

Part 99 application for approval of drug and alcohol management plan (DAMP)

Application requirements

- Refer to AC 99-1 for requirements needed for a DAMP.
- CAA has created a [template](#) which operators can use. Using the template is not a requirement, and the DAMP can be submitted in another format as long as it covers what is required under the Act, rules, transport instrument and AC 99-1.
- Your DAMP needs to be submitted by the dates set out by rule 99.9.
If your organisation holds more than one aviation document, the earlier of the submission dates applies

Group 1 – submit DAMP by 30 September 2025	Group 2 – submit DAMP by 30 June 2026
Part 115 Adventure Aviation	Part 137 Agriculture Aircraft Operations
Part 119 Air Operators: 121 & 125 airline air operators	Part 119 Air Operators: 135 airline air operators and general aviation air operators.
Part 145 Aircraft Maintenance Organisations - supporting 121 and 125 air operators	Part 145 Aircraft Maintenance Organisations supporting other than 121 and 125 air operators
Part 139 Aerodromes (Tier 1 - with security enhanced areas)	Part 139 Aerodromes (not Tier 1)
Parts 171 & 172 Aeronautical Telecommunication Services, and Air Traffic Service Organisations	Part 141 Aviation Training Organisations
Parts 173 & 175 Instrument Flight Procedure Service Organisations and Aeronautical Information Service Organisations	Part 146 Aircraft Design Organisations
	Part 147 Maintenance Training Organisations
	Part 148 Aircraft Manufacturing Organisations
	Part 174 Aviation Meteorological Services

- The CAA Standard Rate hourly charge applies for the assessment and approval of the DAMP.

For further information and frequently asked questions visit [Drug and alcohol management / aviation.govt.nz](https://aviation.govt.nz/drug-and-alcohol-management).

1. Organisational details

CAA participant number (if known)			Companies Office number	
Legal name of organisation				
Trading name (if any)				
DAMP relates to organisational certificate(s)				
Address for service <i>The Civil Aviation Act 2023, section 73, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.</i>		Postal address <i>(if different from address for service)</i>		
Phone				
Email				
Details of the person who may be contacted for further information				
Name			Position	
Phone			Email	

2. Drug and alcohol management plan

The DAMP is made up of the following documents:

3. Declaration by Chief Executive

The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under sections 107 and 362, respectively, of the Civil Aviation Act 2023 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$30,000, or both.

This application and the statements that follow are made for and on behalf of the organisation identified above.

I endorse the attached DAMP which I consider to be appropriate, achievable and adequately resourced.

I will advise CAA of any material change to the DAMP.

I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 2023 and the Civil Aviation Rules.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full name of Chief Executive

CAA participant number

Signature

Date of application

X

4. Applicant's checklist – please take the time to check and complete this section

Complete this checklist to ensure all applicable documents are provided.

Applications which are incomplete or lacking any required documents will be returned.

- | | |
|--|--------------------------|
| 1. All sections of the form completed | <input type="checkbox"/> |
| 2. Completed DAMP attached to application | <input type="checkbox"/> |
| 3. Completed compliance matrix attached to application | <input type="checkbox"/> |
| 4. Additional attachments enclosed as per this list: | <input type="checkbox"/> |

Submit the completed application along with the DAMP and supporting documentation to DAMPsubmissions@caa.govt.nz