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Boeing Defence Australia Ltd

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# **BOEING DEFENCE AUSTRALIA**

## **BDA-PLAN-006**

### **Drug and Alcohol Management Plan (DAMP) for Supplier Personnel**

**Version no. 10.0**

**Issue Date: December 2023**

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## Document Information

<b>Document Type: *</b> Plan	<b>Contract Number: *</b> N/A
<b>Document Sponsor / Owner: *</b> HR Director	<b>Application(s) used for creation: *</b> MS Office Professional 2019
<b>Notes and Limitations (optional):</b>	<b>CI Numbers (if applicable):</b> N/A

Fields marked with an asterisk are mandatory and must be completed

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## 1. INTRODUCTION

Boeing Defence Australia (BDA), is committed to taking reasonably practicable steps for the health and safety of its workforce, while ensuring the quality and safety of its products and services. BDA's safety philosophy is "Go for zero – one day at a time" and is built on four key ideas:

- We value human life and well-being above all else and take action accordingly.
- All incidents, injuries, and workplace illnesses are preventable.
- We are personally accountable for our own safety and collectively responsible for each others' safety.
- By committing to safety first, we advance our goals for quality, cost, and schedule.

BDA consistently aims for the highest safety standards from its people and within its processes, products, and work environments.

BDA is committed to fostering a workplace culture where everyone thinks and acts responsibly taking care of their own safety and the safety of others, and presenting for work in a manner fit to undertake their duties.

BDA recognises that using alcohol and drugs (AOD) can impair one's ability to work safely and pose risks to oneself and others. All Boeing Workers and Supplier Personnel must be free from the adverse effects of AOD, when working:

- At BDA-managed sites and programs, including BDA workplaces on Commonwealth defence bases.
- Virtually (including working from home) and not at a Boeing site.

Visitors to BDA-managed sites are also expected to be free from the effects of AOD.

BDA will continually work to identify, eliminate and minimise risks associated with AOD use by individuals where that use can adversely impact their work and be a threat to safety and quality. To fulfil this commitment and ensure the safety of its workforce and products/services, BDA has put in place a comprehensive Drug and Alcohol Management Plan (DAMP).

BDA understands that having a DAMP is important but that a critical partner to that Plan is the need to educate individuals about the behavioural risks linked to AOD use, what the DAMP is for, how it works and how individuals are expected to comply.

BDA seeks to apply the DAMP consistently and fairly to all BDA Workers and Supplier Personnel, regardless of their role without discrimination. BDA also supports employees seeking treatment for AOD dependency as outlined in this DAMP.

### 1.1. Purpose

This DAMP outlines the program and procedures BDA has implemented to demonstrate appropriate risk management strategies and compliance with applicable legislation, regulations and contractual obligations in relation to AOD.

The DAMP sets out:

- BDA's AOD procedures
- Roles and responsibilities of all individuals covered by the DAMP
- BDA's mechanisms to comply with contractual and regulatory safety, quality and AOD requirements

The Civil Aviation Safety Regulations 1998 (CASR) Volume 3 Part 99 requires aviation organisations and individuals to develop an alcohol management program and subpart 99B requires those organisations to have in place a regime of no-notice alcohol testing of all individuals who perform safety sensitive aviation activities. The application of the information contained in this DAMP meets civil and Defence drug and alcohol management requirements. For aviation operations where BDA personnel operate within the Defence Aviation Safety Management System in accordance with the Defence Aviation Safety Manual (DASM), the requirements of the DASM apply in relation to drug and alcohol management policy and safety investigations.

### 1.2. Scope

This plan applies to all persons undertaking activities on behalf of BDA and/or working on a BDA-managed site (BDA Workers).

This includes, but is not limited to, the following:

- a. Persons employed by BDA
- b. Persons engaged by BDA as contractors
- c. Persons employed by BDA's contractors and subcontractors; and
- d. Employees of related BDA entities *based on a BDA site or performing work exclusively for BDA in Australia.*

All Commonwealth staff and Members Required in Uniform (MRU) performing work on BDA managed sites and visitors to BDA managed sites are also required to comply with the DAMP although they are not required to comply with any element of BDA's AOD screening program because they are subject to their own requirements from the Commonwealth and Defence.

## 2. DEFINITIONS AND ACRONYMS

### 2.1. Definitions

Term	Definition
<ul style="list-style-type: none"> <li>Alcohol Test</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of breath sample collected in accordance with procedures specified in this DAMP, using an evidentiary breath alcohol testing device compliant to Australian Standard 3547.</li> </ul>
<ul style="list-style-type: none"> <li>Approved Facility</li> </ul>	<ul style="list-style-type: none"> <li>A laboratory authorised by the Australian National Association of Testing Authorities as accredited to declare the results of drug tests conducted by that laboratory.</li> </ul>
<ul style="list-style-type: none"> <li>Approved Tester</li> </ul>	<ul style="list-style-type: none"> <li>A qualified person authorised by BDA, regulatory, ADF and/or testing authorities to take body samples for drug or alcohol tests and conduct initial drug and alcohol tests. It is also a person employed by or working on behalf of an Approved Facility or an approved BDA Designated External Service Provider.</li> </ul>
<ul style="list-style-type: none"> <li>BDA Employee</li> </ul>	<ul style="list-style-type: none"> <li>Person employed by BDA under an employment contract</li> </ul>
<ul style="list-style-type: none"> <li>Breath alcohol testing device</li> </ul>	<ul style="list-style-type: none"> <li>A device which measures the alcohol content of an appropriate sample of expired air and which is compliant with Australian Standard 3547.</li> <li>Also referred to as a 'Breathalyser'</li> </ul>
<ul style="list-style-type: none"> <li>Body sample</li> </ul>	<ul style="list-style-type: none"> <li>For the purpose of this DAMP, a urine sample, oral fluid (CASA Testing only) or breath sample.</li> </ul>
<ul style="list-style-type: none"> <li>Chain of Custody</li> </ul>	<ul style="list-style-type: none"> <li>A series of procedures to account for the integrity of each Body sample by tracking its handling and storage from point of collection to its final disposition.</li> </ul>
<ul style="list-style-type: none"> <li>Confirmatory Alcohol Test</li> </ul>	<ul style="list-style-type: none"> <li>A second breath alcohol test that provides confirmatory qualitative data of a person's blood alcohol concentration.</li> </ul>
<ul style="list-style-type: none"> <li>Confirmatory Drug Test</li> </ul>	<ul style="list-style-type: none"> <li>A second test performed by an Approved Facility that involves an analytical procedure that uses mass spectrometry to unequivocally identify in a person's Body sample, the presence of a specific drug and/or metabolite.</li> </ul>
<ul style="list-style-type: none"> <li>DAMP Aviation Contact Officer</li> </ul>	<ul style="list-style-type: none"> <li>Where applicable, a person appointed by the BDA Project/Site to liaise with other external agencies or the customer liaison officer in relation to the project/Site's responsibilities under CASR Part 99, where the DAMP is a contractual requirement.</li> <li>Note: Under CASR Part 99, the BDA DAMP Aviation Contact Officer is the equivalent to a CASR 'DAMP Contact Officer'.</li> </ul>
<ul style="list-style-type: none"> <li>DAMP Return to Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>A set of specific activities which may be implemented, supporting the return to work of a BDA Worker who returned AOD confirmatory test results in excess of the Permitted Levels.</li> </ul>



Term	Definition
<ul style="list-style-type: none"> <li>DAMP Site Focal</li> </ul>	<ul style="list-style-type: none"> <li>A person(s) who has had the relevant training to form an opinion as to whether a person may be adversely affected by or under the influence of AOD</li> </ul> <p>Note: Under CASR Part 99, a BDA DAMP Site Focal is the equivalent to a CASR 'DAMP Supervisor'</p>
<ul style="list-style-type: none"> <li>Designated External Service Provider</li> </ul>	<p>An AOD service provider approved and engaged by BDA to:</p> <ul style="list-style-type: none"> <li>perform AOD screening services;</li> <li>supply AOD screening consumables; and/or</li> <li>supply and deliver AOD related education and training</li> </ul>
<ul style="list-style-type: none"> <li>Drug</li> </ul>	<ul style="list-style-type: none"> <li>Any substance or medication capable of causing dependency, alteration of mood or impaired judgement, concentration or coordination. These include, but are not limited to:</li> <li>Illegal drugs</li> <li>Synthetic drugs designed to mimic drugs of abuse</li> <li>Over the counter and prescription medications</li> </ul>
<ul style="list-style-type: none"> <li>Drug Test</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of saliva (CASA Testing only) or urine sample (all BDA testing) collected in accordance with the procedures outlined in this DAMP, using a device approved by Regulatory, ADF, testing authorities or an Approved Facility</li> </ul>
<ul style="list-style-type: none"> <li>High Hazard Task</li> </ul>	<ul style="list-style-type: none"> <li>Some operations performed at BDA are recognised as High Hazard Tasks because they are assessed as high risk. These are defined as the following processes: Aircraft Towing, Chemical Processing, Confined Space Entry, Crane Operations, Working at Heights/Fall Protection, Hazardous Energy, Machine Operations, Arms, Ammunition and Explosives, Pedestrian / Vehicle,</li> </ul>
<ul style="list-style-type: none"> <li>Incident</li> </ul>	<ul style="list-style-type: none"> <li>An event that has caused damage to property, equipment or to the environment or is the result of non-compliance to process, procedure or specifications.</li> </ul>
<ul style="list-style-type: none"> <li>Initial Alcohol Test</li> </ul>	<ul style="list-style-type: none"> <li>A first Alcohol Test to determine whether a person may have a concentration of alcohol in a breath sample greater than the Permitted Level.</li> </ul>
<ul style="list-style-type: none"> <li>Initial Drug Screen</li> </ul>	<ul style="list-style-type: none"> <li>An initial analytical procedure used to exclude the presence of a drug or class of drugs and to identify if the integrity of a person's Body sample is compromised.</li> </ul>
<ul style="list-style-type: none"> <li>Medical Review Officer</li> </ul>	<ul style="list-style-type: none"> <li>A person who is a licensed physician with specific training and competence in interpreting drug and alcohol test results and has a knowledge of substance use disorders. They are responsible for receiving and reviewing laboratory results generated by BDA's AOD testing program, evaluating medical explanations for certain drug test results and providing AOD management advice and guidance.</li> </ul>

Term	Definition
<ul style="list-style-type: none"> <li>Negative Drug Test Result</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation that a specified drug or substance is less than the permitted level following analysis of a saliva (CASA testing only) or urine sample collected in accordance with Company procedures, as determined by an Approved Facility, using mass spectrometry.</li> </ul>
<ul style="list-style-type: none"> <li>Non-Negative Drug result</li> </ul>	<ul style="list-style-type: none"> <li>An initial drug screening result that is inconclusive or indicates a result greater than the permitted level tested drug substances.</li> </ul>
<ul style="list-style-type: none"> <li>Notifiable Incident</li> </ul>	<ul style="list-style-type: none"> <li>Any incident that is required to be reported to a work, health and safety regulator under applicable State or Territory work, health and safety legislation as per the requirements in Annex C of BPI-BDA-035 Coordinated Event Management</li> </ul>
<ul style="list-style-type: none"> <li>Other Boeing Employees</li> </ul>	<ul style="list-style-type: none"> <li>Employees of related entities of BDA whose entities operate in Australia and/or outside Australia</li> </ul>
<ul style="list-style-type: none"> <li>Permitted Level</li> </ul>	<ul style="list-style-type: none"> <li><b>For alcohol:</b> a concentration of alcohol of not more than 0.00 grams of alcohol in 100 ml of breath or 0.00% Blood Alcohol Content (BAC).</li> </ul> <p>For drugs:</p> <ol style="list-style-type: none"> <li>a concentration of the testable drug that is less than the confirmatory cut off value for that drug specified in Australian Standard 4308 – <i>Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine</i></li> <li>(for CASA testing only – as per clause 6.2) a concentration of the testable drug that is less than the confirmatory cut off value for that drug specified in Australian Standard 4760 – <i>Procedures for specimen collection and the detection and quantitation of drugs in oral fluid</i></li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>for any other tested drug not included in the Australian Standard 4308 drug test suite; a concentration that is less than can be detected by an Approved Facility using mass spectrometry or other credible evidence-based testing methodologies</li> </ol>
<ul style="list-style-type: none"> <li>Positive Blood Alcohol Test</li> </ul>	<ul style="list-style-type: none"> <li>A confirmatory alcohol test result that indicates a BAC that is greater than the Permitted Level</li> </ul>
<ul style="list-style-type: none"> <li>Positive Drug Test Result</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of the presence of a specified drug or substance above the Permitted Level following analysis of a saliva (CASA testing only) or urine sample collected in accordance with Company procedures, as determined by an Approved Facility, using mass spectrometry testing methodologies.</li> </ul>

Term	Definition
<ul style="list-style-type: none"> <li>• Prescription Medication</li> </ul>	<ul style="list-style-type: none"> <li>• All medication prescribed for the Worker by a registered medical practitioner for a legitimate medical condition held by the Worker excepting prescribed Tetrahydrocannabinol (THC) products</li> </ul>
<ul style="list-style-type: none"> <li>• Random AOD Screening</li> </ul>	<ul style="list-style-type: none"> <li>• Unannounced AOD screening of randomly selected BDA Workers by a non-discriminatory process excluding Commonwealth members and Members Required in Uniform.</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Critical Area</li> </ul>	<ul style="list-style-type: none"> <li>• A safety critical area is 'a working environment assessed by the ADF to have a heightened risk to the physical safety of ADF members or members of the public, or where key operational decisions are made.' ADF safety critical areas are detailed in Part 4, Chapter 2 of the Military Personnel Policy Manual (MILPERSMAN)</li> </ul>
<ul style="list-style-type: none"> <li>• Safety-Sensitive Aviation Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Sensitive Aviation Activity (SSAA) are those activities detailed in <a href="#">Part 99.015 of the Civil Aviation Safety Regulations 1998 (CASR)</a></li> </ul>
<ul style="list-style-type: none"> <li>• Serious Harm or Serious Damage</li> </ul>	<ul style="list-style-type: none"> <li>• An incident that causes these state of affairs as defined by applicable State or territory legislation and as outlined in Annex C of BPI-BDA-035 Coordinated Event Management</li> </ul>
<ul style="list-style-type: none"> <li>• Serious Incident</li> </ul>	<ul style="list-style-type: none"> <li>• As defined below in Part 99.010 of Civil Aviation Safety Regulations 1998 (CASR): An occurrence that arises out of a person performing or being available to perform an applicable SSAA activity if one or more of the following apply:               <ol style="list-style-type: none"> <li>a. the occurrence gives rise to a danger of death or serious harm to a person;</li> <li>b. the occurrence gives rise to a danger of serious damage to an aircraft or property</li> </ol> </li> <li>• Any incident that qualifies as a 'Notifiable Incident'</li> </ul>
<ul style="list-style-type: none"> <li>• Subcontractor</li> </ul>	<ul style="list-style-type: none"> <li>• A person or company that contracts with a BDA Supplier to provide goods and/or services for BDA</li> </ul>
<ul style="list-style-type: none"> <li>• Supplier</li> </ul>	<ul style="list-style-type: none"> <li>• A person or company that supplies goods or services to BDA.</li> </ul>
<ul style="list-style-type: none"> <li>• Supplier Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Means Supplier's and Subcontractor's:               <ol style="list-style-type: none"> <li>a. Agents</li> <li>b. Employees</li> <li>c. Advisers</li> <li>d. Consultants</li> <li>e. Suppliers and other contractors and their employees</li> </ol> </li> </ul>
<ul style="list-style-type: none"> <li>• Workplace</li> </ul>	<ul style="list-style-type: none"> <li>• A BDA managed site or program or a virtual location where Workers are conducting work exclusively for BDA</li> </ul>

**2.2. Definition of Terms**

<b>Acronym</b>	<b>Definition</b>
• ADF	• Australian Defence Force
• AOD	• Alcohol and Other Drugs
• BDA	• Boeing Defence Australia
• BAC	• Blood Alcohol Content
• CASA	• Civil Aviation Safety Authority
• CASR	• Civil Aviation Safety Regulations
• DAMP	• Drug and Alcohol Management Plan
• DAMP RTWC	• DAMP Return to Work Coordinator
• DAMP RTWP	• DAMP Return to Work Plan
• EHS	• Environment, Health and Safety
• HR	• Human Resources
• MRO	• Medical Review Officer
• MRU	• Member Required in Uniform
• NATA	• National Association of Testing Authorities
• SCA	• Safety Critical Area
• SCM	• Supply Chain Management
• SSAA	• Safety Sensitive Aviation Activity
• THC	• Tetrahydrocannabinol

### 3. RESPONSIBILITIES

#### 3.1. HR Director

The BDA Director Human Resources (HR) has the responsibility for implementation, maintenance and ensuring compliance with the BDA DAMP.

#### 3.2. Managers/Team Leads/Supervisors

Managers/Team Leads/Supervisors are responsible for the following:

- a. To ensure the details of this DAMP are readily available, accessible and advised to all Workers
- b. To identify any Worker who may not be fit to undertake duties or who may pose a risk to themselves, others or to Boeing's products
- c. To not permit a Worker to commence work if concerned about their fitness for duty and to consult with at least one of the eligible BDA personnel listed in paragraph 5.2 to determine if the Worker may be under the influence of AOD
- d. Where required, advise the Site and/or relevant Project Manager of any reasonable suspicion or post-incident AOD testing determination
- e. To inform a Worker that they are required to undergo reasonable suspicion AOD testing, where it has been determined appropriate as per the guidelines outlined in paragraph 5.4 and to ensure it is undertaken
- f. To ensure a Worker undertakes AOD screening if a serious incident under the guidelines specified in paragraph 5.3 has occurred
- g. To inform a Worker of any recommendation made by the BDA Medical Review Officer (MRO) for that Worker to be suspended from work duties or reassigned to a non-safety critical role as a result of that Worker having returned a non-negative AOD screening result
- h. To ensure as far as practicable the safe transportation home for any Worker who returns a non-negative AOD screening or confirmatory test result and where the BDA MRO has determined that the Worker needs to be suspended from work duties
- i. To provide adequate resources and support to implement effective DAMP Return to Work Plans (RTWP) and to work with HR collaboratively to implement and maintain those plans.
- j. To provide an appropriate charge code to cover any costs associated with the management and/or rehabilitation of BDA Employee who may be placed on a DAMP RTWP, including, but not limited to engaging MROs, treating AOD practitioners and review of DAMP RTWPs. Conducting of targeted AOD testing are the responsibility of the Supplier or Boeing Entity
- k. To take disciplinary action and/or provide counselling and support to relevant Workers in conjunction with HR in response to non-negative or positive results and non-compliance to report AOD matters as required in accordance with customer contractual obligations
- l. In accordance with applicable customer contractual obligations and processes, the relevant BDA Manager shall:

- i. Determine whether in the circumstances of the particular incident, the manager should direct any Supplier Personnel Employee who have been identified under the guidelines of paragraphs 5.3 and/or 5.4 as requiring post incident or reasonable suspicion AOD testing to not attend the relevant site and/or perform work.
- ii. At all times in accordance with the requirements of the relevant contract and where a Supplier Personnel is employed by a BDA Supplier, consult with the Employer of the excluded Supplier Personnel referred to in paragraph 3.2.l(i) to advise of the direction given to the Supplier Personnel not to attend the BDA workplace and/or perform work and the reasoning behind this direction as per the guidelines outlined in paragraphs 5.3 and/or 5.4.
- iii. At all times in accordance with the requirements of the relevant contract, direct a Supplier Personnel Employee who has returned a positive AOD test result that has been determined by the BDA MRO not to be as result of genuine therapeutic treatments to not attend the site and/or perform work. If employed by a BDA Supplier, consult directly with that person's relevant Employer and refer the Supplier Personnel Employee back to their Employer for further review and management as per paragraphs 6.1 and 6.2.

### 3.3. HR Business Partner

HR Business Partners supporting BDA capabilities, projects, sites and/or teams are required to:

- a. To ensure details of this DAMP are available to each Worker prior to the commencement of employment
- b. Participate in education and training in support of recognising and addressing substance abuse in the workplace to identify any Worker who may not be fit to undertake duties or who may pose a risk to themselves, others or products
- c. When required, consult with the National DAMP Coordinator, relevant Manager or Supervisor and/or DAMP Site Focals to assist in determining when reasonable suspicion AOD screening may be necessary
- d. When required, provide support and advice to employees seeking assistance for an AOD related issue, including but not limited to referrals to the BDA Employee Assistance Program (EAP) provider
- e. In conjunction with relevant Managers, lead and administer any disciplinary action arising out of conduct associated with this DAMP and act in accordance with *PR-BDA-191 Business Conduct and Disciplinary Procedure*.
- f. When required consult with the National DAMP Coordinator, relevant Manager or Supervisor and site DAMP Return to Work Coordinator (DAMP RTWC) to determine suitable management strategies for any Worker who returns non-negative AOD initial screening results and/or positive confirmatory AOD test results

**3.4. Supplier Personnel**

All Supplier Personnel are responsible for ensuring that:

- a. their behaviours and actions do not place the safety, health or wellbeing of themselves or others in the workplace at risk;
- b. they are free from the adverse effects of alcohol, prescription medications, or other drugs whilst at work, conducting business on behalf of the company and that they can safely and effectively undertake the inherent requirements of their role and/or services they provide
- c. whilst performing activities for BDA on a Commonwealth owned or BDA managed site, they do not bring on site any product, alcohol or other drug that could affect a person's ability to work safely (without due authorisation – e.g. genuine therapeutic Prescribed Medications can be permitted if usage is disclosed and approved and appropriate plans put in place for use)
- d. where applicable, they comply with all risk management strategies and directives that have been agreed to by the Supplier Personnel, their Supervisor and relevant RTWC for the duration of any associated RTWP
- e. they disclose to BDA if they have consumed alcohol, or have taken or are taking any drug (prescribed or not) that may affect their ability to safely carry out or perform any other activities required as part of their role or services, regardless of their location; and
- f. if they consume AOD (save for permitted therapeutic and Prescribed Medications) on a normal work day for any reason, they are not to return to performing their duties.



With respect to AOD screening, all BDA Supplier Personnel covered by the DAMP:

- g. are eligible for AOD screening in accordance with the DAMP while performing, or being available to perform, work for BDA, or for a related entity of BDA;
- h. must submit to AOD screening and provide a body sample in accordance with the requirements of this DAMP; this includes those workers who may be working virtually on a particular day and their Manager or another colleague has reason to believe they may be working under the influence as per section 5.5 and in that instance the individual would be directed to attend as soon as reasonably practicable in-clinic facilities of a BDA Designated External Service Provider
- i. must cease performing any work and comply with the directions of their Supervisor if they:
  - i. Return a non-negative or positive result for any AOD screen or test; or
  - ii. Fail to comply with a direction by an Approved Tester to provide a body sample for AOD testing;
- j. must not interfere with a body sample they provide for AOD testing in any manner including but not limited to by diluting the sample;
- k. Furthermore, all Supplier Personnel subject to the requirements of this DAMP, where required to cease performing or being available to perform duties in accordance with paragraph **Error! Reference source not found.** (j),
  - i. must not again perform or be available to perform duties until all mandatory conditions for return to work have been met in accordance with this DAMP, and;
  - ii. BDA Supplier Personnel will be referred back to their own Employer for review and further management
- l. are responsible for reporting any observed or suspected AOD related risk taking behaviours in the workplace e.g. the use, possession, sale, manufacture, solicitation or distribution of any AOD product that does not meet the requirements of this DAMP;
- m. discuss with their Supervisor or DAMP RTWC if using medication that may affect their fitness for work; and
- n. participate in any DAMP RTWP and associated rehabilitation plan that may be developed as a consequence of returning a positive confirmatory AOD test result. This includes the Supplier Personnel being responsible for arranging their own transportation to and from AOD target testing as per the requirements of their DAMP RTWP.

### 3.5. National DAMP Coordinator

The National DAMP Coordinator is required to:

- a. Coordinate the annual AOD random screening program across all BDA managed sites & projects in consultation with the local DAMP Site Focals and Designated External Service Providers. This includes developing an Annual DAMP Site Testing Plan which outlines the dates each BDA site will host AOD



- random screening and the number of Workers to be screened – taking into account any contract or regulatory quotas that must be met.
- b. Coordinate and conduct the random selection process (as per section 5.5) for determining those to be tested for each BDA site or program.
  - c. Liaise with BDA Designated External Service Providers to gather any necessary information i.e. the names of authorised test staff; and provide such information the relevant BDA DAMP Site Focals where visitor access approval must be gained prior to the Designated External Service Provider authorised tester's arrival at site.
  - d. Liaise with BDA DAMP Site Focals and relevant HR Business Partners no less than two business days prior to advise of AOD Random Screening activities as per the Annual DAMP Site Testing Plan. For sites requiring longer notice periods due to site access notification requirements, the DAMP Site Focal shall advise the National DAMP Coordinator of any such issues and a suitable notification period agreed.
  - e. When required consult with the BDA MRO, relevant HR Business Partner, relevant Site/Project Manager and site DAMP RTWC in determining suitable management strategies for any BDA Employee who return non-negative AOD initial screening results and/or positive confirmatory AOD test results
  - f. Provide direction and guidance to DAMP Return to Work Coordinators regarding the development of DAMP Return to Work Plans
  - g. Provide guidance and support to DAMP Site Focals, HR Business Partners, EHS Specialists, Site/Project Managers and/or DAMP RTWCs to ensure all site AOD testing requirements and any associated issues are adequately addressed
  - h. When required, consult with the BDA MRO, relevant HR Business Partner, EHS Specialist, Site/Project Manager and/or DAMP Site Focals to assist in determining when reasonable suspicion AOD screening as per the guidelines in paragraph 5.3 and/or 5.4 may be necessary
  - i. Ensure a review of all BDA DAMP documentation is undertaken at least every 2 years
  - j. In consultation with BDA Supply and Contract Management (SCM), coordinate the supply and maintenance of Designated External Service Provider contracts
  - k. Ensure screening protocols and related documentation procedures are maintained
  - l. Oversee external DAMP related training requirements where deemed appropriate i.e. Approved Tester training, Reasonable Suspicion Testing training etc.
  - m. Liaise with the relevant EHS Specialist to determine if an incident meets the criteria of a Notifiable Incident as described in paragraph 2.1 Definitions
  - n. When required, liaise with BDA DAMP Aviation Contact Officer and relevant site management to determine if an incident meets the criteria for post serious incident authorisation for testing as described in paragraph 2.1 Definitions
  - o. When required, liaise with BDA DAMP Aviation Contact Officer on any relevant SSAA related DAMP issues

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- p. Oversee the AOD program and monitor result frequency and type and statistically report to the BDA Senior Leadership Team to ensure the effectiveness of the program is maintained
- q. When required, to the extent that any CASA/Defence reporting obligations at a particular site apply, liaise with the relevant DAMP Site Focal for collection, analysis and reporting of data to CASA/Defence.
- r. Manage the performance of Designated External Service Providers

**3.6. DAMP Site Focal**

DAMP Site Focals are required to:

- a. Coordinate all onsite AOD screening activities
- b. Keep confidential the random screening dates and Workers identified for testing
- c. Oversee the collection services and ensure that the protocol and documentation procedures meet quality standards
- d. Participate in education and training in support of recognising and addressing substance abuse in the workplace
- e. Liaise with the local Site Manager on all matters related to the ongoing facilitation of the DAMP on site
- f. Ensure AOD tests for reasonable suspicion are conducted only after consultation with the HR Business Partner and/or the relevant Manager, and with the National DAMP Coordinator and/or BDA MRO if required
- g. Liaise with the relevant Manager/Team Lead/Supervisor and/or HR Business Partner when a Worker has returned a non-negative random AOD screening result and the BDA MRO has determined that the Worker should be suspended from performing work duties
- h. Liaise with the relevant Manager/Team Lead/Supervisor and/or HR Business Partner when AOD testing on reasonable suspicion is determined for a BDA employee in accordance with the guidelines provided in paragraphs 5.3 and/or 5.4
- i. Initiate AOD Testing Procedures for reasonable suspicion and post incident events as soon as possible
- j. When necessary and practicable, arrange transportation of any BDA worker to the in-clinic facilities of a BDA Designated External Service Provider, when reasonable suspicion and post incident testing is required
- k. Advise the relevant BDA Manager, HR Business Partner and National DAMP Coordinator when reasonable suspicion or post incident testing as determined as per the requirements paragraph 5.3 or 5.4 is required of a BDA Supplier Personnel.
- l. In the event of a BDA Supplier Personnel returning a non-negative random AOD screening result, immediately advise the relevant BDA Manager of the results
- m. To the extent that any CASA/Defence reporting obligations at a particular site apply, liaise with the National DAMP Coordinator for collection, analysis and reporting of data to CASA/Defence.

**3.7. DAMP Approved Tester**

All BDA Approved Testers are required to:

- a. Maintain currency of all relevant training qualifications and/or certification related to the collection of AOD screening samples
- b. Conduct all AOD screening as required in this DAMP
- c. Ensure all Workers required to be AOD tested complete an:
  - i. AOD Site Testing and Consent form; and
  - ii. Drug Declaration form;and keep confidential the information disclosed
- d. Contact the BDA MRO in the event of a non-negative AOD screening result and to allow the Worker a private conversation with the MRO regarding the result.
- e. Following the BDA MRO's discussion with any BDA Worker, be advised by the BDA MRO of their determination as to whether the Worker is able to remain at work or is required to be absent from the workplace
- f. Immediately advise the National DAMP Coordinator of an MRO's determination regarding any Worker who is required to be stood down from or relocated to another location within the workplace.
- g. Ensure all required documentation and associated processes as specified in AS 4308 are strictly observed, specifically in relation to 'Chain-of-Custody' for any AOD sample requiring analysis by an Approved Facility

**3.8. Medical Review Officer**

BDA has appointed a qualified MRO to provide the following services:

- a. Provide advice and subject matter expertise in reviewing and managing the BDA DAMP
- b. Review the medical information concerning a person's failure to provide a body sample for AOD testing prior to that refusal being referred for action
- c. Review a non-negative result for an initial drugs screen prior to that result being referred to an Approved Facility for further analysis
- d. Following a discussion with a Worker who has returned an initial non-negative AOD screen, the MRO to advise the National DAMP Coordinator by telephone if a Worker is fit to return to the workplace pending confirmatory AOD results
- e. Advise the BDA National DAMP Coordinator in writing of their determinations regarding a Worker's fitness to return to work pending confirmatory AOD test results
- f. Review confirmatory drug test results to determine the presence and level of the detected drug and whether that could be the result of legitimate therapeutic use or some other innocuous source
- g. Determine, in consultation with the Worker's medical practitioner, AOD rehabilitation provider and/or the DAMP RTWC, whether that Worker is fit to resume work and participate in a DAMP RTWP, where appropriate

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- h. Advise the National DAMP Coordinator in writing, where appropriate of any further recommendations for fitness for duty assessments or reviews.
- i. Arrange comprehensive clinical assessments in consultation with DAMP Return to Work Coordinator with specialist Physicians where required
- j. Be available or have suitable delegate available for emergency contact advice and guidance in the event of post incident and/or reasonable suspicion via 'MRO 24/7 Emergency Contact Number - **07 3339 6055**'

**3.9. DAMP Return to Work Coordinator**

All BDA DAMP Return to Work Coordinators (RTWC) are required to:

- a. Ensure comprehensive clinical assessment is undertaken for BDA employees who have returned a confirmed positive test result or who have self-referred
- b. Liaise with the BDA MRO, National DAMP Coordinator, treating medical practitioners and / or AOD rehabilitation providers where required
- c. Develop, implement and monitor a DAMP RTWP as required; and
- d. Ensure AOD test results and DAMP RTWPs remain confidential and are treated in accordance with BDA's privacy policy

Where the Worker returning to the BDA workplace is also a BDA Supplier Personnel, the BDA RTWC shall also ensure that:

- e. The Supplier Personnel have been assessed by a qualified MRO as being suitable and ready to return to work
- f. The Supplier Personnel have a return to work plan (RTWP) that has been developed based upon recommendation by their MRO
- g. The RTWP is approved by BDA's MRO
- h. The Supplier Personnel have returned a negative AOD test prior to commencing the DAMP RTWP

**3.10. DAMP Aviation Contact Officer**

The DAMP Aviation Contact Officer is required to:

- a. Where applicable, liaise with National DAMP Coordinator and relevant site management to determine if an incident meets the criteria for post-accident or serious incident authorisation for testing as described in paragraph 2.1 Definitions
- b. If and where applicable, liaise with CASA/Defence in relation to specific CASA/Defence related responsibilities in connection with this DAMP

**3.11. SCM Representative**

SCM representatives supporting BDA projects, sites and/or teams are required to:

- a. Ensure details of the BDA DAMP are referred to in all contracts that Suppliers sign prior to commencement of work on behalf of BDA at BDA managed sites and programs.

**3.12. Suppliers**

Suppliers who employ or engage personnel to assist in the supply goods or services on behalf BDA or at a BDA worksite or program are responsible for ensuring that:

- a. Relevant details of the BDA DAMP are appropriately communicated to all applicable personnel prior to their commencement of work on behalf of BDA or at a BDA managed workplace, including BDA's requirement for all workers to consent to participate within BDAs AOD screening program.
- b. Ensure that any specific Supplier Personnel situations as they relate to compliance with the DAMP; in particular the exclusion of prescribed THC products, are raised with your nominated contract representative before they commence work on behalf of BDA or at a BDA managed workplace.
- c. In the event of a Supplier Personnel returning a non-negative initial or confirmatory AOD test result, the individual is directed not to attend a BDA worksite as per paragraphs 6.1 and 6.2 and the individual's Employer is responsible for any further medical review and management of that personnel for return to work purposes and any associated costs incurred.
- d. Where Supplier Personnel returning a non-negative initial or confirmatory AOD test result have been directed not to attend a BDA worksite as per paragraphs 6.1 and 6.2, and a Supplier wishes for that personnel to return to performing work duties on behalf of BDA at a BDA managed workplace, the Supplier must ensure all the requirements for the return to work as outlined in paragraph 8.1 are satisfied.

## 4. DRUG AND ALCOHOL EDUCATION PROGRAM

BDA's strategy for ensuring the safety, health and wellbeing of Workers and effectively managing the risk of adverse effects of AOD in the workplace emphasises the importance of providing education and awareness around the use of AOD and the promotion of healthy choices.

BDA recognises that education of its workforce plays an essential role in the success of a DAMP as it equips Workers with the information, guidance and support they need to make informed behavioural choices to maximise their own health, wellbeing and fitness for duty.

BDA has developed an AOD education program to ensure that all BDA Workers and visitors are provided with information about BDA's commitment to managing and minimising the risk of harm from use of AOD so as to create a safe work environment. BDA's AOD education program includes:

- AOD Awareness (Mandatory)
- Contractors & Visitor induction

### 4.1. AOD Awareness Education

The BDA AOD Awareness Education program incorporates:

- a. BDA's AOD policy overview and organisational commitment to the physical and psychological safety, health and wellbeing of its people and safety of its products and services;
- b. information on the physiological effects of AOD, health and safety consequences and impact on behaviour and the effects of these in the workplace
- c. relevant legislative and regulatory requirements;
- d. relevant contractual requirements on a particular site (where applicable);
- e. relevant customer requirements;
- f. the roles and responsibilities of all BDA Workers;
- g. AOD testing processes;
- h. BDA processes and procedures relevant to the management of AOD's in the workplace;
- i. support and assistance services for people who engage in problematic use of AOD; and
- j. information about the potential risks to aviation safety from problematic use of AOD.

### 4.2. Contractors and Visitors Induction

All Supplier Personnel, visitors and any other person performing activities on behalf of BDA will be provided with information on relevant aspects of this DAMP as well as their roles and responsibilities during both Supply Chain Management Processes and onsite EHS Contractor and Visitor Induction training.

## 5. DRUG AND ALCOHOL TESTING PROGRAM

BDA strives to maintain the highest standards of safety for its people, and workplaces and the safety and quality of its products. BDA is committed to ensuring that any risks associated with AOD use are appropriately identified and minimised and that a culture of safe thinking and behaviour is fostered.

All BDA Workers regardless of their job are required to submit to Reasonable Suspicion, Random and/or Post Incident AOD testing where directed.

Testing may be carried out by BDA appointed Approved Testers, BDA Designated External Providers or by Regulatory authority appointed testers where random testing is to be conducted by that authority.

### 5.1. Substance Testing

Testing is conducted to determine whether the presence of the following substances including synthetic drugs designed to mimic drugs of abuse are above Permitted Levels:

- Alcohol
- Amphetamine type substance
- Benzodiazepines
- Cannabis metabolites (including prescribed THC products)
- Cocaine metabolites
- Opiates
- Synthetic drugs designed to mimic drugs of abuse

### 5.2. Authorisation for Testing

Except where the testing is conducted by or on behalf of CASA or other external agencies, two BDA Workers are required to initiate Random or Reasonable Suspicion AOD testing. One of the initiators (who will not conduct the AOD testing) must be one of the following:

- Site or Project Manager or delegate
- DAMP Site Focal
- EHS Specialist
- HR Business Partner
- Senior Manager or Senior Maintenance Manager
- National DAMP Coordinator

Circumstances that may lead to the initiation of AOD testing are outlined in paragraphs **Error! Reference source not found.** to 5.8:

### 5.3. Post Incident

A BDA Worker will be tested for AOD, when:

- a. A work-related incident has occurred involving death, serious bodily injury or significant property / environmental damage (this may also be referred to as a 'Serious Incident' or 'Notifiable Incident' – see section 2.1 Definitions)



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- b. A Worker's suspected actions or inaction either contributed to an incident or cannot be completely discounted as a contributing factor; or
- c. A Worker has engaged in an activity, which could have (but did not) result in death or bodily injury to the Worker or others or significant property / environmental damage

Serious incident or post-incident testing is to be conducted, as soon as is practicable after the incident but not longer than:

- d. As per specified customer contractual requirements or other applicable regulatory requirements; or
- e. 32 hours for drug testing; or
- f. 8 hours for alcohol testing.

#### **5.4. Reasonable Suspicion**

The presence of AOD in Workers and its misuse, increases the risk of harm not only to that Worker, but also to others in the workplace and to products, services and property. Accordingly, any BDA Worker as per scope working on a BDA site or virtually will be tested when a Manager/Team Lead/Supervisor in consultation with another authorised BDA Worker (as outlined in paragraph 5.2) believe there is reasonable suspicion based on but not limited to the following:

- complaints of inappropriate conduct
- allegations regarding possible AOD use
- observations and concerns of behavioural or physiological indicators listed below

A direction that the Worker undergo testing may be based on one or more of the following behavioural and/or physiological indicators associated with AOD usage. Behavioural and physiological indicators include, but are not limited to:

- Behaviour:** Difficulty in performing tasks, including eg performing them too slowly or too fast or understanding instructions, appearing disorientated, poor gross motor skills, confrontational or withdrawn, fluctuating mood, lethargic, fatigued, manic.
- Cognition:** Illogical and/or unrelated responses to questions or enquiries; and or confusion, inability to understand and connect thoughts.
- Eyes:** Red, watery, inflamed, dilated
- Gait:** Unsteady, deliberate, swaying, weaving
- Odour:** Smelling of Alcohol or drugs
- Speech:** Thick, slurred, loud, hesitant, fast, slow

These indicators may also be accompanied by attendance problems – consistent lateness for work, unusual patterns of absences (e.g. Fridays or Mondays) or excessive absenteeism and/or a decline in the performance and quality of the Workers' work

If a Worker has a concern about a colleague's fitness for work or has witnessed inappropriate behaviour they believe is related to AOD, they are required to report this to a DAMP Site Focal or Team Lead. If the concern or complaint relates to their Manager or Supervisor, the Worker should report this to their relevant HR Business Partner or EHS Specialist



Determination by the DAMP Site Focal of testing for reasonable suspicion is to occur only following consultation with the relevant manager / supervisor, HR Business Partner and/or EHS Specialist for that site/program. The National DAMP Coordinator and/or MRO may be consulted if required.

### **5.5. Random AOD Screening**

Unannounced AOD screening of randomly selected Workers is conducted by BDA Approved Testers or BDA Designated External Service providers across all BDA programs and functions. As per section 3.5.a BDA's National DAMP Coordinator develops and coordinates an annual AOD Random Screening Program and Plan for all BDA managed sites & projects, liaising with DAMP Site Focals accordingly.

Random AOD screening is conducted:

- (a) where required, to the level of contractual or regulatory requirements; and/or
- (b) to a minimum quota of 30% of all Workers within a 12-month period; and/or

Each month the National DAMP Coordinator sources a current listing of Workers for each of the sites scheduled for random AOD screening during the following month as per the Annual DAMP Site Testing Plan (refer Section 3.5). An out of sequence numbering system i.e. spreadsheet row number, coordinate reference or similar; will be connected to the name of each Worker in the listing.

The National DAMP Coordinator or Designated External Service Provider use a randomisation software program to generate numbers consistent with the numbering system allocated to the listing of Workers until the required quotas for each relevant program, contracts or site sampling quotas are satisfied.

The National DAMP Coordinator shall then contact the relevant DAMP Site Focal up to two business days prior to the planned site screening activities to advise the names of the randomly selected screening candidates.

In the event that the names of all Workers may not be known ahead of a scheduled random screening event, an alternative method of random selection may be employed, such as requiring workers to push a button or extract a marble from a bag. In these methods:

- The Approved BDA Tester uses a machine that has a push button pre-programmed to a ratio dependent on site size and numbers required for testing; ie 25%. This means that every time a worker pushes the button there is a 1 in 4 change that they will be selected for testing. This resets after each push and the next worker has the same odds of being selected, or
- A bag containing marbles of at least two varieties i.e. colours or marking; is used by the Approved BDA Tester to enable a worker to select a marble from within it without being able to view the contents of the bag. The marble extracted, dependent on its variety i.e. colour or marking; will determine if that Worker is required to submit to Random AOD Screening.

## 5.6. Targeted AOD Testing

Targeted AOD testing is conducted in the following instances:

- a. DAMP Return to Work - Workers participating in a DAMP RTWP whether that participation is due to self-referral or as a result of a positive confirmatory test result in accordance with this procedure are required to return an AOD test result that does not exceed the 'Permitted Levels' outlined in paragraph 2.1 before they can be cleared to return to work. Where a Worker is required to attend a targeted AOD test as part of a DAMP RTW Plan (refer section 9), safe transport to and from the testing facility will be the responsibility of the Worker.

## 5.7. Self-Referral

BDA values the health and wellbeing of Workers above all else and actively works to promote a safe and supportive work environment. All Workers are encouraged to recognise if they have used and/or if they have an issue with AOD and to obtain assistance.

Where employees of BDA Supplier Personnel self-refer, they will be directed back to their own Employer for further assistance, support and access to any Employer sponsored resources.

Any return to work for any BDA Worker must be arranged through a DAMP Return to Work Plan.

Self-referral does not apply when a Worker has already been involved in an incident or reasonable suspicion situation, or nominated for a random test and the Worker has been identified as having a potential AOD problem. A Worker may volunteer to undergo a drug and/or alcohol testing procedure. A flow chart at Annexure A outlines the procedure.

## 5.8. CASA Random Testing

Where CASA regulatory requirements apply for BDA Workers because of the *Civil Aviation Safety Regulations (CASR)*, a CASA contracted approved tester may conduct random AOD testing in accordance with CASR 99 Subpart C on behalf of CASA and in accordance with CASA internal procedures.

CASA will notify the BDA DAMP Aviation Contact Officer at least one hour in advance of the arrival of an Approved Tester. The DAMP Aviation Contact Officer will nominate a local DAMP Site Focal who will assist the CASA Approved Tester with site access and a suitable location for testing, and immediately advise both the nominated DAMP Site Focal and National DAMP Coordinator of CASA's requirements.

A BDA Worker is to be managed in accordance with the BDA Confirmed Positive or Detected Test procedure outlined in Annexure B if they:

- a. are confirmed positive for the AOD test conducted by CASA;
- b. refuse to undergo testing by CASA; or
- c. fail to disclose to their Manager a non-negative or positive result of a CASA random test.

## 6. CONDUCT OF TESTING

### 6.1. Alcohol Breath Tests

Alcohol testing is conducted using an evidential breath testing device that meets Australian Standard AS 3547.

When alcohol breath testing is authorised, a DAMP Site Focal will contact a BDA Approved Tester to conduct the test. In the event that the test must be performed urgently (e.g. following an incident, etc) the National DAMP Coordinator and/or Site Manager may approve a DAMP Site Focal who is appropriately certified (as per the requirement outlined in paragraph **Error! Reference source not found.**) to conduct the test if they have access to a serviceable breath testing device.

The Approved Tester and/or DAMP Focal must advise the Worker with details of the test that is to be conducted and the reason for the test being authorised. The Approved Tester must ensure that every Worker signs an appropriate AOD Consent and Drug Declaration form prior to any and every AOD Screening taking place.

Where there is a contractual requirement for Workers to be covered by a DAMP they are:

- a. required to complete and sign a current Deed of Consent or Form as per the relevant contract upon commencement of employment or contract with BDA and/or the relevant program; and
- b. required to complete the 'BDA AOD Site Testing and Consent' and 'Worker Drug Declaration' Forms (Annexure C) or equivalent immediately prior to every AOD Screening event.

For all other BDA Workers where there is no contractual Deed of Consent requirement, Workers are only required to complete the 'BDA AOD Site Testing and Consent' and 'Worker Drug Declaration' Forms (Annexure C) or equivalent immediately prior to every AOD Screening event.

Where a Worker returns an initial BAC reading of 0.00%, the test is recorded as negative and the person may return to performing their duties.

Where a Worker returns an initial reading greater than 0.00% BAC the test is recorded as non-negative and a second confirmatory test is conducted as soon as practicable, but no sooner than 15 minutes and no later than 30 minutes after the initial sample was taken.

If at the confirmatory test the Worker then records a 0.00% BAC, the test is recorded as negative; and they may return to performing their duties.

If the confirmatory reading is greater than 0.00% BAC, the test is recorded as positive alcohol breath test.

A confirmed positive alcohol breath test shall be referred to the BDA MRO via the Approved Tester to determine if the presence and level of alcohol in the breath could be the result of some innocuous source.

If the Worker's alcohol breath test is determined to be as a result of an innocuous source, and pending no further direction from the MRO, that person may return to performing their duties.

If the Worker's alcohol breath test cannot be determined by the BDA MRO to be the result of an innocuous source, the BDA MRO will advise the Approved Tester of their determination. The Approved Tester will then liaise with the relevant DAMP Site Focal to inform them of the MRO's determination. The DAMP Site Focal will in turn advise the Worker's immediate

Supervisor of the BDA MRO's determination and requirement for further action. The Worker will then be suspended from the work duties by the relevant supervisor and be managed in accordance with the 'Confirmed Positive Detection Test Procedure' outline in Annexure B. As per this procedure BDA Supplier Personnel Employees who return a non-negative alcohol screening result and are determined by the BDA MRO as not being safe to return to work duties will be directed to leave the BDA workplace and referred back to their Employer for further review and management (refer to 'Supplier Personnel & Other Boeing Employees Management Process' in Annexure B)

Where the Worker's BAC test returns a confirmatory result above the 'Permitted Levels' outlined in paragraph 2.1, BDA will ensure as far as practicable that suitable transportation home is arranged for the Worker.

The process flow charts for random, post incident, reasonable suspicion and voluntary alcohol breath testing are illustrated at Annexure A.

## 6.2. Drug Screens

Drug screens conducted by a BDA Approved Tester are conducted on urine specimens only. CASA and other external agencies may choose to conduct screening in accordance with oral fluid testing for drugs standard - AS 4760 *Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid*.

Drug screening is conducted by a Boeing Approved Tester or BDA Designated External Service Provider who shall maintain Chain of Custody on behalf of the Approved Facility in accordance with AS 4308 – *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

The Approved Tester and/or DAMP Focal must advise the Worker with details of the test that is to be conducted and the reason for the test being authorised. The Approved Tester must ensure that every Worker signs an appropriate AOD Consent form prior to any and every AOD Screening taking place.

Where there is a contractual requirement for Workers to be covered by a DAMP they are:

- a. required to complete and sign a Deed of Consent Form as per the relevant contract upon commencement of employment or contract with BDA and/or the relevant program; and
- b. required to complete the 'BDA AOD Site Testing and Consent Form' and 'Worker Drug Declaration' Forms (Annexure C) or Designated External Service Provider equivalent immediately prior to every AOD Screening event.

For all other BDA Workers where there is no contractual Deed of Consent requirement, Workers are only required to complete the 'BDA AOD Site Testing and Consent Form' and 'Worker Drug Declaration' Forms (Annexure C) or Designated External Service Provider equivalent immediately prior to every AOD Screening event.

If the initial drug screen returns a negative result, the Worker may return to performing their duties.

The process flow charts for random, post incident, reasonable suspicion and voluntary drug screening are illustrated at Annexure A.

In the event of a non-negative initial drug screen result the urine sample will be split into A and B Samples at the time of collection. Confirmatory testing will be conducted on the A Sample by an Approved Facility as a result of an initial non-negative screen or verified adulterated or

substituted test sample. Sample B will be retained by the Approved Facility for any future testing requirements.

If the initial Drug Screening Test returns a non-negative result, then:

- a. the Body sample must be handled in accordance with the approved accredited laboratory testing procedures;
- b. the Approved Tester contacts the MRO who reviews the non-negative drugs test result and discuss these with the relevant Worker prior to that result being referred to an Approved Facility for further analysis
- c. the MRO advises the Approved Tester of their determination as to whether the Worker is fit to return to work. Under CASR Part 99 Workers with non-negative results undertaking or available for Safety Sensitive Aviation Activities (SSAAs) are required to be restricted from performing such work until confirmatory test results are available.
- d. the Worker, pending the results of confirmatory testing and unless approved by the MRO, is directed to cease work duties and shall be managed in accordance with the 'Confirmed Positive Detection Test Procedure' outlined in Annexure B. As per this procedure BDA Supplier Personnel Employees who return a non-negative initial drug screening result and are determined by the BDA MRO as not being safe to return to work duties is directed to leave the BDA workplace and referred back to their Employer for further review and management (refer to 'Supplier Personnel & Other Boeing Employees Management Process' in Annexure B)
- e. all costs associated with non-negative results (i.e. MRO consults, reports and laboratory costs) are the responsibility of the relevant BDA project or function.

BDA will use its best endeavours to arrange suitable transportation home for the Worker. Both the initial drug screen results and the confirmatory drug test report provided by an Approved Facility must be determined as 'positive' for a BDA Worker to be considered to have returned a 'positive' drug test.

All 'positive' confirmatory drug test results are managed in accordance with the Confirmed Positive Detection Test Procedure (outlined in Annexure B). If the confirmatory test is also determined to be positive with no genuine and acceptable therapeutic use as determined by the MRO, the Worker will also be managed as follows:

- BDA Employees – in accordance with *PR-BDA-191 Business Conduct and Disciplinary Procedure*.
- Supplier Personnel Employees – in accordance with the 'Supplier Personnel & Other Boeing Employees Management Process' outlined in Annexure B

### 6.3. Support Person

A Worker required to undergo testing in any of the above circumstances may have a support person attend an AOD test with them, subject to the relevant security and access requirements for that site and any associated time considerations applicable to the relevant testing process. The support person shall:

- a. be chosen by the Worker
- b. be available to attend the testing location at the time the AOD test procedure takes place

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- c. not cause any unreasonable delay to the testing process
- d. ensure BDA's operational needs are suitably managed and maintained whilst they are absent from their usual work duties
- e. be made aware of the confidential nature of the testing by the Worker

The support person is not permitted to play an active part in the process and must only provide support to the Worker. The support person may attend the testing location and must comply with its access requirements, but will not be permitted to accompany the Worker to any private drug testing area within that facility when the urine sample is passed.

**6.4. Refusal to Test**

Where a Worker refuses to take an AOD test, as outlined in 6.2. Drug Screens, either in part or in whole, the refusal is to be treated as a positive AOD result, and will be managed in accordance with the Confirmed Positive Detection Test Procedure (outlined in Annexure B).

Where a Worker:

- a. Provides a false declaration to the MRO
- b. Is reasonably suspected of tampering with the test (for example, by diluting the test); and/or
- c. Is disruptive during testing

BDA Supplier Personnel who act in the manner set out above will be directed to leave the BDA worksite and referred back to their Employer for further review and management who will then consult with BDA on next steps (refer to 'Supplier Personnel & Other Boeing Employees Management Process' in Annexure B)

Where a person advises of difficulty in providing a urine sample they shall:

- be supplied with and permitted to consume in the presence of the DAMP Site Focal up to 300mls of water within a 15-minute period during drug testing up until 1 hour after the initial request for a urine sample was made
- remain in the presence of the DAMP Site Focal and then reattempt to supply a sample within the following 60 minutes

Where a Worker fails to provide a sample after 1 hour following the initial request to supply, the inability to provide a sample is referred to the BDA MRO to determine if any genuine medical reasons exist that needs to be considered, discussed and actioned with the Worker. Where the BDA MRO advises that there are no genuine medical reasons the Worker will be treated as a positive AOD result and is managed in accordance with the Confirmed Positive Detection Test Procedure (outlined in Annexure B). Where the Worker refusing to test is a Supplier Personnel, the relevant BDA Manager for that workplace will direct the individual not to attend the BDA workplace and refer them back to their Employer for further review and management (refer to 'Supplier Personnel & Other Boeing Employees Management Process' in Annexure B)

**6.5. Medical Treatment**

Workers may take legally obtained Prescription Medication (excepting prescribed THC products) and non-prescription medication if the medication does not cause the Worker, whilst travelling to or from work or while they are working to:



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- Be impaired;
- Contravene applicable laws and regulations including but not limited to CASR, work health and safety legislation and those related to driving and operating machinery

A Worker may take such medication at work or whilst performing work virtually, only in accordance with the manufacturer's recommended dosage and, in the case of Prescription Medication, on the advice of a registered medical practitioner and provided the use of and dosage is disclosed and monitored in accordance with this DAMP and other fitness for duty procedures.

Workers seeking advice from medical practitioners in relation to medication should inform them of the nature of the work they need to perform in their job (e.g. safety critical, quality critical, performing High Hazard tasks, located on a Defence base, power tools, flying operations, etc).

Workers may bring to and store at work reasonable quantities of legally obtained Prescription Medication and non-prescription drugs for personal medical use and that comply with the requirements of this DAMP. Workers doing so must take reasonable precautions to prevent unauthorised use of those drugs and should never share or sell those drugs with other Workers.

Workers must discuss with their Supervisor, prior to commencing work, if they have been prescribed or are taking any other medication that may, in any way, affect their performance or concentration at work. If there is any uncertainty as to whether the Prescribed Medication or non-prescribed medication may affect the Worker, then the Worker shall be provided a confidential location within the workplace i.e. an office; from which they can call their treating medical practitioner or BDA approved MRO to seek advice and confirm any potential impacts of the medication on the person's ability to work safely.

If the treating medical practitioner and/or BDA MRO determine that the side effects of the prescription drugs are incompatible with the Worker being able to perform their duties safely, the Worker may be temporarily or permanently transferred to a role in a low risk work environment if such a role is available.

If a confirmatory AOD test, reviewed by the BDA MRO, identifies the presence of authorised, legally prescribed drugs at levels above Permitted Levels and/or the prescribed dosage, the Worker may be suspended from work duties on full pay and managed in accordance with the Confirmed Positive Test procedure. (Refer Annexure B)

## **7. DRUG AND ALCOHOL RESPONSE PROGRAM**

### **7.1. Safety Sensitive Aviation Activities (SSAA) Workers Ceasing SSAAs**

In accordance with this DAMP, BDA will not permit a Worker identified in the scope of this DAMP to perform, or be available to perform, SSAA work in any of the following circumstances:

- a. where BDA is aware that:
  - i. a non-negative result for an initial AOD test has been recorded, and
  - ii. results from a confirmatory test have not been received.
  - iii. It should be noted however, that any SSAA Worker with a non-negative initial result can be reassigned to a non SSAA after MRO consultation and approval.
- b. where BDA is aware that:

- i. a positive result for a confirmatory AOD test has been recorded for the Worker; and
    - ii. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
    - iii. mandatory preconditions for return to work have not been met (see below);
  - c. where BDA is aware that a Worker who has been required to take an AOD test has:
    - i. refused to take the test in part or in whole; or
    - ii. interfered with the integrity of the test or
    - iii. was unable to provide a sample within a reasonable time frame (refer section 6.4)
  - d. if a DAMP Site Focal suspects the Worker may be under the influence of AODs; or
  - e. if a serious injury, incident or near miss has occurred involving the Worker while he or she is performing or available to perform work under the conditions of this DAMP and either:
    - i. for the period that suitable test conditions exist for conducting AOD tests on the Worker — a test has not been conducted; or
    - ii. if tests have been conducted under suitable test conditions — BDA has not been notified of the test results.

## 7.2. AOD Test Results

If a confirmatory AOD test conducted under this DAMP returns a positive result, BDA consult with the BDA approved MRO to determine if the presence and level of any AOD detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

BDA considers a positive AOD test result not as a result of genuine therapeutic treatment as determined by the BDA MRO, and/or the possession of illicit or illegal substances on site, to be serious misconduct.

Where it is determined by the BDA MRO that a Supplier Personnel has returned a positive AOD test result that cannot be attributed to genuine therapeutic treatment or considers it is unsafe for the individual to return to their work duties, they are directed not to return to the BDA workplace and referred back to their own Employer for further management.

Flow charts in Annexure B outline the 'Confirmed Positive Test Procedure' and 'Supplier Personnel Management & Other Boeing Employees Process'.

In addition, a confirmed positive test result may;

- a. qualify as an offence under some legislative or regulatory frameworks, including CASR Part 99; and/or
- b. be considered a breach of Customer Contractual requirements.

A Worker may be subject to other action in accordance with these frameworks.



## 8. DAMP RETURN TO WORK PLAN

### 8.1. Establishing a DAMP RTWP – Supplier Personnel

Where a Supplier wishes to reintroduce personnel who have been removed from performing work duties on behalf of BDA at a BDA managed workplace because they have returned a positive AOD test result and there has been a follow up BDA MRO recommendation (as per paragraphs 6.1 and 6.2), the Supplier or relevant Boeing Employer must make a written application to BDA requesting the individual be permitted to return and that the following minimum requirements have been met:

- a. The Supplier's personnel has been assessed by a qualified Medical Review Officer as being fit to return to work to perform services for BDA that the individual is required to perform
- b. The Supplier must be able to provide a DAMP Return to Work Plan (DAMP RTWP) that has been developed based upon recommendations by the MRO
- c. The Supplier DAMP RTWP must be approved by the BDA MRO
- d. The Supplier Personnel must have returned a negative AOD test prior to commencing the DAMP RTWP
- e. The Supplier Personnel must be clearly aware of their responsibilities under the DAMP RTWP and the requirement for their full cooperation and compliance with the DAMP RTWP including the requirement for all targeted AOD testing performed under the DAMP RTWP not to return any positive results that cannot be attributed to genuine therapeutic treatments.
- f. Any costs associated with the management and/or rehabilitation of Supplier Personnel who may be placed on a DAMP RTWP, including, but not limited to engaging MROs, treating AOD practitioners, review of DAMP RTWPs, conducting of targeted AOD testing are the responsibility of the Supplier.

Notwithstanding the above listed requirements, BDA retains the right to determine whether a Supplier's DAMP RTWP can be safely and reasonably accommodated by BDA due to the following factors:

- BDA MRO advice on -
  - Potential duration of DAMP RTWP required
  - Likelihood of success of DAMP RTWP
  - Nature and extent of substances detected in positive result
- Approval by the Customer where the Customer is entitled to do so under the relevant Contract

### 8.2. Completion of a DAMP RTWP

Successful completion of a DAMP RTWP includes all of the following:

- a) Undertaking and returning negative AOD test results on return to work and during the RTWP period in accordance with the requirements of the DAMP and the DAMP RTWP;
- b) Participation in and successful completion of the recommended treatment approach;

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- c) Compliance with the conditions of the DAMP RTWP
- d) Completion of required consultation with an MRO.

At the conclusion of the rehabilitation program, the DAMP RTWP outcomes are documented by the DAMP RTWC and is signed off by the BDA MRO acknowledging its completion and is then considered to be closed out. Return to SSAA work must be in accordance with the requirements set out in 9.1 Return to work – SSAA.

Copies of any finalised DAMP RTWP for Supplier Personnel will be provided to the BDA approved MRO.

**8.3. Return to Work – SSAA**

After a period during which the Worker was not permitted because of risk, or under the legislation, regulations, customer requirements or BDA requirements to perform or be available to perform an SSAA or work in a SCA because of AOD use or a related incident, the BDA approved MRO may approve the Worker's return to SSAA work or into a SCA only after the following:

- a) a negative AOD test and the BDA MRO's documented satisfaction that there is an absence of AOD's usage;
- b) successful completion of the DAMP RTWP; and
- c) the BDA MRO documents that the Worker is considered fit to resume performing, or being available to perform, SSAAs or work within a SCA
- d) the customer agrees to the return of the Worker

The relevant BDA Manager is then responsible to ensure all contractual requirements and customer permissions are suitably obtained and an appropriate pathway to regain authorisation established if required before the Worker can be returned to their SSAA or SCA job role.

**8.4. Employee Assistance Program (EAP)**

BDA Supplier Personnel should consult with their own Employers to determine what employee assistance programs may be supported by their own organisation and any relevant contact details.

**9. ALCOHOL EXEMPTIONS**

BDA is committed to ensuring that any risks associated with AOD use are appropriately identified and minimised and that a company culture of safe thinking and behaviour is fostered at all times. BDA recognises that from time to time, there may be occasions where it is deemed appropriate for Workers to responsibly consume alcohol in conjunction with work activities or at work events. In these circumstances:

- The BDA Managing Director (or their delegate) may approve purchase of alcohol, and reasonable consumption for specific workplace celebrations and events which limits the amount of alcohol provided. The owner of such an event is accountable and responsible for taking reasonably practicable steps to ensure the health and safety of the attendees at the function including where applicable by conducting a risk assessment and putting in place appropriate risk mitigation measures such as limits on number of drinks served and limits on time period over which alcohol is served and ensuring food is also served with the alcohol.

## 10. REPORTING & RECORD KEEPING

regulatory requirements apply, all records relevant to the collection, transport and analysis of samples shall be kept in a secure location by the Approved Facility for a minimum of five years. Within six months of the expiry of the five-year record keeping period, the Approved Facility will ensure such records are appropriately destroyed or deleted.

## 11. PRIVACY

The DAMP and documents created under it will be administered in accordance with applicable privacy legislation.

## 12. GRIEVANCES

Any grievances that arise as a result of the application of this DAMP will be managed by the Supplier.

## 13. REVIEW, AUDIT AND COMPLIANCE

BDA will review this program at least every two years.

To ensure the appropriate development, implementation and enforcement of the DAMP, CASA may audit BDA where CASR Part 99 related activities are performed and require BDA to provide to CASA, relevant documentation when requested in accordance with the CASR.

Similarly, regular third-party audits conducted on BDAs Certified EHS Management and/or Quality Systems may review effectiveness and compliance with the processes outlined in this DAMP.

## 14. VARIATIONS

From time to time, BDA may implement variations or amendments to this DAMP.

Similarly, where applicable, BDA may also at any time be required by regulatory bodies such as CASA to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance with the CASR or by other regulators to ensure compliance with any applicable regulatory requirements.

BDA will notify Workers of any such changes through the normal process for procedure and policy updates.

## 15. REFERENCE DOCUMENTS

### 15.1. Boeing Defence Australia

- PRO-BDA-024 - BDA Health and Safety Procedure.
- PR-BDA-889 Fitness for Duty
- FM188 Boeing Code of Conduct

**15.2. Other References**

- Military Personnel Policy Manual (MILPERSMAN) Part 4 Chapter 2 - *Alcohol testing in the Australian Defence Force*
- Military Personnel Policy Manual (MILPERSMAN) Part 4 Chapter 3 – *Management of the Use of Prohibited Substances in the Australian Defence Force*
- Civil Aviation Safety Regulation 1998 Part 99 - *Drug and alcohol management plans and testing*
- Australian Testing Standard AS 3547 - *Breath Alcohol testing for Personal Use*
- Australian Standard/New Zealand Standard 4308 - *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*
- Australian Standard 4760 - *Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid*



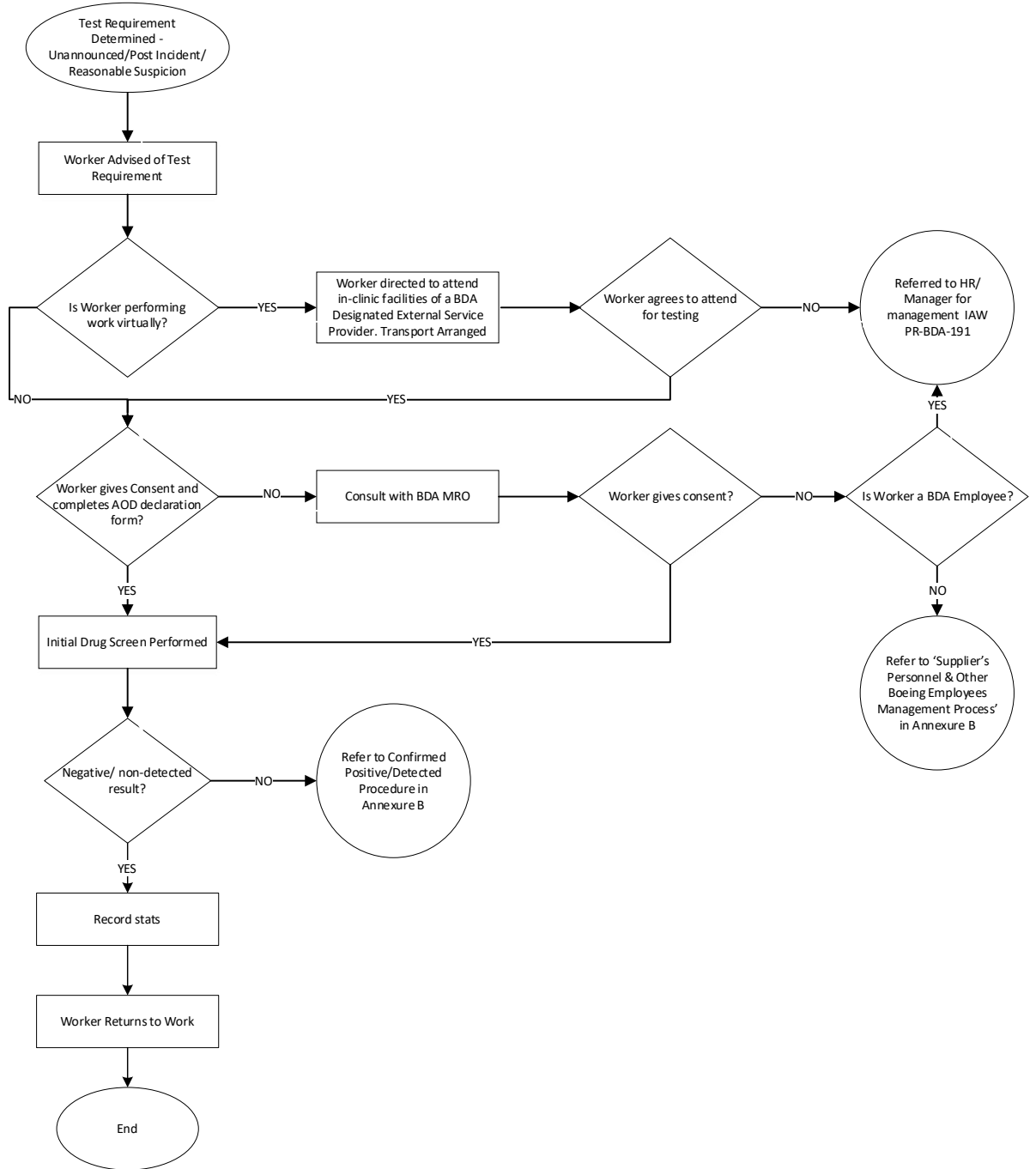
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# ANNEXURE A – DRUG AND ALCOHOL TESTING PROCESS FLOW CHARTS

# Drug Testing

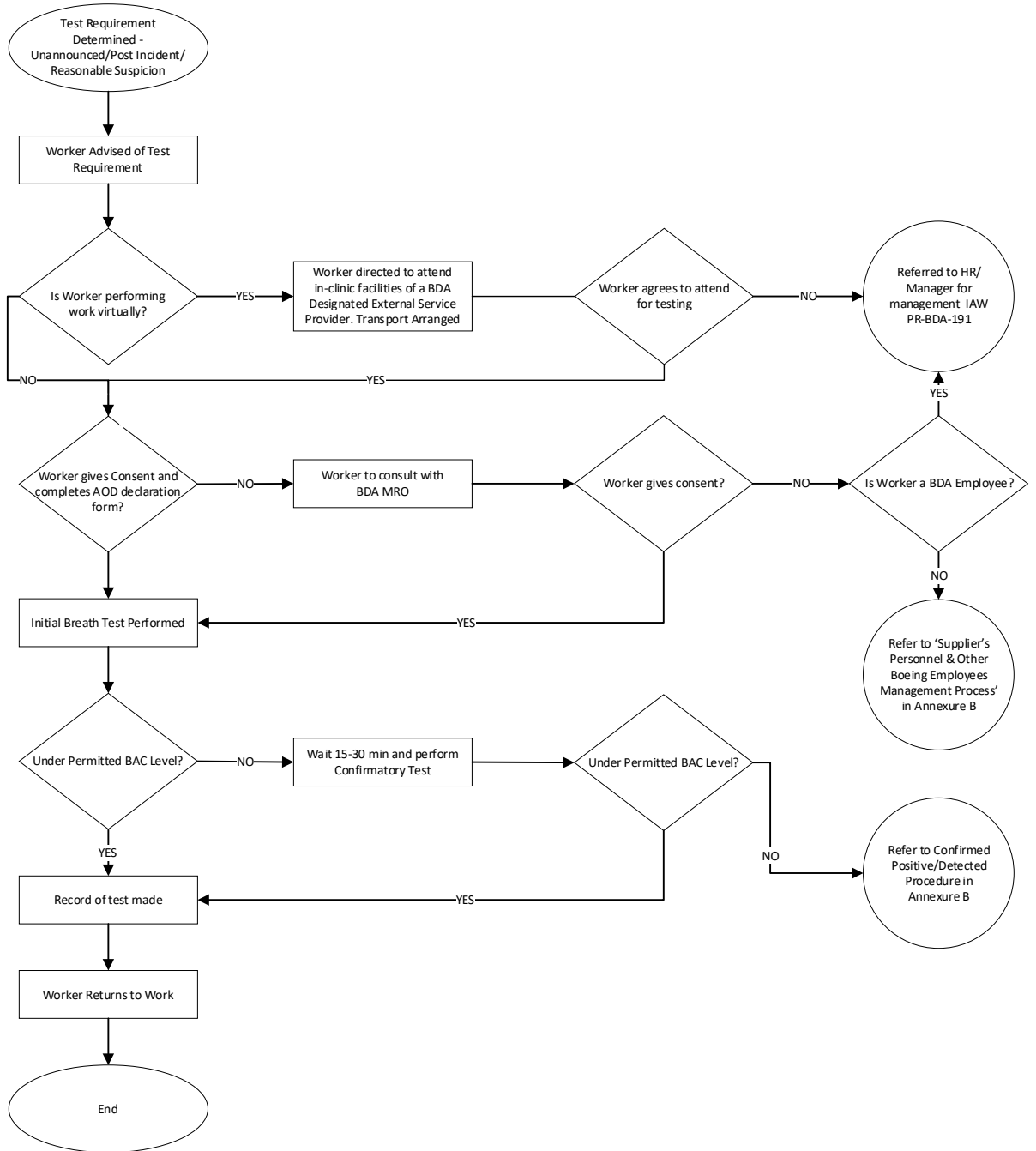
## Random Testing / Post Incident / Reasonable Suspicion



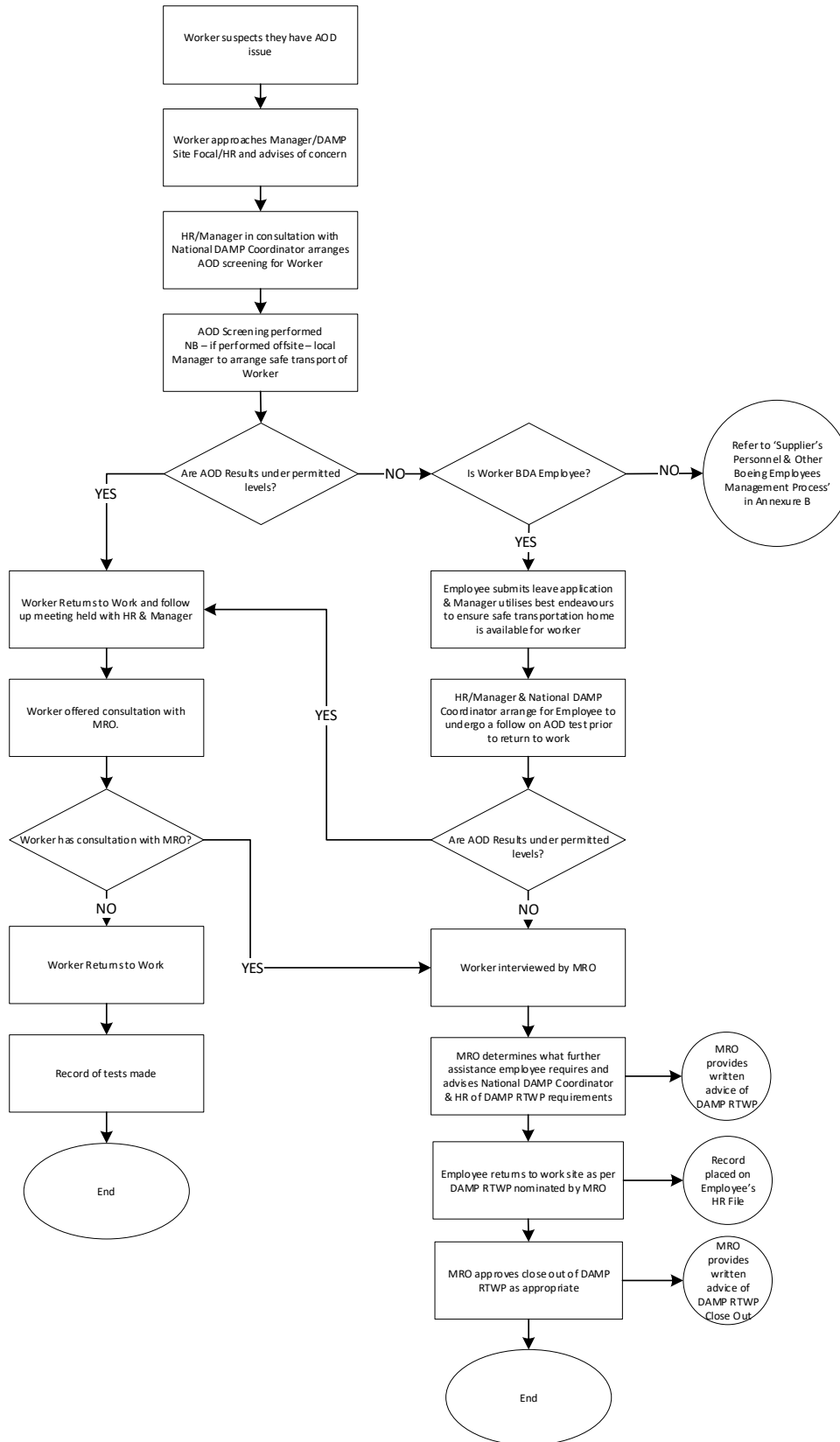


## Alcohol Testing

### Random Testing / Post Incident / Reasonable Suspicion



## Self-Referral Assessment

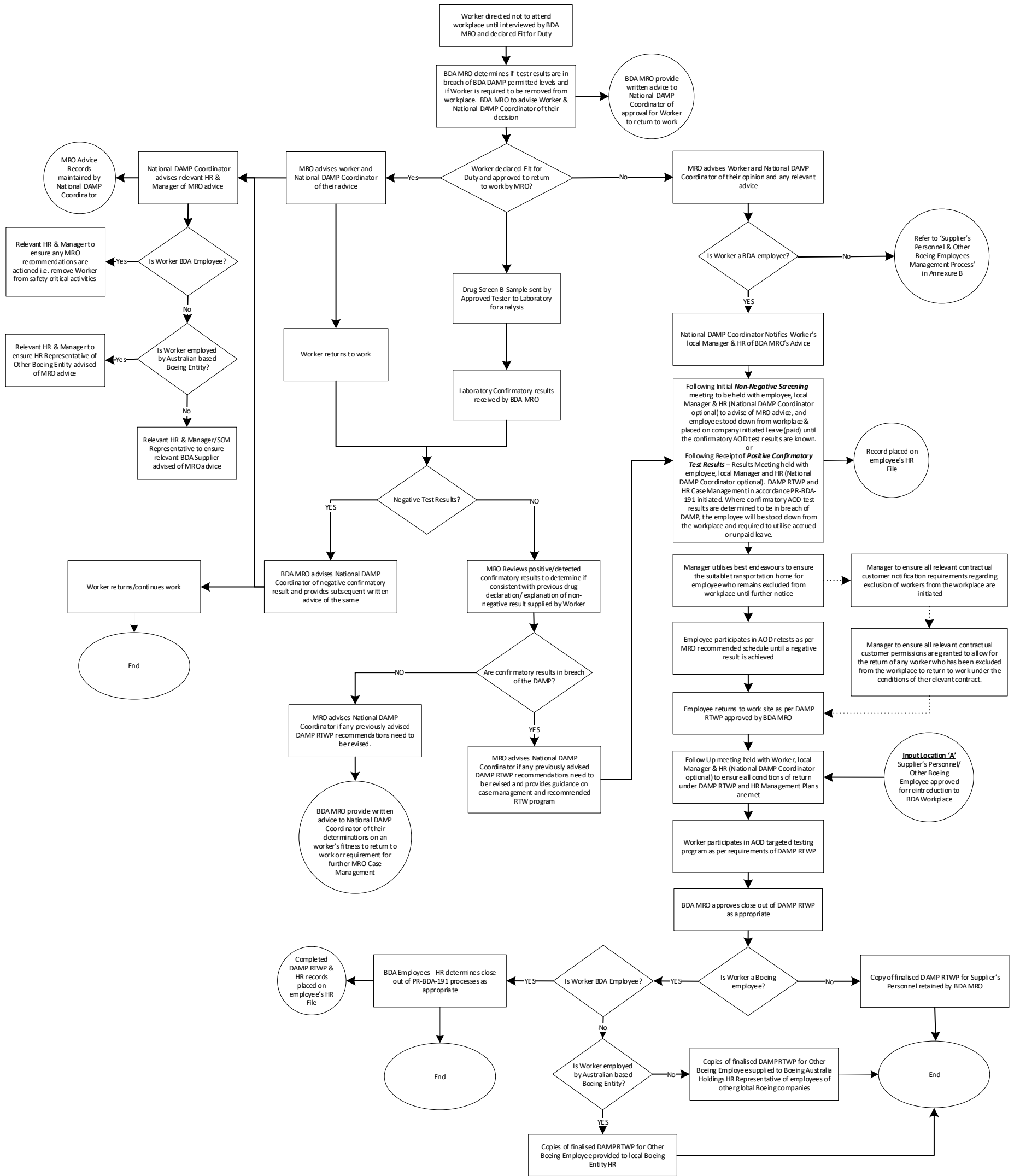




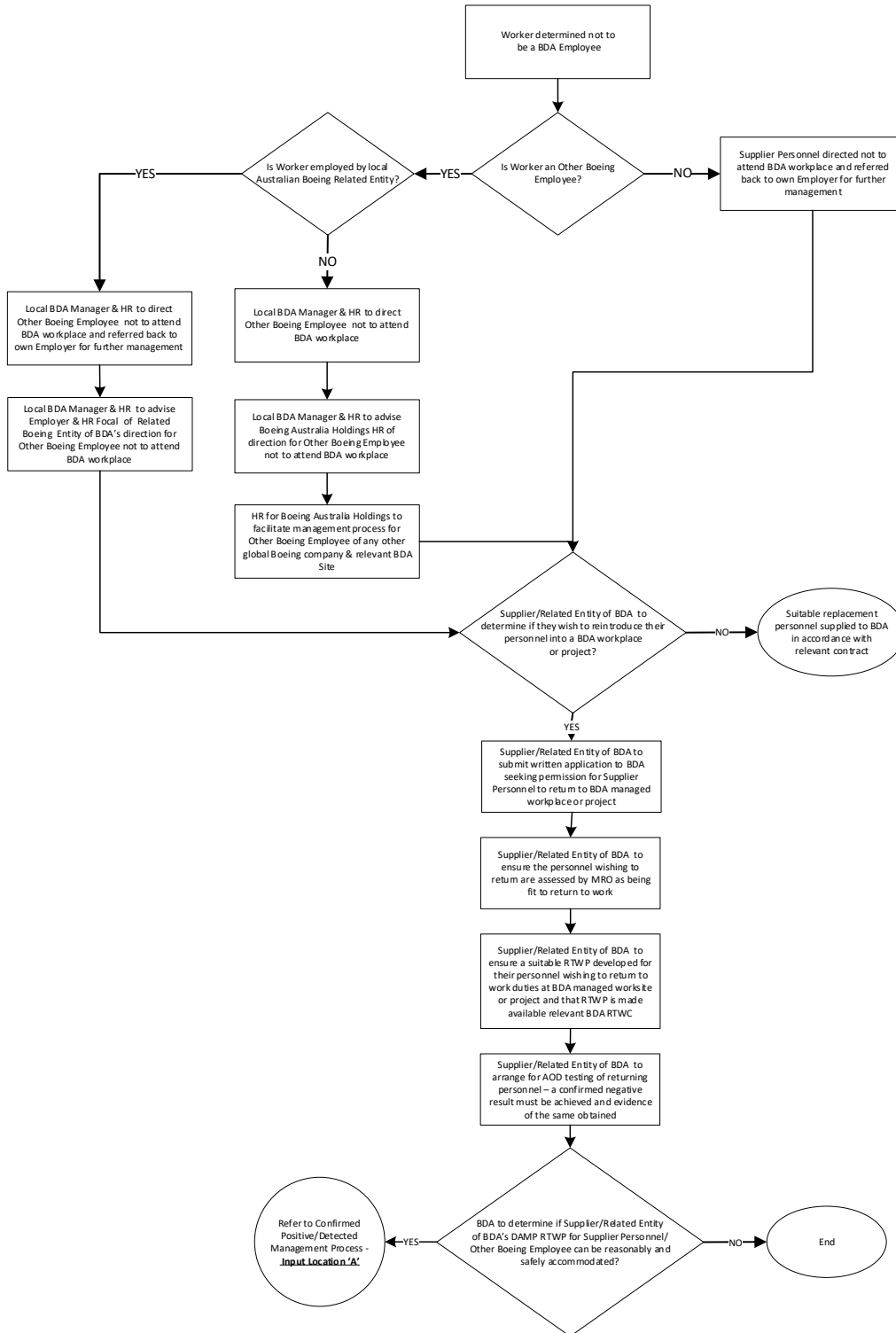
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## **ANNEXURE B – CONFIRMED POSITIVE DETECTION TEST PROCEDURE & SUPPLIERS PERSONNEL MANAGEMENT PROCESS FLOW CHARTS**

### Detected/Confirmed Positive Procedure



## Supplier Personnel & Other Boeing Employees Management Process





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## ANNEXURE C – SITE TESTING FORMS





COMMERCIAL-IN-CONFIDENCE

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COMMERCIAL – IN – CONFIDENCE

AOD SITE TESTING & CONSENT FORM

The information recorded about your test on this form will be dealt with in accordance with BDA’s privacy policy and applicable regulations. BDA will use this information for the purpose of determining your fitness for work and, in particular, whether you can safely perform the inherent requirements of your position. Results will be treated in accordance with the BDA DAMP.

<b>Identification Number</b>						
<b>REASON FOR TEST</b>	Random	Incident / Targeted	Other			
<b>Details:</b>						
<b>Boeing Defence Australia Site</b>						
<b>DAMP Site Focal:</b>			<b>Phone:</b>			
<b>Worker Name:</b>	<b>Worker’s Employee Number:</b>		<b>Date of Birth:</b>			
<b>ALCOHOL</b> A breath analysis test was conducted. The reading recorded was: <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">g/100ml</div>			<b>DRUGS</b>			
			1. Specimen Temperature:			
			2. Was a site test performed?	Yes	No	
<b>Date of reading:</b>			3. If YES, which drug groups were detected?			
<b>Time of reading:</b>			OPI	COC	M-AMP	Other
<b>Operator:</b>			THC	BZO	None Detected	
<b>Is donor taking any medication?</b>			4. If a laboratory confirmation or screen required, complete the chain of custody on the pathopak and attach barcode below:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<b>Details if applicable:</b>						
<b>Equipment Serial Number:</b>			5. Write barcode number here:			
<b>Equipment Type:</b>						
<b>Calibration Date:</b>			<b>Operator:</b>			
<b>DONOR DECLARATION:</b> I declare that to the extent they pertain to me, the details on this form are true and correct. I understand and agree that I will be provided with a copy of this form and a copy will be supplied to BDA and my Employer.						
<b>Print Name:</b>		<b>Signature:</b>		<b>Date:</b>		

# Worker Medication Declaration

**Full Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

1. Are you presently or have you recently been taking any over-the-counter medication / drug(s)? (e.g. pain killers, Sudafed or other cold and flu medication, cough mixtures, etc) **No**  **Yes**  (if yes please specify)

Name of Medication / Drug	Reason for Medication	Dosage / Strength quantity per day	Time & Date of Last Dose	How many days did you use it?/plan to use it

2. Are you taking any Prescribed Medication / drug(s)? (e.g. sedatives, pain killers, anti-depressants). Your answers will be kept confidential. **No**  **Yes**  (if yes please specify)

\_\_\_\_\_

\_\_\_\_\_

Name of Medication / Drug	Reason for Medication	Dosage / Strength quantity per day	Time & Date of Last Dose	How many days did you use it?/plan to use it

3. Physician who prescribed the medication and the name of their medical practice / drug(s)? \_\_\_\_\_

4. Any other medication /drugs not previously mentioned? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Comments/Explanations: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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