

# DRUG & ALCOHOL MANAGEMENT PLAN

## EXECUJET MRO SERVICES SOUTH AFRICA

# MANUAL

**EXECUJET**  
MRO SERVICES  
A Dassault Aviation Company

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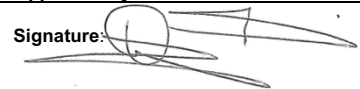
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## 1. SCOPE

### 1.1 Purpose

To prevent accidents and injuries caused by the misuse of drugs or alcohol among employees performing safety-sensitive functions, and to comply with:

- 14 CFR Part 120 (FAA)
- 49 CFR Part 40 (DOT testing procedures)
- CAR 145.02.18 and SA-CATS 145 (SACAA)
- ExecuJet Internal Policy EJSA-HR-PO-05

#### 1.1.1 Applicability

This policy applies to all:

- Employees of the MRO (Part 145 Repair Station)
- Contractors and subcontractors performing safety-sensitive functions (as defined in CFR§ 120.105 and §120.215)
- All locations where the organization performs work on U.S.-registered or South African-registered aircraft.
- Definitions and Abbreviations.

*(Refer to 14 CFR §120.7, CAR 145.02.18, and HR Manual 17.7 for full glossary)*

- Safety-sensitive function:** Duties listed in §120.105 (e.g., maintenance, preventive maintenance)
- Covered employee:** Any individual performing or ready to perform safety-sensitive functions
- DASAMP:** Drug and Substance Abuse Management Plan (per SACAA)
- EAP:** Employer sponsored program such as Life Health Solutions
- DOT:** Department of Transport

### 1.2 Prohibited Conduct

No covered employee shall:

- Report for duty or remain on duty under the influence of drugs or alcohol (14 CFR §120.33, §120.37)
- Possess, use, or distribute prohibited substances on company premises (HR Manual §17.7.4)
- Refuse to submit to a drug or alcohol test (HR Manual §17.7.5, 14 CFR §120.15)

### **1.3 Testing Requirements**

1.3.1 In accordance with 14 CFR §120.109, §120.217, and CAR 145.02.18, the following testing shall be conducted:

- Random (Drug and Alcohol) – using a method of random selection.
- Post-accident (Drug within 32 hours, Alcohol within 8 hours)
- Reasonable cause/suspicion
- Return-to-duty
- Follow-up (after a positive result or violation)

1.3.2 *Testing will be performed by:*

- Qualified Testing Officer (alcohol)
- DOT-certified labs (drug, per 49 CFR Part 40)

### **1.4 Alcohol Testing Authorization and Requirements**

Alcohol testing conducted within ExecuJet MRO Services shall be performed only by authorized and trained personnel in accordance with applicable regulatory requirements and internal policy. The following criteria apply:

1.4.1 *Personnel authorized to conduct alcohol testing*

Alcohol testing may be carried out by:

- A designated Officer trained in alcohol testing protocols;
- A Line Manager or Supervisor who has completed company-approved alcohol testing training.
- A qualified external service provider or medical practitioner contracted by the company.
- In FAA-regulated operations, only personnel trained and certified as Breath Alcohol Technicians (BAT) or Screening Test Technicians (STT) per 49 CFR Part 40 Subpart J may conduct testing.

1.4.2 *Training and Competency Requirements*

Personnel authorized to perform alcohol testing must:

- Undergo initial training in the safe and correct use of approved testing equipment;
- Receive instruction on confidentiality, reporting, and chain-of-custody protocols;
- Be familiar with disciplinary procedures and post-test documentation requirements;
- Be recorded in the DASAMP log or the company's Training and Appointment Register;

- Complete recurrent training every 24 to 36 months, or as deemed necessary by the Safety Manager.

#### 1.4.3 *Equipment and Documentation*

- Only approved, calibrated testing devices may be used, and records of the equipment used, and calibration records will be held with the OHSE Officer.
- A completed Substance Abuse Test Report Form must be submitted for each test conducted.
- Positive results or refusals must be escalated to HR and the Safety Manager immediately.
- All test records must be stored securely for a minimum of 5 years in compliance with 14 CFR Part 120, 49 CFR Part 40, and SA-CATS 145.

### 1.5 **Education and Awareness** *(As per SA-CATS 145.02.18 (b-c))*

1.5.1 SSAEs and supervisors must undergo initial and recurrent training every 3 years, refer to the FAA Repair Station Training Program (EJSA-TPM-1) and the EJSA-MOE-1 for more detailed information.

#### 1.5.2 *Training includes:*

- Effects of substance abuse on safety
- Company policies and disciplinary measures
- Identifying and managing suspected abuse
- Reporting procedures and employee assistance resources

#### 1.5.3 *Training may be delivered through:*

- Induction sessions
- Brochures, posters, toolbox talks
- LMS modules or face-to-face sessions

### 1.6 **Procedures for Suspected Abuse** *(Per HR Manual §17.7.5-6)*

1.6.1 On reasonable suspicion the Manager/Supervisor of the said employee or Safety Officer to be notified immediately.

1.6.2 Employee is removed from safety-sensitive duties.

1.6.3 Alcohol test may be conducted on-site by a competent person (EJSA contracts out a competent person who has received training as required to conduct the tests)

1.6.4 Drug suspicion cases must be handled with discretion, in severe cases, call EMS or SAPS

1.6.5 Complete Substance Abuse Test Report (Third Party Form) or as a minimum EJSA-CP-FRM-69 as held on Q-Pulse.

### **1.7 *Disciplinary Action***

*(Referencing HR Manual §17.7.6 and 14 CFR §120.221)*

1.7.1 Reporting for duty or being at work whilst under the influence of alcohol or illegal drugs is listed under serious misconduct, which may lead to disciplinary action up to and including dismissal.

1.7.2 Disciplinary steps may include:

- Suspension
- Mandatory rehabilitation
- Termination for refusal or repeated violations

### **1.8 *Employee Assistance***

Employees with a substance issue are encouraged to:

- Self-report
- Request assistance through HR (EAP or support referral)
- Receive support without automatic punitive action (first-time voluntary disclosure)

### **1.9 *Recording Keeping and Confidentiality***

All records are managed per 14 CFR §120.219 and 49 CFR Part 40:

- Secure, confidential storage
- Retained for minimum periods (e.g., 5 years for positive results)
- Accessible only to authorized personnel or regulators

### **1.10 *Program Management***

- The Safety Manager is designated as the DASAMP Program Manager
- Contact details and updates to be reflected in the MOE.
- DASAMP must be reviewed at least every 5 years or as required by law.

### **1.11 *References***

- FAA: 14 CFR Part 120 & 49 CFR Part 40
- SACAA: CAR 145.02.18 & SA-CATS 145
- Internal Policy: EJSA-HR-PO-05 Sections 17.6 – 17.7.6
- EJSA-CP-FRM-69 – Substance Abuse Test Report Results
- EJSA-TPM-1 – FAA Repair Station Training Program as revised
- SA-MOE-1 – EJSA SACAA MOE as revised (1.7)