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## Appendix A – Forms & Pro-forma Documents

The following list of template documents are available, separate to these guidance notes, in Word version as part of your subscription to This Kit.

- Checklist – Social Function
- Form – Commonwealth Statutory Declaration
- Form – Testing – Alcohol Test – Inhouse On-site – Record
- Form – Testing – Drug and Alcohol – Consent
- Form – Testing – Urine Drug – Chain of Custody and Request
- Guidelines – Responsible Use of Alcohol
- Letter – Drug and Alcohol Policy – Implementation
- Letter – Failure to Follow Return to Work Plan – Warning
- Letter – Positive Test Results – Previous Warnings – Termination
- Letter - Non-negative Test Results - Suspension
- Letter – Positive Test Results – Suspension
- Letter – Positive Test Results – Warning
- Policy – Drug and Alcohol
- Procedure – Testing – Alcohol Breath
- Procedure – Testing – Drug Urine
- Sample – Risk Assessment – Drugs and Alcohol