

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
SECURITY							
Communications Security							
A	(a) Certificate of Destruction	EXT 608	3rd working day of month	Submit as per courier schedule	ISDF		Monthly and as required.
A	(b) COMSEC Custodian Appointment Certificate and Certificate of Custody	EXT 688	As required		ISDF		On change or appointment of new COMSEC, alternate or relief custodians or during annual inventory.
Fire Safety							
D	(a) Emergency Evacuation Drills and Staff Training		SEP 27		N/A		Retained at mission.
D	(b) Fire Reports	E-mail			SRSF	PM 17 CD 4/84 3/2/84	Ad hoc. Detailed report within 7 days.
Security							
D	(a) Combinations – Lock	Letter			ISR	SI 4.9	Every 6 months, or as required. Annually at small missions. Send to appropriate section within ISR.
C	(b) Head Guard's or Security Manager's Report		SEP 27 DEC 27 MAR 27 JUN 27	OCT 10 JAN 10 APR 10 JUL 10	ISR	SI 6	Quarterly. Send to appropriate section within ISR.
A	(c) Local Standing Security Orders	Document			ISR		Annually or as required.
D	(d) Password & Access Code Changes – IDACS					SI 4.9	Every 6 months, or as required. Annually at small missions. Retain at mission.
D	(e) Personal Safety Contingency Plan	Document	JUN 13	JUL 1	ISR	SI 5.2	Annual or as required. Send to appropriate section within ISR.

Types of reports: A = As required reports
 C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis
 D = Reports to be completed by the Hub