

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	SECURITY						
	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.
D	(b) Password & Access Code Changes – IDACS	Letter			ISR	SI 4.9	Every 6 months, or as required. Annually at small missions. Send to appropriate section within ISR.
C	(c) Head Guard's or Security Manager's Report		SEPT 29 DEC 29 MAR 29 JUN 28	OCT 10 JAN 10 APR 10 JUL 10	ISR	SI 6	Quarterly. Send to appropriate section within ISR.
D	(d) Personal Safety Contingency Plan	Document	JUN 14	JUL 1	ISR	SI 5.2	Annual or as required. Send to appropriate section within ISR.
	Fire Safety						
D	(a) Emergency Evacuation Drills and Staff Training		SEP 29		N/A		Retained at mission.
D	(b) Fire Reports	Priority Telegram			SRMM	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex – detailed report within 7 days.
	Communications Security						
A	(a) Appointment Certificate for COMSEC Custodians	EXT 688	As required		ISR		On change of COMSEC, alternate or relief custodians. Send to appropriate section within ISR.
A	(b) Certificate of Custody	EXT 300	As required		ISR		On appointment of new COMSEC, alternate or relief custodians. Send to appropriate section within ISR.
C	(c) Certificate of Destruction	EXT 608	3rd working day of month	Submit as per courier schedule	ISR		Monthly and 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