

**ADDITIONAL OFFICE EDITING GUIDELINES FOR 2002 OWS**

<b>Item</b>	<b>Page</b>	<b>Guidelines</b>
Address label	Cover	<ul style="list-style-type: none"> <li>Only the GEO and PSIC codes may be changed based on changes in address and entries in Part A item 1 Main economic Activity and Major Products/Goods or Services.</li> <li>ATE codes need not be changed. However, space for Total Employment should always be filled out.</li> </ul>
Status Code	Cover	<ul style="list-style-type: none"> <li>If employment size is less than 40, write OSE in the space provided for OTH.</li> <li>Only RET questionnaires with total employment of 40 persons or more shall be eligible for processing. This shall be batched and labeled RET- ____.</li> </ul>
<b>Part A: General Information</b>		
How many did your establishment employ?	3	<ul style="list-style-type: none"> <li>If working owners are included in Part B, cross out entry in "working owner and unpaid family worker" and add/count as "time-rate on full-time basis".</li> </ul>
What was the normal or regular working hours per day for majority of your time-rate workers?	3	<ul style="list-style-type: none"> <li>If entry refers to office hours e.g. 8:00 – 5:00, change to number of normal or regular working hours per day such as 8.</li> </ul>
<b>Part B: Employment and Wage Rates of Time Rate Workers on Full Time Basis</b>		
Basic Pay - Total	4	<ul style="list-style-type: none"> <li>Total (sum of cols. 2,4 and 6) should always be equal to entry in Part A item 2 "time-rate on full-time basis".</li> <li>If less, return to enumerator.</li> <li>If greater than, check if working owners in Part A were included in Part B. If so, cross out entry in "working owner and unpaid family worker" and add/count as "time-rate on full-time basis" in Part A.</li> </ul>
<b>Part D: Key and Representative Occupations in the Establishment</b>		
Column 1- 1992 PSOC	12	<ul style="list-style-type: none"> <li>Need not be coded.</li> </ul>
Occupation and Main Functions	12	<ul style="list-style-type: none"> <li>Should have complete entries</li> </ul>
Workers – Time-rate and Output rate	12	<ul style="list-style-type: none"> <li>Should also have entries for each reported occupation.</li> </ul>

**BASES FOR THE REVIEW OF OCCUPATIONS FOR 2002 OWS**

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Mining and Quarrying	-Continuous Mining Machine Operator Mine Cutting and Channeling Machine Operator -Separating, Filtering, Clarifying, Precipitating and Still Machine Setter, Operator and Tender -Operating Engineer and Other Construction Equipment Operator			
Manufacturing	Food: -Meat, Poultry and Fish Cutter and Trimmer -Slaughterer and Meat Packer -Packaging and Filling Machine Operator and Tender  Apparel and Other Finished Products: -Sewing Machine Operator	-Welder		-Mechanical Engineer -Dressmaker -Warehouse crew -General Mechanic -Food Processor

INDUSTRY	OCCUPATION				
	OES	KILM	EHES	LM PROFILE	
Manufacturing	Leather and Leather Products: -Sewing Machine Operator -Shoe and Leather Worker and Repairer Shoe Machine Operator and Tender  Chemical: -Chemical Plant and System Operator -Chemical Equipment Operator and Tender -Mixing and Blending Machine Setter, Operator and Tender -Packaging and Filling Machine Operator and Tender  Petroleum: -Petroleum Pump System Operator, Refinery Operator and Gauger  Basic Metal: -Extruding and Drawing Machine				

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Manufacturing	<p>Setter, Operator and Tender, Metal and Plastic</p> <p>Fabricated Metal: -Team Assembler -Cutting, Punching and Press Machine Setter, Operator and Tender, Metal and Plastic</p> <p>Furniture and Fixtures: -Team Assembler -Cabinet maker and Bench carpenter -Woodworking machine setter, operator and tender, wood upholsterer</p> <p>Paper and Allied Products: -Paper goods machine setter, operator and tender</p> <p>Industrial and Commercial Machinery: -Machinist -Welder -Team Assembler</p>			

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
	<p>Electronic and Other Electrical Equipment and Components Except Computer Equipment:            -Electrical and Electronic Equipment Assembler            -Team Assembler</p> <p>Rubber:            -Team Assembler            -Extruding, Forming, Pressing, Pressing and Compacting Machine Setters, Operators and Tenders            -Mechanical Engineers</p> <p>Plastic:            -Team Assemblers            -Molding, Coremaking and Casting Machine Setters, operators and Tenders</p>			

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Electricity, Gas and Water	-Electrical Power-Line Installer and Repairer		-Sr. Network Adm -Control and Instrumentation Supervisor -Maintenance Service Supervisor -Lab. Technician -Sr. Draftsman -Call Center Representative	-Civil Engineers -Electrical Engineer -Electrician -Plumber
Construction	-Carpenters -Construction labourer	-Construction labourer	-Landscape Supervisor -Safety Engineer -Horticulture Analyst	-Civil Engineers -Structural Engineer -Carpenter -Mason -Steelman -Bldg. Electrician -Painter
Trade	-Sales Representative -Stock Clerk -Truck Driver -Cashier -Retail Person -Stock Clerk		-Network Administration -Supply Chain Analyst Supervisor -Telemarketer	-Sales Executive -Cashier -Stockman -Saleslady
Hotels and Restaurants	-Maid and Housekeeping Cleaner -Waiter/ waitress -Hotel, Motel and Resort Desk Clerk		-Hygiene and Sanitation Manager	

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Transport, Storage and Communication	<p>Land Transport: -Truck Driver, Heavy and Tractor-Trailer -Laborer and Freight, Stock and Material Worker</p> <p>Water Transport: -Sailor and Marine Oiler -Captain's Mate and Pilot of Water Vessel -Laborer</p> <p>Air Transport: -Airline Pilot</p> <p>Communication- Network Systems and Data Comm. Analyst -Customer Service Rep. -Telecom. Equipment Installer and Repairer and Repairer -Telecom. Line Installer and Repairer</p>		<p>-Safety Engineer -Data Comm. Engineer -Call Center Representative -Career Relations Payphone and Access Service -Telemarketer</p>	<p>-Electronics Engineer -Auto Mechanic -Auto Electrician</p>
Financial Intermediation	<p>-Automated Teller Machine Repairer -Teller -Customer Service Representative -Loan Int. -New Accounts Clerk</p>	<p>-Computer Programmer in Insurance -Accountant in banking</p>		<p>-Accountant -Acctg. Clerk -Economist</p>

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Real Estate, Renting and Business Activities	Computer: -Computer Hardware Engineer -Computer Programmer -Computer Software Engineer, Application -Computer Support Specialist -Computer Systems Analyst  Real Estate -Property, Real Estate and Community Assoc. Manager -Bookkeeping / Acctg Clerk -Truck Drivers -Laborers -Stock Freight and Material Movers  Research and Dev: -Interviewer -Office Clerk -Survey Researcher -Market Research Analyst -Computer Software Engineer -Management Analyst			-Computer Programmer -Computer encoder -Researcher

INDUSTRY	OCCUPATION			
	OES	KILM	EHES	LM PROFILE
Education	-Elementary Teacher -Teacher Assistant	-First Level Education Teacher		-Secondary Education Teacher -Elem. Education Teacher
Health and Social Work	-Nurse	-Professional Nurse		-Nurse -Midwife
Other Community, Social and Personal Services				

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## 2002 OWS SUMMARY OF REVISIONS

### A. Questionnaire Design / Contents:

1. Reduction in paper size, increase in number of pages from 8 to 16
2. Part A: General Information
  - a) Splitting of Time-Rate Workers into Full-Time and Part-Time in consideration of NEDA comment;
  - b) Additional category for employment of Working Owners and Unpaid Workers as these are not employees like time-rate and output workers who are paid on basis of time or output;
  - c) Query on market orientation (engaged in export or not) will be limited to manufacturing establishments to focus on establishments engaged in merchandise exports. Establishments engaged in export of non-factor services – difficult to ascertain and confused the non-manufacturing respondents in 1999 round
3. In Part C, provision for 7 occupations increased to 10
4. Additional section (Part D) on key and representative occupations to validate existing occupational coverage and to provide basis for its expansion in subsequent rounds
5. Elaboration of Remarks in Part E to distinguish comments on data provided for the 2002 OWS, on results of the 1997 and 1999 OWS, on improvements on the design/contents of the questionnaire
6. Additional section (Part G) on industries with selected occupations to aid field enumerators on the provision of correct occupational sheet to the establishment during delivery of questionnaire.

### B. Industries Covered:

The 2002 OWS will cover 58 industries for consistency with those covered in the Labor Cost Survey, another wage survey of the BLES. (Parts A and B)

Part C of the 2002 OWS will cover 43 non-agricultural industries from only 41 industries in 1999 and 1997 due to uniqueness of industries and occupations particularly those in production works.

- Splitting of Manufacture of Rubber and Plastic Products (D 25) into Manufacture of Rubber Products (D251) and Manufacture of Plastic Products (D252);
- Inclusion of other Land Transport (I60 except I6011)

Following is a presentation of inclusion and exclusions from the 2-digit numeric PSIC of some industries. This is for purposes of documentation that was not done in 1997 and 1999 rounds.

1994 PSIC	Industry Description	Included	Excluded	Reason for Exclusion
D20	Manufacture of Wood, Wood Products and Cork, except Furniture; Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials			
1994 PSIC	Industry Description	Included	Excluded	Reason for Exclusion
D201	Manufacture of Wood and Wood Products, except Furniture	X		
D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials, except Furniture; Manufacture of Other Products of Wood		X	Usually with workers paid on piece-rate basis

D22	Publishing, Printing and Reproduction of Recorded Media			
D221	Publishing	X		
D222	Printing and Service Activities related to Printing	X		
D223	Publishing and Printing Activities	X		
D224	Reproduction of Recorded Media		X	No occupations to be monitored
D35	Manufacture of Other Transport Equipment			
D351	Building and Repairing of Ships and Boats	X		
D352	Manufacture of Railway and Tramway Locomotives and Rolling Stock		X	Only D351 was considered because it was identified as one of the priority industries under the GATT
D359	Manufacture of Transport Equipment n.e.c.		X	
1994 PSIC	Industry Description	Included	Excluded	Reason for Exclusion
G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel			
G501	Sale of Motor Vehicles	X		
G502	Maintenance and Repair of Motor Vehicles	X		
G503	Sale of Motor Vehicle Parts and Accessories	X		
G504	Sale, Maintenance and Repair of Motorcycles and Related Parts and Accessories	X		
G505	Retail Sale of Automotive Fuel		X	No occupations to be monitored

G52	Retail Trade, except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods			
G521	Non-specialized Retail Trade in Stores	X		
G522	Other Retail Trade of New Goods in Specialized Stores	X		
G523	Other Retail Trade of New Goods in Specialized Stores	X		
G524	Retail Sale of Second-Hand Goods in Stores	X		
G525	Retail Trade not in Stores	X		
G526	Repair of Personal and Household Goods		X	No occupations to be monitored
1994 PSIC	Industry Description	Included	Excluded	Reason for Exclusion
I60	Land Transport; Transport via Pipelines			
I6011	Bus Line Operation	X (separated from rest of I60 as it is one of the priority industries under the GATT)		
I6012	Transport via Railways			
I6013	Operation of Freight Transport by Road	X		
I602	Transport via Pipelines	X		
I609	Other Land Transport Operation	X		

K74	Miscellaneous Business Activities			Heterogeneity in occupational coverage
K7411	Legal Activities		X	
K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	X		
K7413	Market Research and Public Opinion Polling		X	
K7414	Business and Management Consultancy Activities		X	
K7421	Architectural, Engineering and Related Technical Consultancy	X		
K7422	Technical Testing and Analysis		X	
K743	Advertising		X	
K749	Business Activities n.e.c		X	
1994 PSIC	Industry Description	Included	Excluded	Reason for Exclusion
N85	Health and Social Work			
N8511	Public Medical, Dental and Other Health Services		X	This is traditionally excluded in the coverage of BLES surveys
N8512	Private Medical, Dental and Other Health Services	x		
N8513	Other Hospital Activities and Medical and Dental Practices, n.e.c		X	No occupations to be monitored
	Veterinary Activities			
N852			X	No occupations to be monitored
	Social Work Activities			
N853			X	No occupations to be monitored

C. Occupations Covered:

1. Sources used in the review of the occupations for the 2002 OWS are as follows:
  - 2001-2002 Key Indicators of the Labor Market, International Labour Organization
  - Emerging occupations reported in the 3<sup>rd</sup> and 4<sup>th</sup> quarters 2001 EHES
  - National Economic Development Authority (NEDA) (National Planning and Policy Staff) reply to written query by BLES
  - Technical Education and Skills Development Authority (TESDA) reply to written query by BLES
  - Occupational Employment Survey (OES) of the US Bureau of Labor Statistics
2. At most ten (10) occupations will be covered in each industry or a total of 168 occupations from 161 in 1999. In 1997, two occupations did not have reports e.g., coke production plant operators and chemical filtering and separating equipment operators.
3. Additional occupations have been identified for the following industries:

1994 PSIC	Industry Description	Occupation	Basis
D251	Manufacture of Rubber Products	Mechanical Engineers*	OES
D252	Manufacture of Plastic Products	Mechanical Engineers*	OES
E40	Electricity, Gas Steam and Hot Water Supply	Customer Service Representatives / Associates (in call centers)	BLES review, expansion of occupational coverage in industry
E41	Collection, Purification and Distribution of Water	Customer Service Representatives / Associates (in call centers)	BLES review, expansion of occupational coverage in industry
F45	Construction	Heavy Equipment Mechanics	TESDA
G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	Technical and Commercial Sales Representatives*	BLES review, expansion of occupational coverage in industry
G51	Wholesale Trade, except of Motor Vehicles and Motorcycles	Telemarketers	EHES
G52	Retail Trade, except of Motor Vehicles and Motorcycles	Telemarketers	EHES
I6011	Bus Line Operations	Bus Inspectors	BLES review, expansion of occupational coverage in industry
Rest of I6011	Other Land Transport (except I6011)	Heavy Truck and Lorry Drivers*	TESDA
I64	Post and Telecommunications	Customer Service Representatives / Associates (in call centers)	NEDA EHES
J65	Banking Institutions	Customer Service Representatives / Associates (in call centers)	NEDA
J66	Non-Bank Financial Intermediation	Customer Service Representatives / Associates (in call centers)	NEDA

J67	Insurance and Pension Funding	<ul style="list-style-type: none"> <li>• Computer Programmers*</li> <li>• Customer Service Representatives / Associates (in call centers)</li> </ul>	KILM NEDA
1994 PSIC	Industry Description	Occupation	Basis
K72	Computer and Related Activities	Computer Engineers	BLES review, expansion of occupational coverage in industry
N8512	Private Education Services	Pre-Elementary Education Teaching Professionals	NEDA
	Rest of the industries that did not previously monitor the occupation	Accounting and Bookkeeping Clerks*	BLES review, benchmark occupation
	All of the 43 industries	Unskilled Workers except Janitors, Messengers and Freight Handlers	BLES review, in aid of minimum wage determination

\*Previously monitored in other industries.

4. For the following occupations not coded in the 1992 PSOC, codes were assigned by BLES.

Occupation	BLES Code
Telemarketers	4224
Customer Service Representatives/ Associates (in call centers)	4225
Bus Inspectors	5114
Service Crew	5120
Unskilled Workers except Janitors, Messengers and Freight Handlers	9400

**METALLIC ORE MINING (C10)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2156	Mining Engineers and Metallurgists
3117	Mining and Metallurgical Engineering Technicians
4121	Accounting and Bookkeeping Clerks
7111	Miners
7112	Shotfirers and Blasters
8111	Mining Plant Operators
8112	Mineral Ore Processing Plant Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**NON-METALLIC MINING AND QUARRYING (C11)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2156	Mining Engineers
3117	Mining Engineering Technicians
4121	Accounting and Bookkeeping Clerks
7111	Miners and Quarry Workers
8111	Mining Plant Operators
8112	Stone Processing Plant Operators
8113	Well Drillers and Borers and Related Workers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**FOOD PRODUCTS AND BEVERAGES(D 15)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2155	Food Technologist
3116	Chemical Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
741	Food Processing and Related Trades Workers
826	Food and Related Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF TEXTILES (D 17)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
7431	Fiber Preparers
7432	Weavers, Knitters and Related Workers
8251	Fiber Preparing, Spinning and Winding Machine Operators
8252	Weaving and Knitting Machine Operators
8254	Bleaching, Dyeing and Cleaning Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF WEARING APPAREL (D 18)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7433	Tailors, Dressmakers and Hatters
7434	Textile, Leather and Related Pattern Makers and Cutters
7435	Sewers, Embroiderers and Related Workers
8253	Sewing Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D 19)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7441	Tanners
7442	Shoemakers and Related Workers
8255	Leather Preparing Machine Operators
8256	Shoemaking and Related Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF WOOD, WOOD PRODUCTS AND CORK, EXCEPT FURNITURE (D 201)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7421	Wood Treaters
7423	Woodworking-Machine Setters and Setter-Operators
8141	Wood Processing Plant Operators
8240	Wood Products Machine Operators
8275	Wood and Related Products Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF PAPER AND PAPER PRODUCTS (D 21)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
3115	Mechanical Engineering Technicians
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
8142	Paper Pulp Plant Operators
8143	Papermaking Plant Operators
8276	Paperboard and Related Products Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**PUBLISHING AND PRINTING (D 221/D 222/D 223)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
4121	Accounting and Bookkeeping Clerks
7341	Compositors, Typesetters and Related Workers
7342	Stereotypers and Electrotypers
7343	Printing Engravers and Etchers
7345	Bookbinders and Related Workers
7347	Pressman Letterpress and Related Workers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

\*BLES Code (no 1992 PSOC)

**MANUFACTURE OF COKE, REFINED PETROLEUM AND OTHER FUEL PRODUCTS (D 23)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2155	Chemical Engineers
3116	Chemical Engineering Technicians
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
8153	Chemical-Filtering and Separating Equipment Operators
8155	Petroleum Refining Plant Operators
8159	Coke Production Plant Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS (D 24)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2155	Chemical Engineers
3116	Chemical Engineering Technicians
4121	Accounting and Bookkeeping Clerks
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators
8152	Chemical Heat-Treating Plant Operators
8153	Chemical-Filtering and Separating Equipment Operators
8221	Pharmaceutical and Toiletry Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF RUBBER PRODUCTS (D 251)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
2155	Chemical Engineers
3116	Chemical Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
8231	Rubber Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF PLASTIC PRODUCTS (D 252)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
2155	Chemical Engineers
3116	Chemical Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
8232	Plastic Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS (D 26)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
3152	Quality Inspectors
4132	Production Clerks
4121	Accounting and Bookkeeping Clerks
732	Potters, Glass-Makers and Related Trades
813	Glass, Ceramics and Related Plant Operators
8212	Cement and Other Mineral Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF BASIC METALS (D 27)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
4121	Accounting and Bookkeeping Clerks
7211	Metal Molders and Core Makers
7213	Sheet Metal Workers
8121	Ore and Metal Furnace Operators
8122	Metal Melters, Casters and Rolling-Mill Operators
8123	Metal Heat Treating Plant Operators
8124	Metal Drawers and Extruders
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT (D 28)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
7212	Welder and Flamecutters
7214	Structural Metal Preparers
7221	Blacksmiths, Hammersmiths and Forging Press Operators
7223	Machine - Tool Setters and Setter-Operators
8211	Machine Tool Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF MACHINERY AND EQUIPMENT (D 29)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7212	Welders and Flamecutters
7222	Tool Makers and Related Workers
7234	Agricultural or Industrial Machinery Mechanics and Fitters
8271	Mechanical Machinery Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS (D 31)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2152	Electrical Engineers
3113	Electrical Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7242	Electrical Mechanics and Fitters
8272	Electrical Equipment Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS (D 32)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2153	Electronics and Telecommunications Engineers
3114	Electronics and Telecommunications Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7243	Electronics Fitters
8273	Electronic Equipment Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS (D 34)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Mechanical Engineers
3115	Mechanical Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
7213	Sheet-Metal Workers
7231	Motor Vehicle Mechanics and Related Trades Workers
8271	Mechanical Machinery Assemblers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**BUILDING AND REPAIRING OF SHIPS AND BOATS (D 351)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2154	Marine Engineers
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7214	Structural-Metal Preparers, Erectors and Related Workers
7215	Riggers and Cable Splicers
7233	Marine Crafts Mechanics
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**MANUFACTURE AND REPAIR OF FURNITURE (D 36)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4132	Production Clerks
7422	Cabinet Makers and Related Workers
7424	Rattan, Bamboo and Other Wicker Furniture Workers
7436	Upholsterers and Related Workers
8240	Wood Products Machine Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E 40)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2152	Electrical Engineers
3113	Electrical Engineering Technicians
4121	Accounting and Bookkeeping Clerks
4215	Debt Collectors and Related Workers
4225*	Customer Service Representatives / Associates (in call centers)
7242	Electrical Mechanics And Fitters
7246	Lineman, Line Installers and Cable Splicers
8161	Power-Production Plant Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER (E 41)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2151	Civil Engineers
3112	Civil Engineering Technicians
3152	Quality Inspectors
4121	Accounting and Bookkeeping Clerks
4215	Debt Collectors and Related Workers
4225*	Customer Service Representatives / Associates (in call centers)
7136	Plumbers, Pipe Fitters and Other Related Workers
8163	Water-Treatment and Related Plant Operators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**CONSTRUCTION (F 45)**

<b>PSOC</b>	<b>OCCUPATION</b>
1430	Production Supervisors and General Foremen
2151	Civil Engineers
4121	Accounting and Bookkeeping Clerks
7122	Masons and Related Concrete Finishers
7123	Carpenters and Joiners
7136	Plumbers, Pipe Fitters and Related Workers
7214	Structural Metal Preparers, Erectors and Related Workers
7234	Heavy Equipment Mechanic
7241	Building and Related Electricians
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES (G 501/G 502/G 503/G 504)**

<b>PSOC</b>	<b>OCCUPATION</b>
144	Sales Supervisors
2411	Accountants and Auditors
3415	Technical and Commercial Sales Representatives
4121	Accounting and Bookkeeping Clerks
4131	Stock Clerks
4211	Cashiers
5220	Shop Salespersons and Demonstrators
7231	Motor Vehicle Mechanics and Related Trades Workers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES (G 51)**

<b>PSOC</b>	<b>OCCUPATION</b>
144	Sales Supervisors
2411	Accountants and Auditors
3415	Technical and Commercial Sales Representatives
4121	Accounting and Bookkeeping Clerks
4131	Stock Clerks
4211	Cashiers
4224*	Telemarketers
5220	Shop Salespersons and Demonstrators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES (G 521/G 522/ G 523/G 524/G 525)**

<b>PSOC</b>	<b>OCCUPATION</b>
144	Sales Supervisors
2411	Accountants and Auditors
4121	Accounting and Bookkeeping Clerks
4131	Stock Clerks
4211	Cashiers
4224*	Telemarketers
5220	Shop Salespersons and Demonstrators
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**HOTELS AND RESTAURANTS (H 55)**

<b>PSOC</b>	<b>OCCUPATION</b>
2411	Accountants and Auditors
4121	Accounting and Bookkeeping Clerks
4222	Receptionist and Information Clerks
5120*	Service Crew
5121	Housekeepers and Related Workers
5122	Cooks
5123	Waiters, Waitresses and Bartenders
9132	Helpers and Cleaners
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**BUS LINE OPERATION (I 6011)**

<b>PSOC</b>	<b>OCCUPATION</b>
1421	Road Transport Service Supervisors
4121	Accounting and Bookkeeping Clerks
4133	Transport Clerks (Dispatchers)
5112	Bus Conductors
5114*	Bus Inspectors
7231	Motor Vehicle Mechanics and Related Trades Workers
8323	Bus Drivers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**OTHER LAND TRANSPORT (I 60 except I6011)**

<b>PSOC</b>	<b>OCCUPATION</b>
1421	Road Transport Service Supervisors
4121	Accounting and Bookkeeping Clerks
4133	Transport Clerks (Dispatchers)
7231	Motor Vehicle Mechanics and Related Trades Workers
8324	Heavy Truck and Lorry Drivers
9333	Freight Handlers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**WATER TRANSPORT (I 61)**

<b>PSOC</b>	<b>OCCUPATION</b>
1423	Maritime Transport Service Supervisors
3141	Ship's Engineers
3142	Ships' Deck Officers and Pilots
4121	Accounting and Bookkeeping Clerks
4133	Transport Clerks
5111	Travel Attendants and Travel Stewards
7233	Marine Craft Mechanics
8340	Ships' Deck Crews and Related Workers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**AIR TRANSPORT (I 62)**

<b>PSOC</b>	<b>OCCUPATION</b>
1422	Air Transport Service Supervisors
3143	Aircraft Pilots, Navigators and Flight Engineers
4121	Accounting and Bookkeeping Clerks
4133	Transport Clerks
5111	Travel Attendants and Travel Stewards
7232	Aircraft Engine Mechanics and Fitters
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES ( I 63 )**

<b>PSOC</b>	<b>OCCUPATION</b>
3414	Travel Consultants and Organizers
3422	Clearing and Forwarding Agents
4121	Accounting and Bookkeeping Clerks
4221	Travel Agency Clerks and Related Workers
5113	Travel Guides
8324	Heavy Truck and Lorry Drivers
9333	Freight Handlers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**POST AND TELECOMMUNICATIONS ( I 64 )**

<b>PSOC</b>	<b>OCCUPATION</b>
1429	Communications Service Supervisors
2153	Electronics and Telecommunications Engineers
3114	Electronics and Telecommunications Engineering Technicians
4112	Telefax/Teleprinters/Telex Clerks
4121	Accounting and Bookkeeping Clerks
4223	Telephone Switchboard Operators
4225*	Customer Service Representatives / Associates (in call centers)
7245	Telecommunication Equipment Installers and Repairers
9151	Messengers and Deliverers
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**BANKING INSTITUTIONS ( J 65 )**

<b>PSOC</b>	<b>OCCUPATION</b>
2122	Statisticians
2411	Accountants and Auditors
2441	Economists
3433	Bookkeepers
4121	Accounting and Bookkeeping Clerks
4122	Statistical and Finance Clerks
4212	Tellers
4225*	Customer Service Representatives / Associates (in call centers)
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**NON-BANK FINANCIAL INTERMEDIATION ( J 66 )**

<b>PSOC</b>	<b>OCCUPATION</b>
2122	Statisticians
2411	Accountants and Auditors
2441	Economists
3411	Securities and Finance Dealers and Brokers
3433	Bookkeepers
4121	Accounting and Bookkeeping Clerks
4122	Statistical and Finance Clerks
4225*	Customer Service Representatives / Associates (in call centers)
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY( J 67 )**

<b>PSOC</b>	<b>OCCUPATION</b>
2121	Actuaries
2122	Statisticians
2132	Computer Programmers
2411	Accountants and Auditors
3412	Insurance Representatives
3417	Appraisers and Valuers
4121	Accounting and Bookkeeping Clerks
4122	Statistical and Finance Clerks
4225*	Customer Service Representatives / Associates (in call centers)
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**COMPUTER AND RELATED ACTIVITIES ( K 72 )**

<b>PSOC</b>	<b>OCCUPATION</b>
2131	Systems Analysts And Designers
2132	Computer Programmers
2139	Computer Engineers
2153	Electronics and Telecommunications Engineers
3114	Electronics and Telecommunications Engineering Technicians
3121	Computer Assistants
3122	Computer Equipment Operators
4113	Data Entry Operators
4121	Accounting and Bookkeeping Clerks
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**ACCOUNTING, BOOKKEEPING AND AUDITING ACTIVITIES; TAX CONSULTANCY(K 7412)**

<b>PSOC</b>	<b>OCCUPATION</b>
2411	Accountants and Auditors
3433	Bookkeepers
4113	Data Entry Operators
4121	Accounting and Bookkeeping Clerks
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**ARCHITECTURAL, ENGINEERING AND RELATED TECHNICAL CONSULTANCY ( K 7421 )**

<b>PSOC</b>	<b>OCCUPATION</b>
2141	Architects
2151	Civil Engineers
2152	Electrical Engineers
2157	Geodetic Engineers
3112	Civil Engineering Technicians
3113	Electrical Engineering Technicians
3118	Draftsmen
4121	Accounting and Bookkeeping Clerks
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

**PRIVATE EDUCATION SERVICES ( M 81)**

<b>PSOC</b>	<b>OCCUPATION</b>
2310	College, University and Higher Education Teaching Professionals
2320	Technical and Vocational Instructors/Trainers
2331	General Secondary Education Teaching Professionals
2332	Science and Mathematics Teaching Professionals
2333	Vocational Education Teaching Professionals
2341	General Elementary Education Teaching Professionals
2342	Science and Mathematics Elementary Education Teaching Professionals
2351	Pre-Elementary Education Teaching Professionals
4121	Accounting and Bookkeeping Clerks
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

\*BLES Code (no 1992 PSOC)

**PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICE ( N 8512)**

<b>PSOC</b>	<b>OCCUPATION</b>
2221	Medical Doctors
2222	Dentists
2227	Medical Technologists
2225	Nutritionists-Dietitians
2231	Professional Nurses
2232	Professional Midwives
3133	Medical Equipment Operators
4121	Accounting and Bookkeeping Clerks
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers

\*BLES Code (no 1992 PSOC)

*c:/ows2002/pre-field operations/occupations/revisions.doc*

*April 26, 2002*



**OWS Form 4a:** This form is to be accomplished in duplicate by the BLES. The original copy shall be attached to the questionnaire for verification. The questionnaires together with three (3) copies of the OWS Form 4 shall be sent to the CO-ITSD. The duplicate copy of this form remains with the BLES for file.

**OCCUPATIONAL WAGES SURVEY**  
**VERIFICATION FORM OF RFV QUESTIONNAIRES**  
**Record No.:** \_\_\_\_\_  
**City / Municipality:** \_\_\_\_\_  
**Province:** \_\_\_\_\_

*STATUS CODE:* No status encircled or no corresponding report in OWS Form 3

**Part A: General Information**

1. *Main Economic Activity / Major Product/s Goods or Services*
  - No / incomplete entry for economic activity
  - No / incomplete entry for major product/s goods or services
  - Entries for main economic activity and major product/s, goods or services are inconsistent
2. *Employment*
  - No entries
  - No details / breakdown
  - Details / breakdown do not add up to Total
3. *Unionism*
  - No check mark
  - Only one of the boxes should be checked
4. *Collective Bargaining Agreement*
  - No check mark (Yes in item 3)
  - Only one of the boxes should be checked

**Part B: Employment and Wage Rates of Time-Rated Workers**

1. *Basic Pay*
  - No entries
  - Details do not add up to respective Sub-totals in:  Col. 2  Col. 4  Col. 6
  - Sub-totals do not add up to Total
  - Total of columns 2, 4 and 6 is greater than total Time-rated workers in Part A item 2
- No entry in intervening question on number of workers who received allowances
2. *Allowances*
  - No entries (Answer for intervening question is greater than zero)
  - Details do not add up to respective Sub-totals in:  Col. 8  Col. 10  Col. 12
  - Sub-totals do not add up to Total
  - Total of columns 8, 10 and 12 is not equal to answer in intervening question

**Part C: Employment and Wage Rates of Selected Occupations**

1. *Ask establishment to answer based on enclosed occupational sheet*
  - No data provided
  - Occupations reported not consistent with occupational sheet
  - Data provided not classified by occupation
  - Change in PSIC discovered during field operations
  - No occupation titles
2. *Time-Rated Workers on Full Time Basis ( Both Sexes = Male + Female )*
  - No entries
  - No details / breakdown
  - Details / breakdown do not add up to Total
3. *Time unit and monetary value are not consistent*
  - Col. 1 and Col. 2
  - Col. 5 and Col. 6
4. *No entries*
  - Col. 2  Col. 6
  - Col. 4  Col. 8