

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(b) Vacation Travel Assistance LES	E-mail			SBM	FSD 50	Ad hoc – One month prior to departure.
A	(a) Application for Pension Payment	EXT 394			SPA		Ad hoc – Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPA	LES 3.2	Annually.
A	(d) Employer's Report of Accident	FORM 7Q			SPA	LES 4.2.12	Ad hoc. Completion requested by Human Resources Development Canada (Labour).
A	(e) Employment and Pay Certificates	EXT 208			SPA	LES 4.1	Ad hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 13	OCT	SPA		
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	SBFM	CD 10/92 1/4/92 LES 4.1.12	Monthly.
D	Medical – Travel (HOM authority)	E-mail			SBMA	FSD 41	Ad hoc – Copies to Health Canada in Ottawa (for info only).
C	Mission Report	Disk update/ SIGNET	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.
	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).

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