

**The Royal Government of Cambodia
Ministry of Planning
National Institute of Statistics**

Cambodia Socio-Economic Survey 1999

**Instructions For Manual Processing
(Editing and Coding)**

**CAPACITY DEVELOPMENT FOR SOCIO-ECONOMIC SURVEYS AND
PLANNING PROJECT, CMB/96/019
PHNOM PENH
CAMBODIA**

Instructions for Manual Processing

CSES-1999

General Instructions

1.Introduction

Manual Processing essentially consists of the operations of Editing and Coding of completed survey questionnaires. Coding is essential for questions which are not pre-coded such as those on occupation, industry and internal migration. In order to check for the completeness and consistencies of responses to questions, it is necessary to carefully edit the questionnaires before entering the data into computers. In spite of field checks carried out by the field supervisors, often a variety of errors are not detected at the field editing stage. These operations are therefore important to control and minimize non-sampling errors.

2.Before You Start Manual Processing

- Ensure that your editing manual contains all amendments and it is the current version,
- Ensure that you have lists of codes for province/city, district/khan, commune/sangkat and village/mondol,
- Ensure that you have code lists for crops and enterprises,
- Ensure that you have code lists for occupation and industry,
- count the number of forms given to you and check additional pages, if any,
- count the page numbers of each questionnaire carefully as additional pages may be attached to some questions

3.General Instructions for Coding and Editing

- Utmost care should be taken not to alter or amend the original entries made by enumerators in the field,
- Use a red pencil for coding answers which are not precoded and in editing to enter new digits, to give new encircles etc.,
- Never overwrite or erase a written entry or code,
- In cases where more than one answer is recorded, ascertain the one which is correct on the basis of responses to other items and strike out the incorrect entry as shown below,

	What is the current grade or class	
	(7)	
	6 7	

- If additions are found incorrect, strike out the wrong figure and write the new correct sum by the side of the wrong original entry as shown below.

Food item	No.	Purchased (Riels)	Own produce, wages in kind, gifts, free collections (imputed value)	Total consumption
fruits	13	15,000	21,000	46,000 36,000

- If the digits entered are not complete, enter the complete set of digits near the incomplete entry.
- If an answer or code is entered in a 'incorrect space', copy the entry into the appropriate space using a red pencil and strike out the original.

4. Contact your Supervisor in Cases where

- a number entered in any cell in the questionnaires lies outside the specified range,
- information in the questionnaires are not clear or legible,
- inconsistencies are observed in the responses,
- blanks or zeros which are not supposed to be there are recorded in the questionnaires,
- information is filled in for persons who are not eligible in terms of instructions,
- any other kind of confusion which is evident from the responses.

Instructions for coding

Coding is a part of the manual editing process that quantifies the descriptive answers to questions that are not pre-coded. The questionnaires used for the CSES-1999 have a number of questions for which descriptive answers should be recorded. Descriptive information collected in the survey that should be coded before entering the data into computer are listed below.

Form 1 (Listing Schedule)

- i. Principal economic activity of the building/premises/household – Section IV, Col.10

Form 2 (Village Questionnaire)

- (i) Crop Codes in Qs. 7 and 7.1
- (ii) Enterprise code in Qs. 8 and 8.1
- (iii) District and province codes in Q.81

Form 3 (Core Questionnaire)

- (i) District and Province where he/she was living five years ago - Col. 17 and Col. 19 under Q.1 (page 3)
- (ii) Occupation and industry - Col.11b, Col.12b, Col.19b, Col.20b, Q.3 under Section III

Form 4 (Income and Employment Module)

- (i) Occupation and Industry - cols. 13c, 14b, of Q.1 of Section IA
- (ii) Industry - col. 2c of Q.2 of Section 1B
- (iii) Crop code – col. 3b of Q. 6 of section C

Concepts and definitions of Occupation and Industry used for purposes of this survey are as follows:

Occupation

Occupation refers to the type of work, trade or profession performed by the individual during the reference period. If the person is not at work but with a job, occupation refers to the kind of work that the person will be doing when he reports for work.

Primary Occupation

If any member had more than one economic activity which provided wage employment or self-employment during the reference period (say, past week or past 12 months), then the primary occupation was one which the respondent accepts as such based on time spent on and income earned from different activities and other considerations like social and legal status. If the person was engaged in only one occupation, then that was his/her primary occupation.

Secondary Occupation

If any member had more than one economic activity which provided wage employment or self-employment during the reference period (say, past week or past 12 months), then the secondary occupation was one which the respondent accepts as the most important based on time spent on and income earned from different activities and other considerations like social and legal status among all occupations of the person excluding the primary occupation.

Industry or Kind of Economic Activity

Industry or kind of economic activity refers to the nature of work done (the goods and services produced) by the institution or the workplace or enterprise where the person works.

Coding of Occupation and Industry: The coding operation is carried out as follows:

1. Identify the **keyword** from the response recorded in the questionnaire.
2. Find the key word in the list of Occupations given in the Occupational Classification.
3. If more than one entry is found with the given key word, use other information (qualifier) from the response to find the appropriate entry.
4. Write the code corresponding to this entry on the designated column of the questionnaire.

Key word refers to that word in the response that can best describe the job title. For example, if the response is “motorcycle driver” for the respondent’s occupation and “carrying passengers in Phnom Penh city ” is stated as the nature of work or place of work, then the term “driver” is the key word. In some cases, the key word may not be present in the response and should be constructed from the available information. The **qualifier** refers to a word in the response which provides a more specific idea on the occupation by qualifying the key word. In the above example, ‘motorcycle’ is the qualifier describing the type of driver. In some cases, it may be necessary to have more than one qualifier.

Occupation code for the above example,

Type of Job : **motorcycle driver**

Keyword : **driver**

Code for *drivers and mobile plant operators* : 8300

(try to find the specific code for specific job / occupation with the help of a qualifier)

Occupation code for motor cycle driver is 8320.

Industry code for the above example,

Nature/place of work : Carrying passengers in Phnom Penh city

Carrying passengers is a transport activity which falls under Category I with the heading of *Transport Storage and Communication*. Under that heading, all means of *land transport* is

given 60 as a division code. To find the specific code for the above work, one should further examine the activities classified under 60. You will find that there is an activity described as “*other non-scheduled passenger land transport*” which is indexed by code 6022. Accordingly, the code to be coded for the industry is 6022.

Additional examples for identifying the appropriate codes for occupation and industry are given below.

- 1) Mr. Sophon is a deputy governor of province “a”. He has reported his occupation as “Deputy Governor” and the place he is working as the provincial government of Province “a”. In this case, Mr. Sophon is a senior government official, so, his occupation code is 1120. The organization he is working is a provincial government which falls under code 7511, that is, General (overall) public service activities.
- 2) Mr. Sokha is a Statistician working for the National Institute of Statistics. His occupation has been reported as “Statistician” and Industry or place of work as National Institute of Statistics. In this case, he is a professional statistician, so his occupation code should be 2120. Industry code should be 7514 which falls under “Ancillary service activities for the government as a whole”.
- 3) Mr. Chhorn is a traditional healer who works at his own house. He has a daughter named Malika who is a “nun” working in a pagoda. In this case, the occupation code of Mr. Chhorn is 3240 and Industry should be 8519 that refers to other human health activities. In case of his daughter, the occupation code is 3480 and the industry code is 9191 which refers to activities of a religious organization.
- 4) Mr. Touch Bunchheun and his wife Sovanna have a small farm of their own which is hardly enough for them to make a living. So, the husband sells his labor as a farm laborer to others in order to earn additional income. So, in the questionnaire, occupation and industry of Mr. T. Bunchheun has been written as “Agri. labor” and “others farm ” respectively. What should be the corresponding codes for Occupation and Industry in this case?

Form 1

(Listing of Households in the village)

There are four parts (I, II, III and IV) in the Listing Schedule.

Cover page

I. Identification information

- Check whether the correct codes are entered for province/city, district/khan, commune/sangkat, sample village/mondol, rural/urban and also village serial number. The numerical values of codes for the different identification items in Rounds 1 and 2 should fall within the range of values set out in the table.

Round 1

S.No.	Identification items	Phnom Penh	Plain	Tonle Sap	Coastal	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 – 16	01 – 12	01 – 08	01 to 08
3.	Commune/Sangkat	01 – 15	01 to 22	01 – 14	01 – 17	01 to 15
4.	Village/Mondol	01 – 24	01 to 23	01 – 17	01 – 10	01 to 19
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban)	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 – 24	01 – 10	01 – 10
9.	Total no. of household reported by village leader	24 – 2000	24 – 2000	24 – 2000	24 – 2000	24 – 2000

Round 2

S.No.	Identification items	Phnom Penh	Plain	Tonle Sap	Coastal	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 – 16	01 – 12	01 – 08	01 to 07
3.	Commune/Sangkat	01 – 15	01 to 16	01 – 11	01 – 17	01 to 15
4.	Village/Mondol	01 – 20	01 to 22	01 – 13	01 – 10	01 to 21
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban)	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	3 – 4	1 – 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 – 24	01 – 10	01 – 10
9.	Total no. of household reported by village leader	24 – 2000	24 – 2000	24 – 2000	24 – 2000	24 – 2000

II. Interview Information

1. Check the dates when listing had started and finished.
2. Check the dates when supervision had started and finished.
3. Check the name and the signature of enumerator and supervisor.
4. The date of supervision could be the same as the date of listing or later but it could not be

earlier than the date of listing.

5. The date of re-interview should be filled in if it is re-interviewed.
6. Read carefully any comments made by the field staff and inform the supervisor of any important observations or notes recorded by enumerator/supervisor.
5. Payment details should not to be filled by the enumerator.

III. Data Processing information,
Do not enter any entry in this part.

IV. Household Information

- First of all, check and count the number of pages filled which is recorded on the upper right corner of the page.
- Check the codes entered in the boxes arranged for province, district/khan, commune/sankat, village/mondol, urban/rural. Codes entered under section I in the cover page and in section IV should be the same.
- Verify the number of segments with the total number of households recorded in the cover page. A village having more than 300 households should be divided into segments. Remember that the segment number selected can not be greater than the total number of segments in the village. For a village not divided into segments, these two boxes should have 1 inside each box. Check the sketch/notional map to ascertain the number of blocks/segments into which the village was divided and the segment that was selected for enumeration.
- Check whether the calculation and rounding of sampling interval is correct.
- Line number is printed under column1 of the schedule. In all the descriptions of 15 households can be filled in one page. The sixteenth row is reserved for the page total.
- Check serial number of the building under column 2 which should be written as a 3 digit number. The last serial number of the building should give the total number of buildings in the village / segment.
- Check the serial number of housing units that should be recorded as numbers with 3 digits under col. 3. The last serial number should be equal to the total number of housing units listed. The serial number of buildings and housing units need not be identical because a building may contain more than one housing unit. Code 999 may appear in some rows of columns 3 and 4, which means that the building did not have any housing unit.
- Col. 4 gives the household serial number which should also be recorded as a number with 3 digits. Please check whether the numbers are written serially. The last number of the household should be equal to total number of households listed. Code 999 may appear under this column too, if no household occupies the housing unit. Beside the Code 999, Code 888 also may appear which refers to hostels, dormitories and other institutional households.
- Check whether the name of the household head is legible, as it should match with the information that will appear elsewhere (Form 3 and Form 4).
- Address under col. 6 may be described with a building number assigned by the government, street number or postal code. Also, it could be the description of the place especially for rural households.
- Cols. 7, 8 and 9 should have the total number of household members of both sexes, males and females. The number under col. 7 should be equal to the sum of Col. 8 and Col. 9. Check the total for all rows.
- Verify the description of the activity written under col.10 with the codes entered under

col.11. (See coding instructions and use Industry Code list)

- Check Sample Reference Numbers (SRN) entered under col.12 to verify whether the numbers are written sequentially. SRN is same as the household serial number in col. 4. But note that the codes 888 or 999 can not appear as SRN as they are not counted in writing the household serial numbers sequentially. If any errors are observed in the household serial numbers that are recorded, the correct household serial number should be recorded under col. 12 and it should be reported to the editing supervisor.
- Check whether the code entered under col.13 is correct. Verify them with the codes given at the bottom of the page.

Form 2

(Village Questionnaire)

This questionnaire is administered by the supervisor or enumerator and most parts of it should be filled by interviewing the village head. The interviewer could have obtained the information on education and health from health workers and teachers respectively. The field staff were required to collect prices from shop keepers or vendors having their sales outlets within the village.

Cover page

A. Identification information

- Check whether the correct codes are entered for province/city, district/khan, commune/sangkat, sample village/mondol, rural/urban, sub-sample no. and also village serial number. The numerical values of codes for the different identification items in Rounds 1 and 2 should fall within the range of values set out in the table.

Round 1

S.No.	Identification items	Phnom Penh	Plain	Tonle Sap	Coastal	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 08
3.	Commune/sangkat	01 – 15	01 to 22	01 – 14	01 – 17	01 to 15
4.	Village/Mondol	01 – 24	01 to 23	01 – 17	01 – 10	01 to 19
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 - 24	01 – 10	01 – 10

Round 2

S.No.	Identification items	Phnom Penh	Plain	Tonle Sap	Coastal	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 07
3.	Commune/Sangkat	01 – 15	01 to 16	01 – 11	01 – 17	01 to 15
4.	Village/Mondol	01 – 20	01 to 22	01 – 13	01 – 10	01 to 21
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban)	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	3 – 4	1 – 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 – 24	01 – 10	01 – 10

B. Interviewer Information

- Check names of persons interviewed and their positions.
- Check the date of initial interview, and also last visit if filled in.
- Check the name and the signature of the interviewer.

C. Information on supervision

- Check the name of supervisor.
- Check date of supervision.
- Check date of re- interview, if any.
- Check the signature of supervisor.

I Demographic Information

- Q.1- Check the number of households entered in this question with the one in the cover page of Form 1. These two numbers should be the same as the number were reported by the village leader. But it may be different from the frame figure if reference date is different. Also, check the listed number, which should be greater than the frame figure. The number of households may range from 25 to 2000. The entry for month should range from 01 to 12 and year from 92 to 99.
- Q.2- Check the reported population against month and year recorded in Q.1. The reported population should range from 100 to 12,000. If, extreme figures appear in the question, contact your supervisor immediately.
- Q.3- Under Q. 3.1 check the reported number of persons below 18 years of age. If the number is found to be significantly larger or smaller than 50 percent of the total number in Q.2 then contact your supervisor. Also, check whether the total number is equal to the sum of the number of boys and girls. Under Q. 3.2, check the number of persons of 18 years or more. Again, the number usually lies around 50 percent of the total number in Q.2. Verify the total population with the sum of the number of men and women.
- Check whether $Q.2 = 3.1B + 3.1G + 3.2M + 3.2W$
- Q.4 One of four answers should be encircled for Q.4.

II Economy and Infrastructure

- Q.5 should have entered the area of agricultural land in hectares whereas Q.5.1 should have the area of paddy land only. Entry in 5.1 should not be greater than entry in 5. If the area is found greater than 2000 hectares, inform your supervisor.
- The total irrigated agricultural land entered in Q. 5.1 should be less than or equal to the area entered in Q.5. Similarly, check the area of paddy land and irrigated paddy land entered in cols. 6 and 6.1. If the area entered is other than hectares, convert them into hectares.
- Q.7. Check the codes of major crops grown in the village.
- Q.7.1. Check the code entered in the box provided in Q.7.1. If '1' is entered, name of crop and crop code should be entered. Check new crops that are cultivated in the village as cash crops and enter the corresponding codes.
- Q.8. Check the description of non-agricultural enterprises and enter codes.
- Q.8.1. Check the code in the box, there should be either 1 or 2 entered. If 1 is entered, an appropriate code should be entered in the table given in Q.8.1.
- Q.9. Maximum of three codes should be entered in the boxes provided for this question.
- Q. 10. One of the three codes given under Q.10 should be entered. If 1 or 2 is encircled, go to Q.11.
- Q.11 - If code 3 is entered then one of the codes from 1 to 11 should be entered,.
- Q.12- Check the code entered in the box provided in Q.12. It may be 1, 2 or 3. But, if 1 or 2 is entered, there should be codes entered in two boxes provided in Q.13.
- Q.14 should have 1 or 2 entered in the box. If 1 is entered, Q.15 should be blank.
- Q.15 – If '1' is entered in Q.14, Q.15 should have an answer in kms. Check whether the distance to a motorable road entered for the village is reasonable or not.

- Q.16 should have either 1 or 2 entered. If 1 is entered, there should be an entry in Q.17.
- Q.17 should have an entry on the number of days the road is usually impassable during a year. The range could be 1 to 200.
- Q.18 refers to the accessibility of the village by river or canal. Entry could be 1 or 2.
- Q.19 enquires on the percentage of households having electricity in the village. So the entry could range from 0 to 100. The village/mondol/ in Phnom Penh or other provincial capitals may have electricity and others in the rural areas may not have electricity. If any doubt arises as to the percentage recorded, inform your supervisor.
- Q.20 relates to the percentage of households having piped water supply. Entry could range from 0 to 100 for Phnom Penh and 0 to 25 for other urban areas.
- A code for the major source of drinking water for most of the people in the village should be entered in the box provided for Q.21. Answer should be described if code 9 is entered.
- Q.22 refers to the amenities/services available in the village. Col.3 asks whether the amenities mentioned under Col. 2 are available in the village. Thus, either code 1 or 2 should be entered under the column. If code 1 is entered, then col. 4 should be blank. If code 2 is entered, there should be an entry under Col. 4. Inform your supervisor if the distances to the nearest amenities/services from the village exceed the maxims given below.

Nearest amenity/service from the village	Expected maximum distance in kms.
Food shop or restaurant	25
Bank or loan credit unit	100
Agricultural extension worker	100
Permanent market	50
Shop selling manure and Agro-chemicals	50

- Check the distance from the village to the district town entered in Q. 23 which may range from 0 to 100 kms.
- The answer in kms entered in Q.24 (the distance from the village to the provincial town) could be up to 150 kms.
- Q.25. should have either 1 or 2 entered in the box provided. If 1 is entered then one of the six codes of Q. 25.1 should be encircled. If 2 is entered, Q. 25.1 should be skipped.
- Cols. 3, 4 and 5 under Q. 26 are about technical support for agriculture received by households. If 1 is entered in col. 3, then cols. 4 and 5 should have entries. If 2 is entered in col. 3, cols. 4 and 5 should be blank.
- Check the box provided in Q.27, where either 1 or 2 should be entered.

III Education

Primary education

- Q.28 should have either 1 or 2 entered. If 1 is entered then it is required to skip to Q.30, otherwise there should be an entry in Q.29.
- Check the distance entered in kms (0.0) in the answer to Q.29. The distance may range from 0.0 to 30 kms.
- Q.30 also should have an answer in kms (0.0). The answer could be 0.0 for the distance to a school located within the village. The distance may range from 0.0 to 30.0 kms.
- Q.30.1 should have one of the five codes entered and if code 5 is used an answer should be stated.
- Q.30.2 Check hours and minutes entered in Q. 30.2. Check whether the entry in minute is

within 0 to 59 and in hours is 1 or 2.

Questions 31 through 40 require data on three on primary schools located within the village , but if there is no primary school within the village, col. 5 has been provided to fill information on the preferred school outside the village. Such information required for col. 5 was to be obtained from parents of children who are attending those schools.

The names of schools should appear under cols. 2-5.

- Q.32 should have code 1 or 2 for each school.
- Check the year when the school had started (Q.33). Year is written in two digits. For example, 1983 is written as 83. It may range from 50 to 98.
- Check the highest grade taught in the school in Q.34 which may range from 1 to 6.
- Check the number of teachers in each school in Q.35. If the number recorded appears to be doubtful, inform your supervisor. The number of teachers may range from 1 to 30.
- Q.36 refers to the number of trained teachers which should be checked against the number with the total number of teachers. Usually, the number should not exceed 30.
- Q.37 should contain the number of pupils enrolled in the current school year. The maximum number should not exceed 3000.
- Q.38 should have an entry in Riels which refers to the average school fees/donations/school improvement charges per student per year. The maximum amount could be 300,000 Riels.
- If the entry for Q.39 shows 1 or 2, Q.40 should be filled. If Q.39 shows 3, Q.40 should be blank.
- Q.41 should have three codes entered but they may not have filled three codes Check the entries with the list of codes provided.

Lower Secondary Schools

- Q.42 should have either 1 or 2 entered in the box provided. If 1 is encircled, then Q. 43 should be blank.
- The entries for Q.43, Q.44 are in kms. up to the first decimal point e.g. '0.7', '10.0'. The maximum distance could be up to 25.0 kms.
- Q44.1 should have one of the five codes entered in the box provided.
- Q44.2 should have time in hours and minutes. Hours may range from 0 to 2 and minutes from 0 to 59.

Questions 45 through 55 require data on three on lower secondary schools located within the village, but if there is no lower secondary school within the village, col. 5 has been provided to fill information on the preferred school outside the village. Such information required for col. 5 was to be obtained from parents of children who are attending those schools.

- Names of schools should appear under cols. 2, 3 or 4 of Q. 45.
- Q.46 should have codes 1 or 2 for each school.
- In Q.47, check the year when the school had started. The entry should have only 2 digits. For example, 84.
- In Q 48, the grades taught should cover 6-9.
- Q.49 - Check the number of teachers in each school. The number should not exceed 100. Compare the number of teachers with the number of pupils.
- Check the number of trained teachers in Q.50. Entry for Q.50 should be less than the number in Q.49.

- Q.51 requires the number of pupils enrolled in the current school year. The maximum number could be 3000.
- Q.52 should have the value in Riels which refers to the average school fees/donations / school improvement charges per student per year. The maximum amount could be 1,000,000 Riels.
- If Q.53 has 1 or 2 entered, Q.54 should be filled. If the response to Q.53 shows 3, Q.54 should be blank.
- Q.55 should have three codes entered. Check the list of codes and if code 11 is also entered, it should be described.

Upper Secondary Schools

- Q.56 should have either 1 or 2 entered in the box provided. If 1 is entered, there should be no response to Q.57.
- The responses to Q.57 and Q.58 should be in kms (0.0). The maximum distance could be 50.0 kms. If code 5 is entered, then its description should appear in front of code 5.
- Q58.1 should have one of the five codes entered in the box provided.
- Q58.2 should have the response in hours and minutes. Maximum time could be 3 hours.
- Q.59 should have three codes entered.
- Q.60.1 should have either 1 or 2 entered.
- Q.60.2 should have an entry if the response to Q60.1 is 1.

IV Health

Questions 61 to 71 relate to health services and health campaigns.

The availability of specified types of health services or personnel are checked under Q.61 and a response of 1 or 2 should appear under col.2. If 1 is entered under col.2 then col. 3 should be blank and there should be a response under col.4 for Q.63. If the response for Q. 61 is 2 then there should be responses for Q. 62 and Q. 63.

The maximum distance for each item is given below.

Source of health services	Maximum distance in kms.
Khum clinic	15 kms
Private clinic	50 kms.
Pharmacy or drug store	50 kms.
District health centre	25 kms.
Provincial hospital	100 kms.
Private hospital	50 kms.
Doctor	50 kms.
Nurse	50 kms.
Trained Midwife	25 kms.
Traditional Birth Attendant (TBA)	25 kms.
Khru Khmer	25 kms.
Other traditional healer	25 kms.
Others (specified)	50 kms.

- Q.64 should have 1 or 2 entered in the box provided. Type of service/personnel should be described if code 1 is used.
- Q.65 should have three codes entered from the list of codes provided for this question.
- Q.66 should also have three codes entered from the list of codes.
- Q.67 should have one code entered in the box provided.
- Qs.68, 69, 70 and 71 should have either 1 or 2 entered in the boxes provided to these questions.

V Retail Prices and wages

- Qs.72, 73 and 74 refer to retail prices of food, nonfood items and medicines for specified units of the items listed.
- All three-commodity categories contain 7 columns. Cols. 1, 2, 3 and 4 contain name of item, specification, unit and item no. preprinted in the questionnaire and cols. 5, 6 and 7 should have prices entered for three different observations.
- Price of a commodity with the same specification may vary from one column to another (one shop to another in the same village) but if differences are found to be very large, inform your editing supervisor immediately.
- Likewise, prices may vary from one village to another. But, if the differences are too large, inform your supervisor. Supervisor should try to find the reason by contacting the field supervisor or enumerator when that is feasible.
- The numbers entered under Q.75 are daily wage rates in Riels. Cols. 2, 3 and 4 are for males, females and children respectively. Check the daily wage rates entered for each type of work. The wage rate may vary from village to village, urban to rural and even rural to rural.
- Qs. 76 to 81 are related to recruitment of children for work outside the village.
- Q.76 should have either 1 or 2 entered. If 2 is entered, Qs. 77-81 should be blank.
- Q.77 should have entered one of the recruitment agency codes if 1 is entered in Q.76.
- Q.78 should have either 1 or 2 entered. Skip to Q.80 if 2 is entered.
- Q.79 should have entered one of seven 'type of work' codes.
- Q.80 should have either 1 or 2 entered. If code 2 is entered under Q. 80, then Q.81 should be blank.
- Check whether correct codes for District and Province are entered in Q.81.

VI Rain Fall and Natural Disasters

- There should be one code entered in the boxes provided for Q.82 to Q.85.
- If code 2 is entered in Q. 85, all the cells in Q.86 should be blank. But if 1 is entered in Q.85, there should be one or more entries marked 'x' in Q.86.
- Check consistency between Q.84 and Q.86. If code 1 is entered in Q.84, there should be an entry in row 2 of Q. 86.

CSES Form 3 (Core Questionnaire for Household)

Cover page

There are four parts in the cover page of the questionnaire which are marked A, B, C and D.

(A) Identification information to be completed by supervisors before interview

Round 1

Sr. No.	Identification items	Phnom Penh	Plain Area	Tonle Sap	Coastal	Plateau and Mountain
1.	Province/City	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 08
3.	Commune/Sangkat	01 – 15	01 to 22	01 – 14	01 – 17	01 to 15
4.	Village/Mondol	01 – 24	01 to 23	01 – 17	01 – 10	01 to 19
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban)	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
7.	Sub-Sample	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of Sample Village	01 – 17	01 to 33	01 - 24	01 – 10	01 – 10
9.	Sample Reference Number of Household	001 – 300	001 – 300	001 – 300	001 – 300	001 – 300

Round 2

Sr. No.	Identification items	Phnom Penh	Plain	Tonle Sap	Coastal	Plateau and Mountain
1.	Province/City	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 07
3.	Commune/Sangkat	01 – 15	01 to 16	01 – 11	01 – 17	01 to 15
4.	Village/Mondol	01 – 20	01 to 22	01 – 13	01 – 10	01 to 21
5.	Zone	0	1	2	3	4
6.	Sector (Rural/Urban)	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
7.	Sub-Sample	3 – 4	1 – 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of Sample Village	01 – 17	01 to 33	01 – 24	01 – 10	01 – 10
9.	Sample Reference Number of Household	001 – 300	001 – 300	001 – 300	001 – 300	001 – 300

- Check whether the set of village questionnaires contains ten questionnaires of Form 3.
- Check Sample Reference Number written on cover pages of these forms with col.12 of Form 1.
- Check whether the name of household head and address are legible.

Check Part B as to whether the following items have been filled in legibly.

- the name of household head with the name written in Q.1 in page 2,
- Address,
- dates of initial interview and last visit,
- name and signature of the interviewer,
- Name of the supervisor,

- Date of supervision and signature.

Check Part C for

- the name of the Supervisor,
- date checked by Supervisor,
- date of re-interview, if any,
- Signature of Supervisor.

Check Part D

This Part should be checked if the household has been re-interviewed.

Q.1 List of household members

(page 2)

- Check col. 2 for person's name against the code in col.4 for sex with 1 for male and 2 for female.
- Check the date of birth entered in col.5, 6, and 7. First, see whether the numbers are clear. Day ranges from 01 to 31, month from 01 to 12 and year from 1900 to 1999 other than in exceptional cases. In many cases, Buddhist/Cambodian calendar might have been used. The codes for the Cambodian calendar range from 1 to 12 as such the date has to be verified with the age given under col. 9.
- Age entered under col. 9 may range from 00 to 98 and the age 98 would have been entered for persons aged 98 years or more. The age code 99 means 'age not stated'? If the age reported appears to be doubtful, check the reported number with the age of other members of the household.
- Check marital status code entered under col.10 which should range from 1 to 5. Children under 12 years of age will have a marital status code 1 i. e 'never married' ordinarily. If a marital status code is found to be doubtful, check his/her relationship to the head and other members of the household.
- Check ethnicity codes written under col.11 which range from 1 to 8.

Structural edits

Form 3

- *Check whether additional pages are attached. Additional page may be attached for a household having more than 14 members.*
- *Check 'x' mark, names and ID codes under cols. A, B and C of 'FLAP' with IDs, names and age of a household member in page 2.*

Check whether

all members listed in page 2 are copied with correct IDs in page 3;
all members aged 5 years or more are copied with correct IDs in page 4, Q.2. (Schooling).
all members aged 5 years or more are copied with IDs in pages 5 & 6, Q.3. (Economic activity).
all members in page 7 and 8, Q.4. (Health).
all women with aged 15 to 49 are in page 15 (Q.27).
all children with age 0 or 1 are in page 15 (Q.28)

Form 4

all members aged 5 or more are copied with correct IDs in page 2, Q.1. (Employment).
all members aged 5 to 17 are copied with correct IDs in page 6 & 7, Q.3. (Child Activities).

(Page 3)

- Col. 13 should have the entry of 1 or 2 only. If the entry is 1, col. 12 and 13 should not be blank.
- If the entry in the col. 13 is 1, cols. 14 and 15 should have entries of disability codes and cause of disability codes respectively.
- Cols. 16 and 18 are to be filled for the persons aged 5 years and over. Check the age of a person. There should be written 'NA' for all children under 5 years of age. Also, check district codes and province codes for each person aged 5 years and older. If NA or "same" is written in col. 16, col. 17 to 19 should be blank. If the place of residence 5 years before is found to be another country, enter country codes as follows:

Thailand	81
Vietnam	82
Laos	83
Other	89
Same	88

- Cols. (20a), (20b) and (20c) are to be filled with the language codes. For a person who does not speak any language other than Khmer, all three columns should be blank.

Section II, Q.2 Schooling

- Check col.1 and 2 whether ID and name are copied correctly.
- Col. 3 should have entry of 1 or 2 only.
- Col. 4 also should have either 1 or 2. If the entry is 2, cols. 5,6,7 and 8 should be blank.
- Col.5 should have any of the Grade Level Codes given at the bottom of the page (e.g. 0,1,2,3 to 19 and 99).
- Col. 6 should have an entry of 1 or 2. If the code entered is 2, go to col. 9.
- Col. 7 should have any of the Grade Level Codes as given at the bottom of the page, similar to the col. 5. Code in col. 7 should be checked against age also. (Code in col.7=code in col. 5+1 in many cases)
- Col. 8 and 9 can have either 1 or 2.
- The entry in col. 10 is annual educational expenses in Riels. This column should have entry only if col.4 and/or col. 6 have 1. If the amount recorded is very high (say, more than 300,000 Riels), check the occupation of parents and the expenditure and income of the household as well.

Section III, Q.5, Economic Activity (page 5)

This section refers to the activity status of a household member aged 5 years and over in past 7 days.

Check ID No. and Name of person under col. 1 and 2a. with the 'Flap'.

- Check ID no. of the proxy respondent under Col. 2b.
- Col. 3 should have either 1 or 2. If it is 1, cols. 4 to 7 should be blank. If it is 2, continue from col. 4.
- There should be an entry of code 1 or 2 under col. 4. If code 1 is entered, skip to col. 8 and in case of 2, check col. 5.
- Col. 5 also should have an entry of 1 or 2. If there is 1 entered, col. 7 should have an entry.
- Check 'reason codes' entered in col. 6.
- Col. 7 should have either 1 or 2. If there is 1 entered in col. 7, the rest of the columns in

pages 5 and 6 should be blank.

- Check number of jobs the person had in the past seven days in col. 8. The entry could be either of 0,1, 2, 3, 4. If it is 0, check the entries of the next person.

Primary occupation

- Check the number of hours worked during past 7 days in col. 9 which may range from 0 to 84.
- Check 'Type of Employer Code' entered in col. 10 which ranges from 1 to 8.
- Enter occupation code and industry code under col. (11a) and (11b) respectively according to the code lists of occupation and industry. See Annexes 4 and 5.

(page 6)

- Check ID No. under col. 13. All persons having code 1 under col. 7 in page 5 should appear in page 6 and their ID no.s should be filled in under col. 13.
- Check 'employment status code' entered under col. 14.
- Check average monthly wage income in Riels entered under col.15. There will be an entry under col. 14 only if col. 14 has code 1 entered. The entry may range up to 1,000,000 Riels. If the entry is found to be greater than that amount, the occupation and education of the person should be checked.
- There will be an entry under col.16 only if code 2 or code 3 is entered under col.14. If code 4 is entered under col.14, cols. 15 and 16 should be blank. The entry under col.16 refers to the last month's earnings of a self-employed person or employer. If the entry found greater than 1,500,000 Riel, check occupation and industry of the person. Field enumerators are instructed to record the amount in numbers. If some entries are found recorded in words or partially in words, correct that to make in complete numbers. Make 125,000 for '125 thousands'.

Secondary Occupation

- Check number of hours worked in secondary occupation under col.17 which may range from 0 to 49.
- Check 'employment status code' entered under col. 21.
- Check average monthly wage income in Riels entered under col.22. There will be an entry under col. 22 only if col. 21 has code 1 entered. The entry may range up to 1,000,000 Riels. If the entry is found to be greater than that amount, the occupation and education of the person should be checked.
- There will be an entry under col.23 only if code 2 or code 3 is entered under col.21. If code 4 is entered under col.21, cols. 22 and 23 should be blank. The entry under col.23 refers to the last month's earnings of a self-employed person or employer. If the entry found greater than 1,500,000 Riel, check secondary occupation and industry of the person.

Section IV, Q.4 – Health, (page 7)

This section collects information on illness, injuries, health care and preventive care used in last four weeks before interview.

- Check ID no. and name of household members with the roaster or 'FLAP'. Because cols. 1, 2 and 3 should be filled in for every members of a household.
- Col. 3 Should have either 1 or 2 entered. If code 1 is entered, cols. 4 and 5 should be entered. If 2 is entered, cols. 4 to 18 should be blank and col. 19 should be filled in.

- Col. 4 should have a symptom/preventive care code entered which range from 1 to 14.
- Col. 5 should have either 1 or 2 entered. If 2 is entered, cols. 6 to 11 should be blank.
- Check number of days entered under col.6. If the entry is found doubtful, check symptom code entered under col. 4.
- Check Health Provider/Institution Code entered under Col.7.

(Page 8)

- Check ID Nos. in col.8. ID numbers of all household members should be copied under this column.
- Check 'Health Personnel Codes' entered under col.9.
- Col. 10 should have either 1 or 2 entered. If code 2 is entered, col. 11 should be blank.
- Check number of nights entered under col. 11.
- Col. 12 should have either 1 or 2 entered. If code 2 is entered under col.12, col. 13 should be blank.
- Check number of days stopped doing his/her usual activities entered under col.13. If the number of days is bigger than 7, check symptom code under col. 4.
- Check col.14 for number of other consultations the person made in last 4 weeks.
- Col.15 should have an entry of 'Main Purpose of Other Consultations Codes' which ranges from 1 to 6.
- Col. 16 should have an entry of medical expenses of last 4 weeks. If the amount is greater than 10,000, 000 Riels, check symptom code, hospitalization, number of days stopped doing usual activities etc. entered under cols. 4, 10, 11 and 12.
- Check asset code and the amount obtained from the disposal of the asset entered under Cols. 17 and 18. If any doubt arises between cols. 17 and 18, inform your supervisor.
- Col. 19 should have either 1 or 2 entered. Code 1 should not be entered for children under 5.

Section V, Housing and Environment (page 9)

Q.5 - Check for the number households residing in the same housing unit entered in the box. If the number exceeds 5, check the location (village, commune, district of the province). It is not likely to have many households residing in one housing unit outside Phnom Penh.

Q.6 – Check the floor area entered in the box. The area may range from 16 sq. mtrs. to 400 sq. mtrs.

Q.7 is the year when the construction of the house was completed. It may range from 1900 to 1997. The entry should be 00 to 97.

Q.8 should have entered either of the codes from 1 to 8.

Q.9 should have entered either of the codes from 1 to 10.

Q.10 should have entered either of the codes from 1 to 8.

Q.11 should have entered either of the codes from 1 to 5.

Q.12 should have entered either of the codes from 1 to 9.

Q.13 should have two entries in two boxes. The box for km. may range from 0 to 9 and the box for meters, 0 to less than 1000 meters.

Q.14-Check the toilet facility code entered in Q.14.

Q.15-Check the fuel code entered in Q. 15.

Editors are required to check consistencies among the responses on housing and environment also. For example, type of material used for the construction of outer wall, roof and floor.

Section VI. Household Consumption Expenditures and Main Source of Income

(page 10 and 11)

Q.16 –The entries under this question are amount of household consumption expenditure on items of food, beverages and tobacco spent one week before interview. Cols. 3 and 4 refer to the amount purchased, imputed value of consumption of own produce, wages in kind, gifts, free collections etc. Col.5 is the total of cols. 3 and 4.

- Check whether col. 5 = col. 3 + col. 4.
- Check column totals of col.3, col.4 and col.5 recorded in row 24 on page 11.
- Check row 24 whether col. 5 = col. 3 + col.4.
- There must be an entry either in row 1 (rice) or in row 2 (other cereals and preparations). Both of these rows can not be blank. Note that the amount of expenditure on rice of many agri-households would appear under col.4. It is advised to check Form 4 (Section III - A, B, C, D, E, F) whether they consumed their own produce, e.g. meat , fruits, fish, firewood etc.

Q.17- The entries under this column are amount spent on non-food items.

- Check whether col.6 = col.4 + col.5
- Check the sub-total entered in row 14 which is the sum of all items with the reference period of past one month.
- Check the sub-total entered in row 15 which is the sum of all items with the reference period of past 12 months.
- Check the amount of ‘House rent’. There should be an entry either under col. 4 or under col.5. Most of the entries should be under col. 5 because almost of the households in Cambodia live in their own house. The amount may relatively be larger in Phnom Penh. But if the imputed value of rent is very large, check the type of wall, roof etc entered under housing and environment. Also, checking economic activities and income of the household is important. If the amount of house rent is more than 25 percent or less than 10 percent of the total household consumption expenditure, inform your supervisor.
- Check the amount of medical expenditure with the amount entered under col. 16 of page 8 (Q. 4).
- Check the expenditure on education with the value recorded in col. 10 of page 4 (Q. 2) of Core questionnaire.
- Check the total amount of food expenditure the number of household members. If per capita expenditure is too high or low, inform your supervisor. *Average monthly household expenditure on food, beverages and tobacco in the year 1993/94 was 376,202 Riels for Phnom Penh, 252, 214 Riels for other urban areas 160, 306 Riels for rural areas. The average for 1998/99 should be higher at least by the amount of the price rise so far.*
- Check the proportion of food over total consumption expenditure. Most of the expenditure of Low-income households goes on food items.

Q.18 - There should be an entry of either of the codes from 1 to 7 in the box provided.

Q.19 - One of the three codes should be entered in the box provided for this question. If 1 is entered, there should be an entry in the box provided for Q. 20 and Q.21 should be blank. But, if 2 is entered then Q. 20 should be blank. If 3 is entered, both Qs. 20 and 21 should be blank.

Q.20 – The code entered should be either of 1 to 7.

Q.21 – The code entered should be either of 1 to 10.

Section VII - Household Assets and Liabilities

Q.22 asks whether the household own or occupy any land and buildings used for residential,

commercial and industrial purposes. The entry should be either 1 or 2. If 2 is entered, the entire table should be blank. If 1 is entered, there should be entry in 22.1 and/or 22.2 and/or 22.3.

- Check the area entered under col. 2 of 22.1 and 22.2 which should not be less than the entry in Q.6 of page 9.
- The entry in col. 4 of Q.22.1 (monthly rent or imputed rent) should not be less than the value entered in the first row of Q.17 in page 12.
- Check the amount entered under col.7 which should be reasonable with the commercial value of the locality.

Q.23 refers to the number of animals the household own. Check for the numbers entered under each kind of animals. Usually, the number of cows and buffaloes are not bigger. So, if the number entered is unusually large, inform your supervisor.

Check number of household durable entered under Q.24

Q.25 should have either 1 or 2 entered in the box provided.

Q.26 refers to the outstanding loan and all other loans taken during the past 12 months.

- Check month and year entered under cols. 2a and 2b. The entry under the column of year should be between 79 and 99.
- Check 'Source of Loan Codes' entered under col. 3. Codes range from 1 to 9.
- Check 'Purpose of Borrowing Codes' under col. 4. Codes range from 1 to 11.
- Check the amount entered under col.5. It is advised to check the purpose of borrowing because the amount depends upon that also. If the purpose is to treat the illness, injury etc., the amount should appear in col.18 of page 8 under Health Section.
- Check monthly rate of interest entered under col. 6. The interest rate of private borrowings/local moneylenders may be higher than the government or other organized financial institutions. So, the monthly interest rate can be higher than 5 percent.
- Check totals under col.(7c) which is the sum of (7a) + (7b).
- Check the amount entered under col.8. The amount should be verified with the 'Amount Borrowed Initially' entered under col.5. and 'Amount Repaid' entered under col.(7c).

Section VIII, Fertility and Child Care

Q. 27 refers to fertility which is asked to all women (usual members of the household) aged 15 to 49. If Q. 27 is blank, check the list of the household members in page 2 under Q.1 and make sure that there is no woman of that age group in the household. There must be one line for every female member aged 15 to 49 listed on page 2 under Q.1.

- Check col. 1 and 2 i.e. ID No. and name of female member of the household with the list on page 2 under Q1.
- Check ID no of the respondent entered under col. 3.
- Col. 4 should have entered the age at first marriage which may range from 10 to 40. There should be 99 entered for a never married woman.
- Col. 5 refers to the total number of **male** children born alive which should be equal to the sum of cols. 7, 9 and 11.
- Col. 6 refers to the total number of **female** children born alive which should be equal to the sum of cols. 8, 10 and 12.

Q. 28 refers to all breast feeding, infant foods given and immunization of children under 2 years of age and who are usual members.

- Check name and ID no. of mothers who gave birth to a child in past 24 month under col. 1 and 2.

- Check col.3 for the ID no. of a child living in the household. There should be 98 entered for a child not living in the household and in that case, the rest of the column should be blank.
- Cols. 4 and 5 should have either 1 or 2 entered. If 1 is entered in col.4, there should an entry in col.6.
- Col. 6 should have either 1 or 2 entered.
- Check month and year entered for each type of vaccinations. Entry under month ranges between 01 to 12. Year could be 97, 98 and 99.

Finally, check through out again and make sure that editing did not miss for any checks in the form.

Form no. 4

(INCOME AND EMPLOYMENT MODULE)

Cover page

There are four parts (Part A, B, C and D) in the cover page as following:

(A) Identification information to be completed by supervisors before interview

Round 1

S.No	Identification items	Phnom Penh	Plain Area	Tonle Sap Area	Coastal Area	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 08
3.	Commune/sangkat	01 – 15	01 to 22	01 – 14	01 – 17	01 to 15
4.	Village/Mondol	01 – 24	01 to 23	01 – 17	01 – 10	01 to 19
5.	Zone	0	1	2	3	4
6.	Sector (Urban/ Rural)	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	1 – 2	1 - 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 - 24	01 – 10	01 – 10
9.	Sample Reference Number of Household	001 – 300	001 – 300	001 – 300	001 – 300	001 – 300

Round 2

S.No	Identification items	Phnom Penh	Plain Area	Tonle Sap Area	Coastal Area	Plateau and Mountain
1.	Province	12	3, 8, 14, 20 and 21	1, 2, 4, 6, 15 and 17	7, 9, 18 and 23	5, 10, 11, 13, 16, 19, 22 and 24
2.	District/Khan	01 – 07	01 - 16	01 - 12	01 – 08	01 to 07
3.	Commune/Sangkat	01 – 15	01 to 16	01 – 11	01 – 17	01 to 15
4.	Village/Mondol	01 – 20	01 to 22	01 – 13	01 – 10	01 to 21
5.	Zone	0	1	2	3	4
6.	Sector (Urban/Rural)	1 – 2	1 – 2	1 – 2	1 – 2	1 – 2
7.	Sub-sample	3 – 4	1 – 2	1 – 2	1 – 2	1 – 2
8.	Serial no. of selected village	01 – 17	01 to 33	01 – 24	01 – 10	01 – 10
9.	Sample Reference Number of Household	001 – 300	001 – 300	001 – 300	001 – 300	001 – 300

- Check whether you have got 10 forms for each village in strata 1 and 2, 15 forms for each village in stratum 3.
- Check Sample Reference Number written on these forms with col.12 of Form 1.
- Check whether the name of household head and address are legible.

Check Part B for

- Name of household head with the name written in Q.1 in page 2,
- Address,
- Dates of initial interview and last visit,
- Name and signature of the interviewer,

Check Part C for

- Name of the Supervisor,
- Date checked by Supervisor,
- Date of re-interview, if any,
- Signature of Supervisor.

Check Part D

This Part should be checked if re-interview is done for the household.

IA. EMPLOYMENT AND EARNINGS IN THE LAST 12 MONTHS

(Page 2)

Cols.1 to 11 refers to information on employment (employment, unemployment and not in labor force) of all members aged 5 years and over during the past 12 months.

- Check cols. 1 and 2 for IDs and name of all persons aged 5 years and over with a 'FLAP' or the household roster in page 2 of Form 3. All persons with cross mark 'X' should appear in this page.
- All persons listed under Q. 3 in page 5 of Form 3 should appear in this page also.
- Col. 3 should have either 1 or 2 entered. If 1 is entered, there should be no. of weeks entered under cols. If '2' is entered under col. 3, cols. 4 and 5 should be blank but col. 6 can not be blank.
- Col.4 have 12 separate sub-columns for 12 months under column heading 4. Each sub-column should have an entry of number of weeks which range from 0 to 4.
- Col. 5 is the total of 12 months. Col. 5 should have 52 if there are 4 entered for all 12 months. If col. 5 has 46 or more cols. 6 to 12 should be blank. But, if the entry under col. 5 is less than 46, col. 6 can not be blank.
- Col. 6 should have 1 or 2 entered.
- Cols. 7 and 8 have entries of no. of weeks unemployed (seeking work or available for work during past the 12 months if 1 is entered in col. 6. The entry may range from 0 to 52.
- Col. 9 should have 1 or 2 entered. If 1 is entered under col. 9, then cols. 10 and 11 can not be blank.
- Col. 10 should have 'Main Reason Codes' entered. Check reason codes carefully especially with age. Too young and old person will have code 4. Housewives will have code 6. Check col. 13 in page 3 if code 3 is entered.
- Check the number of weeks entered under col. 11. If the entry under col. 5 is less than 46, the sum of cols. 5, 8 and 11 should be 52.

(Page 3)

- Check ID No. in col.12.
- Check cols. 13a, 13b and 13c. There are two rows for each employed person. Row 1 should be filled in for primary occupation and row 2 for secondary occupation. Check col. 8 of

Q.3 in Core Questionnaire (Form 3) for number of occupations. If the number of occupation entered is greater than 1, there should be entries on secondary occupation in Module, Form 4.

- Check description of occupation and codes under 13b and 13c.
- Check description of economic activities and codes under 14a and 14b.
- Check employment status code entered under col. 15. If the employment Status Code entered under col. 15 is 4 cols. 19 and 20 should be blank.
- Col. 16 should have number of weeks entered which may range from 1 to 52.
- Cols. 17 is for the entry of average number of days per week worked under primary and/or secondary occupation which may range from 1 to 7 days.
- Col. 18 refers to average number of hours worked in a week under primary and/ or secondary occupation. The entry may range from 1 to 98 hours for primary occupation and 1 to 49 hours for secondary occupation.
- Col. 19 should have average monthly salary/earnings which may range from 10,000 to 1,500,000 Riels. Check salary and occupation of a person if the entry is found to be extremely high or low.
- Col. 20 should have average daily wage rate which may range from 500 to 50,000. But again occupation of a person should be checked. Both col.19 and col.20 should not be filled in for the same occupation of a person.
- Cols.21, 22 and 23 are meant for the entries of extra income in kind or cash from the occupation. If a person is provided free housing or food, the imputed value of that remuneration in kind should be entered under col. 21. Normally, the amount should not be greater than the person's monthly salary.
- Total Bonus received in past 12 months is entered under col. 23.

(Page 4)

Information collected under cols. 25 to 35 refer to occupations other than primary and secondary occupation. If a person does not have more than two occupations, cols.25 to 35 should be blank. But, col.36 should have entries for an employed person seeking work or available for additional work.

- Check ID numbers under col.24.
- There are three rows under col.25 for a person where total number of weeks is to be entered. Row 1 refers to number of weeks engaged in wage employment; row 2 refers to number of weeks engaged in self-employment and row 3 to the total of both. These employment could be part time only and normally, number of weeks entered would be very small.
- Col. 26 should have description of activities.
- Col. 27 should have average no. of days worked per week.
- Cols.28 and 29 are for daily wage rate and monthly salary/wage. Remember this entry should be the average over months worked.
- The entry under col. 30 is average monthly earnings from self-employment.
- The entries under cols. 31, 32, 34 and 35 are average monthly extra income received.
- The entry in col. 33 is annual total.
- The entry in col.36 is number of weeks seeking for or available for additional work.

How to estimate annual wage income of a person and of a household?

For a person who worked for 46 weeks or more on monthly salary basis in past 12 months:

- Multiply the monthly salary entered under col. 19 simply by 12. If there are entries under cols. 21 and 22, multiply also those amount by 12 and add to the earlier product. If there is an entry under col. 23, that amount should also be added.
Annual income of a person = $\{12 * (\text{col. 19} + \text{col.21} + \text{col.22})\} + \text{col.23}$

For a person who worked for less than 46 weeks on monthly salary basis in past 12 months:

- Add cols. 19, 21 and 22,
- Divide the sum by 4, and multiply by number of weeks entered under col. 16.
Annual income of a person = $\text{Col. 16} * \{1/4 * (\text{col. 19} + \text{col.21} + \text{col.22})\} + \text{col.23}$

For a person who worked as a daily wage earner,

- Multiply daily wage rate entered under col. 20 by days per week entered under col. 17 and multiply again by number of weeks entered under col. 16.
Annual income of a person = $\text{Col. 16} * \text{col.17} * \text{col.20}$

Total wage income of a household is an aggregate of annual wage incomes of all household members. There may be wage incomes entered in page 4 also. Check page 4, and if there are wage incomes recorded, those amount should be included as well. But income from self-employment of a person should not be included here.

IB. INVENTORY OF HOUSEHOLD ECONOMIC ACTIVITY

(Page 5)

All self-employment activities run by household members should be listed in this page and cost and revenue details of these activities should be reported in page 9 and onwards of Form 4.

- Check the descriptions of activities mentioned under col. 2a with col. 2b (products).
- Enter an appropriate industry code under col. 2c.
- Check ID codes of the most knowledgeable member of those activities.

II. Q. 3. CHILD ACTIVITIES

(Page 6 and 7)

All children of age group 5-17 should be listed in these pages.

- Check ID numbers and names of children with the household roaster, first page of Form 3.
- Check cols. 3a and 3b of children with the relationship code in the first page, Form 3.
- Col.4 should have either 1, 2 or 3 entered. If 1 is entered, col. 5 should be blank.
- Col.5 should have one of the Main Reason Codes entered.
- Col.6 should have 1 or 2 entered.
- Col.7 should have number of hours entered which may range from 1 to 49.
- Check 'Chore Codes' entered under cols. 8a to 8e.
- Col.9 should have either 1 or 2 entered. If 2 is entered under this column, cols. 10 to 23 should be blank.
- Check the age of a child when he/she started such work which is entered under col. 10.
- Col. 11 should have entered one of 'Main Reason for Working Codes'.

- Check ID under col. 12 (page 7). ID no. of all children working for pay or profit should be entered.
- Col. 13 should have either 1 or 2 entered. If 2 is entered, col. 14 should be blank.
- Check age entered under col. 14. The entry may range from 5 to 17.
- Col. 15 should have entry if '2' is entered under col.13.
- The entry under col. 16 may range from 5 to 17.
- Col.17 should have an entry if '2' is entered under col. 15. The entry may range from 1 to 8.
- Col. 18 should have an entry from 1 to 4.
- Col. 20 should have an entry if col. 19 has '1' entered.
- Check whether correct code is entered in col.22 depending upon the description written under col. 21.
- Col. 23 should have one frequency code entered.

Check IDs and names of children listed under Q.1, page 2 of Form 4 and Q. 3, page 5 of Form3.

III. FARMING ACTIVITIES AND FARM INCOME

A. FARM LAND (Q.4)

(Page 8)

- Check parcel no., name of parcel and possession status code entered under cols. 1, 2 and 3.
- Check area of each parcel entered under col. (4a) which may range from 25 sq. meters to 50,000 sq. meters. Also, check area against area unit codes entered under col. 4b. If the volume of area and the area unit is doubtful, check the area against quantity harvested for each parcel col. 5 of Q.6 in page 10 so that the mistakes in entering the area could be detected.
- Check for consistency among possession status code (cols.3), rent received (5b) and Cash rent paid.
- Check the total value of rent received and paid at the bottom of col. 5b and col. 6b.
- Check whether the sale value entered in col. 7 is reasonable for the area and also for the locality of the province. Sale value of land depends upon the quality of land, irrigation facility and commercial potentiality etc.
- Enter Code 11 for 'total' in last row of page 8.

Local units of area measurement

Sq. Mts. per local unit	Local units per hectare (1 hectare = 10,000 sq. mts.)	Examples
1 Are = 100 sq.mts. (10m*10m)	1 hectare = 100 Are	5 Are = 500 sq. mts. (0.05 hectare)
1 Rai = 1600 sq. mts. (40m*40m)	1 hectare = 6 Rai (approx.)	8 Rai = 12,800 sq. mts. (1.28 hectare)
1 Kong = 1600 sq. mts.	1 hectare = 6 Kong (approx.)	5 Kong = 8,000 sq. mts. (0.8 hectare)

Note:

These units are used in different parts of Cambodia in general. However, equivalents of some units are found different in some parts of the country. For example in Kampot, 1 Kong is equivalent to 100 Sq. Mts. In Battambang, 'Big Kong' and 'Small Kong' are sometimes used which is different from a normal 'Kong'.

(Page 9)

B. COST OF CULTIVATION OF CROPS (Q.5)

- Check horizontal total, col.5 = col.3+col.4
- Check vertical totals of cols.3, 4 and 5.
- Check the values entered in each cell. If the entries seem to be extremely small or big, check with the total area farmland cultivated.
- Compare the entries in rows 14 and 15 with the total of col.6b of Q.4 in page 8.

Consistency between production and area of cultivation is an important check. Farming is a major source of income in Cambodia, hence, inconsistent yield data would certainly distort the estimate of household income. So,

- check yield rate dividing a reported production figure given in col. 5 of page 10 by area entered in col.4a of page 8.

Some extremely high and extremely low yield rates have been detected during preliminary checks in completed questionnaire received from some provinces. National average of yield is around 2 tons per hectare but average yield of provinces varies from one to another. Also, a high yield rate could be doubtful if there is no cost of chemical fertilizers entered in row to Q.5 in page 9.

(Page 10)

- Check parcel number entered under col.1 with parcel no. of Q.4 page 8.

Horizontal Checks:

- Check crop or by-product written in col.3a and code entered in col. 3b.
- Check unit of 'Quantity Code' entered in col.4.
- Check whether 'Quantity produced/harvested' entered in col.5 is reasonable to the cultivated area. If the yield rate is found unbelievably high or low, unit codes of area and quantity. The average yield of paddy in Cambodia is around 2 ton per hectare and the average varies from province to province. The average yield in Battambang may be higher than Kampong Speu. If the yield rate is found different among villages and also among households in the same village, check the input cost of chemical fertilizer.
- Check the entry in col. 6 (post harvest loss). Post harvest loss is usually less than or around 10 percent of the quantity harvested. If the quantity of loss is greater, consult your supervisor.
- Check whether col. 7 = col.5 – col.6.
- The entry in col.8 should be checked with the amount entered in col.6b in page 8. Also check this for consistency with the amount entered in row 15 of page 9.
- Check sale price entered in col.9.
- Check multiplication as follows:
Col.10 = col.7 * col.9
Col.11 = col.8 * col.9

Check all those items for past wet season and past dry season.

Vertical checks:

- Check vertical totals of cols. 10 and 11 of both past wet season and past dry season.
- Check the sum of totals given at the bottom row under cols. 10 and 11.

Enter code 19 in last row in front of 'Total' in both Past Wet Season and Past Dry Season.

Local units of production measurement

Kgs. per local unit	Local units per ton
1 Thang = 24 Kgs.	1 ton = 41.67 Thang
1 Thang = 30 Kgs (in Kampong Speu)	1 ton = 33.33 Thang in Kg. Speu
1 Tao = 12 Kgs.	1 ton = 83.33 Tao

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D. INPUTS AND OUTPUTS OF LIVESTOCK ACTIVITIES,

Q.7 Expenditures

- Check all entries which are in Riels.
- Check the total at row 7 which is the sum of the entries from rows 1 to 6.

If there are some livestock in the households, there should be some cost at least the imputed value of feed entered in row 1 of Q.7. If any livestock is purchased in last 12 months, there should be entries in one the row (a) to (h).

Q.8 Revenues

- Check the number of livestock currently owned entered in col. 3. The entry can be checked with the number entered in Q.23, page 14 of Form 3.
- Check all the vertical totals from col. 3 to col. 12.
- Get the sum of cols. 4+7+8+9+10+11+12 and subtract the amount entered in col. 6. This is the revenue from livestock raising activity of the household.
- If there are entries under col.3 but the col.5 is blank, then there should be entries in row 6, (a) to (h).

Check the income generated from this activity by subtracting total cost (total entered in row 6 of Q.7) from total revenue calculated as above. Also, check whether these figures tally with the entry in Part A, Sr. No. 2 Cols. 4b, 5b and 6. of Summary Balance Sheet in Page 22.

(Page 12)

E. INPUTS AND OUTPUTS OF FISH CULTIVATION AND FISHING/TRAPPING OF AQUATIC PRODUCTS

- Check the entries in the boxes provided for Q.9.1 and 9.2 which should be either 1 or 2. The entry of 1 in either of two boxes means that there should be entries in Qs. 10 and 11.
- Check the total recorded in row 12, col. 3 of Q. 10.
- Check the total in row 4. Of col. 3 of Q.11.

Normally, the total cost can not be higher than the total revenue.

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F. INPUTS AND OUTPUTS OF FORESTRY AND HUNTING

- Check the totals of Q.12.
- Check all row totals of Q.13.
- Check vertical totals of cols. 3, 4, 5 and 6.
- Enter the code 15 to substitute 11 which is printed in last row of Q.13.

Many rural households may have entries under col.4.

(Page 14)

Information on all non-farming self-employment activities are recorded under page 14 to 18. There are separate pages for each of mining, quarrying and manufacturing, construction, trade and hotel and restaurant and major entries as specified in each of these pages should be copied to

page 18A and page 18B. For all other self-employment service activities should be recorded in page 18A or 18B only. ECN should be filled in for each non-farming activities. Enumerators may find difficulty in classifying whether the activity is mining, manufacturing or service and it is very likely that they might have misclassified also. So, read carefully the description of activity and its product. If information is found to be entered in wrong page, copy them to appropriate page.

I. MINING, QUARRYING AND MANUFACTURING

The entries in Qs. 14 and 15 are on costs and revenue of mining, quarrying and manufacturing activities respectively.

Check ECN entered in the box provided with list of ECN entered in Q.2 of page 5.

Also, check individual occupation and economic activity, whether these non-agricultural self-employment activities are recorded in page 3 and 4.

Q.14.

- Check the sub-total of row from (a) to (g) 1 in Q.14.
- Check the total in row 4 of Q.14.
- Check whether the figures (sub-total of row 1, 2 and 3 are copied correctly in specified cells under Q.21).

Q.15.

- Copy the same ECN and the box above Q.15.
- Check the sub-total from (a) to (g) in row 1 of Q. 15.
- Check the total in row 7.
- Check whether figures are copied correctly in specified cells under Q.22.

(Page 15)

II. CONSTRUCTION

Qs.16 and 17 are costs and revenue from construction activities.

- Check ECN entered in the box.
- Check each item entered under col.2. Expenditure on construction equipment is not supposed to be recorded therein.
- Check all row totals.
- Check all vertical totals.
- Copy ECN of Q.16 to Q.17also.
- Check the sub-total in row 3.
- Check whether all figures are copied correctly in Qs.21 and 22 of page 18.

(Page 16)

III. TRADE

- Check ECN entered in the box.
- Write 15 in stead of 9 which is printed in the last row.
- Check whether the items are legible.
- Check cols. 3 and 6 whether the unit of quantity are the same. If unit of quantity is different, check the ratio in col. 14.
- Check purchase price for each item. See whether they are reasonable.
- Check the amount in col. 5 which is the product of cols. 3 and 4.

- Check the quantities entered in cols. 7, 8 and 9 which should be equal or less than the quantity purchased. The quantity purchased can be derived by dividing the amount in col.5 by the price entered in col. 4. Note that the items consumed within the household may appear in Household Expenditure Section, form 3.
- Check sale price in col. 10 and also compare with the purchase price of each item.
- Check cols. 11, 12 and 13 whether the multiplication of those columns are correct.
- Check the value of stocks of each item in col. 15.
- Remember the totals given at row 9 (which is now row 15 after being recoded) of col. 5, are to be copied to Q. 21 and totals of cols.11, 12 and 13 are to be copied to Q. 22. Please check whether all those are copied correctly.

(Page)

IV. HOTELS AND RESTAURANTS

- Check ECN entered in the box.
- Check the total in serial no. 9 of Q. 19.
- Copy the ECN above Q.20.
- Check sub-totals under Q.20 as follows:
 - of rows 1, 2 and 3;
 - of row 4, (a) to (e);
 - in row 12 (row 6 to 11).
- Check whether all those are copied correctly to specified places.

(Page 18A/18B)

- All non-farming activities recorded in pages 14 to 17 should be copied here. Some other costs such as **electricity, water, transport and communication charges, rent, repair and maintenance, wages and salaries, etc.** of those activities should be entered under Q.21. Similarly, other revenues related to those activities should be entered under Q.22 in this page.
- Non-farming activities other than those recorded in pages 14 to 17 should also be recorded in this page.
- Count the number of non-farming activities filled in page 5, also filled in pages 14 to 17; and count the pages of 18A, 18B. Because, one separate page of 18 should be filled in for each non-farming activities.

Q.21,

- Check the total entered in row 19, col. 3.

Q.22,

- Copy ECN above Q.22.
- Check sub-total in row 15.
- Check vertical total rows 1 to 16.

Compare the total cost entered in row 19 of Q.21 with the total revenue entered in row 17 of Q.22.

(Page 19)

V. PHYSICAL ASSETS OF FARMING AND NON-FARMING ACTIVITIES

Q.23 should include all physical assets of farming and non-farming activities owned by the households. Land, building and machines rented in should not be included. Also, consumer

durable used for household purpose should not be included.

- Check the value of asset owned. Check the value of land owned with the sale value entered under col. 7 of page 8 of the module.
- Check vertical totals of cols. 3, 4 and 5.
- Check the type of physical assets and the type of activity.

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VI. OTHER INCOME AND RECEIPTS

A. ASSISTANCE AND SUPPORT (Remittances)

Q.24 should have either 1 or 2 entered in the box. If 2 is entered all columns under Q.25 should be blank. But if columns under Q.25 is found filled in and 2 entered in the box, correct the code entered in the box.

- Check the ID no. of the recipient entered in col. 3.
- Check the relationship code in col. 4.
- Check the sex code in col. 5.
- Enter '6' in the row for 'Total'.
- Check the amount donated in cash and kind. Under cols. 9a and 9b.
- Check the reason for transfer code entered under col. 8. In the mean time, the relation of the recipient should also be checked. If the amount is large, the occupation of the donor should also be checked.
- The total amount of transfer entered in the last row under col. 9c should be copied to the row 12 in page 21. Check whether that is copied correctly.

(Page 21)

B. INCOME FROM OTHER SOURCES

Q.26

The entries under Q.26 refers to the income from other sources.

- Check the house rent entered in row 1. In most cases, the entry would be the imputed value of owner occupied building. The entry here should be equal to the amount twelve times of the entry in the first line of Q.17 in page 12 of Core questionnaire.
- The entry in row 5 is the amount of interest received from the deposit in the bank.
- The entry in row 11 is the net amount of interest from the private loan transactions.
- Check the amount in row 12, which is copied from the last row of col. 9c in page 20.
- Check the entry in row 15, which is the value of home garden produce and free collection of forest products other than the one entered under page 13. Normally, the amount entered here should not be greater than 200,000 Riels. If the amount is bigger, the entry should go to the appropriate page of the activity which may involve some cost also.

(Page 22)

VII. SUMMARY/BALANCE SHEET

A. INCOME FROM SELF-EMPLOYMENT

- Check ECN entered under col. 3 for each activity with the one in page 5.
- Check whether the amount is copied correctly under cols. 4b and 5b.
- Check the amount entered under col. 6. Check the subtraction of the amount in 5b from the amount in 4b.
- Check vertical totals of cols. 4b and 5b.
- Check the subtracted amount of total entered under col. 6.

B. INCOME FROM WAGE EMPLOYMENT

- Check the amount of household wage income. The aggregate should be derived as per the formula mentioned above in page ... of this manual.
- Check the total of row 1 and row 2.

C. OTHER INCOME

- Check the amount copied from the last row of page 21.

D. TOTAL INCOME

- Check the total income as follows:
Total income = A(row6) + B(row 3) + C

E. ANNUAL CONSUMER EXPENDITURE FROM CORE QUESTIONNAIRE

- Check the amount copied from Form.3, core questionnaire.
- Check multiplication of each entry.
- Check the amount entered in row 5 which is the total annual household consumption expenditure.

Finally, compare the total household income entered in section D and total household expenditure entered in section E. If the gap is wider, say, income is twice the amount of expenditure, check the source of income. Normally, households having non-farming self-employment activities like manufacturing, trade or hotel restaurant may have income greater than expenditure. Many households dependent on mainly government job may not have savings. But, households having one of the members working for an international organization may have savings. Many farm households who cultivate less than two hectares of land may not have savings at all. If a household is found to have income far below expenditure or expenditure far below income, it is necessary to go back to check information on each activity in Form 4 and household consumption expenditure in Form 3. However, if the gap is extremely high or low and there are no mistakes found in calculations, the household may be recommended for re-interview.

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VIII. PROBLEMS OF NON-FARMING HOUSEHOLD ECONOMIC ACTIVITIES

Q.27

- Check ECN under col. 1 with ECN recorded in page 5.
- Col. 2 should have either 1 or 2 entered. If 2 is entered, col. 3 should be blank.

- Check the amount spent as fee for registration. If the fee paid is more than 500,000 Riels, check the type of activity and also inform your supervisor.
- Check the entry in col. 4. If there is 1 entered, cols. 5 and 6 should not be blank.
- Check problem for not registering codes entered under cols. 5 and 6.
- Check setting up problem codes entered in cols. 7 and 8.
- Check the amount entered under col. 9. If the amount entered is more than 100,000,000 Riels, check the type of activity.
- Check source of funds codes entered under col. 10.
- Check the entry in col. 11. If the entry is 1, then check the amount also in Q.26 in page 14 of Form 3 (Core Questionnaire). If '2' is entered under this column, col. 12 should be blank.
- Check source of loan code entered under col. 13.
- Check the monthly rate of interest entered under col. 14. Also, check the interest rate entered under Q. 26 in page 14 of form 3.

Check once again through out the questionnaire. Make sure that coding and editing is not missed. Keep editing record properly and inform your supervisor.

Re-visit to Village leader and Re-interview of households

Re-visit to a sample village may be necessary in following situations.

- If the number of household reported and listed is far less than or greater than the frame figure,
- If the part of the questionnaire is blank or not responded, for example, if the education part is found not filled in or if the price section is blank and the reason is not stated enough.
- If there is doubt in the sample village listed and selection of households.

Re-visit to a sample households may be necessary in following situations.

- If the average household size of ten selected households is unbelievably high or low,
- If reported income and expenditure of a household is doubtful.
- If information on employment is doubtful.
- If part of the questionnaire is not responded and the reason described is not satisfactory enough.

CODE LIST OF CROPS

Code	Name of crops	Code	Name of crops
1	Temporary Crops	144	Fibre Crops
11	Cereals	1441	Cotton
1111	Paddy	1442	Jute
1112	Straw	1443	Kapok
1113	Maize	1440	Others
1110	Others n.e.c.		
12	Tubers, Root and Bulk Crops	145	Other Industrial Crops
1211	Potato	1451	Tobacco
1212	Sweet Potato	1450	Others
1213	Cassava		
1214	Traov	15	Vegetables
1215	Jampada	151	Leafy Vegetables
1210	Others n.e.s.	1511	Trakun
13	Leguminous plants mainly for grain	1512	Cabbage
1311	Cowpea	1513	Salad Crops
1312	Mung bean	1514	Chinese cabbage (kale)
1310	Other Legumes n.e.c.	1515	Celery
		1517	Water lily
		1510	Others
14	Crop mainly for industrial purposes	152	Fruit-bearing vegetables
141	Sugarcane	1521	Cucumber
1410	Sugarcane	1522	Egg plant
142	Oilseeds	1523	Gourd
1421	Groundnut	1524	Green Gourd
1422	Soyabean	1525	Sweet pepper
1423	Sesame	1526	Tomato
1424	Castor bean	1527	Chilli fresh
1420	Others	1528	Pumpkin
143	Spices	1529	Bitter melon
1431	Chilly (dry)	1520	Others
		153	Root, bulb and tuberous vegetables
1433	Mint	1531	Carrot
1434	Coriander	1532	Green garlic
1435	Caraway	1533	Scallion
1430	Others	1534	Radish
		1535	Red beet
		1536	Turnip
		1537	Shallot
		1530	Others

Code	Name of crops	Code	Name of crops
154	Leguminous vegetables harvested green	22	Permanent crops mainly for industrial purposes
1541	Beans	221	Beverage crops
1542	Peas	2211	Coffee
1543	Long green beans	2212	Tea
1540	Others	2210	Others
155	Other Vegetables	222	Oil crops
1551	Cauliflower	2221	Coconut
1552	Corn sweet	2222	Palm (Oil)
1550	Others	2220	Others
16	Special horticultural cultivation	223	Spices and Aromatic Crops
1611	Mushroom	2231	Ginger
1610	Others	2232	Black peper
17	Fodder crops	2233	Clove
171	Fodder crops	2234	Lemon grass
1710	Fodder crops	2230	Others
2	Permanent Crops	224	Rubber and Tanning Crops
21	fruit and Nut trees	2241	Rubber
211	Citrus fruits	2240	Others
2111	Orange	225	Flower Crops
2112	Tangerine	2251	Roses
2113	Grape fruits/Pomelo	2252	Jasmine
2114	Lime/Lemon	2250	Others
2110	Others	23	Other permanent crops
212	Other cultivated fruits	2310	Other permanent crops
2121	Banana		
2122	Custard Apple		
2123	Guava		
2124	Longan		
2125	Mango		
2126	Papaya		
2127	Pine-apple		
2128	Sapodilla/Chico		
2129	Jackfruit		
2120	Others		
213	Edible nuts		
2131	Cashew nuts		
2132	Beetle nuts		
2130	Others		

CODE LIST OF NON-FARMING ENTERPRISES

Agricultural Hunting, Forestry and Fishing

111	Growing of cereals
112	Growing of vegetables
113	Growing of fruits
121	Farming of cattle, hog, goat, horse, dairyfarming
122	Other animal farming (poultry farming for meat, egg etc.)
130	Growing of crops combined with farming of animals
140	Agricultural and animal husbandry services
150	Hunting, trapping activities etc.
200	Forestry, Logging and Related Service Activities
500	Fishing, Fish Farming and Services Incidental to Fishing

Mining and Quarrying

1010	Mining of coal and Lignite
1020	Mining of Lignite
1030	Extraction of agglomeration of peats
1110	Extraction of crude petroleum and natural gas
1200	Mining of uranium and thorium ores
1310	Mining of metal ores
1320	Mining of non-ferrous metals
1410	Quarrying of stone, sand, clay, marble, slate, chalk, etc.)
1420	Other mining and quarrying (extraction of salt, gem stones etc.)

Manufacturing

1510	Production, processing (canned) and preservation of meat, fish, fruit, vegetables, oils and fats
1520	Manufacture of dairy products
1530	Manufacture of grain mill products, starches and starch products, and prepared animal feeds
1540	Manufacture of other food products (biscuits, breads, noodles, sugar, chocolate, and macaroni, tea, coffee, spices, vinegar, yeast etc.)
1550	Distilling, rectifying and blending of spirits, (alcohol); manufacturing of wines, manufacturing of soft drinks, mineral waters
1600	Manufacture of tobacco products, cigar, pipe tobacco, chewing tobacco etc.
1710	Spinning, weaving and finishing (bleaching, dyeing, shrinking, printing etc.) of textiles
1720	Manufacture of other textiles (blanket, household linen, bedsheets, curtain pillows, cushion, etc.) rugs, carpets, rope, twine, netting
1810	Manufacturing of wearing apparel; dressing and dyeing of fur
1910	Tanning and dressing of leather, manufacturing of luggage, hand bags, saddlers and harness
1920	Manufacture of foot wear
2010	Saw milling and planing of wood
2020	Manufacture of products of wood (builder's carpentry and joinery, wooden furniture, wooden containers etc.)
2100	Manufacture of paper and paper products
2200	Printing and publishing of books, newspapers etc.; reproduction of recorded media
2320	Manufacture of coke and refined petroleum products
2410	Manufacture of basic chemicals

2421	Manufacture of pesticides and other agro-chemical products
2422	Manufacture of paints, varnishes and similar coatings, printing inks and mastics
2423	Manufacture of pharmaceuticals , medicinal chemicals and botanical products
2424	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes, and toilet preparations
2425	manufacture of other chemical products
2510	Manufacture of rubber products
2520	Manufacture of plastic products
2610	Manufacture of glass and glass products
2690	Manufacture of non-metallic mineral products n.e.c. (cement, lime, concrete, cutting shaping and finishing of stone and other non-metallic mineral products
2810	Manufacture of structural metal products, tanks, steam generators etc.
2890	Manufacture of other fabricated metal products; metal working service activities Forging, pressing, stamping, and roll-forming of metal, Manufacture of cutlery, hand tools, and general hard ware
2900	Manufacturing of machinery and equipment
3000	Manufacture of office, accounting and computing machinery
3100	Manufacture of electrical machinery and apparatus n.e.c.
3200	Manufacture of radio, television and communication equipment and apparatus
3300	Manufacture of medical, precision, and optical instruments, watches and clocks
3400	Manufacture of motor vehicles, trailers and semi-trailers
3500	Manufacture of other transport equipment
3610	Manufacture of furniture
3690	Manufacture of jewelry, musical instruments, sports goods, games and toys, umbrellas, . candles, brooms etc
3600	Manufacturing n.e.c.

Electricity, Gas and Water

4010	Production, collection and distribution of electricity
4020	Manufacture of Gas; distribution of gaseous fuels
4100	Collection, purification, and distribution of water

Construction

4500	Site preparation, building of complete construction or parts; civil engineering, building installations
4550	Renting of construction or demolition equipment with operator

Whole sale and retail trade

5010	Sale of motor vehicles
5020	Maintenance and repair of motor vehicles
5030	Maintenance of motor vehicle parts and accessories
5040	Sale, maintenance and repair of motorcycles and related parts and accessories
5050	Retail sale of automotive fuel
5100	Wholesale trade of agricultural, household goods, intermediate products and whole sale of machinery and equipment

5200	Non-specialized or specialized retail trade in stores
Hotels and Restaurants	
5510	Hotels, camping sites and other provision of short-stay accommodation
5520	Restaurants, bars and canteens
Transport storage and communication	
6010	Transport via railways
6020	Other land transport (scheduled, non-scheduled and other freight transport)
6030	Transport via pipe lines
6100	Sea, coastal and other inland water transport
6200	Scheduled and non scheduled air transport
6300	Supporting and auxiliary transport activities
	Cargo handling, Storage and warehousing, travel agencies, tour operating etc.
6410	Postal and courier activities
6420	Telecommunications
Financial intermediation	
6590	Financial leasing, credit granting and other financial intermediation
6600	Insurance schemes
6700	Security dealings, foreign exchange dealings including money changer
Real estate activities	
7000	Real estate activities
7100	Renting of machinery and equipment without operator and of personal and household goods
Personal and business services	
7200	Computer and related activities
7411	Legal services
7412	Accounting book keeping and auditing activities
7421	Architectural and engineering activities and related technical consultancies
7430	Advertising services
7490	Other business services
8000	Educational activities
8510	Medical, dental and other health services
8520	Veterinary activities
9191	Activities of religious organization
9210	Motion picture, video production, radio and television activities, drama, music and other art activities
9220	News agency activities
9240	Sporting and other recreational activities
9301	Washing and dry cleaning of textile and fur products
9302	Hair dressing and other beauty treatment
9303	Funeral and related activities
9309	Other service activities

DESCRIPTION OF OCCUPATION UNDER EACH MAJOR GROUP

Section 1. Brief Description of Major Occupation Group

The following briefly outlines the major-group used in this codebook to facilitate the interpretation of the classification.

Major group 1. Legislators, senior officials and managers

This, major group includes occupations whose main takes consists of determining and formulating government policies, as well as laws and public regulations, overseeing their implementation, representing governments and acting on their behalf, or planing, directing and co-ordinating the policies and activities of enterprises and organizations, or departments.

Major group 2. Professionals

This major group includes occupation whose main task require a high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities. The main tasks consist of increasing the existing stock of knowledge, applying scientific and artistic concepts and theories to the solution of problems, and teaching about the foregoing in a systematic manner.

Major group 3. Technicians and associate professionals

This major group includes occupations whose main tasks require technical knowledge and experience in one or more fields of physical. and life sciences, or social sciences and humanities. The main task consist of carrying out technical work connected with the application of concepts and operational methods in the above-mentioned fields, and in teaching at certain educational levels.

Major group 4. Clerks

This major group includes occupations whose main task requires the knowledge and experience necessary to organize, store, compute and retrieve information. The main tasks consist of performing secretarial duties, operating word processors and other office machines, recording and computing numerical data, and performing a number of customer-oriented clerical duties, mostly in connection with mail services, money-handling operations and appointments.

Major group 5. Service workers

This major group includes occupations whose main tasks require the knowledge and experience necessary to provide personal and protective services, and to sell goods in shops or at markets. The main tasks consist of providing services related to travel, housekeeping, catering, personal care, protection of individuals and property, and to maintaining law and order, or selling goods in shops or at markets.

Major group 6. Skilled agricultural and fishery workers

This major group includes occupations whose tasks require the knowledge and experience necessary to produce farm, forestry and fishery products. The main tasks consist of growing crops, breeding or hunting animals, catching or cultivating fish, conserving and exploiting forests and, especially in the case of market-oriented agricultural and fishery workers, selling products to purchasers, marketing organization or at markets.

Major 7. Craft and related trades workers

This major group includes occupations whose tasks require the knowledge and experience of skilled trades or handicrafts which, among other things, involves an understanding of material and tools to be used, as well as of all stages of the production process, including the characteristics and the intended use of the final product. The main tasks consist of extracting raw materials, constructing buildings and other structures and making various products as well as handicraft goods.

Major 8. Plant and machine operators and assemblers

This major group includes occupations whose tasks require the knowledge and experience necessary to operate and monitor large scale, and often highly automated, industrial machinery and equipment. The main tasks consist of operating and monitoring mining, processing and production machinery and equipment, as well as driving vehicles and driving and operating mobile plant, or assembling products from component parts.

Major 9. Elementary occupation

This major group covers occupations which require the knowledge and experience necessary to perform mostly simple and routine tasks, involving the use of hand-held tools and in some cases considerable physical effort, and, with few exception, only limited personal initiative or judgement. The main tasks consist of selling goods in streets, doorkeeping and property watching, as well as cleaning, washing, pressing, and working as laborers in the fields of mining, agriculture and fishing, construction and manufacturing.

Major 10. Armed forces

Members of the armed forces are those personnel who are currently serving in the armed force, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment. Included are regular member of army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period, depending on national requirement. Excluded are persons in civilian employment of government establishments concerned with defense issues; police (other than military polices); customs inspectors and members of border or other armed civilian services; persons who have been temporarily withdrawn from civilian life for a short period of military training or retraining, according to national requirements, and members of military reserves not currently on active service.

Section 2. Occupation Codes

In this section four-digit occupation codes with corresponding description of occupation are listed. Examples are also available for some occupation group to facilitate classification. Occupation codes and description in database format are stored in OCC-REF.DBF.

MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

Code	Description of Occupation
1	LEGISLATOR, SENIOR OFFICIALS AND MANAGERS
11	Legislators and Senior Officials Organization
1110	Legislators <ul style="list-style-type: none"> President of National Assembly Prime Minister Ministers Vice-President of the National of Assembly
1120	Senior Government Officials
1130	Traditional Chiefs and Head of Villages
1140	Senior Officials of Special-Interest Organizations <ul style="list-style-type: none"> Senior officials of political party organizations Senior officials of employers workers and other economic-interest Organization Senior officials of workers and labor organizations Senior officials of humanitarian and other special-interest organization
12	Corporate Managers
1210	Director and chief executives <ul style="list-style-type: none"> Chief executive, enterprise Director-general, enterprise Director-general, organization Managing director, enterprise Managing director, organization President, organization
1220	Production and operations department managers <ul style="list-style-type: none"> Production and operations department managers in <ul style="list-style-type: none"> Agriculture, hunting, forestry and fishing Manufacturing Construction Restaurants and hotel Transport care, storage and communications Business services Personal care, cleaning and related services Production and operations department managers n. e. c.
1230	Other department managers <ul style="list-style-type: none"> Finance and administration department managers Personnel and industrial relation department manages Sales and marketing department managers Advertising and public relations department managers Supply and distribution department managers Computing services department managers Research and development department managers Other department managers n. e. c.
13	General Managers
1310	General Managers <ul style="list-style-type: none"> Agriculture, hunting, forestry and fishing Manufacturing Construction Restaurants and hotel Transport care, storage and communications Business services Personal care, cleaning and related services Production and operations department managers n. e. c.

1320	Educational Supervisors Division school superintendent City school superintendent District supervisor Principal Assistant principal Head teachers
1330	Clerical Supervisors Clerical supervisors, general Other clerical supervisors
1340	Transport and communication Supervisors Road transport service supervisor Air transport service supervisor Postal service supervisor (postal) inspectors, postmaster, postal service supervisor) Other transport and communication supervisors
1350	Production Supervisors and General Foremen
1360	Sales supervisors, Wholesale and Retail Trade
1390	Other Supervisors n. e. c.

MAJOR GROUP 2. PROFESSIONALS

2	PROFESSION
2100	Physical Mathematical and Engineering Science Professionals
2110	Physicists, Chemists and Related Professionals Physicist, Meteorologists, Chemists Geologists, geophysicists
2120	Mathematicians, Statisticians and Related Professionals Mathematicians and actuaries Statisticians
2130	Computing Professionals Systems Designers and analysts Computer programmers Computing professionals not elsewhere classified
2140	Architects, Engineers and Related Professionals Architects Civil engineers Electrical engineers Electronic and telecommunication engineers Mechanical engineers Chemical engineers Mining engineers, metallurgists and related professionals Architects, engineers and related professionals n. e. c.
22	Life Science and Health Professionals
2210	Life Science Professionals Agronomists related scientists Foresters and related professionals
2220	Health Professionals (except nursing) Medical doctor Dentists Veterinarians Pharmacists Dieticians and nutritionists Optometrists and opticians Medical technologists Other health professionals (except nursing)

23	2230	Nursing and Midwifery Professionals Professional nurses Professionals midwives
		Teaching Professionals
	2310	College, University and Higher Educational Teaching Professionals
	2320	Secondary and Technical Education Teaching Profession Technical and vocational instructors/trainers Teacher, general upper secondary education Vocational education teaching professional
	2340	Special Education Teaching Professionals Teacher for adult literacy, Non-formal education teacher Teacher for special education for the handicapped and disabled
24	2350	Other Teaching Professionals Education method adviser, Teaching technology specialist School inspectors, researchers in Curricula and teaching aids
	2390	Other Teaching Professionals
		Other Professionals
	2410	Business Professionals Accountants and auditors Other business professionals : Market research analyst, Public relation officer
	2420	Legal Professionals Lawyers, Prosecutor, attorneys Judges, justices, chief justice, court administrator Member of judicial and bar council Other legal professionals : Jurist (except lawyer or judge), Notary public Legal adviser, Legal counselor
	2430	Archivists, Librarians and related Information Professionals Librarian, archivists Art gallery and museum curator Other librarians, Other archivists and curator
	2440	Social Science and related Professionals Economists, Sociologists, anthropologists and related professionals Philologists, translators and interpreters Other social science professionals
	2450	Writers and Creative or Performing artists Authors, journalists and other writers Sculptors, painters and related artists Composers, musicians and singers Choreographers and dancers Film, stage and related actors and directors
	2460	Religious Professionals Minister of religion, Professionals Monk, Professionals Nun, Chaplain, Priest, Missionary Other minister of religion and related members of religious orders

MAJOR GROUP 3 : TECHNICIANS AND ASSOCIATE PROFESSIONALS

3		TECHNICIANS AND ASSOCIATE PROFESSIONALS
3100		Physical and Engineering Science Associate Professionals
	3110	Physical and Engineering Science Technicians Civil Engineering Technicians Electrical Engineering Technicians Electronics and telecommunications engineering technicians Mechanical engineering technicians Chemical physical science and engineering technicians

32	3120	Computer Associate professionals Computer assistants Computer equipment operators
	3130	Optical and Electronic Equipment Operators Photographers and image and sound recording equipment operators Broadcasting and telecommunications equipment operators Medical equipment operators Optical and electronic equipment operators not elsewhere classified
	3140	Ship and Aircraft Controllers and Technicians Ship's deck officers and pilots Aircraft pilots and related associate professionals Air traffic controllers Air traffic safety technicians
	3150	Building, Safety, Health and Quality Inspectors Fire-prevention specialists Government health inspector/sanitarian Quality inspector Safety inspector
		Life Science and Health Associate Professionals
	3210	Life Science and Health Associate Professionals Life science technicians Agronomy and forestry technicians Farming and forestry advisers
	3220	Modern Health Associate Professionals (except nursing) Medical Assistants Optometrists and opticians Dental assistants Veterinary assistants Pharmaceutical assistants Modern health assistants professionals (except nursing), n. e. c.
	3230	Nursing and Midwifery Associate Professionals Nursing associate professionals Midwifery associate professionals
	3240	Traditional Medicine Practitioners and Faith healers Traditional doctors, Traditional midwives, Faith healers Other Traditional associate professionals
		Teaching associate Professionals
	3310	Primary Education Teaching Associate Professionals
	3320	Pre-Primary Education Teaching Associate Professionals
	3330	Special Education Associate Professionals
	3340	Other Teaching Associate Professionals
34		Other Associate Professionals
	3410	Finance and Sales Associate Professionals Securities and finance dealers, Insurance representatives Estate agents, Travel consultants and organizers Sales representatives
	3420	Business Services Agents and Trade Brokers Trade brokers, Clearing and forwarding agents Business services agent and trade brokers n. e. c.
	3430	Administrative Associate Professionals Administrative secretary and related associate professionals Legal and related business associate professionals Bookkeepers Statistical, mathematical and related associate professionals Administrative associate professionals n. e. c.

3440	Customs, Tax and Related Government Associate Professionals
	Customs and border inspectors
	Government tax and excise officials
	Government licensing officials
	Customs, tax and related government associate professionals n. e. c.
3450	Police Inspectors and Investigators
	Commissioned police officers, commissioned investigator
	Forest guard
3460	Social Work Associate Professionals
	Assistants social worker
	Assistants culture center worker
	Assistants psychiatric social worker
3470	Artistic Entertainment and Sports Associate Professionals
	Radio, television and other announcers
	Street, night-club and related musicians, singers and dancers
	Athletes, sport persons and related associate professionals
3480	Religious Associate Professionals
	Monk, associate professionals
	Nun, associate professionals
	Preacher, lay

MAJOR GROUP 4 : CLERKS

4	CLERKS
41	Office Clerk
4110	Secretaries and Keyboard-Operating Clerks
	Typist
	Word-processors and related operators
	Data entry operators
	Calculating-machine operators
	Secretaries
4120	Numerical Clerks
	Accounting and bookkeeping clerks
	Statistical and finance clerks
4130	Material-Recording and Transport clerks
	Stock clerks
	Production clerks
	Transport clerks
4140	Library, Mail and Related Clerks
	Library and filing clerks
	Mail carriers and sorting clerks
4190	Other Office Clerks
42	Customer Service Clerks
4210	Cashiers, Tellers, and Related Clerks
	Cashiers and ticket clerks
	Bank tellers and other counter clerks
	Money changer
	Post office counter clerk
4220	Client Information Clerks
	Travel agency and related clerks
	Receptionists and information clerks

MAJOR GROUP 5: SERVICE AND SHOP AND MARKET SALES WORKERS

5	SERVICE AND SHOP AND MARKET SALES WORKERS
51	Personal and Protective Services workers

5110	Travel Attendants and Related Workers Travel attendants and travel stewards Transport conductors
5120	Housekeeping and Restaurant Services Workers Housekeepers (institutional, private services) House steward Cooks Waiters, waitresses and bartenders
5130	Personal Care and Related Workers Child-care workers (nurse maid, baby sitter, day care worker, nursery school attendant) Institution based personal care workers (hospital attendant, hospital aide, nursery aide) Home based personal care workers Personal care and related workers n. e. c.
5140	Other Personal Services Workers Hairdresser, barbers, beauticians and related workers Undertakers and embalmers (funeral undertaker, embalmers, cremators) Other personal services workers n. e. c. (escort, hostess, hospitality girls, ushers)
5150	Fortune-Tellers and Related Workers
5160	Protective Services Workers Fire-fighters Policemen/women Prison guards Protective services workers n. e. c. (body guard, watchman, security guard)
52	Models, Salespersons and Demonstrators
5210	Fashion and Other Models Advertising model Fashion model
5220	Shop Salespersons Shop and stall salespersons and attendants (wholesale/retail trade salesman, salesman/saleslady, shop assistant, gasoline attendant)
5230	Stall and Market Salespersons Kiosk salespersons Market salesperson Street stall salesperson

MAJOR GROUP 6 : SKILLED AGRICULTURAL AND FISHERY WORKERS (FAMERS, FORESTRY WORKERS AND FISHERMEN)

6 61 SKILLED AGRICULTURAL AND FISHERY WORKERS Market-Oriented Skilled Agricultural fishery Workers

6110	Market Gardeners Crop Growers
6111	Field crop and vegetable growers : Paddy farmer, Corn farmer, Sugarcane farmer, Soybean farmer, Beans farmers, Spices and condiments farmer, Cotton farmer, Pineapple farmers, Tobacco farmer Other field crops and vegetable farmers
6112	Tree and shrub crop growers Coconut farmer Fruit farmer (e.g. mango, banana, cashew nut) Rubber tree farmer, Coffee farmer, Tea farmer Other fruit tree and shrub farmers

612	6113	Gardeners, horticultural and nursery growers Mushroom cultivator Insecticidal and medicinal plant grower Other horticultural and nursery growers
	6114	Mixed crop farmers/growers
		Market-Oriented Animal Producers and related Workers
	6121	Dairy and livestock Producers Cattle farmer, Hog raising farmer Goat farmer, Carabao farmer
	6122	Poultry Producers Chicken (meal and egg) farmer Duck/Geese (meal and egg) farmer Quail (meal and egg) farmer
	6123	Mixed Animal Producers
	6129	Market oriented animal producers related workers n. e. c.
	6130	Market Oriented Crop and Animal Producers Mixed farming farmer, Mixed farming farm worker (skilled)
	6140	Forestry and Related Workers Forestry workers and loggers Charcoal burners and related workers
	6150	fishery Workers, Hunters and Trappers Deep-sea fishery workers, hunters and trappers
62		Subsistence Agricultural and Fishery Workers
	6211	Field crop and vegetable growers : Paddy farmer, Corn farmers etc.
	6212	Crop cultivation and animal farming (combined) by subsistence farmers
	6213	Firewood gatherer, Thatch gatherer, other forest products gatherer
	6210	All other subsistence Agricultural and fishery Workers

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

7		CRAFT AND RELATED TRADES WORKERS
71		Extraction and Building Trades Workers
	7110	Miners, Stone Cutters and Carvers Miners and quarry workers Stone splitters, cutters and carvers
	7120	Building Farm and Related Trades Workers
	7121	Building , Traditional materials
	7122	Bricklayers and stonemasons
	7123	Concrete placers , concrete finishers and related workers
	7124	Carpenters and joiners
	7129	Building frame and related trades workers n . e . c.
	7130	Building finishers and Related Trades Workers
	7131	Roofers
	7132	Floor layers and tile setters
	7133	Insulation workers
	7134	Glaziers
	7136	Plumbers and pipe fitters
	7137	Building and related electricians
	7140	Painters, Building Structure Cleaners and Related Trades Workers
	7141	Painters , paper hanger and related workers
	7142	Vehicle painter , manufactured products painter , varnishers and related painters
	7143	Building structure cleaners
72		Metal , Machinery and Related Trades Workers

7210	Metal Moulders , Welders, Sheet-Metal Workers, Structural-Metal Workers and Related Trades Workers Metal moulders and coremakers Welders and flame cutters Sheet –metal workers Structural-metal prepares and erectors Riggers and cable splicers Underwater workers
7220	Blacksmiths, Tool-Makers and Related Trades Workers Blacksmiths, hammer-smiths and forging press workers Tool marker and related workers Machine tool setters and setter operators
7230	Machinery Mechanics and Fitters Motor vehicle mechanics and fitters Agricultural or industrial machinery mechanics and fitters
7240	Electrical and Electronic Equipment Mechanics and fitters
73	Precision , Handicraft , Printing and Related Trades Workers
7310	Precision Workers in Metal and Related Materials Precision instrument makers and repairers Musical instrument makers and tuners Jewelry and precious metal workers
7320	Potter , Glass-Makers and Related Trades Workers Abrasive wheel formers , potters and related workers Glass makers , cutters , grinders and finishers Glass engravers and etchers Glass , ceramics and related decorative painters
7330	Handicraft Workers in Wood , Textile , Leather and related material Handicraft workers in wood and related materials Handicraft workers in textile , leather and related materials
7340	Printing and Related Trades Workers Compositors , typesetters and related workers Printing engravers and etchers Photographic and related workers Bookbinders and related workers Silk screen , block and textile printers
74	Other Craft and Related Trades Workers
7410	Food Processing and Related Trades Workers Butchers , fishmongers and related food prepares Bakers , pastry-cooks and confectionery makers Fruit vegetable related preservers Food and beverage tasters and graders Tobacco preparers and tobacco products makers
7420	Wood Treaters , Cabinet-Makers and Related Trades Workers Wood treaters Cabinet makers and related workers Woodworking machine setters and setter operators Basketry weavers , brush makers and related workers
7430	Textile , Garment and Related Trades Workers Weavers , knitters and related workers Tailors , dressmakers and hatters Textile , leather and related pattern makers and cutters Sewer , embroiders and related workers Upholsterers and related workers
7440	Pelt ,Leather and Shoemaking Trades Workers Pelt dressers , tanner and fellmongers Shoe makers and related workers

MAJOR GROUP 8 : PLANT AND MACHINE OPERATORS AND ASSEMBLERS

8	PLANT AND MACHINE OPERATORS AND ASSEMBLERS	
81	Stationary – Plant and Related Operators	
8110	Mining and Related Processing Plant Operators	<ul style="list-style-type: none"> Mining plant operators Mineral ore and stone processing plant operators Well drillers and borers and related workers
8120	Metal-processing-Plant Operators	<ul style="list-style-type: none"> Ore and metal furnace operators Metal melters , casters and rolling mill operators Metal drawers and extruders
8130	Glass , Ceramics and Related Plant Operators	<ul style="list-style-type: none"> Glass and ceramics kin and related machine operators Glass ceramics and related plant operators n.e.c.
8140	Wood-Processing and Papermaking-Plant operators	<ul style="list-style-type: none"> Wood processing plant operators Paper pulp plant operators Papermaking plant operators
8150	Chemical - Processing – Plant Operators	<ul style="list-style-type: none"> Chemical filtering and separating equipment operators Chemical still and reactor operators (except petroleum and natural gas) Petroleum and natural gas refining plant operators Chemical processing plant operators n.e.c.
8160	Power-Production and Related Plant Operators	<ul style="list-style-type: none"> Power production plant operators Steam engine and boiler operators Incinerator , water treatment and related plant operators
8170	Automated-Assembly –line and Industrial-Robot Operators	
82	Machine Operators and Assemblers	
8210	Metal and Mineral-Products Machine Operators	<ul style="list-style-type: none"> Machine tool operators Cement and other mineral products machine operators
8220	Chemical-Products Machine Operators	<ul style="list-style-type: none"> Pharmaceutical and toiletry products machine operators Metal finishing , planting and coating machine operators Photographic products machine operators Chemical products machine operators n.e.c.
8230	Rubber and Plastic-Products Machine operators	<ul style="list-style-type: none"> Rubber products machine operators Plastic products machine operators
8240	Wood-Products Machine Operators	
8250	Printing , Binding , and Paper-Products Machine Operators	<ul style="list-style-type: none"> Printing machine operators Bookbinding machine operators Paper products machine operators
8260	Textile , Fur , and Leather-Products Machine Operators	<ul style="list-style-type: none"> Weaving and knitting machine operators Sewing machine operators Bleaching , dyeing and cleaning machine operators Shoemaking and related machine operators Textile , fur and leather products machine operators n.e.c.

83	8270	Food and Related Products Machine Operators Meat and fish processing machine operators Grain and spice milling machine operators Fruit , vegetable and machine operators Sugar production machine operators Tea , coffee and cocoa processing machine operators Tobacco production machine operators
	8280	Assemblers Mechanical machinery assemblers Electrical equipment assemblers Electronic equipment assemblers Metal , rubber and plastic products assemblers Wood and related products assemblers Paperboard , textile and related products assemblers
	8290	Other Machine Operators and Assemblers
		Drivers and Mobile-Plant Operators
	8310	Locomotive-Engine Drivers and Related Workers Locomotive engine drivers Railway barkers , signalers and shutters
	8320	Motor-Vehicle Drivers Motor cycle drivers Car , taxi and van drivers Bus and tram drivers Heavy truck and lorry drivers
	8330	Agricultural and Other Mobile-Plant Operators Motorized farm and forestry plant operators Earth moving and related plant operators Crane , hoist and related plant operators Lifting truck operators
	8340	Ship's deck Crews and Related Workers

MAJOR GROUP 9 : ELEMENTARY OCCUPATIONS

9	ELEMENTARY OCCUPATIONS	
91	Sales and Services Elementary Occupations	
	9110	Street Vendors and Related Workers Street food vendors Street vendors , non food products
	9120	Shoe Cleaning and Other Street Services Elementary Occupations Shoe cleaning and other street services elementary occupations
	9130	Domestic and Related Helpers , Cleaners and Launderers Domestic helpers and cleaners Helpers and cleaners in offices , hotels and other establishments Hand launderers and pressers
	9140	Building Caretakers , Window and Related Cleaners Building caretakers Vehicle , window and related cleaners
	9150	Messengers , Porters , Doorkeepers and Related Workers Messenger , package and luggage porters and delivers Doorkeepers , watchpersons and related works Vending machine money collectors , meter readers and related workers
	9160	Garbage Collectors and Related Labourers Garbage collectors Sweepers and related laborers
92	Agricultural , Fishery and Related Laborers	
	9210	Agricultural , Fishery and laborers Forestry laborers Fishery , hunting and trapping laborers

93 Laborers in Mining , Construction , Manufacturing and Transport

- 9310 Mining and Construction Laborers
 - Mining and quarrying laborers
 - Construction and maintenance laborers
 - Building construction laborers
- 9320 Manufacturing Laborers
 - Assembling laborers
 - Hand packers and other manufacturing laborers
- 9330 Transport Laborers and Freight Handlers
 - Hand or pedal vehicles and machinery
 - Freight handlers

MAJOR GROUP 0 : ARMED FORCES

0 ARMED FORCES

011 Armed Forces

- 0110 Armed Forces
 - Officials
 - Commanding officers
 - Staff officers
 - Professional , technical and related workers
 - Officers n.e.c.
 - Enlisted personnel
 - Combat soldiers
 - Technician , skilled , semi-skilled workers
 - Service and related workers
 - Enlisted personnel n.e.c.

INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES

CATEGORY A. AGRICULTURE , HUNTING AND FORESTRY

DIVISION 01. AGRICULTURE ,HUNTING AND RELATED SERVICE ACTIVITIES

- 0110. Growing of crops , market gardening , horticulture
 - 0111. Growing of cereals and other crops n.e.c.
 - Growing of rice, wheat and corn (except sweetcorn) , potatoes , cassava , sugar beet , Sugar cane and other cereal grains .
 - Growing of tobacco
 - Growing of oil seeds , peanuts or soya beans , mongo and peas
 - Growing of tubers with high starch
 - Growing of cotton , textile materials growing of plant materials for Planting , padding or stuffing or for brushes or brooms .
 - Growing of rubber trees , harvesting of latex
 - Production of dried leguminous vegetables such as field peas and beans
 - Growing of pharmaceutical , insecticide or fungicidal plants
 - 0112. Growing of vegetables , horticultural specialties and nursery products
 - Growing of vegetables or melons including sweet corn
 - Growing of gathering of mushrooms , pumpkins , capsicum or pepper
 - Growing of cucumber , tomatoes
 - Growing of flower or flower buds
 - Growing of production of horticultural specialties including , seeds for flowers ,fruit or vegetables
 - Growing of living plants for planting or ornamental purposes
 - 0113. Growing of fruits , nuts , beverage and spice crops
 - Growing of fruits , citrus , tropical pome os stone fruit
 - Growing of avocados , grapes , guava , dates or bread fruit
 - Growing of edible nuts including coconuts
 - Growing of beverage crops such as coffee or cocoa beans , tea or mate leaves
 - Growing of spice crops including : spice leaves (bay , thyme , basil) , spice seeds (anise, Coriander , cumin) , spice flowers (cinnamon) ; spice fruit (cloves);or other Spices (nutmeg , ginger)
- 0120. Farming of animals
 - 0121. Farming of cattle , hog, goat , horse , dairy farming
 - Farming of domestic animals, such as beef cattle, hog , goat
 - Production of raw milk
 - 0122. Other animal farming, production of animal products n.e.c.
 - Chicken raising for meat, breeding, broiler and egg production
 - Duck raising for meat, breeding , broiler and egg production
 - Quail raising including egg production
 - Other poultry and poultry production n.e.c. (game bird , pigeon , gooes , turkey)
- 0130. Growing of crops combined with farming of animals (mixed farming)
- 0140. Agricultural and animal husbandry service activities , except veterinary activities
 - Plowing , seeding , weeding , thinning , pruning and similar activities

Fertilizer application
Chemical weed control
Operation of irrigation systems
Harvesting and related services
Stud and artificial insemination services
Contract animal growing including chicken
Egg hatching
Animal propagation , growth and related services
Rental of agricultural machinery with driver

0150. Hunting , trapping and game propagation including related services activities
Hunting and trapping for commercial basis
Taking of animals , dead or alive , for food , fur skin or for use in research or as pets
Production of fur skins , reptile or bird skins from hunting or trapping activities
Game production and breeding of game

DIVISION 02. FORESTRY , LOGGING AND RELATED SERVICE ACTIVITIES

0200. Forestry , logging and related service activities
Growing of standing timber , planting , replanting , transplanting , thinning and conserving of forests and timber tracts
Operation of tree nurseries
Logging : logging camps , logging contractors
Gathering of (wildly) growing forest materials

CATEGORY B. FISHING

DIVISION 05. FISHING , OPERATION OF FISH HATCHERIES AND FISH FARMS , SERVICE ACTIVITIES INCIDENTAL TO FISHING

0500. Fishing operation of fish hatcheries and fish farms, services incidental to fishing
Fishing on a commercial basis in ocean, coastal or inland waters
Taking of marine or freshwater crustaceans and mollusks.
Gathering of marine materials such as natural pearls, spones, coral and algae
Processing of fish, crustaceans and mollusks aboard the fisherboats
Fish farming, breeding, rearing, cultivation of oysters for pearl food

CATEGORY C. MINING AND QUARRYING

DIVISION 10. MINING OF COAL AND LIGNITE , EXTRACTION OF PEAT

- 1010 Mining and agglomeration of hard coal
Mining of anthracite , bituminous and other hard coal
Mining operations include cleaning , sizing , grading , pulverizing or other operations to classify, improve quality or facilitate transport .
- 1020 Mining and agglomeration of lignite
Mining of lignite (brown coal)
Underground or open cut (strip) mining
1030. Extraction and agglomeration of peat
Peat digging and agglomeration of peat

DIVISION 11. EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS ;

**SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS
EXTRACTION EXCLUDING SURVEYING**

- 1110 Extraction of petroleum and natural gas
- 1120 Service activities incidental to oil and gas extraction excluding surveying

DIVISION 12. MINING AND URANIUM AND THORIUM ORES

- 1200 Mining of uranium and thorium ores

DIVISION 13. MINING OF METAL ORES

- 1310 Mining of iron ores
- 1320 Mining of non-ferrous metal ores , except uranium and thorium ores
Mining ores of aluminum , copper , lead , chrome , gold , silver , platinum

DIVISION 14. OTHER MINING AND QUARRYING

- 1410 Quarrying of stone , sand and clay
Mining of slate , marble , granite , basalt
Mining of chalk and dolomite
Mining of clay for ceramics
Operation of sand or gravel pits
- 1420 Mining and quarrying n.e.c.
 - 1421 Mining of chemical and fertilizer minerals
 - 1422 Extraction of salt
 - 1429 Other mining and quarrying n.e.c.
Mining of gem stones , asbestos
Mining of natural asphalt

CATEGORY D. MANUFACTURING

DIVISION 15. MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES

- 1510 Production , processing and preservation of meat , fish , fruit , vegetables , oil and fats
 - 1511 Production , processing and preservation of meat and meat products
 - 1512 Processing and preserving of fish and fish products
 - 1513 Processing and preserving of fruit and vegetables
 - 1514 Manufacture of vegetable and animal oil and fats
- 1520 Manufacture of dairy products
- 1530 Manufacture of grain mill products , starch products , and prepared animal feeds
 - 1531 Manufacture of grain mill products
 - 1532 Manufacture of starches and starch products
 - 1533 Manufacture of prepared animal feeds
- 1540 Manufacture of other food products
 - 1541 Manufacture of bakery products (bread or rolls , biscuits)
 - 1542 Manufacture of sugar
 - 1543 Manufacture of cocoa, chocolate and sugar confectionery
 - 1544 Manufacture of macaroni, noodles and similar farinaceous products
 - 1549 Manufacture of other food products n.e.c.

Manufacture of coffee, tea , reconstituted or preserved eggs
Manufacture of spices, vinegar or yeast.

1550 Manufacture of beverages

1551 Distilling, rectifying and blending of spirits : ethyl alcohol production from fermented materials

1552 Manufacture of wines

1553 Manufacture of malt liquors and malt (beer, ale)

1554 Manufacture of soft drinks; production of mineral waters.

DIVISION 16. MANUFACTURE OF TOBACCO PRODUCTS

1600 Manufacture of tobacco products

Manufacture of cigars, pipe tobacco, chewing tobacco

DIVISION 17. MANUFACTURE OF TEXTILES

1710 Spinning, weaving and finishing of textiles

1711 Preparation and spinning of textiles fibres; weaving of textiles

1712 Finishing of textiles (bleaching, dyeing, shrinking, printing)

1720 Manufacture of other textiles

1721 Manufacture of made-up textiles articles, except apparel (blanket, household linen, bedsheets, curtains, pillows, cushion, loose covers for cars, flag, banners)

1722 Manufacture of carpets and rugs

1723 Manufacture of cordage, rope, twine and netting.

1729 Manufacture of other textiles n.e.c.

1730 Manufacture of knitted and crocheted fabrics and articles

DIVISION 18. MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR

1810 Manufacture of wearing apparel , except fur apparel

1820 Dressing and dyeing of fur ; manufacture of articles of fur

DIVISION 19. TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR

1910 Tanning and dressing of leather; manufacture of luggage, handbags, saddler and harness

1911 Tanning and dressing of leather

1912 Manufacture of luggage, handbags and the like, saddlers and harness

1920 Manufacture of footwear

DIVISION 20. MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS

2010 Saw milling and planning of wood

2020 Manufacture of products of wood, cork, straw and plaiting materials

2021 Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board and other panels and boards

- 2022 Manufacture of builders' carpentry and joinery
- 2023 Manufacture of wooden containers
- 2029 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

DIVISION 21. MANUFACTURE OF PAPER AND PAPER PRODUCTS

- 2100 Manufacture of paper and paper products
 - 2101 Manufacture of pulp, paper and paperboard
 - 2102 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
 - 2109 Manufacture of other articles of paper and paperboard (toilet paper, postcard, envelopes)

DIVISION 22. PUBLISHING AND REPRODUCTION OF RECORDED MEDIA

- 2210 Publishing
 - 2211 Publishing of books, brochures, musical books and other publications
 - 2212 Publishing of newspapers, journals and periodicals
 - 2213 Publishing of recorded media
 - 2219 Other publishing (photos, posters, postcards)
- 2220 Printing and service activities related to printing
 - 2221 Printing (newspapers, magazines, books, maps)
 - 2222 Service activities related to printing (bookbinding, composed type)
- 2230 Reproduction of recorded media (records, audio, video, film duplicating)

DIVISION 23. MANUFACTURE OF COKE AND REFINED PETROLEUM PRODUCTS

- 2310 Manufacture of coke oven products
- 2320 Manufacture of refined petroleum products

DIVISION 24. MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS

- 2410 Manufacture of basic chemical
 - 2411 Manufacture of basic chemicals, except fertilizers and nitrogen compounds
 - 2412 Manufacture of fertilizers and nitrogen and compounds
 - 2413 Manufacture of plastics in primary forms and synthetic rubber
- 2420 Manufacture of other chemical products
 - 2421 Manufacture of pesticides and other agro-chemical products
 - 2422 Manufacture of paints, varnishes and similar coating, printing ink and mastics
 - 2423 Manufacture of pharmaceuticals, medicinal chemicals and botanical products
 - 2424 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
 - 2425 Manufacture of other chemical products n.e.c.
- 2430 Manufacture of man-made fibres
 - Manufacture of synthetic or artificial filament

DIVISION 25. MANUFACTURE OF RUBBER AND PLASTIC PRODUCTS

- 2510 Manufacture of rubber products
 - 2511 Manufacture of rubber tires and tubes; retreating and rebuilding of rubber tires
 - 2519 Manufacture of other rubber products (sheets, strip, tubes)
- 2520 Manufacture of plastic products

DIVISION 26. MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS

- 2610 Manufacture of glass and glass products
- 2690 Manufacture of non-metallic mineral products n.e.c.
 - 2691 Manufacture of non- structural non-refractory ceramic ware
 - 2692 Manufacture of refractory ceramic products
 - 2693 Manufacture of structural non-refractory clay and ceramic products
 - 2694 Manufacture of cement, lime and plaster
 - 2695 Manufacture of articles of concrete, cement and plaster
 - 2696 Cutting, shaping and finishing of stone
 - 2699 Manufacture of other non- metallic products n.e.c.

DIVISION 27. MANUFACTURE OF BASIC METALS

- 2710 Manufacture of basic iron and steel
- 2720 Manufacture of basic precious and non-ferrous metals
- 2730 Casting of metals
 - 2731 Casting of iron and steel
 - 2732 Casting of non-ferrous metals

DIVISION 28. MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT

- 2810 Manufacture of structural metal products, tanks, reservoirs and steam generators
 - 2811 Manufacture of structural metals products
 - 2812 Manufacture of tanks, reservoirs and containers of metal
 - 2813 Manufacture of steam generators, except central heating hot water boilers
- 2890 Manufacture of other fabricated metal products; metal working services activities
 - 2891 Forging, pressing, stamping and roll-forming of metal ; powder metallurgy
 - 2892 Treatment and coating of metals; general mechanical engineering on a fee or contract basis
 - 2893 Manufacture of cutlery, hand tools and general hardware
 - 2899 Manufacture of other fabricated metal products n.e.c.

DIVISION 29. MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C.

- 2910 Manufacture of general purpose machinery
 - 2911 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
 - 2912 Manufacture of pumps, compressors, taps and valves
 - 2913 Manufacture of bearing, gears, gearing and driving elements
 - 2914 Manufacture of ovens, furnaces and furnace burners

- 2915 Manufacture of lifting and handing equipment
- 2919 Manufacture of other general purpose machinery
- 2920 Manufacture of special purpose machinery
 - 2921 Manufacture of agricultural and forestry machinery
 - 2922 Manufacture of machinery-tools
 - 2923 Manufacture of machinery for metallurgy
 - 2924 Manufacture of machinery for mining, quarrying and construction
 - 2925 Manufacture of machinery for food, beverage and tobacco processing
 - 2926 Manufacture of machinery for textiles, apparel and leather production
 - 2927 Manufacture of weapons and ammunition
 - 2928 Manufacture of other special purpose machinery
- 2930 Manufacture of domestic appliances n.e.c.
Manufacture of refrigerator, freezers, laundry equipment, cooking range, etc.

DIVISION 30. MANUFACTURE OF OFFICE, ACCOUNTING AND COMPUTING MACHINERY

- 3000 Manufacture of office, accounting and computing machinery
Manufacture of manual or electric typewriters, photo-copying machines, etc.

DIVISION 31. MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.

- 3110 Manufacture of electric motors, generators and transformers
- 3120 Manufacture of electricity distribution and control apparatus
- 3130 Manufacture of insulated wire and cable
- 3140 Manufacture of accumulators, primary cells and primary batteries
- 3150 Manufacture of electric lamps and lighting equipment
- 3160 Manufacture of other electrical equipment n.e.c.

DIVISION 32. MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS

- 3210 Manufacture of electronic valves and tubes and other electronic components
- 3220 Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
- 3230 Manufacture of television and radio receivers, sound or video recording or reproducing apparatus, and associated goods

DIVISION 33. MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL INSTRUMENTS, WATCHES AND CLOCKS

- 3310 Manufacture of medical appliances and instrument and appliances for measuring, checking, testing navigating and other purpose, except optical instrument
 - 3311 Manufacture of medical and surgical equipment and orthopedic appliances
 - 3312 Manufacture of instruments and appliances for measuring, checking, testing navigating, and
 - 3313 Manufacture of industrial process control equipment
- 3320 Manufacture of optical instrument and photographic equipment

3330 Manufacture of watches and clocks

DIVISION 34. MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS

3410 Manufacture of motor vehicles

3420 Manufacture of bodies (coach work) for motor vehicles, manufacture of trailers and semi-trailers

3430 Manufacture of parts and accessories for motor vehicles and their engines

DIVISION 35. MANUFACTURE OF OTHER TRANSPORT EQUIPMENT

3510 Building and repairing of ships and boats

3511 Building and repairing of ships

3512 Building and repairing of pleasure and sporting boats

3520 Manufacture of railway and tramway locomotives and rolling stock

3590 Manufacture of transport equipment n.e.c.

3591 Manufacture of motorcycles

3592 Manufacture of bicycle and invalid carriages

3599 Manufacture of other transport equipment n.e.c.

DIVISION 36. MANUFACTURE OF FURNITURE; MANUFACTURING N.E.C.

3610 Manufacture of furniture

3690 Manufacturing n.e.c.

3691 Manufacture of jewelry and related articles

3692 Manufacture of musical instruments

3693 Manufacture of sports goods

3694 Manufacture of games and toys

3699 other of manufacturing n.e.c.

Manufacture of pens and pencils, umbrellas, cigarette lighters, candle, brooms, etc.

DIVISION 37. RECYCLING

3710 Recycling of metal waste and scrap

3720 Recycling of non-metal waste and scrap

CATEGORY E. ELECTRICITY, GAS, AND WATER SUPPLY

DIVISION 40. ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY

4010 Production, collection and distribution of electricity

4020 Manufacture of gas; distribution of gaseous fuels through mains

4030 Steam and hot water supply

DIVISION 41. COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER

4100 Collection, purification and distribution of water

CATEGORY F. CONSTRUCTION

DIVISION 45. CONSTRUCTION

4510 Site preparation

4520 Building of complete construction or parts thereof ; civil engineering

4530 Building installations

4540 Building completion

4550 Renting of construction or demolition equipment with operator

CATEGORY G. WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS

DIVISION 50. SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES, MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL

5010 Sale of motor vehicles

5020 Maintenance and repair of motor vehicles

5030 Sale of motor vehicles parts and accessories

5040 Sale, maintenance and repair of motorcycles and related parts and accessories

5050 Retail sale of automotive fuel

DIVISION 51. WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES

5110 Wholesale on a fee or contract basis

5120 Wholesale of agricultural raw materials, live animals, food, beverages and tobacco

Wholesale of agricultural raw materials and live animals

Wholesale of food, beverage and tobacco

5130 Wholesale of household goods

5131 Wholesale of textiles, clothing and footwear

5139 Wholesale of other household goods

5140 Wholesale of non-agricultural intermediate products, waste and scrap

5141 Wholesale of solid, liquid and gaseous fuels and related products

5142 Wholesale of metals and metal ores

5143 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies

5149 Wholesale of other intermediate products, waste and scrap

5150 Wholesale of machinery, equipment and supplies

5190 Other wholesale

DIVISION 52. RETAIL TRADE, EXCEPT OF MOTOR VEHICLE AND MOTORCYCLE; REPAIR OF PERSONAL AND HOUSEHOLD GOODS

5210 Non-specialized retail trade in stores

5211 Retail sale in non-specialized stores with food, beverages or tobacco predominating

5219 Other retail sale in non-specialized stores

5220 Retail sale of food, beverages and tobacco in specialized stores

5230 Other retail trade of new goods in specialized stores

5231 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles

5232 Retail sale of textiles, clothing, footwear and leather goods

5233 Retail sale of household appliances, articles and equipment

5234 Retail sale of hardware, paints and glass

5239 Other retail sale in specialized stores

5240 Retail sale of second-hand goods in stores

5250 Retail trade not in stores

5251 Retail sale via mail order houses

5252 Retail sale via stalls and markets

5253 Other non-store retail sale

5260 Repair of personal and household goods

CATEGORY H. HOTELS AND RESTAURANTS

DIVISION 55. HOTELS AND RESTAURANTS

5510 Hotels; camping sites and other provision of short-stay accommodation

5520 Restaurants, bars and canteens

CATEGORY I. TRANSPORT, STORAGE AND COMMUNICATIONS

DIVISION 60. LAND TRANSPORT; TRANSPORT VIA PIPELINES

6010 Transport via railways

- 6020 Other land transport
 - 6021 Other scheduled passenger land transport
 - 6022 Other non-scheduled passenger land transport
 - 6023 Freight transport by road

- 6030 Transport via pipelines

DIVISION 61. WATER TRANSPORT

- 6110 Sea and coastal water transport
- 6120 Inland water transport

DIVISION 62. AIR TRANSPORT

- 6210 Scheduled air transport
- 6220 Non-scheduled air transport

DIVISION 63. SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES

- 6300 Supporting and auxiliary transport activities; activities travel agencies
 - 6301 Cargo handling
 - 6302 Storage and warehousing
 - 6303 Other supporting transport activities
 - 6304 Activities of travel agencies and tour operators; tourist assistance activities n.e.c.
 - 6309 Activities of other transport agencies

DIVISION 64. POST TELECOMMUNICATIONS

- 6410 Post and courier activities
 - 6411 National post activities
 - 6412 Courier activities other than national post activities
- 6420 Telecommunication

CATEGORY J. FINANCIAL INTERMEDIATION

DIVISION 65. FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING

- 6510 Monetary inter mediation
 - 6511 Central banking
 - 6519 Other monetary inter mediation
- 6590 Other financial inter mediation
 - 6591 Financial leasing
 - 6592 Other credit granting
 - 6599 Other financial inter mediation n.e.c.

DIVISION 66. INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY

6600 Insurance and pension funding, except compulsory social security

6601 Life insurance

6602 Pension funding

6603 Non- life insurance

DIVISION 67. ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION

6710 Activities auxiliary to financial inter mediation, except insurance and pension funding

6711 Administration of financial markets

6712 Security dealing activities

6719 Activities auxiliary to financial inter mediation n.e.c.
(Foreign exchange dealer including money changer)

6720 Activities auxiliary to insurance and pension funding

CATEGORY K. REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

DIVISION 70. REAL ESTATE ACTIVITIES

7010 Real estate activities with own or leases property

7020 Real estate activities on a fee or contract basis

DIVISION 71. RENTING FOR MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS

7110 Renting of transport equipment

7111 Renting of land transport equipment

7112 Renting of water transport equipment

7113 Renting of air transport equipment

7120 Renting of other machinery and equipment

7121 Renting of agricultural machinery and equipment

7122 Renting of construction and civil engineering machinery and equipment

7123 Renting of office machinery and equipment (including computers)

7129 Renting of other machinery and equipment n.e.c.

7130 Renting of personal and household goods n.e.c.

DIVISION 72. COMPUTERS AND RELATED ACTIVITIES

7210 Hardware consultancy

7220 Software consultancy and supply

7230 Data processing

7240 Data base activities

7250 Maintenance and repair of office, accounting and computing machinery

7290 Other computer related activities

DIVISION 73. RESEARCH AND DEVELOPMENT

7310 Research and experimental development on natural sciences and engineering

7320 Research and experimental development on social sciences and humanities

DIVISION 74. OTHER BUSINESS ACTIVITIES

7410 Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy

7411 Legal activities

7412 Accounting, book-keeping and auditing activities; tax consultancy

7413 Market research and public opinion polling

7414 Business and management consultancy activities

7420 Architectural, engineering and other technical activities

7421 Architectural and engineering activities and related technical consultancy

7422 Technical testing and analysis

7430 Advertising

7490 Business activities n.e.c.

7491 Labor recruitment provision of personnel

7492 Investigation and security activities

7493 Building-cleaning activities

7494 Photographic activities

7495 Packaging activities

7499 Other business activities n.e.c.

CATEGORY L. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

DIVISION 75. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

7510 Administration of the state and the economic and social policy of the community

7511 General (overall) public service activities

7512 Regulation of the activities of agencies that provide health care, education, cultural services and other social services, excluding social security

7513 Regulation of and contribution to more efficient operation of business

7514 Ancillary service activities for the Government as a whole

7520 Provision of services to the community as a whole

7521 Foreign affairs (including diplomatic and consular missions station abroad or at office of international organizations

7522 Defense activities (military, armed forces)

7523 Public order and safety activities (police, fire protection)

7530 Compulsory social security activities

CATEGORY M. EDUCATION

DIVISION 80. EDUCATION

8010 Primary education

- 8020 Secondary education
 - 8021 General secondary education
 - 8022 Technical and vocational secondary education
- 8030 Higher education (post-secondary sub-degree level education)
- 8090 Adult and other education (English / French language course or tutorial)

CATEGORY N. HEALTH

DIVISION 85. HEALTH AND SOCIAL WORK

- 8510 Human health activities
 - 8511 Hospital activities
 - 8512 Medical and dental practice activities
 - 8519 Other human health activities
- 8520 Veterinary activities
- 8530 Social work activities
 - 8531 Social work with accommodation
 - 8532 Social work without accommodation

CATEGORY O. OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES

DIVISION 90. SEWAGE AND REFUSE DISPOSAL, SANITATION AND SIMILAR ACTIVITIES

- 9000 Sewage and refuse disposal, sanitation and similar activities

DIVISION 91. ACTIVITIES OF MEMBERSHIP ORGANIZATION N.E.C.

- 9110 Activities of business, employers and professional organizations
 - 9111 Activities of business and employers' organizations
 - 9112 Activities of professional organizations
- 9120 Activities of trade unions
- 9190 Activities of other membership organizations
 - 9191 Activities of religious organizations
 - 9192 Activities of political organizations
 - 9193 Activities of other membership organizations n.e.c.

DIVISION 92. RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES

- 9210 Motion picture, radio, television and other entertainment activities
 - 9211 Motion picture and video production and distribution
 - 9212 Motion picture projection
 - 9213 Radio and television activities
 - 9214 Dramatic arts, music, and other arts activities
 - 9219 Other entertainment activities n.e.c.
- 9220 News agency activities

- 9230 Library, archives, museums and other cultural activities
 - 9231 Library and archives activities
 - 9232 Museums activities and preservation of historical sites and buildings
 - 9233 Botanical and zoological gardens and nature reserves activities
- 9240 Sporting and other recreational activities
 - 9241 Sporting activities
 - 9249 Other recreational activities

DIVISION 93. OTHER SERVICE ACTIVITIES

- 9300 Other service activities
 - 9301 Washing and (dry-) cleaning of textile and fur products
 - 9302 Hairdressing and other beauty treatment
 - 9303 Funeral and related activities
 - 9309 Other service activities n.e.c.

DIVISION 95. PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

- 9500 Private households with employed persons

CATEGORY Q. EXTRA-TERRITORIAL ORGANIZATION AND BODIES

DIVISION 99. EXTRA-TERRITORIAL ORGANIZATION AND BODIES

- 9900 Extra-territorial organization and bodies
(International organization such as United Nation, World Bank
International Monetary Fund, etc.)

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