

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
C	<b>Mission Report</b>	Disk update/ SIGNET	NOV 2	NOV 13	SERV	ABMH Call Letter Sept./93	Update as information changes. Mission Reports are available on SIGNET in Corporate Apps under "Missions" and under "Articles". Small missions with no MAO or CC are exempted from completing this report.
	<b>Occupational Health and Safety</b>						
C	(a) Minutes of the Occupational Health and Safety Committee	Letter or e-mail	End of the month		SBEH	NJC Agreements Vol 1 chap 3-20	Monthly. Missions with 20 or more employees including LES are legally required to have a Safety and Health Committee (CANADA LABOUR CODE, PART II).
C	(b) Reports of the Occupational Health and Safety Committee	Form LAB 1058 (10-94)B	FEB 1	MAR 3	SBEH	NJC Agreement Vol 1 chap. 3-20 sect. 21	Annually for previous calendar year.
	<b>Official Languages</b>						
B	(a) Appointment of Officer responsible for the program and Response to Official Languages Questionnaire	Letter or e-mail	SEP 14	OCT 2	SPSP		Annual. Copy to the geographic bureau.
B	(b) Report on training provided	Letter or e-mail	APR 14	MAY 3	Geographic Bureau		Annual. Copy to SPSP and to CFSI.
B	<b>Overtime</b>	EXT 995 JetForm	1st working day of following month		SBP		Monthly.
A	<b>Relocation</b>						
A	(a) Acknowledgement of Personal Effects	E-mail			SBM	FSD 15	Following arrival of personal effects.
A	(b) Inventory of Personal Effects	EXT 378			SBM	FSD 15	Ad hoc. One month prior to departure.
A	(c) Shipping Details for Outgoing Shipment of Personal Effects	E-mail			SBM	FSD 15	Following removal of personal effects.

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