

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
44.	(h) Register of Gas Coupons		Monthly		*N/A		*For mission records.
	(i) Registration Confirmation	Telegram			MRMT	MM 9	When licence issued by host country.
	(j) Vehicle Logs		Continuous		*N/A	MM 9	*For mission records.
	Occupational Health and Safety						
45.	(a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	End of the month		ABEH	NJC agreements Vol 1 chap 3-20	Monthly.
	(b) Reports of the Occupational Health and Safety Committee	Form LAB 499	MAR 1		ABEH	NJC agreement Vol 1 chap. 3-20 sect. 21	Annually.
	Official Languages						
	(a) Appointment of Officer responsible for the program	Letter or Telegram		OCT 1	APL		Annual. Copy to the geographic branch.
46.	(b) Official Languages mission plan	Letter		FEB 1	Geographic branch		Annual. Copy to APL. Instructions to be issued every year.
	(c) Report on the implementation of the mission plan	Letter		APR 20	Geographic branch		Annual. Copy to APL.
	(d) Report on training provided	Letter or Telegram		MAY 1	Geographic branch		Annual. Copy to APL and to APF.
	Overtime	EXT 995	1st day of month	10th day of month	ABP		Monthly.
47.	Passport						
	(a) Accountability Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.