



KINGDOM OF CAMBODIA
NATION RELIGION KING

Manual Processing Guide

Labor Force Survey

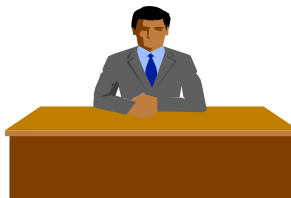
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CHAPTER 1

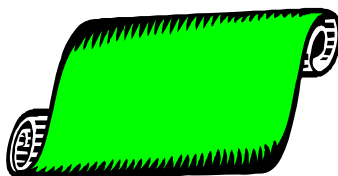
INTRODUCTION



1.1 Purpose of the Processing Manual

This Processing Manual was prepared to serve as a guide for the data processors in their task of checking for the completeness and consistency of entries made by the enumerators in LFS Form 1 (Listing Sheet) and LFS Form 2 (Household Questionnaire). Detailed editing and coding instructions will enable the data processors to correct erroneous entries in the questionnaire before the forms are encoded in the computer.

The reliability and accuracy of the statistics produced by the office depends upon the quality of the data collected and processed in the field. Thus, the data processors are enjoined to perform their tasks with a sense of responsibility.



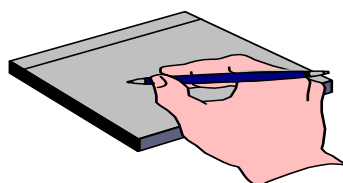
1.2 Forms to be Processed

There are two forms to be processed. These are:

- | | | |
|---------------|---|-------------------------|
| 1. LFS Form 1 | - | Listing Sheet |
| 2. LFS Form 2 | - | Household Questionnaire |

CHAPTER 2

EDITING AND CODING



Editing is a control procedure that helps ensure the quality of data. Through editing, we can look over the entries on the questionnaire for completeness, reasonableness, consistency and legibility.

This section contains the instructions on how to edit accomplished questionnaires. It is your job as a data editor to examine carefully all the answers pertinent to a member of the sample household and see that the answers are complete and consistent with each other and in accordance with the instructions in this manual. It is also your job to verify the correctness of codes entered and to correct codes inconsistent with other entries in the questionnaire.

2.1 General Instructions

1. Editing and coding should be done from left to right (from cols. 1 to 5 in Part I questionnaire and cols. 6 - 25 in Part II questionnaire and by member of the household (line by line).
2. Use red ballpen in editing and coding.
3. Do not erase wrong entries made by the interviewer. To correct a wrong entry, draw a horizontal line and write the correct one above it, keeping it within the space provided. Write the corrections legibly.

Example:

<i>What is____'s age as of his/her birthday?</i>
(4)
98
99
74
15

4. Most of the items in the questionnaire require coded answers. If an item requires a code but the entry is in words, cancel the entry and write the appropriate code.

Example:

<i>Is ____ male or female?</i>
(5)
1 Male

5. Examine any remarks made by the interviewer for clarification of any doubtful entry which can help in editing.
6. Always consult your supervisor when in doubt.
7. After every editing, coding and verification of each questionnaire, you must sign your name on the space provided to you in the Data Processing Record of the LFS Form 2 (Household Questionnaire).
8. Make sure that all the entries are legibly written to facilitate data encoding easily.

2.2 Specific Instructions

2.2.1 LFS Form 1 - Listing Sheet

Follow instructions given below in editing LFS Form 1 - Listing Sheet.

1. Identification Information

Check if this block is properly accomplished and correct codes are entered. Check codes against the codes from the list of sample villages. Enter correct codes if this portion is blank.

2. Household Information

The boxes on top of each page should be properly filled-up and must contain the same codes as in Identification Information (ID). If this part is left blank or different from those in ID, copy the entries from ID onto these boxes.

Col. 1 - Line Number

The line number is used to identify the household in the village and this identification should be maintained throughout the listing sheet. Since each village is expected to have at most 200 households, then the expected sheets to be used is at most 15 pages. In this case, you will renumber the line numbers of household in the succeeding pages. Thus, line number "01" of the second page will be line number "16" and so on; and the line number 01 of the third page will be line number "31" and so on; etc.

Col. 2 - Building Serial Number (BSN)

The *Building Serial Number* (BSN) should have a four-digit number and should appear in consecutive order. Renumber the BSN if it is not consecutively numbered.

Example:

LINE NO.	BLDG SERIAL NO.	HOUSING UNIT SERIAL NO.	HOUSEHOLD SERIAL NUMBER						SAMPLE REFERENCE NUMBER
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	0001	0001	0001						0001
02	0002	0002	7777						-
03	“	0003	0002 0003						0002
04	0003 0004	0004	0003 0004						0003
05	0004 0005	0005	0004 0005						0004
06	0005 0006	0006	0005 0006						0005

Col. 3 - Housing Unit Serial Number (HUSN)

The *Housing Unit Serial Number* (HUSN) should have a 4-digit number and must be sequentially assigned to each of the housing units in the EA. Renumber the HUSN if it is not consecutively numbered. (See example on Col. 2 - Bldg. Serial Number).

Col. 4 - Household Serial Number (HSN)

The *Household Serial Number* (HSN) should have a 4-digit number and should be sequentially assigned to each household in the EA. Thus, the Household Serial Number of the last household listed should be equal to the total number of households in the village or segment.

For the housing unit occupied by foreigners, the Household Serial Number should be "7777". Renumber the HSN if not consecutively numbered. However, do

not change the sample reference number assigned to the household, which is found in column 10.

(See example on Col. 2 - Bldg. Serial Number)

Col. 8 and Col. 9 - Male and Female Household Members

Make sure that for each household, the number of males in Col. 8 matches the entries with code 1 (Male) in Col. 5 of LFS Form 2. Correct LFS Form 1 if inconsistent. Do the same edit for number of females by comparing the entries in Col. 9 with members with code 2 (Female) in Col. 5 of LFS Form 2.

Blank is not acceptable in these columns. Enter "0" if ascertained to be zero.

Col. 7 - Number of Household Members

The entry here should be equal to the sum of the entries in cols. 8 and 9. For sample households, that is, with encircled SRN, check if the total entered in this column is the same as the total number of persons enumerated in the household -- that is, it is the same as the line number of the last household member listed in LFS Form 2. Correct the entry in this column if inconsistent.

2.2.2 LFS Form 2 - Household Questionnaire

Follow instructions given below in editing LFS Form 2 - Household Questionnaire.

1. Identification Information

a. Geographic Identification

Check if this block is properly accomplished and correct codes are entered. If blank or not the same as in LFS Form 1, copy the information on Province, District/Khan, Commune/Sankat, Village/Mondol and Urban/Rural from the Identification Information of LFS Form 1 (Listing Sheet). On the other hand, the sample reference number, name of the household head, address of the household, and the number of household members should match with the sample reference number (Col. 10), name (Col. 5), address (Col. 6) and number of household members (Col. 7) in the Household Information of LFS Form 1 (Listing Sheet), respectively. If the name of the household head do not match, the name of the household head in the Household Questionnaire (LFS Form 2) should prevail. If the sample reference number differ, copy from LFS Form 1 (Listing Sheet).

b. Interview Record

Make sure that the interviewer's portion is properly accomplished, that is, the name and signature of the interviewer, the date the household was interviewed and remarks/observations of the interviewer (if any). The same holds true for the supervisor's portion. Likewise, the name of the respondent(s) should match with the

name(s) listed in col. 2 of Part I of the LFS Form 2 whose line number(s) is(are) encircled. If there is no name of respondent, copy the name corresponding to the encircled line number in col. 1.

2. Questionnaire Items

DEMOGRAPHIC AND ECONOMIC CHARACTERISTICS



Part I - For All Persons

Col. 1 - Line Number

The line number is used to identify each member of the household and this identification should be maintained throughout the questionnaire. If two sets were used, that is, the household has more than 10 members, see to it that the line number on the second set is 11 and so on. If not, make the necessary corrections.

There should be at least one encircled line number. If none, verify from page 1 of the Interview Record the name of the respondent written.

Col. 2 - Name of Household Members

The first member listed should be the head of the household and should match with the name listed in col. 5 of Household Information of LFS Form 1 (Listing Sheet). If the names do not match, correct the name of the household head in the LFS Form 1. Likewise, the name of the household members should appear only once. Otherwise, refer to the supervisor for careful examination.

Col. 3 - Relationship to Household Head

Make sure that code "01" (Head) appears only once in the household. Check also if the listed relationship to head of other members are reasonable. If not, consult the supervisor for careful examination.

If the code in this column is not given, write code "13" (Other Relatives). Valid codes in this column are "01" to "16".

Col. 4 - Age

Valid codes in this column are "00" to "98".

For infants less than 1 year, the entry should be "00"

When the entry is 99 or more, cancel the entry and enter "98". Check if the ages of parents, their children and other relatives are consistent with each other.

If no age is reported, do the following:

- 1) If the age of the husband is not reported but the wife has an entry for age, report as age of the husband an age higher by two (2) years than that of the wife. If the age of a wife is not reported, report her age lower by two (2) years than that of the husband.
- 2) If the age of the child is not reported but he is listed in col. 2:
 - a) as a first child - report an age higher by two (2) years than the next child listed.
 - b) as a last child - report an age lower by two (2) years than the age of the child he/she follows in the list.
 - c) between two children - add ages of the said two children and divide by 2. Take the quotient as the age of the child. If the quotient is not a whole number, round off the number. Consider a fraction of 0.5 or more as 1 year. Consult your supervisor for other cases where there is no entry in age.

Col. 5 - Sex

A male person should have an entry of "1" in this column while a female person, "2". The sex reported for the head and the spouse should be opposite. For example, if the head of the household is male (Sex = 1), then for his spouse (Col. 3 - Relationship to HH Head = 02) the sex should be "2" (Female). If not, make the necessary corrections. For other cases where this column is blank, check from LFS Form 1 the number of males (Col. 8) and females (Col. 9) listed. However, if this is still cannot be ascertained, consult the supervisor who will impute at random the sex of the person.

Part II - For Persons 10 Years Old & Over

Col. 6 to Col. 25

These columns should be for all the members of the household 10 years old and over. For persons below 10 years old, cancel the entries in cols. 6 - 25, if any, and draw a horizontal line from cols. 6 - 25. Note that for persons below 10 years old, entries should only be from cols. 2 - 5.

Applicable items in Cols. 6 - 25 should have entries for persons 10 years old and over.

Col. 6 - Highest Educational Attainment

The entry in the highest educational attainment should be compared with the person's age, that is, verify a reported highest educational attainment which is too high for a person's age. Amend as may be needed. For example, a child 7 years old could not have possibly attained class 7. Normally, a child 7 years old is in class 1 or has completed at most class 1. In this case, change code "07" for class 7 to "01" for class 1.

If there is no entry and the highest grade completed cannot be determined on the related variable such as his/her occupation, enter "99" for not reported/unknown.

Valid codes in this column are "00" to "18" and "88" and "99".

Col. 7 - Current School Attendance

Valid codes in this column are "1" and "2".

Col. 8 - Did ____ do any work at all even only for one hour during the past week for pay or family gain or helped on own farm & in family business with or without pay?

Valid codes in this column are "1" and "2". If entry is "1", put a dash in cols. 9 and 10. If "2", there should be entry in col. 9.

Col. 9 - During the past week, did ____ do any of the ff: grow crops or vegetables, raise livestock or chicken, clean or till land, gather firewood, hunt, catch fish, weave cloth, basket or mat?

There should be an entry here if the code in col. 8 is "2". Otherwise, put a dash (-) instead. Valid codes in this column are "1" and "2".

Col. 10 - Although ____ did not work, did he/she have a job or employment during the past week?

There should be an entry here if the code in cols. 8 and 9 is "2". Otherwise, put a dash (-) in this column. Valid codes are "1" and "2".

Col. 11 - How many hours did ____ work during the past week?

There should be an entry here if the code in cols. 8 or 9 is "1". If the code in cols. 8 and 9 is "2" and there is an entry in this column, cancel "2" in cols. 8 and 9 and enter "1" in col. 8 and put a dash (-) in col. 9. The entry in this column should be the actual number of hours worked by the person in all the jobs that he held during the past week.

Col. 12 - What was ____'s primary/main occupation during the past week?

There should be a write-in primary occupation in this column if the code in cols. 8, 9

or 10 is "1". The entry here should be sufficiently described to allow 4-digit coding. If blank, consult your supervisor.

If the entry here is "student", line out entries from cols. 12 to 23 and change codes in cols. 8, 9 and 10 into code "2" and then skip to col. 24. Likewise, if there is an entry in col. 11, line out the entry and put a dash (-) instead.

Col. 13 - Code for primary occupation

Refer to the Occupation Group Code Book. These codes should be in 4 digits.

Col. 14 - In what kind of economic activity or industry did ____ work during the past week?

The write-in entry in this column should be the nature and character of the business or industry where work was performed in relation to the primary occupation reported in col. 12. The kind of economic activity should be sufficiently described to allow 4 - digit coding. If blank, consult the supervisor.

Col. 15 - Code for the kind of economic activity of industry

Refer to the Industrial Classification Code Book provided to you. The codes for this column should be in 4 digits.

Col. 16 - What was the nature of ____'s employment?

The entry in this column should be the nature of the person's employment in relation to the primary occupation reported in col. 12. Valid code ranges from "1" to "5". If outside the range, enter code "5".

Col. 17 - What was ____'s status in employment?

The entry in this column should be the person's status in employment in relation to the primary occupation reported in col. 12. Valid code ranges from "1" to "5".

If blank or entry is outside the range 1 to 5 and there is entry in any of cols. 18 and 19, enter code "3" (Employee). If there is entry in col. 20, enter code "2" (Own-account worker). Otherwise, enter code "5" (Others).

Col. 18 - How much is ____'s average monthly wages?

There should be an entry here if the code in col. 17 is "3" (Employee). If there is an entry, valid codes are from "01" to "10".

Col. 19 - How much remuneration in kind did _____ receive last month?

This column may or may not have an entry if the code in col. 17 is "3" (Employee). If there is an entry, valid codes are from "01" to "10".

Col. 20 - How much is ____'s monthly average earnings whether in cash or in kind from his/her business/ profession?

This column should have an entry if the code in col. 17 is either "1" (Employer) or "2" (Own Account Worker). If there is an entry, valid codes are from "01" to "10".

Col. 21 - How much tips/commissions did ____ receive last month?

This column may or may not have an entry for all types of workers. Put a dash (-) if there's no commissions or tips. If there is an entry, valid codes are from "01" to "10".

Col. 22 - Was __ available for additional work during the past week?

There should be an entry here if the code in cols. 8, 9 or 10 is "1". Valid codes in this column are "1" and "2".

Col. 23 - Was ____ seeking additional work in the past week?

There should be an entry here if the code in col. 22 is "1". Otherwise, put a dash (-) in this column. Valid codes in this column are "1" and "2".

Col. 24 - Was ____ available and actively seeking for work?

This column should have an entry if the codes in cols. 8, 9 and 10 are "2". Valid codes are "1" and "2".

If there is entry in col. 25, enter code "2". If both col. 24 and col. 25 are blank, enter code "1" in col. 24 and "-" in col.25.

Col. 25 - Reasons for not being available and/or did not seek work

This column should have an entry if the code in col. 24 is "2". Valid code ranges from "1" to "10". If outside this range, enter code "10".

CHAPTER 3

FOLIOING OF EDITED QUESTIONNAIRES

Folioing is a process of grouping the questionnaires together to facilitate easy handling and machine processing. These should be done as soon as the questionnaires have been manually edited.

The steps in folioing the *listing sheets* (**LFS Form 1**) and *edited questionnaires* (**LFS Form 2**) are as follows:

1. Folio separately LFS Form 1, LFS Form 2 and maps. Folio the LFS Form 1 by province and the LFS Form 2 by village/EA. Use LFS Form 6 (See Appendix) as a folio cover for LFS Form 1.
2. Sort the LFS Form 2s for a particular village/EA in chronological order by Sample Reference Number (SRN) of the household with the lowest SRN on top of the folio.
3. Each folio should contain 10 questionnaires, meaning 1 village/segment is equal to 1 folio.
4. Check that all questionnaires of LFS Form 2 used for one household go together in the same folio.
5. Cover the folio of LFS Form 2 using **LFS Form 5 -Folio Cover** (See Appendix)
6. Fill-up the necessary information required in the LFS Form 5 (Folio Cover) such as province code, district/khan code, commune/sangkat code, village/mondol code, urbanity, survey quarter and the number of questionnaires contained in the folio.
7. Bundle the folio using the shoelace or plastic straw.

For the maps, the following procedures should be followed in folioing:

1. Write on the upper right hand portion of the maps (notional and sketch maps), the geographic identification of the EA/village by copying the province name and code; district name and code; commune name and code; and, village name and code from the Geographic Identification (ID) of the LFS Form 2.
2. Sort the maps for a particular province in chronological order by district, by commune and by village codes.
3. Check that the notional and sketch maps used for one village go together in the same folio.
4. Folio the maps by province using LFS Form 7 (See Appendix) as the folio cover and bundle it using the fastener.

APPENDICES

OCCUPATIONAL CLASSIFICATION CODES

Section 1. Brief Description of Major Occupation Groups

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

Major group 1. Legislators, senior officials and managers

This major group includes occupations whose main tasks 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 planning, directing and co-ordinating the policies and activities of enterprises and organisations, or departments.

Major group 2. Professionals

This major group includes occupations whose main tasks 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 tasks 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 require 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 organisations 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 materials 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 main 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 occupations

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 exceptions, 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 labourers in the fields of mining, agriculture and fishing, construction and manufacturing.

Major 0. 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 members of the 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 defence issues; police (other than military police);

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 groups to facilitate classification.

MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

Code	Description of Occupation
1	LEGISLATORS, SENIOR OFFICIALS AND MANAGERS
1100	Government and Legislators and Senior Officials Organization
1110	Legislators President of the National Assembly Prime Minister Ministers Vice-President of the National Assembly
1120	Senior Government Officials
1130	Traditional Chiefs and Head of Villages
1140	Senior Officials of Special-Interest Organizations Senior officials of political party organizations Senior officials of employers workers and other economic-interest organizations Senior officials of workers and labor organizations Senior officials of humanitarian and other special-interest organization
1200	Corporate Managers
1210	Director and chief executives Chief executive, enterprise Director-general, enterprise Director-general, organization Managing director, enterprise Managing director, organization President, organization
1220	Production and operations department managers Production and operations department managers in: Agriculture, hunting, forestry and fishing Manufacturing Construction Restaurants and hotel Transport, storage and communications Business services Personal care, cleaning and related services Production and operations department managers n.e.c.

**MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND
MANAGERS (Continued)**

Code	Description of Occupation
1230	Other department managers Finance and administration department managers Personnel and industrial relations department managers 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.
1300	General Managers
1310	General Managers General managers in Agriculture, hunting, forestry and fishing Manufacturing Construction Restaurants and hotel Transport, 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 supervisors Air transport service supervisors Postal service supervisors (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

Code	Description of Occupation
2	PROFESSIONALS
2100	Physical Mathematical and Engineering Science Professionals
2110	Physicists, Chemists and Related Professionals Physicist Meteorologists Chemists
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 telecommunications engineers Mechanical engineers Chemical engineers Mining engineers, metallurgists and related professionals Architects, engineers and related professionals n.e.c
2200	Life Science and Health Professionals
2210	Life Science Professionals Agronomists and related scientists Foresters and related professionals
2220	Health Professionals (except nursing) Medical doctors Dentists Veterinarians Pharmacists Dieticians and nutritionists Optometrists and opticians Medical technologists Other health professionals (except nursing)
2230	Nursing and Midwifery Professionals Professional nurses Professional midwives
2300	Teaching Professionals
2310	College, University and Higher Educational Teaching Professionals

MAJOR GROUP 2: PROFESSIONALS (Continued)

Code	Description of Occupation
2320	Upper Secondary and Technical Education Teaching Professionals Technical and vocational instructors/trainers Teacher, general upper secondary education Vocational education teaching professionals
2330	Lower Secondary and Primary education Teaching Professionals
2340	Pre-Primary Education Teaching Professionals Nursery school, Kindergarten, Preparatory school teachers
2350	Special Education Teaching Professionals Teacher for adult literacy, Non-formal education teacher Teacher for special education for the handicapped and disabled
2360	Other Teaching Professionals Education method adviser, Teaching technology specialist
2390	Other Teaching Professionals n.e.c.
2400	Other Professionals
2410	Business Professionals Accountants and auditors Other business professionals: Market research analyst, Public relation officer
2420	Legal Professionals Lawyers, prosecutors, 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, Professional Monk, Professional Nun, Chaplain, Priest, Missionary, Other ministers of religion and related members of religious orders

**MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE
PROFESSIONALS**

Code	Description of Occupation
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 engineering technicians Other physical science and engineering technicians
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
3200	Life Science and Health Associate Professionals
3210	Life Science Technicians and Related 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 associate professionals (except nursing), n.e.c.
3230	Nursing and Midwifery Associate Professionals Nursing associate professionals Midwifery associate professionals

**MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE
PROFESSIONALS (Continued)**

Code	Description of Occupation
3240	Traditional Medicine Practitioners and Faith Healers Traditional doctors, Traditional midwives, Faith healers Other Traditional associate professionals
3300	Teaching Associate Professionals
3310	Primary Education Teaching Associate Professionals
3320	Pre-Primary Education Teaching Associate Professionals
3330	Special Education Teaching Associate Professionals
3340	Other Teaching Associate Professionals
3400	Other Associate Professionals
3410	Finance and Sales Associate Professionals Traditional doctors, Traditional midwives, Faith healers Other Traditional associate professionals
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 secretaries 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 officer, Commissioned police investigator Forest guard
3460	Social Work Associate Professionals Assistants social worker Assistants culture center worker Assistant 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, sportpersons and related associate professionals
3480	Religious Associate Professionals Monk, associate professional Nun, associate professional Preacher, lay

MAJOR GROUP 4: CLERKS

Code	Description of Occupation
4	CLERKS
4100	Office Clerks
4110	Secretaries and Keyboard-Operating Clerks Typists Word-processors and related 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
4200	Customer Services 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

Code	Description of Occupation
5	SERVICE AND SHOP AND MARKET SALES WORKERS
5100	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 service) 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)
5200	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 salesperson Market salesperson Street stall salesperson

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

Code	Description of Occupation
6	SKILLED AGRICULTURAL AND FISHERY WORKERS
6100	Market-Oriented Skilled Agricultural and Fishery Workers
6110	Market Gardeners and Crop Growers
6111	Field crop and vegetable growers: Paddy farmer, Corn farmer, Sugarcane farmer, Soybean farmer, Beans farmer, Spices and condiments farmer, Cotton farmer, Pineapple farmer, 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
6113	Gardeners, horticultural and nursery growers Mushroom cultivator Insecticidal and medicinal plant grower Other horticultural and nursery growers
6114	Mixed crop farmers/growers
6120	Market-Oriented Animal Producers and Related Workers
6121	Livestock producers Cattle farmer, Hog raising farmer, Goat farmer, Carabao farmer
6122	Poultry producers Chicken (meat and egg) farmer Duck/Geese (meat and egg) farmer Quail (meat and egg) farmer
6123	Mixed animal producers
6129	Market oriented animal producers and 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
6200	Subsistence Agricultural and Fishery Workers
6210	Subsistence Agricultural and Fishery Workers Skilled/subsistence farming farmer Skilled/subsistence farming farm worker: Tanbark gatherer, Firewood gatherer, Thatch gatherer Other forest products gatherer

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

Code	Description of Occupation
7	CRAFT AND RELATED TRADES WORKERS
7100	Extraction and Building Trades Workers
7110	Miners, Stone Cutters and Carvers Miners and quarry workers Stone splitters, cutters and carvers
7120	Building Frame and Related Trades Workers
7121	Builders, 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
7200	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 flamecutters Sheet-metal workers Structural-metal preparers and erectors Riggers and cable splicers Underwater workers
7220	Blacksmiths, Tool-Makers and Related Trades Workers Blacksmiths, hammer-smiths and forging press workers Tool makers 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

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS
(Continued)

Code	Description of Occupation
7240	Electrical and Electronic Equipment Mechanics and fitters
7300	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 Jewellery and precious metal workers
7320	Potters, 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 Materials 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
7400	Other Craft and Related Trades Workers
7410	Food Processing and Related Trades Workers Butchers, fishmongers and related food preparers 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 Sewers, 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

Code	Description of Occupation
8	PLANT AND MACHINE OPERATORS AND ASSEMBLERS
8100	Stationary-Plant and Related Operators
8110	Mining and Related Processing Plant Operators Mining plant operators Mineral ore and stone processing plant operators Well drillers and borers and related workers
8120	Metal-Processing-Plant Operators Ore and metal furnace operators Metal melters, casters and rolling mill operators Metal drawers and extruders
8130	Glass, Ceramics and Related Plant Operators Glass and ceramics kin and related machine operators Glass ceramics and related plant operators n.e.c.
8140	Wood-Processing and Papermaking-Plant Operators Wood processing plant operators Paper pulp plant operators Papermaking plant operators
8150	Chemical-Processing-Plant Operators 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 Power production plant operators Steam engine and boiler operators Incinerator, water treatment and related plant operators
8170	Automated-Assembly-Line and Industrial-Robot Operators
8200	Machine Operators and Assemblers
8210	Metal and Mineral-Products Machine Operators Machine tool operators Cement and other mineral products machine operators
8220	Chemical-Products Machine Operators Pharmaceutical and toiletry products machine operators Metal finishing, plating and coating machine operators Photographic products machine operators Chemical products machine operators n.e.c.
8230	Rubber and Plastic-Products Machine Operators Rubber products machine operators Plastic products machine operators
8240	Wood-Products Machine Operators

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS (Continued)

Code	Description of Occupation
8250	Printing, Binding, and Paper-Products Machine Operators Printing machine operators Bookbinding machine operators Paper products machine operators
8260	Textile, Fur, and Leather-Products Machine Operators 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.
8270	Food and Related Products Machine Operators Meat and fish processing machine operators Grain and spice milling machine operators Fruit, vegetable and nut processing 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
8300	Drivers and Mobile-Plant Operators
8310	Locomotive-Engine Drivers and Related Workers Locomotive engine drivers Railway brakemen, signallers and shunters
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

Code	Description of Occupation
9	ELEMENTARY OCCUPATIONS
9100	Sales and Services Elementary Occupations
9110	Street Vendors and Related Workers Street food vendors Street vendors, non food products Door to door and telephone salespersons
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 Messengers, package and luggage porters and deliverers Doorkeepers, watchpersons and related workers Vending machine money collectors, meter readers and related workers
9160	Garbage Collectors and Related Labourers Garbage collectors Sweepers and related labourers
9200	Agricultural, Fishery and Related Labourers
9210	Agricultural, Fishery and Related Labourers Farm hands and labourers Forestry labourers Fishery, hunting and trapping labourers
9300	Labourers in Mining, Construction, Manufacturing and Transport
9310	Mining and Construction Labourers Mining and quarrying labourers Construction and maintenance labourers Building construction labourers
9320	Manufacturing Labourers Assembling labourers Hand packers and other manufacturing labourers
9330	Transport Labourers and Freight Handlers Hand or pedal vehicle drivers Drivers of animal drawn vehicles and machinery Freight handlers

MAJOR GROUP 0: ARMED FORCES

Code	Description of Occupation
0	ARMED FORCES
0100	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 plaiting, 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 or 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 maté 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, goose, 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 activates
 - 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 service 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 propagation 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 wild 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; service activities 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 molluscs 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 crude 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 clays 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, oils 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 oils and fats
- 1520 Manufacture of dairy products
- 1530 Manufacture of grain mill products, starches and 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 textile 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, saddlery and harness

1911 Tanning and dressing of leather

1912 Manufacture of luggage, handbags and the like, saddlery 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 Sawmilling and planing 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, postcards, envelopes)

DIVISION 22. PUBLISHING, PRINTING 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 chemicals
- 2411 Manufacture of basic chemicals, except fertilizers and nitrogen compounds
- 2412 Manufacture of fertilizers and nitrogen 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 coatings, 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 PLASTICS PRODUCTS

- 2510 Manufacture of rubber products
- 2511 Manufacture of rubber tires and tubes; retreading 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 mineral 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 metal 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 service activities
- 2891 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
- 2891 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 bearings, gears, gearing and driving elements
- 2914 Manufacture of ovens, furnaces and furnace burners
- 2915 Manufacture of lifting and handling equipment
- 2919 Manufacture of other general purpose machinery
- 2920 Manufacture of special purpose machinery
- 2921 Manufacture of agricultural and forestry machinery
- 2922 Manufacture of machine-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 textile, apparel and leather production
- 2927 Manufacture of weapons and ammunition
- 2929 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 telephone 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 instruments and appliances for measuring, checking, testing, navigating and other purpose, except optical instruments
- 3311 Manufacture of medical and surgical equipment and orthopaedic appliances
- 3311 Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment
- 3313 Manufacture of industrial process control equipment
- 3320 Manufacture of optical instruments 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 (coachwork) 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 bicycles 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 jewellery and related articles
- 3692 Manufacture of musical instruments
- 3693 Manufacture of sports goods
- 3694 Manufacture of games and toys
- 3699 Other manufacturing n.e.c.
Manufacture of pens and pencils, umbrellas, cigarette lighters, candles,
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 constructions 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; RETAILS SALE OF AUTOMOTIVE FUEL**

- 5010 Sale of motor vehicles
- 5020 Maintenance and repair of motor vehicles
- 5030 Sale of motor vehicle 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, beverages 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 MOTORCYCLES; 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 of 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 Telecommunications

CATEGORY J. FINANCIAL INTERMEDIATION

DIVISION 65. FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING

- 6510 Monetary intermediation
- 6511 Central banking
- 6519 Other monetary intermediation
- 6590 Other financial intermediation
- 6591 Financial leasing
- 6592 Other credit granting
- 6599 Other financial intermediation 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 intermediation, except insurance and pension funding
- 6711 Administration of financial markets
- 6712 Security dealing activities
- 6719 Activities auxiliary to financial intermediation 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 OF 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. COMPUTER 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 Labour recruitment and 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

7511 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 stations abroad or at offices of international organizations)

7522 Defence 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 Museum 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 ORGANIZATIONS AND BODIES

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