

RECORDS/DOCUMENTS NECESSARY FOR INSPECTION

To facilitate the inspection, please be prepared to discuss your DOT/FAA mandated Drug and Alcohol Testing Program and have the following records available for review during the inspection.

NOTE: Some items on this list are required only if those events have occurred or if that practice is followed. Other documents listed may not be required by regulation, but if available, will assist our inspection of your program. Please be aware that inspectors may ask to look at pilot, flight attendant, and maintenance records, or personnel and hiring records as part of the inspection. Please be prepared to facilitate a review of those records.

RECORDS RETAINED BY THE COMPANY:

1. List of all covered employees hired or transferred into covered positions, with hire date and date person began performing covered functions, for the past 24 months. Include terminated employees. Please provide two copies of this list.
2. List of all employees currently in the random testing pool, including the dates employees were added to the pool. Include list of employees removed from the random testing pool, to include the removal date, within the previous 24 months.
3. Copies of pre-employment drug (and alcohol) results for the past 24 months.
4. Documentation of notification to applicants of types of drugs for pre-employment testing.
5. Copies of requests for drug and alcohol records check and testing information released by previous employers within the previous 24 months.
6. Random selection documents, including lists of employees in the random pool prior to each selection, selection lists, notification forms, and drug and alcohol results for the previous 24 months.
7. Documentation of post-accident drug and alcohol testing, including test results and documentation of determination not to conduct post-accident testing.
8. Documentation of reasonable cause/reasonable suspicion testing, including test results.
9. Verification of Blind Testing for companies with 2000 or more covered employees.
10. Copy of the MRO's certification and documentation of continuing education.
11. Copies of materials that are displayed and distributed to covered employees (informational material on drug abuse, community service hotline number, and company drug policy).
12. Supervisory drug and alcohol reasonable cause/suspicion training documentation and materials.
13. Documentation of employee training on drug use in the workplace, including training materials.
14. Documentation that alcohol educational materials and employer's alcohol testing policies and procedures were distributed to covered employees. Copy of the alcohol educational materials.
15. Drug and/or alcohol logbooks.
16. Semi-annual laboratory reports from the previous two years.
17. Drug and Alcohol Management Information System (MIS) Reports for the previous calendar year.
18. List of contractors as required by 14 CFR Part 121.369(a) or part 135.427 (a) and other contractors providing covered services (e.g. ground security coordinators, maintenance providers). Include copies of program compliance, i.e., which may include a copy of the contractor or repair station's Program Registration or Operators Specifications of A449.

RECORDS REGARDING EMPLOYEE VERIFIED POSITIVE RESULTS, ALCOHOL VIOLATIONS, or REFUSALS:

1. Verified positive drug test results for the last 60 months to include Federal Drug Testing Custody and Control Form, Medical Review Officer notification of results, and supporting documentation for the reason for testing.
2. Confirmed alcohol testing results for the last 60 months with results equal to or greater than .02, including BAT forms and supporting documentation for the reason for testing.
3. Refusals to submit to drug and/or alcohol testing for the last 60 months, including testing forms and all supporting documentation.
4. Verification that employees with a positive drug test result, alcohol violation, or refusal to submit to testing were immediately removed from a safety-sensitive function. Also, include documentation showing when the employee was terminated or returned to a safety-sensitive function.
5. Notification to FAA of refusals for drug or alcohol testing for parts 61, 63, 65 and 67 certificate holders.
6. Notification to FAA of verified drug positives or confirmed alcohol verifications for Part 67 medical certificate holders.
7. List of Substance Abuse Professionals (SAP) used, including their address and telephone numbers and copies of the SAP's certification and documentation of continuing education.
8. Documentation that return-to-duty requirements (e.g., SAP evaluation reports) were followed.
9. Follow-up testing schedule and Federal Drug Testing Custody and Control Forms/Alcohol Testing Forms for all follow-up tests during the last 60 months.