

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
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 JetForm			SPSA	LES 4.1	Ad hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 13	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			SBM	FSD 41	Ad hoc - Copies to Health Canada in Ottawa (for info only).
C	Mission Report	Disk update/ SIGNET	MAY	JUNE	SERV	Broadcast message dated July 15/99	Update each year. Mission Reports are available on the Intranet, on the SBD home page, under SERV or on the Reference Documents page. Small missions with no MAO or CC are exempted from completing this report; however, any information is very useful for employees assigned.
	Occupational Health and Safety						
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.

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