

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
C	<b>Mission Report</b>	Disk update	NOV 1	NOV 15	SERV	ABMH call letter - Sept./93	Update as information changes. Mission Reports are now 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 Telegram	End of the month		SBEH	NJC Agreements Vol 1 chap 3-20	Monthly. Missions with 20 or more employees 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 499	MAR 1		SBEH	NJC Agreement Vol 1 chap. 3-20 sect. 21	Annually.
	<b>Official Languages</b>						
B	(a) Appointment of Officer responsible for the program and Response to Official Language Questionnaire	Letter or Telegram	SEP 15	OCT 2	SPL		Annual. Copy to the geographic branch.
B	(b) Report on training provided	Letter or Telegram	APR 18	MAY 1	Geographic Branch		Annual. Copy to SPL and to CFSI.
B	<b>Overtime</b>	EXT 995	1st working day of following month	10th working day of month	SBP		Monthly.
A	<b>Relocation</b>						
A	(a) Acknowledgement of Personal Effects	Telex			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	Telex			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