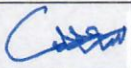
	<b>Civil Aviation Regulatory Commission</b>	<b>Checklist</b>	
	<b>Document Code:</b> 27 GC-0201	<b>Issuance:</b> 02	<b>Amendment:</b> 00
	<b>Management Representative Approval:</b> 	<b>Date of Issuance:</b> (07/04/2026)	
	<b>Title:</b> Employee Interview Checklist		

No.	Item	Status
1	Establish identity of the employee (i.e. Full name, employee identification number/License, date of birth).	<input type="checkbox"/>
2	Inform employees that medical information discussed during the interview is confidential and may only be disclosed under very special circumstances. Identify those circumstances.	<input type="checkbox"/>
3	If the employee holds a CARC medical certificate, advise the employee that information regarding drug test results and information supplied by the employee will be provided to the CARC / AMU as required by appropriate regulation.	<input type="checkbox"/>
4	Tell the employee you are calling about the specific drug test he/she underwent on the specific date and at the specific location. Inform the employee for what drug(s) the specimen tested is positive.	<input type="checkbox"/>
5	Briefly explain the testing process, discussing screening and confirmation testing, and laboratory reporting.	<input type="checkbox"/>
6	Ask for recent medical history, when appropriate. - Prescription drugs - Over-the-counter drugs - Medical or dental procedures - Food ingestion	<input type="checkbox"/>
7	Request the employee to provide medical records or prescription documentation for controlled substances when appropriate. Set a specific deadline for receipt of the medical records.	<input type="checkbox"/>
8	Request the employee to undergo a medical examination or evaluation, when appropriate. Arrange for medical evaluation.	<input type="checkbox"/>
9	Notify the employee that he or she may request a split specimen test and explain this process. Provide information about payment for this test in accordance with employer's policy, if appropriate. Tell the employee that a split specimen test will not delay verification of the initial test result.	<input type="checkbox"/>
10	If the verification process is complete, inform the employee that the appropriate employer official will be notified.	<input type="checkbox"/>
11	Offer to answer any further questions.	<input type="checkbox"/>
12	Give your name and telephone number in case the employee has any further questions.	<input type="checkbox"/>