RESULT MEANS

- For an initial drug test - a test result above the permitted level.
- For a confirmatory drug test - a test result above the permitted level, verified by an MRO.
- For an initial alcohol test - a test result of 0.02 or above.

- For a confirmatory alcohol test - a test result of 0.02 or above.

PRE- EMPLOYMENT/DEPLOYMENT TESTING FOR NQA EMPLOYEES

If a potential new employee records a positive result from undertaking a pre-employment test they will be asked to undertake a confirmatory urinalysis.

Depending on the results of the confirmatory urinalysis test and the nature of the primary intended role of the person, NQA:

- Reserves the right to either withdraw the offer of employment
- Delay finalising employment
- Recommend the person undergoes appropriate medical treatment. This decision will be made in consultation with the MRO and other appropriate Medical Practitioners

PRE- DEPLOYMENT TESTING FOR CONTRACTORS

Positive results from employees working for Contractors are a matter between them and their employer.

NQA will not permit access to SSAA areas until a negative result is produced.

Contractor management are required to notify NQA of the number of contractor staff undergoing pre-deployment testing and the number of staff returning positive test results.

TESTING OF NQA EMPLOYEES AT WORK

Alcohol: If a positive **indicative** result is obtained from an initial breath test, the employee is required to cease working and will be asked for an explanation. Depending on the explanation provided arrangements may be made with the testing agency to undertake confirmatory testing such as a urine sample or a secondary breath test. NOTE: if the employee questions the indicative reading, they are entitled to request a second breath test.

Drugs: If a positive urine test follows a positive **indicative** oral fluid test the employee is required to cease working and a **confirmatory** urinalysis will be requested. If a negative urine test follows a positive indicative oral fluid test, the employee will be able to return to normal duties.

When a confirmatory alcohol or drug test returns a positive result, the DAMP Supervisor or their delegate will consult the DAMP MRO 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. Staff will remain stood down until the MRO completes the assessment.

TESTING OF INDIVIDUALS EMPLOYED BY NQA CONTRACTORS AT WORK

If a positive AOD result is recorded, the nominated DAMP Supervisor will request an individual contractor staff to cease duties, and the matter is referred immediately to the company for action. The individual is not permitted to return until the Company can confirm the individual has returned a negative confirmatory test result and has complied with all DAMP MRO requirements. All on going assistance required by the individual to overcome any AOD issues is the responsibility of their employer.

8. DRUG AND ALCOHOL RESPONSE PROGRAM

8.1 SUSPENSION FROM DUTY/STAND DOWN

Refer to Chapter 11 - Disciplinary Action

NQA will not permit an employee to perform or be available to perform their duties at either Cairns or Mackay Airport in any of the following circumstances:

- If aware that a positive result for an initial (indicative) alcohol or other drug test has been recorded but this has not yet been confirmed in a follow-up (confirmatory) test.
- A positive result for a confirmatory 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
- If aware that an employee who has been required to undertake an alcohol or other drug or alcohol test has:
 - Refused to take the test; or
 - Interfered with the integrity of the test
- If a DAMP Supervisor reasonably suspects the employee's faculties may be impaired due to the person being under the influence of alcohol or other drug
- If an accident or serious incident has occurred involving the employee:
 - Suitable test conditions exist but the test has yet to be conducted; or
 - If tests have been conducted and NQA has not been notified of the test results

8.2 RETURN FROM SUSPENSION

Where NQA has not permitted an employee to perform and/or be available to perform, their duties because of a drug or alcohol testing related suspension event, an employee will not be permitted to return to work unless:

- The employee has undergone a Comprehensive Medical Assessment and is considered fit to resume performing, or be available to perform their duties by the NQA nominated MRO in consultation with the approved testing agency
- Where a Comprehensive Medical Assessment recommends the employee participates in a drug or alcohol intervention program, the employee has begun the nominated drug or alcohol intervention program
- Where the suspension event related to a drug test - a confirmatory drug test indicates an absence of testable drug

8.3 COMPREHENSIVE MEDICAL ASSESSMENT

In the event of a positive confirmatory test the nominated Medical Review Officer (MRO) must conduct a Comprehensive Medical Assessment prior to providing a clearance to return to work. The MRO will request that a Comprehensive Assessment be undertaken by appropriately qualified alcohol and other drug professionals and interview the person concerned at his discretion to make the appropriate determination. The individual concerned will be unable to return to work until the MRO has provided a clearance. (See Section 10)

8.4 INTERVENTION PROGRAM

NQA will permit an NQA employee to utilise flexible leave arrangements and have reasonable time to attend a nominated drug or alcohol intervention program or advisory service (APPENDIX 4), if:

- The MRO has advised NQA that the employee must attend the program; and/or
- The employee has requested assistance to attend as a result of self-testing

9. SELF-REFERRAL

Employees are encouraged to recognise problematic use of substances and to obtain the help they need.

Any NQA employee who seeks assistance from their manager or from the NQA Employee Assistance Program (EAP), will be afforded all necessary help. The matter will be treated with the strictest confidence.

Personnel seeking assistance from NQA management will be offered that assistance by way of counselling or other treatment/rehabilitation program. They may be provided with flexible leave arrangements to complete any treatment/rehabilitation program.

10. ROLE OF THE MEDICAL REVIEW OFFICER (MRO)

The appointment of an MRO is a CASA requirement.

10.1 WHO IS AN MRO?

A Medical Review Officer is a medical practitioner that has:

- Competence in the field of interpreting drug and alcohol test results; and
- Knowledge of substance use disorders; and
- Knowledge of the contents of relevant standards and regulations.
- Holds current registration from CASA as an MRO

10.2 WHAT IS THE ROLE OF AN MRO?

As per CASR Part 99, NQA will consult a MRO in the following circumstances:

- If an alcohol or other drug test returns a positive test result for an employee of Cairns or Mackay Airports - **to determine if test result could be the result of legitimate therapeutic treatment or some other innocuous source**
- To review medical information concerning a person's failure to give a body sample for alcohol and other drug testing because of a claimed medical condition
- To conduct a Comprehensive Medical Assessment to determine if the employee is fit to resume performing or being available to perform duties after an alcohol or other drug testing related incident. Part of the Comprehensive Medical Assessment process will include the completion of a Comprehensive Assessment by an appropriately qualified clinician
- NQA has appointed local registered medical practitioners who, in conjunction with the Alcohol, Tobacco and Other Drugs Service will undertake Comprehensive Assessments as required (see APPENDIX 6)
- Referral for MRO Services see Appendix 5-6

11. DISCIPLINARY ACTION

While NQA will consult an appropriately qualified AOD professional to assist the person overcome AOD issues, NQA however reserves the right to initiate disciplinary action if required.

Should a positive result for alcohol or other drugs be recorded by a Cairns or Mackay Airport employee performing or being available to perform their duties, then actions in accordance with provisions of the relevant Collective Agreements will be undertaken e.g.:

- Grievance Process: Cairns Airport Enterprise Agreement
Mackay Airport Enterprise Agreement
- Warning/Counselling Process: Cairns Airport Enterprise Agreement
Mackay Airport Enterprise Agreement

NOTE: Where stand down provisions are enacted, an employee will utilise accrued leave including sick leave and annual leave or leave without pay when necessary.

Where an individual is not covered by this Collective Agreement, NQA will refer them to their own Employer for action. NQA will not permit the individual to resume SSAA duties until satisfied that the action taken by their employer is consistent with that enforced by NQA for their staff.

12. PRIVACY

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

13. REVIEW, AUDIT AND COMPLIANCE

NQA will review this program at least every 5 years or sooner if material changes occur, or as directed by CASA, or due to legislative changes or response to any grievance or dispute.

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

14. PROVISION OF INFORMATION AND RECORD KEEPING

14.1 CASA DAMP REPORTING

The information reported to CASA will be consistent with the requirements of CASR Part 99.100 including where specifically requested by CASA. Reporting to CASA will be limited to incidents involving SSAA employees; NQA will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

Under CASA EX92/23 — DAMP Implementation (Information) Exemption 2023:

- 1) DAMP Organisation, which has implemented a DAMP, is exempt from compliance with sub regulations 99.100(1) and (2) of CASR.
- 2) The exemption is subject to the conditions stated in section 5:

5 Conditions

(1) The DAMP organisation must:

- (a) subject to subsection (2), create records of the information mentioned in paragraphs 99.100(1)(a) to (l) of CASR in relation to each DAMP reporting period or part of a DAMP reporting period, for the organisation, during which the DAMP was implemented; and
- (b) subject to subsection (2), if requested in writing by CASA, create records of information, not mentioned in paragraph (a), relating to the organisation's implementation of the DAMP, or a drug or alcohol test undergone by an SSAA employee of the organisation under Part 99 of CASR, in

relation to each DAMP reporting period or part of a DAMP reporting period, for the organisation, during which the DAMP was implemented; and

(c) ensure each record states the date the record was created; and

(d) keep each record in a secure location for 5 years (the **5-year period**) after the last day of the DAMP reporting period or the part of a DAMP reporting period; and

(e) within 6 months after the end of the 5-year period, destroy or delete the parts of the records that relate to the results of drug, or alcohol, testing of an SSAA employee of the organisation.

(2) The records mentioned in paragraph (1)(a) or (b) must not include any information in relation to an SSAA employee of the organisation that might identify the employee.

Record Keeping

NQA will keep all relevant records pertaining to this DAMP for a period of five (5) years. This information will be kept in a secure location.

Within six (6) months after expiry of the five (5) year record keeping period, NQA will ensure such records are destroyed or deleted.

NQA contractors are required to similarly keep records for all contractor staff deployed in SSAA roles.

15. VARIATIONS

NQA may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASR's.

NQA may also implement variations or amendments to this program to ensure compliance regarding other non-aviation specific legislation.

Controlled documents are kept on the NQA Internet and any major changes concerning NQA employees will be advised to team members via staff newsletters, toolbox talks etc.

APPENDIX 1 see SharePoint – NQA Forms – Safety

DAMP SUPERVISOR ASSESSMENT CHECKLIST

(PLEASE TICK)

☐ **SERIOUS INCIDENT/ACCIDENT**

☐ **REASONABLE SUSPICION**

A serious incident or accident has occurred and/or the Supervisor has reason to believe an Employee is 'under the influence' of alcohol and/or drugs.

Employee being assessed:

Date and time of assessment:

Supervisor making the assessment:

	Yes	No
1. Did the incident involve operation of plant		
2. Has an injury occurred		
3. Was medical treatment required		
4. Damage to plant/equipment (estimated repair costs > \$2,000)		
5. Were external agencies required (e.g. Police, ATSB, WHSQ)		
6. Slurred speech		
7. Alcohol smell on breath		
8. Comments from colleagues		
9. Abnormal reflexes/ behaviour (for that person)		
10. Admission to being under the influence		
11. In possession of alcohol		
12. In the possession of illegal drugs and/or drug paraphernalia		
13. Work performance below normal		
14. Other reason/s		

DAMP SUPERVISOR ACTIONS

Prior to commencing interview Supervisor must inform Employee or their right to have an independent Employee representative present. Supervisor may elect to put TDDA's mobile service on standby to attend.

	Yes	No
1. Situation discussed with employee		
2. Employee stood down		
3. External testing requested - this may include requesting TDDA's mobile service to attend site		
4. Employee consent obtained		
5. Complete Authorisation Form to conduct tests		
6. Complete Referral and Chain of Custody Form		
7. Forms given to Escort		

EMPLOYEE ACKNOWLEDGEMENT

My Supervisor has fully explained his/her concerns to me, and I consent/do not consent (*cross out which is not applicable*) to alcohol and drug testing.

Employee signature:

Supervisor signature:

Date and time:

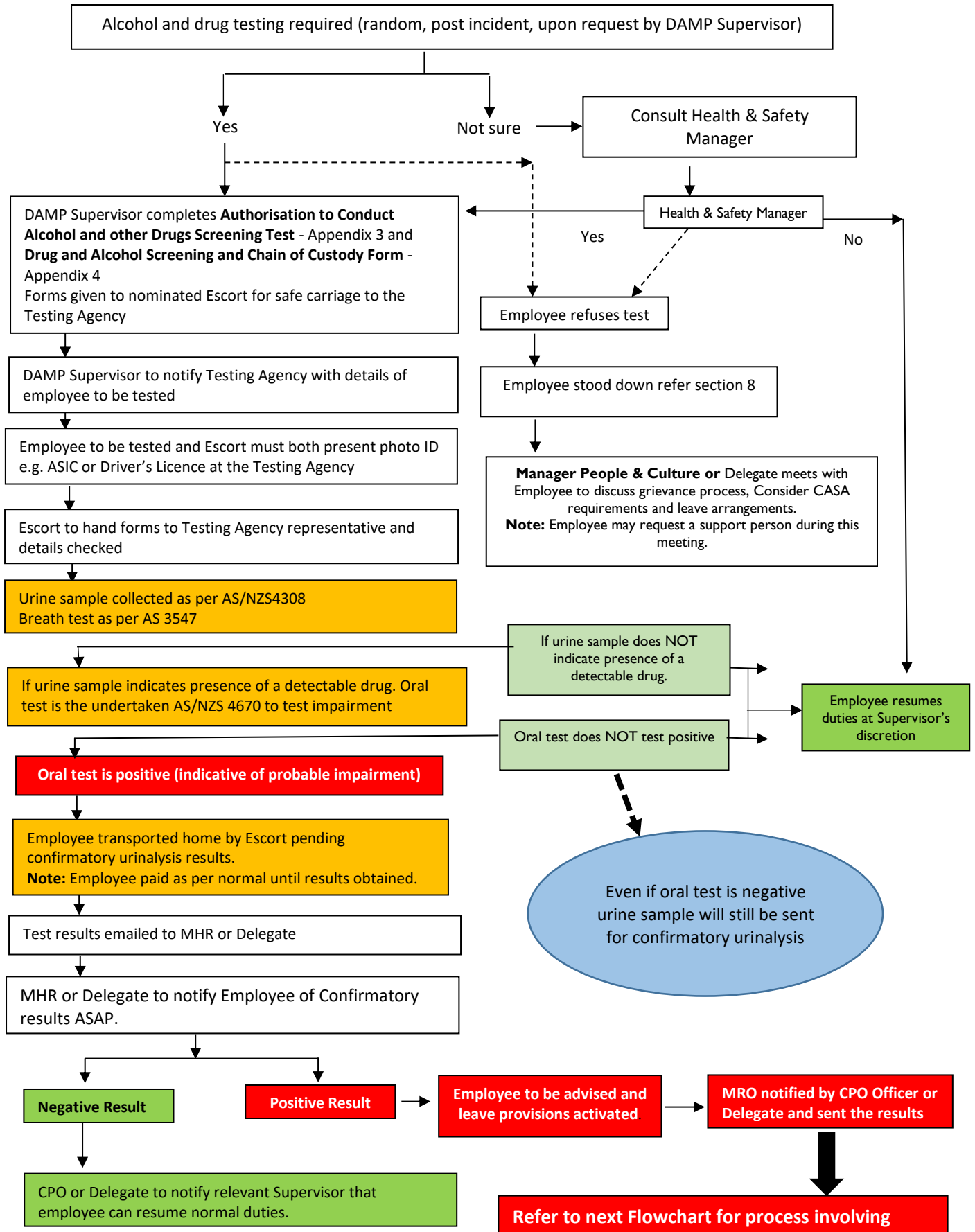
NOTE:

Refusal will result in suspension from duty and stand down provisions being applied.

Supervisor must clearly document situation and forward checklist to Head of Corporate Services or delegate
The Employee must not be permitted to drive themselves to the nominated testing location (or drive themselves home in the event of a positive test result).

APPENDIX 2

FLOW CHARTS TESTING PROCESS

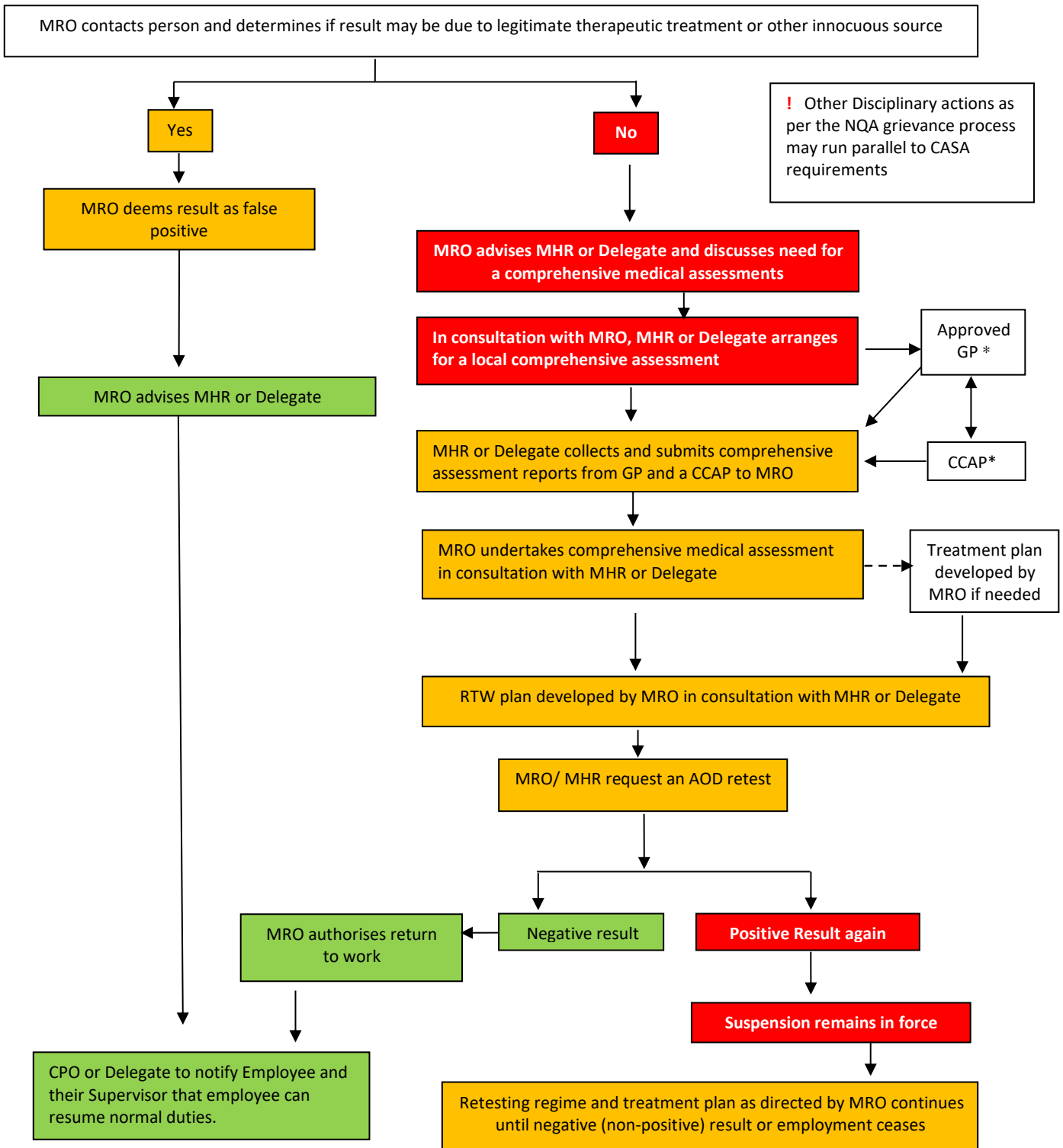


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Drug and Alcohol Management Plan Effective Date:18/08/2025 Review Date:18/08/2030

PROCESS INVOLVING MRO



* MRO, GP, or CCAP may request AOD retesting at any stage to clarify concerns or ANOMALIES.

MRO = Medical Review Officer, GP = Registered General Practitioner CCAP = Comprehensive Clinical Assessment Provider (such as ATODS), ATODS = Alcohol Tobacco and other Drug Service

APPENDIX 3 - see SharePoint – NQA Forms - Safety

AUTHORISATION TO CONDUCT ALCOHOL AND OTHER DRUGS SCREENING TESTS

(To be accompanied by DRUG AND ALCOHOL SCREENING REQUEST AND CHAIN OF CUSTODY FORM)

Date: _____

CAIRNS (preferred)	CAIRNS (backup)	MACKAY	MACKAY (out of hours backup)
The Drug Detection Agency 183 Aumuller St BUNGALOW 4870 Dale Edney Dale.Edney@tdda.com 0477 981 880 (07) 4041 4455	QML Pathology Laboratories Corner Florence and Grafton Streets CAIRNS QLD 4870 (07) 4046 1505 Secondary backup Medvet on 1800 633 838	CQ Rescue Health Services 16 Mike Jones Street Mackay Airport, Mackay Qld 4740 admin@cqrhealth.com (07) 4998 5232	CFT Security Jim Cusack cftmky@bigpond.net.au 0419 757 117 Secondary backup Medvet on 1800 633 838

Name: _____ Date of Birth: ____/____/____

Address: _____

The above-named employee is required to undertake alcohol and drugs of abuse tests in accordance with AS/NZS 4308 and AS 3547. Please note: At Cairns Airport/Mackay Airport the permissible level for alcohol is a BAC reading of less than 0.02. For drugs of abuse, a permissible level is less than the confirmatory target for that drug specified in AS4760

Please conduct appropriate screening tests, which may include obtaining a sample of the above-named employee's urine.

Cairns Airport Pty Ltd/Mackay Airport Pty Ltd will pay for the above-mentioned tests upon receipt of a tax invoice forwarded to the address below. All results for either airport are to be forwarded by email or post as soon as possible and addressed to: **Confidential and Urgent for the Attention: General Manager People and Culture**

NOTE: *If any of the tests reveal additional health issues to the matters being requested, please advise the employee directly but do not include this information in the report to CA /MA*

Supervisor Signature _____ Date ____/____/____

Supervisor Name _____ Phone _____

I, _____ consent to participate in the alcohol and/or drug screening tests outlined above and authorise the testing laboratory to reveal the results as requested.

Employee Signature: _____ Date ____/____/____

Employee Name: _____

General Manager People and Culture - Cairns and Mackay Airports

Cairns Airport Pty Ltd

PO Box 57 AAC, Cairns Airport

CAIRNS QLD 4870

Mobile: - 0422 052 987

APPENDIX 4

DESIGNATED DAMP PERSONNEL, TESTING AGENCIES AND SUPPORT ORGANISATIONS

DAMP Contact Officers CAIRNS	DAMP Contact Officers MACKAY
Person 1: Darryl Greig - Health & Safety Manager Mob: 0466 230 653 Email: darryl.greig@cairnsairport.com.au	Person 1: Phil Clark - Manager Aviation Operations Mob: 0407 570 208 Email: Philip.clark@mackayairport.com
Person 2: Alicia Prince - Head of Operations CNS Mob: 0417 634 353 Email: alicia.prince@cairnsairport.com.au	Person 2: Adrian Miles - Head of Operations MKY Mob: 0401 565 396 Email: adrian.miles@mackayairport.com

DAMP Supervisors CAIRNS		DAMP Supervisors MACKAY	
Alan Dugan	0481 917 236	Adrian Miles	0401 565 396
Alicia Prince	0417 634 353	Bayden Matheson	0434 738 810
Ben Rodda	0437 529 769	Garry Porter	0417 413 853
James Dalziel	0466 851 358	Phil Clark	0407 570 208
Martine Baker	0417 636 501		
Luke Palmer	0437 529 769		
Rob Keegan	0428 783 367		
Kirsty Bright	0438 842 892		
Vicky Briscoe	0403 758 296		
Garry Porter	0417 413 853		
Mark Hendriksen	0434 924 689		

TESTING AGENCIES

Cairns

*For pre-employment / random / post incident
(24/7 mobile service)*

The Drug Detection Agency (TDDA)

183 Aumuller St
BUNGALOW QLD 4870
Ph: (07) 4041 4455

Dale Edney

Dale.Edney@tdda.com

0477 981 880

If TDDA not available pre-employment / post incident

QML Pathology Laboratory

Corner Florence and Grafton Streets
CAIRNS QLD 4870
Ph: (07) 4046 1505

AusHealth (Medvet)

www.aushealth.com.au

1800 633 838

Mackay

*For pre-employment / random / post incident
during office hours*

CQ Rescue Health Services

16 Mike Jones Street
Mackay Airport
Mackay QLD 4870
Ph: (07) 4998 5232

admin@cqhhealth.com

Outside office hours

CFT Security

Jim Cusack
cftsecurity@bigpond.net.au
0419 757 117

AusHealth (Medvet)

www.aushealth.com.au

1800 633 838

Medical Review Officer (MRO for both Cairns and Mackay)

Dr Sarah Moss
OHS Med
Level 7, Wellshare Clinic, Dymocks Building
428 George Street, Sydney NSW 2000
Ph: (02) 8323 9867
Email: drsarahmoss@gmail.com

COMPANY DOCTORS

Cairns

Barrier Reef Medical Centre *
356 McLeod St
CAIRNS QLD 4870

Telephone: (07) 4051 6299

* *Comprehensive Assessments –
Dr Ian Bennett*

Mackay

Caneland Medical Centre
2 Mangrove Rd
MACKAY QLD 4740

Telephone: (07) 4953 4333

Harbour Road Medical
47 Harbour Road
NORTH MACKAY QLD 4740

Telephone (07) 4953 2566

SUPPORT ORGANISATIONS

Employee Assistance Program Acacia Connection: 1300 364 273

Queensland Alcohol and Drug Information Service: (07) 3236 2414 or 1800 177 833

Alcohol, Tobacco and Other Drugs Service*
8 Aplin St
CAIRNS QLD 4870
Telephone: (07) 4226 3900

* *Comprehensive Assessments*

Alcohol, Tobacco and Other Drugs Service*
12 Nelson St
MACKAY QLD 4740
Telephone: (07) 4968 3893
Email: intake@health.qld.gov.au

* *Comprehensive Assessments*

APPENDIX 5

REFERRAL FOR MEDICAL REVIEW OFFICER SERVICES

Please provide Medical Review Officer (MRO) Services as per the Civil Aviation Safety Regulation Part 99 for the following employee. Drug and Alcohol Screening pathology results are attached.

MRO Doctor

DAMP Supervisor Name: _____ Mobile: _____

NQA DAMP Contact Officer: _____ Mobile: _____

Signature: _____ Date: _____

SSAA employee

Surname	Given name(s):	
Date of birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address		
Suburb	Post Code	
Daytime Phone:	Position:	
Mobile:		

Consent: -

- I understand that my nominated employers MRO may contact me to discuss my drug and or alcohol screen results.
- I understand that the purpose of this review is to determine if there are any legitimate therapeutic drugs which have registered a positive drug screen result or other innocuous source.
- I consent to the MRO discussing with and providing results to my employer including information provided by me during the telephone consultation.

Signature of Examinee _____ Date: _____

Please scan and email to your MRO
[Refer to DAMP for contact details](#)

(Admin use only)

MRO:	<input type="checkbox"/>	Received results
	<input type="checkbox"/>	Contacted employee
	<input type="checkbox"/>	Contacted employer
Dispatch:	<input type="checkbox"/>	Send result and invoice via email to hr@cairnsairport.com.au
	<input type="checkbox"/>	File in clinic
Admin:	<input type="checkbox"/>	Confirmed that results sent
	<input type="checkbox"/>	Billed
	<input type="checkbox"/>	Files

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