

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(d) Employer's Report of Accident	FORM 7Q			SPSA	LES 4.2.12	Ad hoc. Completion requested by Human Resources Development Canada (Labour).
A	(e) Employment and Pay Certificate	EXT 208			SPSA	LES 4.1	Ad hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 15	OCT	SPSA		
A	(g) Oaths and Affirmations						Ad hoc, on appointment. Retain on employee's file at mission.
B	(h) Pay Lists for Locally-Engaged Canadians		1st working day of every month	10th working day of every month	SBRM	CD 10/92 1/4/92 LES 4.1.12	Monthly.
D	Medical – Travel (HOM authority)	E-mail			SBMQ	FSD 41	Ad hoc – Copies to Health Canada in Ottawa (for info only).
C	Mission Report	Disk update/ SIGNET	NOV 3	NOV 14	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 CG 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 2	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 15	OCT 2	SPSP		Annual. Copy to the geographic bureau.

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