

Drug and Alcohol Testing Service Provider Checklist

It is suggested that before determining which drug and alcohol testing service provider to engage, you confirm with them the following:

- Location of the service provider – can they attend at short notice in circumstances such as a workplace incident?
- Can they provide evidence of certification by a nationally accredited RTO - currently identified as HLTPAT304D or HLTPAAT005 - Certificate in Collection of Samples for Drugs of Abuse
- Do they test in accordance with the Australian Standards – AS3547/1997 and AS4760/2006?
- Are their testing devices calibrated to test in accordance with Australian Standards with cut off levels in accordance with Australian Standards?
- What is their procedure for random testing - (e.g. some random test a whole area on one day which is not a good idea as word will get around that they are in the area)
- Do they provide a written procedure for the testing which is in accordance with Australian Standards from initial onsite screening, to confirmation of testing results and chain of custody compliance and which can be incorporated into your policy?
- Will they provide a report to you on the results of the testing?

The checklist is designed to provide a starting point when exploring potential drug and alcohol service providers. You may like to add questions that relate to your specific, individual business needs or situation.