Chapter 1 - **Introduction**

The purpose of this manual is to introduce the office editors/coders to the edit instructions and rules as they pertain to the questionnaires and forms used for the General Population Census of Cambodia, conducted from March 3 to 13, 2008.

In any large scale statistical exercise, and especially in Censuses and Surveys, it is of the utmost importance to check for errors in the data received from the field. Statistics derived from data that is not clean, i.e. containing errors, will provide the end user with wrong information and may jeopardize the objective of the entire exercise. Therefore, your role as an editor/coder is one of the keystones to a successful Census. It is your task to detect and correct the various possible errors of the field returns.

1. Editing

The objective of the editing process is to maximize the quality of the data by detecting and making suitable imputations of the possible errors in the questionnaires.

Most of the errors you will detect can be attributed to the field work. During the interview, the respondent may not have known the answer to a certain question, e.g. some people may not know their age. Others may not have fully understood a particular question and hence provided the enumerator with a wrong answer. In some cases, the respondent might not have been willing to answer a certain question. Finally, the enumerator himself may have contributed to the errors by not recording the respondent's answers correctly.

In this manual you will be shown what type of errors to look for. The manual will also provide you with instructions on how to correct such errors.

2. Coding

Besides editing the questionnaires, your task also includes the coding of some of the variables. During the fieldwork, the responses to most questions on Form B were recorded with numeric codes. However, some answers were recorded in a descriptive manner. These are: Birth Place, Previous Residence, Occupation, Industry, and Place of Work or Schooling. It will be your responsibility to give correct numeric codes to such open questions. This manual provides you with the valid codes for these variables.

3. General instructions for editing and coding

After office editing and coding, the questionnaires will be moved to the data entry section. Since different persons will perform specific tasks on the same questionnaires, it is important that all entries are consistent and legible. There are a number of general guidelines that should be followed as you review the questionnaires. These include:

- ⇘ that all original entries are maintained;
- ⇘ that leading zeroes are entered where required;
- ⇘ that all entries are legible;

4. Original information must be maintained

Whenever it is necessary to make changes to the questionnaire, you should never erase or obliterate the original entry. Instead, you should draw a single horizontal line through the incorrect entry and write the new code clearly above the original one. To further differentiate the original and corrected entries, you should use a red ink pen when making corrections. In order to avoid multi-cancellation, you should be sure of what you are to write before committing it on paper.
Example:

0	1	6
▮	▮	▮
Wrong

0	1	6
0̶	1̶	5̶
Right

5. Leading zeroes must be filled

Some of the variables may require leading zeroes as part of their code. This is required whenever the answer to a particular variable is less than the number of digits specified for that field. For example, the variable EDUCATIONAL ATTAINMENT has a width of two digits. If the code for EDUCATIONAL ATTAINMENT for a particular person is less than 10, leading zeroes must be used.
Example:

7	
Wrong

	7
Wrong

0	7
Right

6. Entries must be legible

It is your responsibility to ensure that all numeric entries are legible. This will assist the keyboard operators in minimizing the number of typing errors. Draw a single horizontal line through any entry that is difficult to read and rewrite the new entry immediately above the original one.

7. Identification Particulars

The 2008 Population Census used several forms and questionnaires during its field operation. A common feature on all these different documents is a set of geographical codes that facilitates identification. Unique code combinations are assigned to each EA and to each household within EAs. This combination of geographical codes plays a crucial role while processing data for various stages of presentation and in tracing erroneous records.

The elements of composite identification particulars identifying different levels of administrative units are as follows:

1. Province	2 digits
2. District	2 digits
3. Commune	2 digits
4. Village	2 digits
5. Enumeration Area	2 digits
6. Building number	3 digits
7. Household number	2 digits

The processing of the questionnaires of the 2008 Population Census will be done batch-wise; the Enumeration Areas will constitute the batches. The Province, District, Commune, Village and Enumeration Area codes of each batch will be given to you step by step as work progresses. It will be your responsibility to ascertain that the codes recorded on the forms are correct and consistent (that is, the identification codes on all forms belonging to a particular E.A. should be the same).

8. Phases in Census Data Processing

The first phase in Census Data processing is the receipt of census documents at the processing center (i.e. the Population Census Office in Phnom Penh). This is called the 'check-in' phase which will take place during March - April, 2008. During the check-in phase the questionnaires will be properly sorted, packaged and labeled. Registers will be kept to ascertain that all Enumerators have submitted their returns. Finally, the batches will be arranged and stored onto shelving racks in our archive rooms.

The documents will be scrutinized for errors and inconsistencies during the manual editing and coding phase, after which they will be passed on to the data entry section (data entry phase). Finally, after data capture, the records will be re-checked with the use of various computer programs (computer editing phase). Once the data is checked and cleaned, various tabulations, reports and other products will be prepared to disseminate as widely as possible the census results.

In order to release the provisional census results at an early stage, we will first concentrate on the Summary data sheets (Form 2). It is anticipated that the processing of these forms can be finalized by June, 2008. Once the provisional results have been released we will commence the processing of Form B, the main census questionnaire. Finally, we will capture part of the information contained in Form A, the house-listing. Specific edit rules and procedures pertain to each of these documents. They will be described in the subsequent chapters of this manual.

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Note

Editors may find that some answers contain '——' (dash) or '— ″ —' (same as above) or similar signs. It should be noted that enumerators' intentions of using such signs are varied as follows:

1. Intentionally skipped by following the instruction correctly (e.g., Skip Q18-Q21 of Form B [Part 2] if a respondent is a student)
   ➢ Editors can leave this entry

2. Represented 'same as above' (e.g., if all members of a household are 'Buddhist' in Q8 of Form B [Part 2], numerators may fill in '1' (Buddhist) only in the column for head of household, and fill in '— ″ —' (same as above) in the columns for the rest of household members
   ➢ Editors must fill in the correct answers in this case

3. Failed to fill in the correct answer by an enumerator
   ➢ Editors will see the instruction to fill in an appropriate entry

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Chapter 2 – **Check-in procedures**

9. <u>Introduction</u>

The first activity in processing census data is to ascertain that all documents have been received from the field and to arrange, package and label them in an orderly manner. The documents will be stored and arranged (E.A.-wise) onto shelving racks in our archive rooms. The order in which the E.A. batches are to be placed is determined by the geographical codes. In other words, the sequence is Province, District, Commune, Village, and Enumeration Area. Such a geographical arrangement will facilitate easy retrieval during the subsequent processing phases.

10. <u>Sorting of documents</u>

Many different forms were used during the fieldwork of the 2008 Population Census; a complete listing of them is given in Table 1 below.

Table 1. Forms and questionnaires used for the 2008 Population Census

Name	Description
Form A	House-listing
Form B	Household questionnaire
Form 1	House-list Summary
Form 2	Enumerator's Summary
Form 3	Account for Questionnaires received by Enumerator
Form 4	Certificate from Village Chief
Form 5	Supervisor's Summary
Form 6	Receipt for materials given
Form 7	List of filled-in records submitted by Enumerators
Form 8	Commune Population Statement
Form 9	District Population Statement
Form 10	Province Population Statement
Form 11	Appointment Order Form for Enumerators and Supervisors
Form 12	Appointment Order Form for the Census Officer
Village map	
E.A. map	

Not all of these forms are required for subsequent processing. Some of them were mainly designed to check the logistic arrangements of the census, the recruitment of staff, and the coverage of the fieldwork. Other forms will be used to have a quick glance at the census results.

The first task will be to separate the various forms and to arrange them into categories and by geographical area. This separation needs to be done very carefully as not to mix up documents. We will segregate the forms into 4 distinct categories:

Category 1. All forms pertaining to an Enumeration Area.

1.   Form A – House-listing,
2.   Form B – Household questionnaire,
3.   Form 1 – Summary of house-listing,

4.   Form 2 – Enumerator's Summary,
5.   Form 3 – Enumerators Account for Questionnaires.

The above 5 forms can further be classified into (a) **filled-in**, (b) **cancelled**, and (c) **unused** forms. We want to keep all filled-in and cancelled forms together for future reference, the unused ones are no longer needed and can be placed separately.

The project has acquired a large number of plastic manila folders in which all **filled-in** and **cancelled** Forms A, B, 1, 2 and 3 for a particular Enumeration Area will be kept. The folders have labels attached to the front which clearly identify the E.A. The identification is made up of the geographical code structure as explained in para 7. The unused forms will be placed in a carton box.

Category 2. Forms for quick count.

1.   Form 5 - Supervisor's Summary,
2.   Form 8 - Commune Population Statement,
3.   Form 9 - District Population Statement,
4.   Form 10 - Province Population Statement.

All these forms will be placed province-wise in one plastic manila folder.

Category 3. Village and Enumeration Area maps.

1.   Village maps,
2.   Enumeration Area maps.

All Village and E.A. maps will be placed province-wise in a carton box.

Category 4. Miscellaneous documents.

1.   Form 4   – Certificate from Village Chief,
2.   Form 6   – Receipt for materials given,
3.   Form 7   – List of filled-in records submitted by Enumerators
4.   Form 11   – Appointment Order for Enumerators and Supervisors,
5.   Form 12   – Appointment Form for the Census Officer,
6.   Enumeration manuals.

All other documents will be put province-wise in a carton box.

11. Checking the Geographic codes

Once the forms have been separated you need to ascertain that the geographical codes are correct and consistent. To this end, you will be provided with a code-list of all Enumeration Areas. Read the names of the Province, District, Commune and Village as written on the forms and find the associated identification codes from the code-list. Then check every Form A, B, 1, 2 and 3 within the E.A. folder to make sure that the identification codes are clearly written on all documents and that they are consistent.

12. Control Forms

You also need to check the completeness of the documents. In other words, check that **all documents** for **all Enumeration Areas** were received. Remember that the list of Enumeration Areas (the code-list) you will be working with was compiled several weeks before the census fieldwork and may not be final. It is quite possible that some Enumeration Areas no longer existed or that new Enumeration Areas were formed during the census field work.

We will use so-called 'control forms' to post (a) **what we have received** and (b) **for which Enumeration Areas**. There will be control forms for every phase in the data processing (see para 8). A specimen of the check-in control form is given in Annex 1. On this form you find all Enumeration Areas for a certain province together with the names and codes of the Districts, Communes and Villages.

After you have checked the documents in an EA. folder you should fill out the check-in control form for that EA. You enter the date on which you checked the EA. and your name. Furthermore, you should count all the Forms A, B, 1, 2 and 3, and entered their numbers in the respective columns. Please note that you have to count the number of forms and not the number of pages. You then enter the EA. Population which can be taken from the box titled 'GRAND TOTAL FOR EA.' on the Summary Form 2. Finally, you affix your signature. In the last column (Remarks) you can write any abnormalities you may have encountered while checking the EA. (for example, missing documents).

13. Moving the documents to the Archive

Before the EA. folders are moved to the archive rooms, they have to pass through our control unit first in order to scan the bar-codes. At the end of the check-in exercise, the number of Enumeration Areas received will be matched against the number of EAs in the census frame. This will reveal important information about missing EAs.

Chapter 3 – **Editing of Summary Statements**

14. Introduction

The processing of census data is generally a cumbersome and time-consuming activity. In the case of the Cambodian Census it is estimated that the completion of the various phases of data processing (editing and coding, data entry, computer editing and tabulation) for all questionnaires may take one year approximately. This implies that the final and detailed census results will become available only by the middle of 2009.

Many data users consider this wait period too long. Also, many users do not require all the details given by the cross-classifications; they are satisfied with population figures by gender and by geographical area. The timely release of preliminary census figures, therefore, constitutes an important milestone in a census operation. The main outcome of the census (i.e. the population by area and by sex) will be made known and can be applied merely a few months after completion of the fieldwork.

These figures, however, are only preliminary and provisional. The questionnaires are still subject to manual and computer editing during which changes and imputations to some schedules will become imperative. The final census figures may therefore vary from the provisional ones, but these differences are not expected to be significant.

15. Summary forms

At the completion of the census fieldwork, the enumerators were requested to fill out two summary statements:

> Form 1 – Summary of House-listing (e.g. summary of Form A);
> Form 2 – Enumeration Summary (e.g. summary of Form B)

At this stage, we will concentrate on the editing and processing of Form 2, the Enumeration Summary. This statement will yield the preliminary census figures by geographical area and by sex. Editing of Form 1, the House-listing summary, will be taken up at a later stage during the processing of Form A.

An example of Form 2 is given on the next page. The important fields on this form are:

1. the geographical codes;
2. Building No.;
3. Household No.;
4. No. of questionnaires used for the household;
5. Male population;
6. Female population;
7. Total population;
8. Type of household.

16. Editing of Enumerator's Summary – Form 2

The edit rules pertaining to Form 2 are very simple and easy to understand. Essentially, you have to ascertain that what is recorded on Form B, the main census questionnaire, corresponds with the entries on the Summary form. The provisional census figures, the

main outcome of this exercise, will only be useful when the Summary statements are a true reflection of the main questionnaires.

The entries on Summary Form 2 are recorded household-wise, i.e. one line for every household in the Enumeration Area. Editing, and later on data entry, of the information will be performed on this level. At the bottom of Form 2 you find rows for the PAGE TOTAL and GRAND TOTAL FOR EA. These rows were already filled out by the Enumerators and the information was recorded during the Check-in phase. At this stage, it is **not** your duty to check these additions.

For the editing of Form 2, you have to open every Form B and count from Part 2 – Individual Particulars – the number of Males and Females. The number of lines with SEX code of '1' represent the Male persons, the lines with a SEX code of '2' are the Female persons. You then check the entries for that household on the Summary Form 2. In case the entries correspond you move on to the next household. However, should they differ, you have to correct the Form 2 entries. "**ONLY CORRECT THE ENTRIES ON FORM 2, NEVER CHANGE FORM B INFORMATION**".

Form B. Part 2: INDIVIDUAL PARTICULARS

Sl.	Full Name	Relationship	Sex
1	Im Vanno	1	1
2	Mak Sochea	2	2
3	Orn Phanit	3	1
4	Im Vanchan	3	1
5	Yon Nimol	6	1
6	Ya Sovanny	6	2
7	Mak Nay	6	2
8	Nin Yam	6	2
9	Kaev Rany	7	2
0			

Example form 2. Inconsistent entries.

Enumerator's Summary

Males	Females	Persons
~~3~~ 4	~~6~~ 5	9

The column 'Persons' on Form 2 obviously reflect the sum of the number of Males and Females. You have to check that this entry is consistent.

Besides the population figures, the Summary form also records the Number of Questionnaires used (for the household) and the Type of Household. These two items have to be checked as follows. To check the Number of Questionnaires used for the household you have to count the number of Form B's used for the household and compare it with the entry in this column. Should there be a difference, you have to correct the entry in Form 2. To check the Household Type, you have to refer to Form B, Part 1. Again, if the entries are different you should correct the one in Form 2. You may find some Form B's where the Household Type is not marked nor coded. In these cases you should assign code '1' for Regular Household.

17. Building and Household Numbering.

The entries on Form 2 are household-wise, i.e. one row for every household. The combination of Building Number and Household Number should yield a unique code for each household in the Enumeration Area. Normally, the entries on Form 2 will start from Building No. 001, Household No. 01 and then increment. Before you commence editing, you may have to sort the bundle of Form B's to match this order. If any other sequencing was adopted in filling out Form 2, you have to arrange the Form B's in the same order.

18. Special cases

It is of utmost importance that all households (Form B's) are reflected on the Summary form. You may come across E.A.'s where one or more households were not entered on Form 2. This is especially true for Phnom Penh where, during the check-in phase, some self-filling forms were added to the E.A. folder. **In such a case you have to add the household(s) to the Summary form.** You use the next available line of Form 2 to do so. Blank Form 2's will be made available should you not have enough blank lines. When adding households to Summary Form 2, you must ascertain that the Building and Household Numbers on Form B are consistent with those on Form 2. You can assign the codes as determined by the Summary form in case there is no Building or Household Number on Form B.

The reverse may also happen, i.e. a household is listed on Form 2 but the associated Form B cannot be traced. In this case, you should call the attention of your supervisor.

Finally, you may find E.A.s for which there is no Summary Form available. In such rare cases a fresh Summary Form needs to be generated.

To sum up, the entries as checked by you in Form 2 should fully correspond to the number of Form B's for the Enumeration Area. Not a single household should be left unaccounted for.

19. Checking the Geographic codes

The importance of the geographical codes was already stressed on Chapter 1 – Para 7. You are again reminded to check every Form B and 2 within the E.A. folder and make sure that the identification codes are clearly written on all documents and that they are consistent.

20. Return of documents

After the editing is completed, the Form 2 summary statements are to be separated from the other E.A. documents. They will be placed, commune-wise, in a paper envelope with the geographic codes and names written on the cover. The envelope is to be handed over to your supervisor. All other documents for the E.A. (i.e. Form A's, Form B's, Form 1's and Form 3's) are to be placed back into the plastic folder and returned to the archive.

Chapter 4 - **Edit rules for Part 1 of Form B**

21. Introduction

The main census questionnaire, Form B, is a rather complex form which requires careful scrutiny before it is passed on to the Data Entry section. The form is divided into 5 parts. Part 1 of the questionnaire comprises the identification and population particulars of the entire household. Part 2 contains questions on the particulars of the individual members in the household. Part 3 comprises questions on Fertility, Part 4 relates to the Housing conditions and facilities, whereas part 5 comprises questions of dead persons in the household for the last 12 months. This chapter discusses the edit rules pertaining to Part 1 of the census questionnaire.

22. Identification Particulars

With the use of identification particulars, unique codes are assigned to each of the households. This combination of codes plays an important role while processing data for various stages of presentation or in tracing faulty records. The elements of the identification particulars were already discussed in para 7 of Chapter 1. You are herewith again reminded of the importance of this code structure and that it is your responsibility to ascertain that the codes are correct and consistent.

23. Population Particulars

Statements 1.1 to 1.3 on the questionnaire were used to differentiate between the de-facto and the de-jure population. The information in these statements will be processed at some later stage. Hence, they do not require further editing. **It is however of the utmost importance to check whether the number of lines (persons) in Part 2 of the questionnaire corresponds with the figure entered in the thick box of Part 1 (titled 'Total No. of Persons in Statements 1.1 and 1.2'). You should therefore count the filled-out lines in Part 2 and verify this against the figure given in Part 1.** For example, if the total number of persons in Statements 1.1 and 1.2 is 6 you should have 6 filled-out lines in Part 2. In the special case, if the Type of Households are Institutional Household (code 2), Homeless Household (code 3), Boat Population (code 4), and Transient Population (code 5), you have to capture of number of persons in Part 2 to put in the Total No. of Persons in Statements 1.1 and 1.2 box.

24. In case of multiple questionnaires for one household

It is possible that more than one questionnaire was used for a particular household. This will be the case when a household comprises more than 10 persons. The enumerator was instructed to write the total number of questionnaires used for one household in the square provided at the left hand bottom of Part 1. You should check whether this box was filled out and if so, whether the subsequent questionnaires are present.

The box of Part 1 (Total No. of Persons in Statement 1.1 and 1.2) of the first questionnaire should give the total number of persons in the household.

25. Visitors not reflected in Part 2.

Statement 1.2 lists the visitors who were present in the household on census night. The enumerators were instructed to include these visitors in Part 2 (Individual Particulars) of

the census questionnaire. It has, however, been observed that not all enumerators followed these instructions. It is also possible that detailed particulars of visitors were not provided to the enumerators as the respondent was not aware of them. As a result of these situations, **you may encounter households where visitors are listed in Statement 1.2 but no individual particulars are recorded for them in Part 2. These visitors should not be omitted from the census count as they were present in the household on census night. You will therefore have to add them in Part 2** by applying the following instructions:

(a) use the next available line number in Part 2 and record the information given in Statement 1.2 of Part 1. Write the NAME, the code for RELATIONSHIP TO HEAD (use the codes as in Column 3, Part 2), and SEX code.
(b) SRe-check that, after adding any 'omitted visitors', the 'Total No. of Persons in Statements 1.1 and 1.2' corresponds with the number of filled-out lines in Part 2 .

26. Household Type

The Type of Household is given in Part 1 in the column after the Identification Particulars and before the Population Particulars. The codes for Household Type range from 1 to 5. You have to ascertain that the given code in valid. **If the code is invalid or no code is specified write code '1' for regular household.**

It may also happen that the enumerator has indicated special population groups by writing it on the top of the questionnaire. For example, they may have written 'Boat Population', 'Transient Population', 'Institutional' or 'Homeless'. **Should you see any such indication for special population groups you have to make sure that the appropriate code for Household Type is given?**

27. Building No. Household No. and Arranging the questionnaires

After these initial checks, the Forms B should be arranged by Building and Household number. When more than one questionnaire was used for a household, they should be arranged by the serial numbers provided in Statement 1.1 and 1.2 of Part 1.

Occasionally, you may come across questionnaires with no Building or Household numbers. This will especially prevail in Phnom Penh where self-filled form were used for the foreign population. **In these cases you should assign the next available numbers.** For example, suppose the last questionnaire for the E.A. has Building No. 098 and Household No. 01. When you encounter a questionnaire without any codes for Building and Households you should assign the next available code, e.g. 099 for the Building and 01 for the Household.

Within an E.A. batch you may also find duplicated Building and Household numbers. For example, you may find two or more households bearing Building No. '001' and Household No. '01'. Duplication of Building and Household numbers may have occurred because of special population groups, such as boat and transient population. Such duplicate identification is not very important since we will essentially use the Household Type code to distinguish these special groups. You may therefore ignore duplicated Building and Household numbers.

To summarize the above instructions, you have to ensure that all questionnaires have valid Building and Household numbers. If any such codes are missing you have to assign next available numbers. Duplication in numbering can be ignored. After verifying all

codes are correct, you then use the Building and Household numbers to arrange the E.A. batch, starting from Building '001' Household '01'.

Chapter 5 - Edit rules for Part 2 of Form B

Part 2 of the Household Questionnaire contains some 23 questions on the particulars of the individual members of the household. It will be your responsibility as an editor to verify that the answers to these questions are recorded correctly and consistently.

28. Type of errors

Generally, we can differentiate between three types of errors, i.e. Range errors, Skip errors and Consistency errors.

Range errors. Each variable in the questionnaire has its specific range of valid codes. For example, the variable SEX can only have code '1' for male or code '2' for female. Any other code for SEX is invalid. The valid codes for a particular variable are called ranges, i.e. the range for SEX is 1 to 2. All other codes are invalid; they are out of range. It will be your responsibility to check the entries for all variables in the questionnaire and verify that their codes are within range.

Skip errors. Some of the questions in the questionnaire are only applicable under certain conditions. For example, the questions on Education, Employment Period, Occupation, Employment Status, Industry and Sector of Employment are only applicable under certain circumstances. If these circumstances are not met these questions will be left blank, i.e. they are skipped. The following skip patterns apply to Form B:

1. Q11	- Duration of stay	-	skipped when Q10 is '1'
2. Q12	- Reason for Migration	-	skipped when Q10 is '1'
3. Q14B	- Highest grade	-	skipped when Q14A is '1'
4. Q17	- Employment period	-	skipped when Q16 is 3, 4, 5, 6, 7 or 8
5. Q18	- Occupation	-	skipped when Q16 is 3, 4, 5, 6, 7 or 8
6. Q19	- Employment status	-	skipped when Q16 is 3, 4, 5, 6, 7 or 8
7. Q20	- Industry	-	skipped when Q16 is 3, 4, 5, 6, 7 or 8
8. Q21	- Employment sector	-	skipped when Q16 is 3, 4, 5, 6, 7 or 8
9. Q23	- Place of Work /Schooling	-	skipped when Q16 is 3, 4, 6, 7 or 8

Consistency errors. Besides checking the ranges and skip patterns, you will also have to check the consistency of the variables. A consistency check compares the entries of two or more variables to ensure they are consistent with each other. As an example, if Q3 - RELATIONSHIP to Head of Household is coded as '2' (Wife/Husband) the code in Q6 - MARITAL STATUS must be '2' (Married).

Consistency checks can be classified into two groups, i.e. within-person consistency and between-persons consistency. The example above illustrated a within-person consistency check (Q3 - RELATIONSHIP was compared with the entry of Q6 - MARITAL STATUS for the same person). Between-persons consistency checks compare the entries of variables for different persons in the household. For example, if the Q5 - AGE of the Head of Household is 35 then his children cannot normally be older than say 20 years. **To detect between-persons consistency errors you have to study the composition of the entire household.**

An important consistency error related to the consistency between Part 2 and Part 3 of Form B (e.g., some of female aged 15 and over listed in Part 2 are not listed in

Part 3, or vice versa) . If found such errors, keep description in Part 2 and correct entries in Part 3.

<u>29. Edit rules for Part 2</u>

In the subsequent sections, all the variables of Part 2 of Form B will be discussed together with the edit rules that pertain to them.

Q1 - SERIAL NUMBER

The Q1 - SERIAL NUMBER is a unique code assigned to each person in a household. The first person should always have code '1'. Serial numbers must be in a sequential order, incremented by 1 for every subsequent person in the household. There should neither be missing nor duplicated serial numbers. Whenever you find incorrect serial numbers, you should renumber them.

From the above it becomes obvious that the last serial number should be identical to the entry in the thick box of Part 1, titled 'Total No. of Persons in Statement 1.1 and 1.2'. You have to verify that this is indeed the case.

Q3 - RELATIONSHIP to Head of Household

The variable Q3 - RELATIONSHIP describes the relationship of each person in a household to the Head of that household. This variable applies to all persons, i.e. the universe is all persons. It is a complex variable to edit since it relates to many other variables.

EDITORS MUST EXAMINE PART 1 of FORM B FOR THE DESCRIPTION OF 'Relation to Head of Household' (STATEMENT 1.1 and 1.2) AND RE-CODE 'Q3 - RELATIONSHIP to Head of Household'.

Universe: all persons.
Related variables: HOUSEHOLD TYPE
                      Q1 - SERIAL NUMBER
                      Q4 - SEX
                      Q5 - AGE
                      Q6 - MARITAL STATUS
Range: 1 to 7.
Consistency checks:

1) the first person in a household (with serial number '1') should always be the Head of the Household (code '1').
2) persons with a serial number greater than '1' can never be the Head of the Household; they should have Relationship codes from '2' to '7'.
3) there can be only one Head of the Household. Not more than one person per household can have code '1' for Relationship. **If there is no Head of the Household or in case there are multiple Heads of Household, you should call the attention of your Supervisor.**
4) for Institutional Households (Household Type '2') every inmate, except the first, should be coded as '7' Non-Relative. The first person in an Institutional Household is coded as the Head (code '1').

5) there can be only two persons in a household with a Relationship code of '4', i.e. there can be only two parents per household. In this context it should be noted that parent refers to the natural mother or father of the Head of the Household. If you find more than two persons in a household with Relationship codes of '4', you should call the attention of your Supervisor.
6) in the same vein, there can be only one natural father (with Q3 - RELATIONSHIP = 4 and Q4 - SEX = 1) and one natural mother (with Q3 - RELATIONSHIP = 4 and Q4 - SEX = 2) per household. **If you find more then one natural father or mother you should call the attention of your Supervisor.**

If the code for Q3 - RELATIONSHIP is not given you should impute code '6' 'Other Relative'.

Important Instruction

During initial checks it has been observed that the coding of Relation to Head is far from perfect. The textual answers in Statements 1.1 and 1.2 are normally correct and detailed but the codes given in Column 3 of Part 2 are not. Typical errors are:

- **-** Children of Daughters/Sons are coded as '3' instead of '5'
- Children of Sisters/Brothers are coded as '3' instead of '6'
- Mother/Father of Spouse is coded as '4' instead of '6'

It is therefore very important to read the textual answers in statement 1.1 and statement 1.2 (Part 1) and to cross-check the given codes in Column 3 of Part 2.

Q4- SEX

Universe: all persons
Related variables: Q3 - RELATIONSHIP to Head of household
                        Q2 - NAME
Range: 1 to 2.
Consistency checks:

1.   if Q3 - RELATIONSHIP = 2 (Wife/Husband) the sex of the person should be the opposite to that of the Head of Household. For example, if the Head of Household is a male (SEX = 1) then for his spouse (Q3 - RELATIONSHIP = 2) the sex should '2' (Female). If not correct accordingly.
2.   if the variable Q4 - SEX is not filled, check the Q3 - RELATIONSHIP and the Q2 - NAME of the person to determine the appropriate code (code '1' or '2').

'Q4-SEX' CANNOT BE LEFT BLANK OR ENTERED '9'. EDITORS SHOULD CALL THE ATTENTION OF HIS/HER SUPERVIORS IF FOUND DIFFICULT TO DETERMINE AN APPROPRIATE CODE.

Q5 - AGE

Universe: all persons.
Related variables: Q3 - RELATIONSHIP to Head
Range: 00 to 98.

The consistency of age-reporting will be thoroughly checked using in-house developed computer software. Therefore, your task is limited to checking that an age within the range of 00 to 98 is reported. If Q5 - AGE is not filled out for a particular person you should call the attention of your Supervisor.

'Q5-AGE' CANNOT BE LEFT BLANK OR ENTERED '99'. EDITORS SHOULD CALL THE ATTENTION OF HIS/HER SUPERVIORS IF FOUND DIFFICULT TO DETERMINE AN APPROPRIATE CODE.

Q6 - MARITAL STATUS

Universe: all persons.
Related variables: Q3 - RELATIONSHIP
                        Q5 - AGE
Range: 1 to 5, 9
Consistency checks:

1) for persons with a Q3 - RELATIONSHIP code of '2' (Wife/Husband) the Q6 - MARITAL STATUS must be '2' (Married).
2) if there is a Wife or Husband present in the household (i.e. any person with Q3 - RELATIONSHIP = '2') then the Q6 - MARITAL STATUS of the Head of the Household must be '2' (Married).

If Q6 - MARITAL STATUS is not filled out you should impute a code:

a) in case the Q3 - RELATIONSHIP of the person is '1' or '2', apply the rules above;
b) in case the Q3 - RELATIONSHIP of the person is '4' (Father/Mother), impute code '2' (Married);
c) for Q3 - RELATIONSHIP codes of 3, 5, 6 or 7; if the person is under 15 years of age impute code '1' (Never Married);
d) for Q3 - RELATIONSHIP codes of 3, 5, 6 or 7; if the person is 15 years and above, impute code '9' (Not Stated);
.

Q7 - MOTHER TONGUE

Universe: all persons.
Related variables: Q2 - Name
                        Q7 - MOTHER TONGUE of other household members.
Range: 1 to 33. See the code for mother tongue in Appendix A.

In case of entered '29' (Others) you should examine:

1) if the answer is either 'S'ouch', 'Kchruk', 'Mon' or 'Kchak', impute code '30' = S'ouch, '31' = Kchruk, '32' = Mon or '33' = Kchak;
2) if the answer is not 'S'ouch', 'Kchruk', 'Mon' or 'Kchak', leave the code '29' = Other.

In case this question is left blank or entered '0' you should impute:

1) study the Q7 - MOTHER TONGUE of other members of the household and impute the main Mother tongue of the household;

2) if this question is left blank or entered '0' for the entire household impute code '01' = Khmer.

Q8 - RELIGION

Universe: all persons.
Related variables: Q7 - MOTHER TONGUE
                        Q8 - RELIGION of other members
Range: 1 to 4.

If Q8 - RELIGION is not filled out or entered '0' you have to determine the appropriate code:

1) study the Q8 - RELIGION of other members of the household and impute the main religion of the household;
2) if Q8-RELIGION for all members of the household is not given or entered '0' and if Q7 - MOTHER TONGUE of the person is Khmer, impute code '1' (Buddhism).

Q9 - BIRTH PLACE

Universe: all persons
Related variables: none
Range: see Appendix B.

The answer to Q9 - BIRTH PLACE was recorded in a descriptive manner. Code '1' was entered for persons born in the village of enumeration, while the name of the District and Province were recorded for those born outside the village of enumeration. It will be your duty to assign appropriate codes to these answers. Appendix B of this manual provides you with the codes of all the Districts in the country. It also provides the Country codes in case the person was born outside Cambodia.

In order to determine the appropriate code you should observe the following guidelines:

1) if code '1' was recorded, write the same code '1' in the shaded code box;
2) if another Town/Village was recorded, find the District in Appendix B and assign the associated code in the shaded code box;
3) if the person was born outside Cambodia, find the Country of Birth in Appendix B and assign the associated code in the shaded code box;
4) if you cannot find the District code or in case the column was left blank, call your Supervisor.

Q10 - PREVIOUS RESIDENCE

Universe: all persons.
Related variables: Q9 - BIRTH PLACE
Range: see Appendix B (or blank allowed where an entry is not required)

The answer to Q10 - PREVIOUS RESIDENCE was recorded in a descriptive manner. Code '1' was entered for persons with no previous residence (i.e. they always lived in the village of enumeration), while the name of the District and province were recorded for those who have lived elsewhere. It will be your duty to assign appropriate codes to these answers. Appendix B of this manual provides you with the codes of all the Districts in the country. It also provides the Country codes in case the person has lived outside Cambodia.

In order to determine the appropriate code you should observe the following guidelines:

1) if code '1' was recorded, write the same code '1' in the shaded code box;
2) if another Town/Village was recorded, find the District in Appendix B and assign the associated code in the shaded code box;
3) if the person lived outside Cambodia, find the Country in Appendix B and assign the associated code in the shaded code box;
4) if you cannot find the District code or in case the column was left blank, call your Supervisor.

Consistency check: if the answer to Q10 - PREVIOUS RESIDENCE was '1' then the code of Q9 - BIRTH PLACE should also be '1'. If this is not the case, use the code of Q9 - BIRTH PLACE for imputation of Q10 - PREVIOUS RESIDENCE.

Q11 - DURATION OF STAY

Universe: persons with a Previous Residence other than '1'
Related variables: Q5 - AGE
                       Q10 - PREVIOUS RESIDENCE
Range: 00 to 98, and 99 (or blank).

The variable Q11 - DURATION OF STAY is part of a skip pattern. It must be skipped for persons with a Q10 - PREVIOUS RESIDENCE of '1'; for persons with a Q10 - PREVIOUS RESIDENCE other than '1' an entry is required.

If the column is left blank but an entry is required according to the rule above, impute code '99' for Not Stated.

Q12 - REASON FOR MIGRATION

Universe: persons with a Previous Residence other than '1'
Related variables: Q5   - AGE
                       Q10 - PREVIOUS RESIDENCE
Range: 1 to 12, and 99 (or blank).

The variable Q12 - REASON FOR MIGRATION is also part of a skip pattern. It must be skipped for persons with a Q10 - PREVIOUS RESIDENCE of '1'; for persons with a Q10 - PREVIOUS RESIDENCE other than '1' an entry is required.

If the column is left blank but an entry is required according to the rule above, impute code '99' for Not Stated.

Q13(A)– LITERACY READ AND WRITE WITH UNDERSTANDING IN KHMER

Universe: all persons.
Related variables: Q5   - AGE
                       Q14(B) - HIGHEST GRADE
                       Q18   - OCCUPATION
Range: 1 to 2, and 9.

Although Q13(A) is asked for all persons, we do not expect young children (under age 7) to be literate. Therefore, if Q5-AGE is less than 7, Q13(A) should be '2'.

If the column is left blank impute code '9' for Not Stated.

Q13(B)– LITERACY   READ AND WRITE WITH UNDERSTANDING IN ANY OTHER LANGUAGE

Universe: all persons.
Related variables: Q5   - AGE
                          Q14(B) - HIGHEST GRADE
                          Q18   - OCCUPATION
Range: 1 to 8, and 9.

Although Q13(B) is asked for all persons, we do not expect young children (under age 7) to be literate. Therefore, if Q5-AGE is less than 7, Q13(B) should be '2'.

If the column is left blank impute code '9' for Not Stated.

Q14(A) - SCHOOL ATTENDANCE

Universe: all persons.
Related variables: Q5   - AGE
                          Q14(B)- HIGHEST GRADE
Range: 1 to 3, and 9.

The variable Q14(A) - SCHOOL ATTENDANCE should be checked against the answer in Q14(B) - HIGHEST GRADE. If a person has attained one grade or more then Q14(A) - SCHOOL ATTENDANCE must be either '2' (Now) or '3' (Past).

If Q14A - SCHOOL ATTENDANCE is left blank you have to determine the appropriate code. If the person is very young (Q5-AGE < 7) impute code "1" for Never Attended. For persons with an Age > 6 you should look at the responses to questions Q14B-HIGHEST-GRADE and Q16-MAIN-ACTIVITY. If Q14B - HIGHEST GRADE is blank, code Q14A as '1' (Never), if Q14B is filled out use Q16 - MAIN ACTIVITY to determine between code '2' and '3'. If the person is student (Q16 - MAIN ACTIVITY is '5'), impute code '2' (Now), otherwise impute code '3' (Past).

If the column is left blank impute code '9' for Not Stated.

Q14(b) - HIGHEST GRADE ATTAINED

Universe: persons with Educational Attendance of code '2' or '3'.
Related variables: Q5   - AGE
                          Q14(B) - SCHOOL ATTENDANCE
Range: 00 to 20, and 99.

The variable Q14B- HIGHEST GRADE is part of a skip pattern. It must be filled for persons with Q14A - SCHOOL ATTENDANCE of '2' or '3'. It is left blank for all persons with Q14A - SCHOOL ATTENDANCE of '1'.

In case the respondent has a code for Q14A - SCHOOL ATTENDANCE of '2' or '3' but Q14B- HIGHEST GRADE is left blank, impute code '99' for Not Stated.

Q15(A) - PHYSICAL DISABILITY SINCE BIRTH

Universe: all persons
Related variables: none
Range: 0 to 5, and 9.

Q15(A) is asked for all persons. In case this column is left blank write code '9' for Not Stated.

Q15(B) - PHYSICAL DISABILITY AFTER BIRTH

Universe: all persons
Related variables: none
Range: 0 to 5, and 9.

Q15(B) is asked for all persons. In case this column is left blank write code "9" for Not Stated.

Q16 - MAIN ACTIVITY

Universe: all persons.
Related variables: Q5 - AGE
         Q17- EMPLOYMENT PERIOD
         Q18 - OCCUPATION
         Q19 - EMPLOYMENT STATUS
         Q20 - INDUSTRY
         Q21 - EMPLOYMENT SECTOR
Range: 1 to 8.

As illustrated in Table 2, the answer to this question will determine whether or not the subsequent economic questions (Q17 to Q23) need to be filled out.

Table 2. Skip pattern of Q16 to Q20 based on the response of Main Activity

Main Activity	Q17. Employ. Period	Q18. Occupation	Q19. Employ. Status	Q20. Industry	Q21. Employ. Sector	Q22. Secondary Activity	Q23. Place of Work
1. Employed	00 to 12, 99	011 to 999	1 to 5, 9	011 to 999	1 to 8, 9	01 to 11, 99	0102-9999
2. Unemployed (worked before)	00 to 12, 99	011 to 999	1 to 5, 9	011 to 999	1 to 8, 9	01 to 11, 99	blank
3. Unemployed (Never worked)	blank	blank	blank	blank	blank	01 to 11, 99	blank
4. Home maker	blank	blank	blank	blank	blank	01 to 11, 99	blank
5. Student	blank	blank	blank	blank	blank	01 to 11, 99	0102-9999
6. Dependent	blank	blank	blank	blank	blank	01 to 11, 99	blank
7. Rentier, Retired or Other income recipient	blank	blank	blank	blank	blank	01 to 11, 99	blank
8. Other	blank	blank	blank	blank	blank	01 to 11, 99	blank

Consistency checks:

1) If Q16 - MAIN ACTIVITY, is not filled out or is coded as '3', '4, '5', '6', '7' or '8', check whether there are any valid entries in Q17 to Q21. If there is a valid entry that describe the occupation or industry of a respondent in Q18 and/or Q19 as one related to 'Home maker', 'Student', 'Dependent' or 'Rentier, Retied or Other income

recipient', impute Q16 as '4' (Home maker), '5' (Student), '6' (Dependent) or '7' (Rentier, Retied or Other income recipient) respectively. If there is other valid entries in any of Q17 to Q21, impute Q16 as '1' (Employed).

2) If Q16 - MAIN ACTIVITY, is coded as '1' or '2' but Q17 to Q23 are left blank, you should retain the codes for Q16 - MAIN ACTIVITY and code Q17 to Q23 as Not Stated (fill out with code '9') after consulting your Supervisor.

3) If Q16 - MAIN ACTIVITY, is left blank and Q17 to Q23 are also blank, code Q16 as '8' (Other).

4) If Q16 to Q23 are left blank for the entire household, you should call your Supervisor.

Q17 - EMPLOYMENT PERIOD

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '2'.
Related variables: Q16 - MAIN ACTIVITY
Range: 00 to 12, and 99 (or blank allowed where an entry is not required).

The variable Q17 - EMPLOYMENT PERIOD is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '2'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '3', '4', '5', '6', '7' and '8' (see Table 2).

The range for Q17 - EMPLOYMENT PERIOD is from '00' to '12'. If Q17 is out of range or is left blank where an entry is required, impute code '99' for Not Stated.

Q18 - OCCUPATION

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '2'.
Related variables: Q16 - MAIN ACTIVITY
Range: see Appendix C (or blank allowed where an entry is not required).

The variable Q18 - OCCUPATION is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '2'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '3', '4', '5', '6', '7' and '8'.

Q18 - OCCUPATION is recorded in a descriptive manner. The coding of this variable will be done by a separate team of specialized coders. In determinating an appropriate code of occupation, coders should refer to both of descriptions of Q18-OCCUPATION and Q20-INDUSTRY since the description of Q20-INDUSTRY may help to determine an appropriate occupational code.
Coders should call the attention of a supervisor if difficult to determine an appropriate code. Supervisors are required to record all descriptions that are difficult to code for quality management purpose.

If the description is not adequately described enough to determine an appropriate code, impute '998' (Occupation not adequately described). If no description is stated, impute '999' (Occupation not stated).

Q19 - EMPLOYMENT STATUS

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '2'.
Related variables: Q16 - MAIN ACTIVITY
                        Q18 - OCCUPATION
Range: 1 to 5, and 9 (or blank allowed where an entry is not required).

The variable Q19 - EMPLOYMENT STATUS is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '2'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '3', '4', '5', '6', '7' and '8'.

The range for Q19 - EMPLOYMENT STATUS is from '1' to '5'. If Q19 is out of range or is left blank where an entry is required, you should impute code '9' for Not Stated.

The coding for Q18 - OCCUPATION and Q19 - EMPLOYMENT STATUS can be inter-related. For example, occupations listed under Major group 4 (Clerks) will most likely be paid employees (i.e. Q19 should be '2') whereas Market sales workers (Major group 5) may be mostly own-account workers (Q19 should be '3').

Q20 - INDUSTRY

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '2'.
Related variables: Q16 - MAIN ACTIVITY
                        Q18 - OCCUPATION
                        Q19 - EMPLOYMENT STATUS
Range: see Appendix D (or blank allowed where an entry is not required).

The variable Q20 - INDUSTRY is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '2'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '3', '4', '5', '6', '7' and '8'.

Q20 - INDUSTRY is recorded in a descriptive manner. The coding of this variable will be done by a separate team of specialized coders. In determinating an appropriate code of industry, coders should refer to both of descriptions of Q18-OCCUPATION and Q20-INDUSTRY since the description of Q18-OCCUPATION may help to determine an appropriate industrial code.

Coders should call the attention of a supervisor if difficult to determine an appropriate code. Supervisors are required to record all descriptions that are difficult to code for quality management purpose.

If the description is not adequately described enough to determine an appropriate code, impute '998' (Industry not adequately described). If no description is stated, impute '999' (Industry not stated).

Q21 – SECTOR OF EMPLOYMENT

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '2'.
Related variables: Q16 - MAIN ACTIVITY
                        Q18 - OCCUPATION
                        Q19 - EMPLOYMENT STATUS
                        Q20 - INDUSTRY
Range: 1 to 8, and 9 (or blank allowed where an entry is not required).

The variable Q21 - EMPLOYMENT SECTOR is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '2'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '3', '4', '5', '6', '7' and '8'.

The range for Q21 - EMPLOYMENT SECTOR is from '1' to '8'. If Q21 is out of range or is left blank where an entry is required (i.e., '1' or '2' is entered in Q16), you should impute code '9' for Not Stated.

Q22 - SECONDARY ECONOMIC ACTIVITY

Universe: All persons
Range: 01 to 11, and 99.

The response to this question should have been recorded for all persons regardless of their Main Activity (Q16-MAIN-ACTIVITY).

In case this column has been left blank write code '99' for Not Stated. If this column is stated '00', impute code '01'.

Q23 – PLACE OF WORK OR SCHOOLING

The final question in Part 2 is Q23–PLACE OF WORK/SCHOOLING. This question is actually made up of two components. Component A consists of a code, while the response to component B is the name of a District, Province, or Country.

- *Q23(A)–PLACE OF WORK OR SCHOOLING-CODE*

Universe: persons with Q16 - MAIN ACTIVITY of '1' or '5'.
Related variables: Q16 - MAIN ACTIVITY
Range: 1 to 4, or 9 (or blank allowed where an entry is not required).

The variable Q23(A)–PLACE OF WORK/SCHOOLING-CODE is part of a skip pattern. It must be filled for persons with a Q16 - MAIN ACTIVITY of '1' or '5'. It is left blank for all persons with a Q16 - MAIN ACTIVITY of '2', '3', '4', '6', '7' and '8'.

The range for Q23(A)–PLACE OF WORK/SCHOOLING-CODE is from '1' to '4'. If Q23(A) is out of range or is left blank where an entry is required, you should impute code '9' for Not Stated.

- *Q23(B) – PLACE OF WORK OR SCHOOLING - NAME*

Universe: persons with Q23(A)–PLACE OF WORK/SCHOOLING–CODE of '3' or '4'
Related variables: Q23(A)-PLACE OF WORK/SCHOOLING-CODE
Range: See Appendix B (or blank allowed where an entry is not required).

The variable Q23(B)–PLACE OF WORK/SCHOOLING-NAME is part of a skip pattern. It must be filled for persons with a Q23(A)–PLACE OF WORK/SCHOOLING-CODE of '3' or '4'. It is left blank for all persons with a Q23(A)–PLACE OF WORK/SCHOOLING-CODE of '1' and '2'.

The answer to *Q23(B) – PLACE OF WORK OR SCHOOLING – NAME* was written in a descriptive manner. When this column is filled the response relates to the name of the District and Province to where the respondent goes to work or school. In case the respondent works or schools outside Cambodia the name of that country is recorded. It will be your duty to assign appropriate codes to these answers. Appendix B of this manual provides you with the codes of all the Districts in the country. It also provides the Country codes in case the person goes to work or school outside Cambodia.

Chapter 6. **Edit rules for Parts 3, 4 and 5 of Form B**

Part 3 of the Household Questionnaire comprises questions on Fertility, whereas Part 4 relates to the Housing conditions and facilities. Part 5 comprises of questions about persons who died in the last 12 months. The edit rules applying to these questions will be discussed in this chapter.

30. Edit rules for Part 3 - Fertility

The Fertility questions are normally asked to all Females Aged 15 and above. **However, for Transient Population (with Household Type = '5') this roster was not filled.** The Enumerators were instructed to identify on Part 2 all females Aged 15 and above and to transpose their names and serial numbers to Part 3. The Names are recorded in Column 2 and the Serial Numbers in Column 3.

The first very important check is to ascertain that all Females Aged 15 and above as recorded in Part 2, have been transposed to Part 3. Also check that the Names and Serial Numbers were transposed consistently.

You may find cases where eligible females (older than 15 years) have been omitted from Part 3. You should add them in Part 3 by copying the Name, and Serial Number from Part 2. To determine the fertility information of these 'omitted females' you should look at their Q6-MARITAL STATUS. If the MARITAL STATUS is '1' (NEVER MARRIED) place '00' in all fertility questions. If the MARITAL STATUS is '2' (MARRIED), '3' (WIDOWED), '4' (DIVORCED), or '5' (SEPARATED) place '99' in the fertility questions to indicate 'Not Stated'.

ASCERTAIN THAT FOR HOUSEHOLD TYPES 1, 2, 3, AND 4 ALL FEMALES AGED 15 AND ABOVE HAVE REPORTED FERTILITY INFORMATION IN PART 3.

F4 - CHILDREN EVER BORN: F4a - MALES and F4b - FEMALES

Universe: Females aged 15 and above in Household Type 1, 2, 3 or 4
Related variables: Q4 - SEX
                        Q5 - AGE
                        Q6 - MARITAL STATUS
Range: 0 to 20, and 99.

The variable CHILDREN BORN is part of a skip pattern; it is only asked to Females aged 15 and above living in Household Types 1, 2, 3 or 4.

CHILDREN BORN is divided into two parts; Male Births and Female Births. The range for each of them is from 0 to 20, i.e. the minimum number of Male Births is 0, the maximum number is 20. In the same vein, the minimum number of Female Births is 0, the maximum is 20. **Note that the Total number of Births per woman (the sum of Male Births and Female Births) also cannot exceed 20. You should therefore sum up the number of Male Births and Female Births and check that the total is between 0 and 20. In case you encounter entries where the Total Births exceeds 20, call the attention of your Supervisor.**

If CHILDREN BORN is left blank where an entry is required according to the skip pattern, impute code '00' if the Q6-MARITAL STATUS is '1' (NEVER MARRIED), otherwise impute '99' for Not Stated.

.

F5 - CHILDREN ALIVE: F5a - MALES and F5b - FEMALES

Universe: Females aged 15 and above in Household Type 1, 2, 3 or 4
Related variables: Q4 - SEX
                          Q5 - AGE
                          Q6 - MARITAL STATUS
                          F4 - CHILDREN BORN
Range: 0 to 20, and 99.

The variable CHILDREN ALIVE is also part of a skip pattern; it is only asked to Females aged 15 and above living in Household Types 1, 2, 3 or 4.

CHILDREN ALIVE is divided into two parts; Male Alive and Female Alive. The range for each of them is from 0 to 20, i.e. the minimum number of Male Alive is 0, the maximum number is 20; the minimum number of Female Alive is 0, the maximum is 20.

In addition to these general ranges, the following rules apply:

1) **The entry in Male Alive should be less or equal to the entry in Male Birth. It can never exceed this entry, i.e. there cannot be more Males alive than were born.**

2) **Similarly, the entry in Female Alive should be less or equal to the entry in Female Birth. It can never exceed this entry, i.e. there cannot be more Females alive than were born.**

You should therefore compare the entries in Male Alive and Female Alive with those in Male Births and Female Births. Should you encounter cases where Male Alive and/or Female Alive exceed the respective entries in Male Birth and Female Births, call the attention of your Supervisor.

If CHILDREN ALIVE is left blank where an entry is required according to the skip pattern, impute code '00' if the Q6-MARITAL STATUS is '1' (NEVER MARRIED), otherwise impute '99' for Not Stated.

F6 - CHILDREN DIED: F6a - MALES and F6b - FEMALES

Universe: Females aged 15 and above in Household Type 1, 2, 3 or 4
Related variables: Q4 -SEX
                          Q5 -AGE
                          F4 -CHILDREN BORN
                          F5 -CHILDREN ALIVE
Range: 0 to 20, and 99.

Also the variable CHILDREN DIED is part of a skip pattern; it is only asked to Females aged 15 and above living in Household Types 1, 2, 3 or 4.

The entries in these columns mainly serve as a check for CHILDREN BORN and CHILDREN ALIVE. You have to verify that:

(a) MALES BORN = (c) MALES ALIVE + (e) MALES DEAD and
(b) FEMALES BORN = (d) FEMALES ALIVE + (f) FEMALES DEAD

In case of any discrepancies call the attention of your Supervisor.

F7 - BIRTHS LAST YEAR: F7a - MALES and F7b - FEMALES

Universe: Females aged 15-49 years in Household Type 1, 2, 3 or 4
Related variables: Q4 -SEX
                       Q5 -AGE
                       Q6 - MARITAL STATUS
                       F4 -CHILDREN EVER BORN
Range: 0 to 4, and 9.

The variable F7 - BIRTHS LAST YEAR is again part of a skip pattern; it is only asked to Females aged 15 and above living in Household Types 1, 2, 3 or 4. .

This question is divided into two parts, Male Births and Female Births. The general range for each is from 0 to 4. You should however, also verify that the sum of Male Births and Female Births does not exceed 4.

Furthermore, the entries in BIRTHS LAST YEAR should be compared to those in (a) MALES EVER BORN and (b) FEMALES EVER BORN. The following rules apply:

F7 - MALES BORN LAST YEAR <= F4A - MALES BORN and
F7 - FEMALES BORN LAST YEAR <= F4B - FEMALES BORN

Should you encounter cases where F7 exceeds F4 for either Males or Females, call the attention of your Supervisor.

If F7 - BIRTHS LAST YEAR is left blank where an entry is required according to the skip pattern, impute code '0' if the Q6-MARITAL STATUS is '1' (NEVER MARRIED), otherwise impute '9' for Not Stated.

F8 – DELIVERY ASSISTANCE

Universe: Females aged 15 to 49 in Household Type 1, 2, 3 or 4
Related variables: Q4 - SEX
                       Q5 - AGE
                       F7 - (a) MALES BORN and (b) FEMALE BORN LAST YEAR
Range: 1 to 6, and 9.

The response to variable F8 – DELIVERY ASSISTANCE should have been recorded for all Females aged 15 to 49 in Household Type 1, 2, 3 or 4 with one of more child(ren) born during the last 12 month. In other words, when F7 - MALES BORN LAST YEAR > 0 and/or F7 - FEMALES BORN LAST YEAR > 0. In case this column has been left blank write code '9' for Not Stated.

31. Edit rules for Part 4 - Housing Conditions and Facilities.

The following edit rules apply to Housing Conditions and Facilities of Part 4. This part is only filled out for regular households (with Household Type = 1) and is left blank for all other Household Types.

H1 - OCCUPANCY

Universe: all regular households with Household Type = '1'.
Related variables: none.
Range: 1 to 4, and 9.

The range for H1 - OCCUPANCY is from 1 to 4. If this variable is out of range or left blank you should impute code '9' for not stated.

H2 - LIGHT

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 7, and 9.

The range for H2 – LIGHT is from 1 to 7. If this variable is out of range or left blank you should impute code '9' for not stated.

If multiple answers are entered, call the attention of your supervisor.

H3 - COOKING FUEL

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 7, and 9.

The range for H3 – COOKING FUEL is from 1 to 7. If this variable is out of range or left blank you should impute code '9' for not stated.

If multiple answers are entered, call the attention of your supervisor.

H4 - TOILET

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 5, and 9.

The range for H4 – TOILET is from 1 to 5. If this variable is out of range or left blank you should impute code '9' for not stated.

If multiple answers are entered, call the attention of your supervisor.

H5 - DRINKING WATER

Universe: all regular households with Household Type = '1'.
Related variables: none

Range: 1 to 8, and 9.

The range for H5 – DRINKING WATER is from 1 to 8. If this variable is out of range or left blank you should impute code '9' for not stated.

If multiple answers are entered, call the attention of your supervisor.

H6 – LOCATION OF DRINKING WATER

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 3, and 9.

The range for H6 – LOCATION OF DRINKING WATER is from 1 to 3. If this variable is out of range or left blank you should impute code '9' for not stated.

If multiple answers are entered, call the attention of your supervisor.

H7 - ROOMS

Universe: all households for Normal or Regular Households.
Related variables: none.
Range: 1 to 8, and 9.

The range for H7 – ROOMS is from 1 to 8. If this variable is out of range or left blank you should impute code '9' for not stated.

H8 – RADIO/ TRANSISTOR
Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H8 – RADIO/ TRANSISTOR is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H9 – TELEVISION

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H9 – TELEVISION is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H10 – TELEPHONE

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H10 – TELEPHONE is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H11 – CELL PHONE

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H11 –CELLPHONE is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H12 – PERSONAL COMPUTER

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H12 – PERSONAL COMPUTER is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H13 – BICYCLE

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H13 –BICYCLE is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H14 – MOTORCYCLE

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H14 – MOTORCYCLE is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H15 – CAR/VAN

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H15 – CAR/VAN is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H16 – BOAT

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H16 – BOAT is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H17(a) – BIG TRACTOR

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.
The range for H17(a) – BIG TRACTOR is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H17(b) – Hand Tractor (Koyaon)

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 00 to 10, and 99.

The range for H17b – Hand Tractor (Koyaon) is from 00 to 10. If this variable is out of range or left blank you should impute code '99' for not stated.

H18 – ACCESS THE INTERNET AT HOME

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 2, and 9.

The range for H18-ACCESS THE INTERNET AT HOME is from 1 to 2. If this variable is out of range or left blank you should impute code '9' for not stated.

H19 – ACCESS THE INTERNET OUTSIDE HOME

Universe: all regular households with Household Type = '1'.
Related variables: none
Range: 1 to 2, and 9.

The range for H19 – ACCESS THE INTERNET OUTSIDE HOME is from 1 to 2. If this variable is out of range or left blank you should impute code '9' for not stated.

32. Edit rules for Part 5 – Deaths in Housing in the last 12 months

The edit rules for Part 5 - Deaths in Housing in the last 12 months apply to all Regular Households, Institutional Households, Homeless Households, and Boat Population. **For Transient Population (with Household Type = '5') this roster was not filled.**

D1 - SERIAL NUMBER

The D1 - SERIAL NUMBER is a unique code assigned to each person who died in a household during the last 12 months. The first death person should always have code '1'. Serial numbers must be in a sequential order, incremented by 1 for every subsequent death person in the household during last 12 months. There should neither be missing nor duplicated serial numbers. Whenever you find incorrect serial numbers, you should renumber them.

From the above it becomes obvious that the last serial number should be identical to the entry in the thick box of Part 5, titled 'Total Number of Deaths". You have to make sure that this 'Total box' is filled out correctly. In case there are no deaths recorded in the household, write '00' in the box. In all other cases, count the number of Deceased listed in the roster and verify (impute if necessary) this number against the entry in the 'Total box'.

D3- SEX

Universe: all dead persons in households during last 12 months
Related variables: D2 - NAME
                       D4 - RELATIONSHIP
Range: 1 to 2.

The variable D3_SEX must be within range. If the variable D3 - SEX is not filled, check the D4-RELATIONSHIP and the D2- NAME of the deceased person to determine the appropriate code for Sex (code '1' or '2').

If you cannot finally determine an appropriate code, call the attention of your supervisor.

D4- RELATIONSHIP

Universe: all dead persons in households during last 12 months
Related variables: D3-SEX
                       D5-AGE AT DEATH
Range: 1 to 7.

The response to this question should be between '1' to '7'. In case it was left blank write code '6' for Other Relative.

D5 - AGE AT DEATH

Universe: all dead persons in households during last 12 months
Related variables: D4-RELATIONSHIP
Range: 00 to 98, and 99.

The response to this question should be between '00' to '98'. In case it was left blank write code '99' for Not Stated.

D6- CAUSE OF DEATH

Universe: all dead persons in households during last 12 months
Related variables: D3-SEX
                       D5-AGE AT DEATH
Range: 01 to 16, and 99.

The response to this question should be between '01' to '16'. In case it was left blank write code '99' for Not Stated.

D7(A) – PREGNANCY RELATED

Universe: Females aged 15-49 who died in the last 12 months
Related variables: D3- SEX
                              D5- AGE AT DEATH
                              D6- CAUSE OF DEATH
Range: 1 to 2, and 9.

This question is part of a skip pattern. It relates only to Females aged 15 to 49 who died during the last 12 months.

If the deceased person was Male (D3-SEX = '1') or the deceased person was Female (D3-SEX = '2') with an Age of < 15 or > 49 (D5- AGE AT DEATH < 15 or D5- AGE AT DEATH > 49) the entry should be blank. Only if D3_SEX is '2' and D5- AGE AT DEATH > 14 AND D5- AGE AT DEATH < 50) should the response to this question be between '1' to '2'. In case of an invalid entry or when the column was left blank while it should have been filled out write code '9' for Not Stated.

D7 (B) - DEATH PLACE

Universe: Females aged 15-49 who died in the last 12 months and whose death was related to pregnancy or delivery (D7(A) – PREGNANCY RELATED = '1').
Related variables: D7 (A) if "Yes or code 1"
                              D3 -SEX
                              D5 -AGE OF DEATH
Range: 1 to 4, and 9.

This question is part of a skip pattern. It relates only to Females aged 15 to 49 who died during the last 12 months and whose death was related to pregnancy or delivery (D7(A) – PREGNANCY RELATED = '1').

The response to this question should be between '1' to '4'. In case it was left blank write code '9' for Not Stated.

D7(c) - STATE WHO ATTENDED ON HER BEFORE DEATH

Universe: Females aged 15-49 who died in the last 12 months and whose death was related to pregnancy or delivery (D7(A) – PREGNANCY RELATED = '1').
Related variables: D7 (A) if "Yes or code 1"
                              D3 -SEX
                              D5 -AGE AT DEATH
Range: 1 to 6, and 9.

This question is part of a skip pattern. It relates only to Females aged 15 to 49 who died during the last 12 months and whose death was related to pregnancy or delivery (D7(A) – PREGNANCY RELATED = '1').

The response to this question should be between '1' to '6'. In case it was left blank write code '9' for Not Stated.

Chapter 7. Edit rules for Form A – House-list

33. Introduction

Form A, the House-list, was filled out about 3 days preceding the Census Night. It was basically used to locate and identify all residential places. The house-list also contains some information about the predominant building materials. This information will supplement the questions in Form B, Part 4, on Housing conditions and Facilities.

34. Edit rules for Form A

First you need to check that the Identification particulars are entered properly in the specified columns on the top of Form A. Use the same rules and principles as given earlier in this manual.

The edit rules mainly relate to **Construction Materials** and the **Purpose of the Building**. The other variables on Form A, such as Particulars of Head of Household and Number of Persons usually living in the household, will not be captured. They, therefore, do not require any editing.

Wall (Col. 3)

A dash (-) was used for structures on pillars without a wall. In such cases you should impute code '0'. In case of blank or invalid entry (other than '0' to '8'), impute code '9' (unspecified) if the EA is within Phnom Penh. In other areas impute the predominant wall material of the area.

Roof (Col. 4)

If the entry is blank or invalid (other than code '1' to '8'), impute code '9' (unspecified) if the EA is within Phnom Penh. In other areas impute the code for predominant roof materials of the area. **You should also verify the following: if ROOF material was coded as '4' (Concrete/Brick/Stone), the WALL material should also be '4' (Concrete/Brick/Stone). If WALL material is other than code '4', correct the code for ROOF material as '8' (Other).**

Floor (Col. 5)

For blank or invalid entry (other than col. '1' to '7'), impute code '9' for Phnom Penh and the code for predominant floor material for all other areas.

Purpose of Building/ Structure (Col. 6)

If there is no entry or if there is any invalid entry (other than '1' to '4') impute code '9'.

APPENDIXES

A- Code list for Mother Tongue
B- Code list for Districts and Countries
C- Code list for OCCUPATION
D- Code list for IDUSTRY

Appendix A

Code for column 7 in Part 2 (Mother Tongue)

Code   Name of Mother Tongue

Code	Name of Mother Tongue
01	Khmer
02	Vietnamese
03	Chinese
04	Lao
05	Thai
06	French
07	English
08	Korean
09	Japanese
10	Chaaraay
11	Chaam
12	Kaaveat
13	Klueng
14	Kuoy
15	Krueng
16	Lon
17	Phnong
18	Proav
19	Tumpoon
20	Stieng
21	Ro Ong
22	Kraol
23	Raadear
24	Thmoon
25	Mel
26	Khogn
27	Por
28	Suoy
29	Others
30	S'ouch
31	Kchruk
32	Mon
33	Kchak
99	Not stated

Appendix B

District Codes for Form "B" Column 9 (Birth Place), column10 (Previous Residence) and column 23 (Place of work or Schooling) in Part 2

Appendix B. District Codes for Column 9 (Birth Place), 10 (Previous Residence) and Column 23 (Place of Work or Schooling) in Part 2.

01 - Banteay Meanchey		02 – Battambang	
0101	-moved out	0201	Banan
0102	Mongkol Borei	0202	Thma Koul
0103	Phnum Srok	0203	Bat Dambang
0104	Preah Netr Preah	0204	Bavel
0105	Ou Chrov	0205	Aek Phnum
0106	Serei Saophoan	0206	Moung Ruessei
0107	Thma Puok	0207	Rotonak Mondol
0108	Svay Chek	0208	Sangkae
0109	Malai	0209	Samlout
		0210	Sampov Lun
		0211	Phnom Proek
		0212	Kamrieng
		0213	Koah Krala

03 - Kampong Cham		04 - Kampong Chhnang	
0301	Batheay	0401	Baribour
0302	Chamkar Leu	0402	Chol Kiri
0303	Cheung Prey	0403	Kampong Chhnang
0304	Dambae	0404	Kampong Leaeng
0305	Kampong Cham	0405	Kampong Tralach
0306	Kampong Siem	0406	Rolea B'ier
0307	Kang Meas	0407	Sameakki Mean Chey
0308	Kaoh Soutin	0408	Tuek Phos
0309	Krouch Chhmar		
0310	Memot		
0311	Ou Reang Ov		
0312	Ponhea Kraek		
0313	Prey Chhor		
0314	Srei Santhor		
0315	Stueng Trang		
0316	Tboung Khmum		

05 - Kampong Speu		06 - Kampong Thom	
0501	Basedth	0601	Baray
0502	Chbar Mon	0602	Kampong Svay
0503	Kong Pisei	0603	Stueng Saen
0504	Aoral	0604	Prasat Balangk
0505	Odongk	0605	Prasat Sambour
0506	Phnum Sruoch	0606	Sandan
0507	Samraong Tong	0607	Santuk
0508	Thpong	0608	Stoung

07 - Kampot

0701	Angkor Chey
0702	Banteay Meas
0703	Chhuk
0704	Chum Kiri
0705	Dang Tong
0706	Kampong Trach
0707	Kampot
0708	Kampong Bay

08 - Kandal

0801	Kandal Stueng
0802	Kien Svay
0803	Khsach Kandal
0804	Kaoh Thum
0805	Leuk Daek
0806	Lvea Aem
0807	Mukh Kampul
0808	Angk Snuol
0809	Ponhea Lueu
0810	S'ang
0811	Ta Khmau

09 - Koh Kong

0901	Botum Sakor
0902	Kiri Sakor
0903	Kaoh Kong
0904	Smach Mean Chey
0905	Mondol Seima
0906	Srae Ambel
0907	Thma Bang
0908	Kampong Seila

10 - Kratie

1001	Chhloung
1002	Kracheh
1003	Preaek Prasab
1004	Sambour
1005	Snuol

11 - Mondul Kiri

1101	Kaev Seima
1102	Kaoh Nheaek
1103	Ou Reang
1104	Pech Chenda
1105	Saen Monourom

12 - Phnom Penh

1201	Chamkar Mon
1202	Doun Penh
1203	Prampir Meakkakra
1204	Tuol Kouk
1205	Dangkao
1206	Mean Chey
1207	Russei Kaev

13 - Preah Vihear

1301	Chey Saen
1302	Chhaeb
1303	Choam Khsant
1304	Kuleaen
1305	Rovieng
1306	Sangkom Thmei
1307	Tbaeng Mean Chey

14 - Prey Veng

1401	Ba Phnum
1402	Kamchay Mear
1403	Kampong Trabaek
1404	Kanhchriech
1405	Me Sang
1406	Peam Chor
1407	Peam Ro
1408	Pea Reang
1409	Preah Sdach
1410	Prey Veaeng
1411	Kampong Leav
1412	Sithor Kandal

15 - Pursat		16 - Ratanak Kiri	
1501	Bakan	1601	Andoung Meas
1502	Kandieng	1602	Ban Lung
1503	Krakor	1603	Bar Kaev
1504	Phnum Kravanh	1604	Koun Mom
1505	Sampov Meas	1605	Lumphat
1506	Veal Veaeng	1606	Ou Chum
		1607	Ou Ya Dav
		1608	Ta Veaeng
		1609	Veun Sai

17 - Siemreap		18 - Sihanoukville	
1701	Angkor Chum	1801	Mittakpheap
1702	Angkor Thum	1802	Prey Nob
1703	Banteay Srei	1803	Stueng Hav
1704	Chi Kraeng		
-1705	- moved out		
1706	Kralanh		
1707	Puok		
-1708	-moved out		
1709	Prasat Bakong		
1710	Siem Reab		
1711	Soutr Nikom		
1712	Srei Snam		
1713	Svay Leu		
1714	Varin		

19 - Stung Treng		20 - Svay Rienq	
1901	Sesan	2001	Chantrea
1902	Siem Bouk	2002	Kampong Rou
1903	Siem Pang	2003	Rumduol
1904	Stueng Traeng	2004	Romeas Haek
1905	Thala Barivat	2005	Svay Chrum
		2006	Svay Rieng
		2007	Svay Teab

21 - Takeo		22 - Oddar Meanchey	
2101	Angkor Borei	2201	Anlong Veaeng
2102	Bati	2202	Banteay Ampil
2103	Borei Cholsar	2203	Chong Kal
2104	Kiri Vong	2204	Samraong
2105	Kaoh Andaet	2205	Trapeang Prasat
2106	Prey Kabbas		
2107	Samraong		
2108	Doun Kaev		
2109	Tram Kak		
2110	Treang		

23 - Kep		24 - Pailin	
2301	Damnak Chang'aeur	2401	Pailin

2302	Kaeb		2402	Sala Krau

Country Codes for Column 9 (Birth Place), 10 (Previous Residence) and Column 23 (Place of Work or Schooling) in Part 2.

Asia		Australia & Oceania	
9301	China	9401	Australia
9302	Hong Kong	9402	New Zealand
9303	India	9499	Other Oceania
9304	Indonesia		
9305	Japan		
9306	Korea North		
9307	Korea South		
9308	Laos		
9309	Malaysia		
9310	Myanmar		
9311	Nepal		
9312	Pakistan		
9313	Philippines		
9314	Singapore		
9315	Sri Lanka		
9316	Thailand		
9317	Vietnam		
9399	Other Asia		

Europe		America	
9501	Belgium	9601	United States of America
9502	France	9602	Canada
9503	Germany	9699	Other America
9504	Italy		
9505	Netherlands (Holland)		
9506	Former USSR		
9507	Sweden		
9508	United Kingdom		
9599	Other Europe		

Africa		Not classified or Not Stated	
9701	South Africa	9998	Countries not classified
9799	Other Africa	9999	Not Stated

Appendix C

OCCUPATION CODES FOR FORM 'B' COLUMN "18" IN PART 2

OCCUPATION
(CODES FOR CENSUS QUESTIONAIRE COLUMN (18) IN PART 2)

MAJOR GROUP 0 : ARMED FORCES OCCUPATIONS

01 ARMED FORCES OCCUPATIONS
    011 Armed forces occupations

MAJOR GROUP 1 : MANAGERS

11 CHIEF EXECUTIVES, SENIOR OFFICIALS AND LEGISLATORS
    111 Legislators and senior officials
        — Legislators
        — Senior government officials
        — Traditional chiefs and heads of village
        — Senior officials of special-interest organizations
    112 Managing directors and chief executives
        — Managing directors and chief executives
12 ADMINISTRATIVE AND COMMERCIAL MANAGERS
    121 Business services and administration managers
        — Finance managers
        — Human resource managers
        — Policy and planning managers
        — Business services and administration managers not elsewhere classified
    122 Sales, marketing and development managers
        — Sales and marketing managers
        — Advertising and public relations managers
        — Research and development managers
13 PRODUCTION AND SPECIALIZED SERVICES MANAGERS
    131 Production managers in agriculture, forestry and fisheries
        — Agricultural and forestry production managers
        — Aquaculture and fisheries production managers
    132 Manufacturing, mining, construction, and distribution managers
        — Manufacturing managers
        — Mining managers
        — Construction managers
        — Supply, distribution and related managers
    133 Information and communications technology service managers
        — Information and communications technology service managers
    134 Professional services managers
        — Child care services managers
        — Health services managers
        — Aged care services managers
        — Social welfare managers
        — Education managers
        — Financial and insurance services branch managers
        — Professional services managers not elsewhere classified
14 HOSPITALITY, RETAIL AND OTHER SERVICES MANAGERS

141 Hotel and restaurant managers
— Hotel managers
— Restaurant managers
142 Retail and wholesale trade managers
— Retail and wholesale trade managers
143 Other services managers
— Sports, recreation and cultural centre managers
— Services managers not elsewhere classified

MAJOR GROUP 2 : PROFESSIONALS

21 SCIENCE AND ENGINEERING PROFESSIONALS
211 Physical and earth science professionals
— Physicists and astronomers
— Meteorologists
— Chemists
— Geologists and geophysicists
212 Mathematicians, actuaries and statisticians
— Mathematicians, actuaries and statisticians
213 Life science professionals
— Biologists, botanists, zoologists and related professionals
— Farming, forestry and fisheries advisers
— Environmental protection professionals
214 Engineering professionals (excluding electrotechnology)
— Industrial and production engineers
— Civil engineers
— Environmental engineers
— Mechanical engineers
— Chemical engineers
— Mining engineers, metallurgists and related professionals
— Engineering professionals not elsewhere classified
215 Electrotechnology engineers
— Electrical engineers
— Electronics engineers
— Telecommunications engineers
216 Architects, planners, surveyors and designers
— Building architects
— Landscape architects
— Product and garment designers
— Town and traffic planners
— Cartographers and surveyors
— Graphic and multimedia designers
22 HEALTH PROFESSIONALS
221 Medical doctors
— Generalist medical practitioners
— Specialist medical practitioners
222 Nursing and midwifery professionals
— Nursing professionals
— Midwifery professionals
223 Traditional and complementary medicine professionals
— Traditional and complementary medicine professionals

224 Paramedical practitioners
- — Paramedical practitioners

225 Veterinarians
- — Veterinarians

226 Other health professionals
- — Dentists
- — Pharmacists
- — Environmental and occupational health and hygiene professionals
- — Physiotherapists
- — Dieticians and nutritionists
- — Audiologists and speech therapists
- — Optometrists and ophthalmic opticians
- — Health professionals not elsewhere classified

23 TEACHING PROFESSIONALS

231 University and higher education teachers
- — University and higher education teachers

232 Vocational education teachers
- — Vocational education teachers

233 Secondary education teachers
- — Secondary education teachers

234 Primary school and early childhood teachers
- — Primary school teachers
- — Early childhood educators

235 Other teaching professionals
- — Education methods specialists
- — Special needs teachers
- — Other language teachers
- — Other music teachers
- — Other arts teachers
- — Information technology trainers
- — Teaching professionals not elsewhere classified

24 BUSINESS AND ADMINISTRATION PROFESSIONALS

241 Finance professionals
- — Accountants
- — Financial and investment advisers
- — Financial analysts

242 Administration professionals
- — Management and organization analysts
- — Policy administration professionals
- — Personnel and careers professionals
- — Training and staff development professionals

243 Sales, marketing and public relations professionals
- — Advertising and marketing professionals
- — Public relations professionals
- — Technical and medical sales professionals (excluding ICT)
- — Information and communications technology sales professionals

25 INFORMATION AND COMMUNICATIONS TECHNOLOGY PROFESSIONALS

251 Software and applications developers and analysts
- — Systems analysts
- — Software developers
- — Web and multimedia developers

— Applications programmers
— Software and applications developers and analysts not elsewhere classified

252 Database and network professionals
— Database designers and administrators
— Systems administrators
— Computer network professionals
— Database and network professionals not elsewhere classified

26 LEGAL, SOCIAL AND CULTURAL PROFESSIONALS

261 Legal professionals
— Lawyers
— Judges
— Legal professionals not elsewhere classified

262 Librarians, archivists and curators
— Archivists and curators
— Librarians and related information professionals

263 Social and religious professionals
— Economists
— Sociologists, anthropologists and related professionals
— Philosophers, historians and political scientists
— Psychologists
— Social work and counselling professionals
— Religious professionals

264 Authors, journalists and linguists
— Authors and related writers
— Journalists
— Translators, interpreters and other linguists

265 Creative and performing artists
— Visual artists
— Musicians, singers and composers
— Dancers and choreographers
— Film, stage and related directors and producers
— Actors
— Announcers on radio, television and other media
— Creative and performing artists not elsewhere classified

MAJOR GROUP 3 : TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 SCIENCE AND ENGINEERING ASSOCIATE PROFESSIONALS

311 Physical and engineering science technicians
— Chemical and physical science technicians
— Civil engineering technicians
— Electrical engineering technicians
— Electronics engineering technicians
— Mechanical engineering technicians
— Chemical engineering technicians
— Mining and metallurgical technicians
— Draughtspersons
— Physical and engineering science technicians not elsewhere classified

312 Mining, manufacturing and construction supervisors

- — Mining supervisors
- — Manufacturing supervisors
- — Construction supervisors

313 Process control technicians
- — Power production plant operators
- — Incinerator and water treatment plant operators
- — Chemical processing plant controllers
- — Petroleum and natural gas refining plant operators
- — Metal production process controllers
- — Process control technicians not elsewhere classified

314 Life science technicians and related associate professionals
- — Life science technicians (excluding medical)
- — Agricultural technicians
- — Forestry technicians

315 Ship and aircraft controllers and technicians
- — Ships' engineers
- — Ships' deck officers and pilots
- — Aircraft pilots and related associate professionals
- — Air traffic controllers
- — Air traffic safety electronics technicians

32 HEALTH ASSOCIATE PROFESSIONALS

321 Medical and pharmaceutical technicians
- — Medical imaging and therapeutic equipment technicians
- — Medical and pathology laboratory technicians
- — Pharmaceutical technicians and assistants
- — Medical and dental prosthetic technicians

322 Nursing and midwifery associate professionals
- — Nursing associate professionals
- — Midwifery associate professionals

323 Traditional and complementary medicine associate professionals
- — Traditional and complementary medicine associate professionals

324 Veterinary technicians and assistants
- — Veterinary technicians and assistants

325 Other health associate professionals
- — Dental assistants and therapists
- — Medical records and health information technicians
- — Community health workers
- — Dispensing opticians
- — Physiotherapy technicians and assistants
- — Medical assistants
- — Environmental and occupational health inspectors and associates
- — Ambulance workers
- — Health associate professionals not elsewhere classified

33 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

331 Financial and mathematical associate professionals
- — Securities and finance dealers and brokers
- — Credit and loans officers
- — Accounting associate professionals
- — Statistical, mathematical and related associate professionals
- — Valuers and loss assessors

332 Sales and purchasing agents and brokers

- — Insurance representatives
- — Commercial sales representatives
- — Buyers
- — Trade brokers

333 Business services agents
- — Clearing and forwarding agents
- — Conference and event planners
- — Employment agents and contractors
- — Real estate agents and property managers
- — Business services agents not elsewhere classified

334 Administrative and specialized secretaries
- — Office supervisors
- — Legal secretaries
- — Administrative and executive secretaries
- — Medical secretaries

335 Regulatory government associate professionals
- — Customs and border inspectors
- — Government tax and excise officials
- — Government social benefits officials
- — Government licensing officials
- — Police inspectors and detectives
- — Regulatory government associate professionals not elsewhere classified

34 LEGAL, SOCIAL, CULTURAL AND RELATED ASSOCIATE PROFESSIONALS

341 Legal, social and religious associate professionals
- — Legal and related associate professionals
- — Social work associate professionals
- — Religious associate professionals

342 Sports and fitness workers
- — Athletes and sports players
- — Sports coaches, instructors and officials
- — Fitness and recreation instructors and program leaders

343 Artistic, cultural and culinary associate professionals
- — Photographers
- — Interior designers and decorators
- — Gallery, museum and library technicians
- — Chefs
- — Other artistic and cultural associate professionals

35 INFORMATION AND COMMUNICATIONS TECHNICIANS

351 Information and communications technology operations and user support technicians
- — Information and communications technology operations technicians
- — Information and communications technology user support technicians
- — Computer network and systems technicians
- — Web technicians

352 Telecommunications and broadcasting technicians
- — Broadcasting and audio-visual technicians
- — Telecommunications engineering technicians

MAJOR GROUP 4 : CLERICAL SUPPORT WORKERS

41 GENERAL AND KEYBOARD CLERKS
- 411 General office clerks
  - — General office clerks
- 412 Secretaries (general)
  - — Secretaries (general)
- 413 Keyboard operators
  - — Typists and word processing operators
  - — Data entry clerks

42 CUSTOMER SERVICES CLERKS
- 421 Tellers, money collectors and related clerks
  - — Bank tellers and related clerks
  - — Bookmakers, croupiers and related gaming workers
  - — Pawnbrokers and money-lenders
  - — Debt-collectors and related workers
- 422 Client information workers
  - — Travel consultants and clerks
  - — Contact centre information clerks
  - — Telephone switchboard operators
  - — Hotel receptionists
  - — Enquiry clerks
  - — Receptionists (general)
  - — Survey and market research interviewers
  - — Client information workers not elsewhere classified

43 NUMERICAL AND MATERIAL RECORDING CLERKS
- 431 Numerical clerks
  - — Accounting and bookkeeping clerks
  - — Statistical, finance and insurance clerks
  - — Payroll clerks
- 432 Material-recording and transport clerks
  - — Stock clerks
  - — Production clerks
  - — Transport clerks

44 OTHER CLERICAL SUPPORT WORKERS
- 441 Other clerical support workers
  - — Library clerks
  - — Mail carriers and sorting clerks
  - — Coding, proof-reading and related clerks
  - — Scribes and related workers
  - — Filing and copying clerks
  - — Personnel clerks
  - — Clerical support workers not elsewhere classified

MAJOR GROUP 5 : SERVICE AND SALES WORKERS

51 PERSONAL SERVICE WORKERS
- 511 Travel attendants, conductors and guides
  - — Travel attendants and travel stewards
  - — Transport conductors
  - — Travel guides

512 Cooks
- Cooks

513 Waiters and bartenders
- Waiters
- Bartenders

514 Hairdressers, beauticians and related workers
- Hairdressers
- Beauticians and related workers

515 Building and housekeeping supervisors
- Cleaning and housekeeping supervisors in offices, hotels and other establishments
- Domestic housekeepers
- Building caretakers

516 Other personal services workers
- Astrologers, fortune-tellers and related workers
- Companions and valets
- Undertakers and embalmers
- Pet groomers and animal care workers
- Driving instructors
- Personal services workers not elsewhere classified

52 PERSONAL CARE WORKERS

521 Child care workers and teachers' aides
- Child care workers
- Teachers' aides

522 Personal care workers in health services
- Health care assistants
- Home-based personal care workers
- Personal care workers in health services not elsewhere classified

53 PROTECTIVE SERVICES WORKERS

531 Protective services workers
- Fire-fighters
- Prison guards
- Security guards
- Protective services workers not elsewhere classified

532 Policemen / women
- *Policemen / women*

54 SALES WORKERS

541 Street and market salespersons
- Stall and market salespersons

542 Street vegetable and fruit sellers
- *Street vegetable and fruit sellers*

543 Street meat sellers
- *Street meat sellers*

544 Street fish sellers
- *Street fish sellers*

545 Street food snack sellers
- *Street food snack sellers*

546 Street cool drink and water sellers
- *Street cool drink and water sellers*

547 Street cigarette sellers and other street food salespersons
- *Street cigarette sellers and other street food salespersons*

  548 Shop salespersons
    — Shop keepers
    — Shop supervisors
    — Shop sales assistants
  549 Cashiers and ticket clerks
    — Cashiers and ticket clerks
  550 Other sales workers
    — Fashion and other models
    — Sales demonstrators
    — Door to door salespersons
    — Contact centre salespersons
    — Service station attendants
    — Sales workers not elsewhere classified

MAJOR GROUP 6 : SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

61 MARKET-ORIENTED SKILLED AGRICULTURAL WORKERS
  611 Market gardeners and crop growers
    — Field crop and vegetable growers
    — Tree and shrub crop growers
    — Gardeners, horticultural and nursery growers
    — Mixed crop growers
  612 Animal producers
    — Livestock and dairy producers
    — Poultry producers
    — Apiarists and sericulturists
    — Animal producers not elsewhere classified
  613 Mixed crop and animal producers
    — Mixed crop and animal producers
62 MARKET-ORIENTED SKILLED FORESTRY, FISHERY AND HUNTING WORKERS
  621 Forestry and related workers
    — Forestry and related workers
  622 Fishery workers, hunters and trappers
    — Aquaculture workers
    — Inland and coastal waters fishery workers
    — Deep-sea fishery workers
    — Hunters and trappers
63 SUBSISTENCE FARMERS, FISHERS, HUNTERS AND GATHERERS
  631 Subsistence crop farmers
    — Subsistence crop farmers
  632 Subsistence livestock farmers
    — Subsistence livestock farmers
  633 Subsistence mixed crop and livestock farmers
    — Subsistence mixed crop and livestock farmers
  634 Subsistence fishers, hunters, trappers and gatherers
    — Subsistence fishers, hunters, trappers and gatherers

MAJOR GROUP 7 : CRAFT AND RELATED WORKERS

71 BUILDING AND RELATED TRADES WORKERS, EXCLUDING ELECTRICIANS
  711 Building frame and related trades workers

- — House builders
- — Bricklayers and related workers
- — Stonemasons, stone cutters, splitters and carvers
- — Concrete placers, concrete finishers and related workers
- — Carpenters and joiners
- — Building frame and related trades workers not elsewhere classified

712 Building finishers and related trades workers
- — Roofers
- — Floor layers and tile setters
- — Plasterers
- — Insulation workers
- — Glaziers
- — Plumbers and pipe fitters
- — Air conditioning and refrigeration mechanics

713 Painters, building structure cleaners and related trades workers
- — Painters and related workers
- — Spray painters and varnishers
- — Building structure cleaners

72 METAL, MACHINERY AND RELATED TRADES WORKERS

721 Sheet and structural metal workers, moulders and welders, and related workers
- — Metal moulders and coremakers
- — Welders and flamecutters
- — Sheet-metal workers
- — Structural-metal preparers and erectors
- — Riggers and cable splicers

722 Blacksmiths, toolmakers and related trades workers
- — Blacksmiths, hammersmiths and forging press workers
- — Toolmakers and related workers
- — Metal working machine tool setters and operators
- — Metal polishers, wheel grinders and tool sharpeners

723 Machinery mechanics and repairers
- — Aircraft engine mechanics and repairers
- — Agricultural and industrial machinery mechanics and repairers
- — Bicycle and related repairers

724 Automobile mechanics and fitters
- — *Automobile mechanics and fitters*

725 Motocycle mechanics and fitters
- — *Motocycle mechanics and fitters*

73 HANDICRAFT AND PRINTING WORKERS

731 Handicraft workers
- — Precision-instrument makers and repairers
- — Musical instrument makers and tuners
- — Jewellery and precious-metal workers
- — Sign writers, decorative painters, engravers and etchers
- — Handicraft workers not elsewhere classified

732 Potters and related workers
- — *Potters and related workers*

733 Glass makers
- — *Glass makers, cutters, grinders and finishers*

734 Palm leaf products makers, basketry weavers and related workers
- *Palm leaf products makers, basketry weavers and related workers*

735 Bamboo products makers
- *Bamboo products makers*

736 Other wood-related handicraft workers
- *Handicraft workers in wood (other than palm leaf and bamboo), basketry and related materials*

737 Rope Makers
- *Rope Makers*

738 Handloom weavers, handicraft workers in textile, leather and related materials
- *Handloom weavers*
- *Handicraft workers in textile, leather and related materials*

739 Printing trades workers
- Pre-press technicians
- Printers
- Print finishing and binding workers

74 ELECTRICAL AND ELECTRONIC TRADES WORKERS

741 Electrical equipment installers and repairers
- Building and related electricians
- Electrical mechanics and fitters
- Electrical line installers and repairers

742 Electronics and telecommunications installers and repairers
- Electronics mechanics and servicers
- Information and communications technology installers and servicers

75 FOOD PROCESSING, WOOD WORKING, GARMENT AND OTHER CRAFT AND RELATED TRADES WORKERS

751 Food processing and related trades workers
- Butchers, fishmongers and related food preparers
- Bakers, pastry-cooks and confectionery makers
- Dairy-products makers
- Fruit, vegetable and related preservers
- Food and beverage tasters and graders

752 Cigarette rollers and tobacco product makers
- *Tobacco preparers and tobacco products makers*

753 Wood treaters, cabinet-makers and related trades workers
- Wood treaters
- Cabinet-makers and related workers
- Woodworking-machine tool setters and operators

754 Tailors, dress makers, furriers and hatters
- *Tailors, dressmakers, furriers and hatters*

755 Garment and related trades workers
- Garment and related pattern-makers and cutters
- Sewing, embroidery and related workers
- Upholsterers and related workers
- Shoemakers and related workers

756 Pelt, leather and related trades workers
- *Pelt dressers, tanners and fellmongers*

757 Other craft and related workers
- Underwater divers

— Shotfirers and blasters
— Product graders and testers (excluding foods and beverages)
— Fumigators and other pest and weed controllers
— Craft and related workers not elsewhere classified

MAJOR GROUP 8 : PLANT AND MACHINE OPERATORS, AND ASSEMBLERS

81 STATIONARY PLANT AND MACHINE OPERATORS
    811 Mining and mineral processing plant operators
        — Miners and quarriers
        — Mineral and stone processing plant operators
        — Well drillers and borers and related workers
        — Cement, stone and other mineral products machine operators
    812 Metal processing and finishing plant operators
        — Metal processing plant operators
        — Metal finishing, plating and coating machine operators
    813 Chemical and photographic products plant and machine operators
        — Chemical products plant and machine operators
        — Photographic products machine operators
    814 Rubber, plastic and paper products machine operators
        — Rubber products machine operators
        — Plastic products machine operators
        — Paper products machine operators
    815 Textile, fur and leather products machine operators
        — Fibre preparing, spinning and winding machine operators
        — Weaving and knitting machine operators
        — Sewing machine operators
        — Bleaching, dyeing and fabric cleaning machine operators
        — Fur and leather preparing machine operators
        — Shoemaking and related machine operators
        — Laundry machine operators
        — Textile, fur and leather products machine operators not elsewhere classified
    816 Food and related products machine operators
        — Food and related products machine operators
    817 Wood processing and papermaking plant operators
        — Pulp and papermaking plant operators
        — Wood processing plant operators
    818 Other stationary plant and machine operators
        — Glass and ceramics plant operators
        — Steam engine and boiler operators
        — Packing, bottling and labelling machine operators
        — Stationary plant and machine operators not elsewhere classified
82 ASSEMBLERS
    821 Assemblers
        — Mechanical machinery assemblers
        — Electrical and electronic equipment assemblers
        — Assemblers not elsewhere classified
83 DRIVERS AND MOBILE PLANT OPERATORS
    831 Locomotive engine drivers and related workers
        — Locomotive engine drivers

    — Railway brake, signal and switch operators
  832 Motodup and tuktuk drivers
    — Motorcycle drivers
  833 Taxi drivers
    — Taxi drivers
  834 Other motor-related drivers
    — Car and van drivers
  835 Heavy truck and bus drivers
    — Bus and tram drivers
    — Heavy truck and lorry drivers
  836 Mobile plant operators
    — Mobile farm and forestry plant operators
    — Earthmoving and related plant operators
    — Crane, hoist and related plant operators
    — Lifting truck operators
  837 Ships' deck crews and related workers
    — Ships' deck crews and related workers

MAJOR GROUP 9 : ELEMENTARY OCCUPATIONS

91 CLEANERS AND HELPERS
  911 Domestic cleaners and helpers
    — Domestic cleaners and helpers
  912 Hotel and office cleaners and helpers; Building caretaker
    — Cleaners and helpers in offices, hotels and other establishments
  913 Vehicle cleaners
    — Vehicle cleaners
  914 Laundry workers and pressers
    — Hand launderers and pressers
  915 Street cleaners
    — Street cleaners
  916 Window cleaners and other hand cleaning workers
    — Window cleaners
    — Other cleaning workers
92 AGRICULTURAL, FORESTRY AND FISHERY LABOURERS
  921 Agricultural, forestry and fishery labourers
    — Crop farm labourers
    — Livestock farm labourers
    — Mixed crop and livestock farm labourers
    — Garden and horticultural labourers
    — Forestry labourers
    — Fishery and aquaculture labourers
93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT
  931 Mining and construction labourers
    — Mining and quarrying labourers
    — Civil engineering labourers
    — Building construction labourers
  932 Manufacturing labourers
    — Hand packers
    — Manufacturing labourers not elsewhere classified

933 Transport and storage labourers
- — Drivers of animal-drawn vehicles and machinery
- — Freight handlers
- — Shelf fillers

934 Cyclo drivers
- — *Hand and pedal vehicle drivers*

94 FOOD PREPARATION ASSISTANTS

941 Food preparation assistants
- — Fast food preparers
- — Kitchen helpers

95 STREET AND RELATED SALES AND SERVICE WORKERS

951 Airpump operators and bicycle repairers
- — *Airpump operators and bicycle repairers*

952 Shoe cleaning and other street service elementary occupations
- — *Shoe cleaning and other street service elementary occupations*

953 Commercial sex workers
- — *Commercial sex workers*

954 Street petrol sellers
- — *Street petrol sellers*

955 Petty firewood sellers
- — *Petty firewood sellers*

956 Other street vendors and related workers
- — *Other street vendors and related workers*

96 REFUSE WORKERS AND OTHER ELEMENTARY WORKERS

961 Refuse workers
- — Garbage and recycling collectors
- — Refuse sorters
- — Sweepers and related labourers

962 Rag Pickers
- — *Rag pickers*

963 Firewood and water collectors
- — *Firewood and water collectors*

964 Other elementary workers
- — Messengers, package deliverers and luggage porters
- — Odd job persons
- — Meter readers and vending-machine collectors
- — Elementary workers not elsewhere classified

OCCUPATIONS NOT ADEQUATERY DESCRIBED OR NOT STATED

998 Occupation not adequately described
- — Occupation not adequately described

999 Occupation not stated
- — Occupation not stated

Appendix D

INDUSTRY CODES FOR FORM 'B' COLUMN "20" IN PART 2

INDUSTRY

(CODES FOR QUESTIONAIRES FORM "B" COLUMN 20 IN PART 2)

SECTION   A: Agriculture, Forestry and Fishing

01   Crop and animal production, hunting and related service activities

011 Growing of non-perennial crops
- Growing of cereals (except rice), leguminous crops and oil seeds
- Growing of rice
- Growing of vegetables and melons, roots and tubers
- Growing of sugar cane
- Growing of tobacco
- Growing of fibre crops
- Growing of other non-perennial crops

012 Growing of perennial crops
- Growing of grapes
- Growing of tropical and subtropical fruits
- Growing of citrus fruits
- Growing of pome fruits and stone fruits
- Growing of other tree and bush fruits and nuts
- Growing of oleaginous fruits
- Growing of beverage crops
- Growing of spices, aromatic, drug and pharmaceutical crops
- Growing of other perennial crops

013 Plant propagation
- Plant propagation

014 Animal production
- Raising of cattle and buffaloes
- Raising of horses and other equines
- Raising of camels and camelids
- Raising of sheep and goats
- Raising of swine/pigs
- Raising of poultry
- Raising of other animals

015 Mixed farming
- Mixed farming

016 Support activities to agriculture and post-harvest crop activities
- Support activities for crop production
- Support activities for animal production
- Post-harvest crop activities
- Seed processing for propagation

017 Hunting, trapping and related service activities
- Hunting, trapping and related service activities

02 Forestry and logging

021 Silviculture and other forestry activities
- Silviculture and other forestry activities

022 Logging
- Logging

023 Gathering of non-wood forest products
- Gathering of non-wood forest products

024 Support services to forestry
- Support services to forestry

03 Fishing and aquaculture

031 Fishing
- Marine fishing
- Freshwater fishing

032 Aquaculture
- Marine aquaculture
- Freshwater aquaculture

SECTION B: Mining and Quarrying

05 Mining of coal and lignite

051 Mining of hard coal
- Mining of hard coal

052 Mining of lignite
- Mining of lignite

06 Extraction of crude petroleum and natural gas

061 Extraction of crude petroleum
- Extraction of crude petroleum

062 Extraction of natural gas
- Extraction of natural gas

07 Mining of metal ores

071 Mining of iron ores
- Mining of iron ores

072 Mining of non-ferrous metal ores
- Mining of uranium and thorium ores
- Mining of other non-ferrous metal ores

08   Other mining and quarrying

081 Quarrying of stone, sand and clay
   - Quarrying of stone, sand and clay

089 Mining and quarrying n.e.c.(not elsewhere classified)
   - Mining of chemical and fertilizer minerals
   - Extraction and agglomeration of peat
   - Extraction of salt
   - Other mining and quarrying n.e.c.

09   Mining support service activities

091 Support activities for petroleum and natural gas mining
   - Support activities for petroleum and natural gas mining

099 Support activities for other mining and quarrying
   - Support activities for other mining and quarrying

SECTION   C: Manufacturing

10   Manufacture of food products

101 Processing and preserving of meat
   - Processing and preserving of meat

102 Processing and preserving of fish, crustaceans and molluscs
   - Processing and preserving of fish, crustaceans and molluscs

103 Processing and preserving of fruit and vegetables
   - Processing and preserving of fruit and vegetables

104 Manufacture of vegetable and animal oils and fats
   - Manufacture of vegetable and animal oils and fats

105 Manufacture of dairy products
   - Manufacture of dairy products

106 Manufacture of grain mill products, starches and starch products
   - Manufacture of grain mill products
   - Manufacture of starches and starch products

107 Manufacture of other food products
   - Manufacture of bakery products
   - Manufacture of sugar
   - Manufacture of cocoa, chocolate and sugar confectionery
   - Manufacture of macaroni, noodles, couscous and similar farinaceous product
   - Manufacture of prepared meals and dishes
   - Manufacture of other food products n.e.c.

108 Manufacture of prepared animal feeds

- Manufacture of prepared animal feeds

11   Manufacture of beverages

110 Manufacture of beverages
- Distilling, rectifying and blending of spirits
- Manufacture of wines
- Manufacture of malt liquors and malt
- Manufacture of soft drinks; production of mineral waters and other bottled waters

12   Manufacture of tobacco products

120 Manufacture of tobacco products
- Manufacture of tobacco products

13   Manufacture of textiles

131 Spinning, weaving and finishing of textiles
- Preparation and spinning of textile fibres
- Weaving of textiles
- Finishing of textiles

139 Manufacture of other textiles
- Manufacture of knitted and crocheted fabrics
- Manufacture of made-up textile articles, except apparel
- Manufacture of carpets and rugs
- Manufacture of cordage, rope, twine and netting
- Manufacture of other textiles n.e.c.

14   Manufacture of wearing apparel

141 Manufacture of wearing apparel, except fur apparel
- Manufacture of wearing apparel, except fur apparel

142 Manufacture of articles of fur
- Manufacture of articles of fur

143 Manufacture of knitted and crocheted apparel
- Manufacture of knitted and crocheted apparel

15   Manufacture of leather and related products

151 dyeing of fur Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
- Tanning and dressing of leather; dressing and dyeing of fur
- Manufacture of luggage, handbags and the like, saddlery and harness

152 Manufacture of footwear
- Manufacture of footwear

16   Articles of straw and plaiting materials Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

161 Sawmilling and planning of wood
- Sawmilling and planning of wood

162 Manufacture of products of wood, cork, straw and plaiting materials
- Board Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board and other panels and board
- Manufacture of builders' carpentry and joinery
- Manufacture of wooden containers
- materials Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

17   Manufacture of paper and paper products

170 Manufacture of paper and paper products
- Manufacture of pulp, paper and paperboard
- Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
- Manufacture of other articles of paper and paperboard

18   Printing and reproduction of recorded media

181 Printing and service activities related to printing
- Printing
- Service activities related to printing

182 Reproduction of recorded media
- Reproduction of recorded media

19   Manufacture of coke and refined petroleum products

191 Manufacture of coke oven products
- Manufacture of coke oven products

192 Manufacture of refined petroleum products
- Manufacture of refined petroleum products

20   Manufacture of chemicals and chemical products

201 Forms Manufacture of basic chemicals, fertilizer and nitrogen compounds, plastics and synthetic rubber in primary forms
- Manufacture of basic chemicals
- Manufacture of fertilizers and nitrogen compounds
- Manufacture of plastics and synthetic rubber in primary forms

202 Manufacture of other chemical products
- Manufacture of pesticides and other agrochemical products
- Manufacture of paints, varnishes and similar coatings, printing ink and mastics

- Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
- Manufacture of other chemical products n.e.c.

203 Manufacture of man-made fibres
   - Manufacture of man-made fibres

21 Manufacture of pharmaceuticals, medicinal chemical and botanical products

210 Manufacture of pharmaceuticals, medicinal chemical and botanical products
   - Manufacture of pharmaceuticals, medicinal chemical and botanical products

22 Manufacture of rubber and plastics products

221 Manufacture of rubber products
   - Manufacture of rubber tires and tubes; rethreading and rebuilding of rubber tires
   - Manufacture of other rubber products

222 Manufacture of plastics products
   - Manufacture of plastics products

23 Manufacture of other non-metallic mineral products

231 Manufacture of glass and glass products
   - Manufacture of glass and glass products

239 Manufacture of non-metallic mineral products n.e.c.
   - Manufacture of refractory products
   - Manufacture of clay building materials
   - Manufacture of other porcelain and ceramic products
   - Manufacture of cement, lime and plaster
   - Manufacture of articles of concrete, cement and plaster
   - Cutting, shaping and finishing of stone
   - Manufacture of other non-metallic mineral products n.e.c.

24 Manufacture of basic metals

241 Manufacture of basic iron and steel
   - Manufacture of basic iron and steel

242 Manufacture of basic precious and other non-ferrous metals
   - Manufacture of basic precious and other non-ferrous metals

243 Casting of metals
   - Casting of iron and steel
   - Casting of non-ferrous metals

25   Manufacture of fabricated metal products, except machinery and equipment

251 Manufacture of structural metal products, tanks, reservoirs and steam generators
- Manufacture of structural metal products
- Manufacture of tanks, reservoirs and containers of metal
- Manufacture of steam generators, except central heating hot water boilers

252 Manufacture of weapons and ammunition
- Manufacture of weapons and ammunition

259 Manufacture of other fabricated metal products; metalworking service activities
- Forging, pressing, stamping and roll-forming of metal; powder metallurgy
- Machining; treatment and coating of metals
- Manufacture of cutlery, hand tools and general hardware
- Manufacture of other fabricated metal products n.e.c.

26   Manufacture of computer, electronic and optical products

261 Manufacture of electronic components
- Manufacture of electronic components

262 Manufacture of computers and peripheral equipment
- Manufacture of computers and peripheral equipment

263 Manufacture of communication equipment
- Manufacture of communication equipment

264 Manufacture of consumer electronics
- Manufacture of consumer electronics

265 Manufacture of measuring, testing, navigating and control equipment; watches and clocks.
- Manufacture of measuring, testing, navigating and control equipment
- Manufacture of watches and clocks

266 Manufacture of irradiation, electro medical and electrotherapeutic equipment
- Manufacture of irradiation, electro medical and electrotherapeutic equipment

267 Manufacture of optical instruments and equipment
- Manufacture of optical instruments and equipment

268 Manufacture of magnetic and optical media
- Manufacture of magnetic and optical media

27 Manufacture of electrical equipment

271 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
- Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus

272 Manufacture of batteries and accumulators
- Manufacture of batteries and accumulators

273 Manufacture of wiring and wiring devices
- Manufacture of fibre optic cables
- Manufacture of other electronic and electric wires and cables
- Manufacture of wiring devices

274 Manufacture of electric lighting equipment
- Manufacture of electric lighting equipment

275 Manufacture of domestic appliances
- Manufacture of domestic appliances

279 Manufacture of other electrical equipment
- Manufacture of other electrical equipment

28 Manufacture of machinery and equipment n.e.c.

281 Manufacture of general purpose machinery
- Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
- Manufacture of fluid power equipment
- Manufacture of other pumps, compressors, taps and valves
- Manufacture of bearings, gears, gearing and driving elements
- Manufacture of ovens, furnaces and furnace burners
- Manufacture of lifting and handling equipment
- Manufacture of office machinery and equipment (except computers and peripheral equipment)
- Manufacture of power-driven hand tools
- Manufacture of other general-purpose machinery

282 Manufacture of special-purpose machinery
- Manufacture of agricultural and forestry machinery
- Manufacture of metal-forming machinery and machine tools
- Manufacture of machinery for metallurgy
- Manufacture of machinery for mining, quarrying and construction
- Manufacture of machinery for food, beverage and tobacco processing
- Manufacture of machinery for textile, apparel and leather production
- Manufacture of other special-purpose machinery

29   Manufacture of motor vehicles, trailers and semi-trailers

291 Manufacture of motor vehicles
       - Manufacture of motor vehicles

292 Manufacture of bodies (coachwork) for motor vehicles; manufacture of
       trailers and semi-trailers.
       -   Manufacture of bodies (coachwork) for motor vehicles; manufacture of
       trailers and semi-trailers

293 Manufacture of parts and accessories for motor vehicles
       - Manufacture of parts and accessories for motor vehicles

30   Manufacture of other transport equipment

301 Building of ships and boats
       - Building of ships and floating structures
       - Building of pleasure and sporting boats

302 Manufacture of railway locomotives and rolling stock
       - Manufacture of railway locomotives and rolling stock

303 Manufacture of air and spacecraft and related machinery
       - Manufacture of air and spacecraft and related machinery

304 Manufacture of military fighting vehicles
       - Manufacture of military fighting vehicles

309 Manufacture of transport equipment n.e.c.
       - Manufacture of motorcycles
       - Manufacture of bicycles and invalid carriages
       - Manufacture of other transport equipment n.e.c.

31   Manufacture of furniture

310 Manufacture of furniture
       - Manufacture of furniture

32   Other manufacturing

321 Manufacture of jewellery, bijouterie and related articles
       - Manufacture of jewellery and related articles
       - Manufacture of imitation jewellery and related articles
322 Manufacture of musical instruments
       - Manufacture of musical instruments

323 Manufacture of sports goods
       - Manufacture of sports goods

324 Manufacture of games and toys
       - Manufacture of games and toys

325 Manufacture of medical and dental instruments and supplies
  - Manufacture of medical and dental instruments and supplies

329 Other manufacturing n.e.c.
  - Other manufacturing n.e.c.

33 Repair and installation of machinery and equipment

331 Repair of fabricated metal products, machinery and equipment
  - Repair of fabricated metal products
  - Repair of machinery
  - Repair of electronic and optical equipment
  - Repair of electrical equipment
  - Repair of transport equipment, except motor vehicles
  - Repair of other equipment

332 Installation of industrial machinery and equipment
  - Installation of industrial machinery and equipment

SECTION   D: Electricity, Gas, Steam and Air conditioning supply

35 Electricity, gas, steam and air conditioning supply

351 Electric power generation, transmission and distribution
  - Electric power generation, transmission and distribution

352 Manufacture of gas; distribution of gaseous fuels through mains
  - Manufacture of gas; distribution of gaseous fuels through mains

353 Steam and air conditioning supply
  - Steam and air conditioning supply

SECTION   E: Water supply; sewerage, waste management and remediation   activities

36 Water collection, treatment and supply

360 Water collection, treatment and supply
  - Water collection, treatment and supply

37 Sewerage

370 Sewerage
  - Sewerage

38 Waste collection, treatment and disposal activities; materials recovery

381 Waste collection
  - Collection of non-hazardous waste
  - Collection of hazardous waste

382 Waste treatment and disposal
- Treatment and disposal of non-hazardous waste
- Treatment and disposal of hazardous waste

383 Materials recovery
- Materials recovery

39 Remediation activities and other waste management services

390 Remediation activities and other waste management services
- Remediation activities and other waste management services

SECTION F: Construction

41 Construction of buildings

410 Construction of buildings
- Construction of buildings

42 Civil engineering

421 Construction of roads and railways
- Construction of roads and railways

422 Construction of utility projects
- Construction of utility projects

429 Construction of other civil engineering projects
- Construction of other civil engineering projects

43 Specialized construction activities

431 Demolition and site preparation
- Demolition
- Site preparation

432 Electrical, plumbing and other construction installation activities
- Electrical installation
- Plumbing, heat and air-conditioning installation
- Other construction installation
433 Building completion and finishing
- Building completion and finishing

439 Other specialized construction activities
- Other specialized construction activities

SECTION G: Wholesale and retail trade; repair of motor vehicles and motorcycles

45 Wholesale and retail trade and repair of motor vehicles and motorcycles

451 Sale of motor vehicles
   - Sale of motor vehicles

452 Maintenance and repair of motor vehicles
   - Maintenance and repair of motor vehicles

453 Sale of motor vehicle parts and accessories
   - Sale of motor vehicle parts and accessories

454 Sale, maintenance and repair of motorcycles and related parts and accessories
   - Sale, maintenance and repair of motorcycles and related parts and accessories

46   Wholesale trade, except of motor vehicles and motorcycles

461 Wholesale on a fee or contract basis
   - Wholesale on a fee or contract basis

462 Wholesale of agricultural raw materials and live animals
   - Wholesale of agricultural raw materials and live animals

463 Wholesale of food, beverages and tobacco
   - Wholesale of food, beverages and tobacco

464 Wholesale of household goods
   - Wholesale of textiles, clothing and footwear
   - Wholesale of other household goods

465 Wholesale of machinery, equipment and supplies
   - Wholesale of computers, computer peripheral equipment and software
   - Wholesale of electronic and telecommunications equipment and parts
   - Wholesale of agricultural machinery, equipment and supplies
   - Wholesale of other machinery and equipment

466 Other specialized wholesale
   - Wholesale of solid, liquid and gaseous fuels and related products
   - Wholesale of metals and metal ores
   - Wholesale of construction materials, hardware, plumbing and heating equipment and supplies.
   - Wholesale of waste and scrap and other products n.e.c.

  469 Non-specialized wholesale trade
   - Non-specialized wholesale trade

47   Retail trade, except of motor vehicles and motorcycles

471 Retail sale in non-specialized stores
   - Retail sale in non-specialized stores with food, beverages or tobacco predominating
   - Other retail sale in non-specialized stores

472 Retail sale of food, beverages and tobacco in specialized stores
- Retail sale of food in specialized stores
- Retail sale of beverages in specialized stores
- Retail sale of tobacco products in specialized stores

473 Retail sale of automotive fuel in specialized stores
- Retail sale of automotive fuel in specialized stores

474 Retail sale of information and communications equipment in specialized stores
- Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
- Retail sale of audio and video equipment in specialized stores

475 Retail sale of other household equipment in specialized stores
- Retail sale of textiles in specialized stores
- Retail sale of hardware, paints and glass in specialized stores
- Retail sale of carpets, rugs, wall and floor coverings in specialized stores
- Specialized stores Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores

476 Retail sale of cultural and recreation goods in specialized stores
- Retail sale of books, newspapers and stationary in specialized stores
- Retail sale of music and video recordings in specialized stores
- Retail sale of sporting equipment in specialized stores
- Retail sale of games and toys in specialized stores

477 Retail sale of other goods in specialized stores
- Retail sale of clothing, footwear and leather articles in specialized stores
- Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
- Other retail sale of new goods in specialized stores
- Retail sale of second-hand goods

478 Retail sale via stalls and markets
- Retail sale via stalls and markets of food, beverages and tobacco products
- Retail sale via stalls and markets of textiles, clothing and footwear
- Retail sale via stalls and markets of other goods

479 Retail trade not in stores, stalls or markets
- Retail sale via mail order houses or via Internet
- Other retail sale not in stores, stalls or markets

SECTION H: Transportation and Storage

49   Land transport and transport via pipelines

491 Transport via railways
- Passenger rail transport

- Freight rail transport

492 Other land transport
- Urban or suburban passenger land transport
- Other passenger land transport
- Freight transport by road

493 Transport via pipeline
- Transport via pipeline

50   Water transport

501 Sea and coastal water transport
- Sea and coastal passenger water transport
- Sea and coastal freight water transport

502 Inland water transport
- Inland passenger water transport
- Inland freight water transport

51   Air transport

511 Passenger air transport
- Passenger air transport

512 Freight air transport
- Freight air transport

52   Warehousing and support activities for transportation

521 Warehousing and storage
- Warehousing and storage

522 Support activities for transportation
- Service activities incidental to land transportation
- Service activities incidental to water transportation
- Service activities incidental to air transportation
- Cargo handling
- Other transportation support activities

53   Postal and courier activities

531 Postal activities
- Postal activities

532 Courier activities
- Courier activities

SECTION I: Accommodation and Food service activities

55 Accommodation

551 Short term accommodation activities
- Short term accommodation activities

552 Camping grounds, recreational vehicle parks and trailer parks
- Camping grounds, recreational vehicle parks and trailer parks

559 Other accommodation
- Other accommodation

56 Food and beverage service activities

561 Restaurants and mobile food service activities
- Restaurants and mobile food service activities

562 Event catering and other food service activities
- Event catering
- Other food service activities

563 Beverage serving activities
- Beverage serving activities

SECTION J: Information and communication

58 Publishing activities

581 Publishing of books, periodicals and other publishing activities
- Book publishing
- Publishing of directories and mailing lists
- Publishing of newspapers, journals and periodicals
- Other publishing activities

582 Software publishing
- Software publishing

59 Motion picture, video and television programme production, sound recording and music publishing activities

591 Motion picture, video and television programme activities
- Motion picture, video and television programme production activities
- Motion picture, video and television programme post-production activities
- Motion picture, video and television programme distribution activities
- Motion picture projection activities

592 Sound recording and music publishing activities
- Sound recording and music publishing activities

60 Broadcasting and programming activities

601 Radio broadcasting
- Radio broadcasting

602 Television broadcasting and subscription programming
- Television broadcasting
- Cable, satellite and other subscription programming

61 Telecommunications

611 Wired telecommunications activities
- Wired telecommunications activities

612 Wireless telecommunications activities
- Wireless telecommunications activities

613 Satellite telecommunications activities
- Satellite telecommunications activities

619 Other telecommunications activities
- Other telecommunications activities

62 Computer programming, consultancy and related activities

620 Computer programming, consultancy and related activities
- Computer programming activities
- Computer consultancy and computer facilities management activities
- Other information technology and computer service activities

63 Information service activities

631 Data processing, hosting and related activities; web portals
- Data processing, hosting and related activities
- Web portals

632 Other information service activities
- News agency activities
- Other information service activities n.e.c.

SECTION K: Financial and Insurance Activities

64 Financial service activities, except insurance and pension funding

641 Monetary intermediation
- Central banking
- Other monetary intermediation

642 Activities of holding companies
- Activities of holding companies

643 Trusts, funds and other financial vehicles
- Trusts, funds and other financial vehicles

649 Other financial service activities, except insurance and pension funding
activities
- Financial leasing
- Other credit granting
- Other financial service activities, except insurance and pension funding
activities, n.e.c.

65 Insurance, reinsurance and pension funding, except compulsory social security

651 Insurance
- Life insurance
- Non-life insurance

652 Reinsurance
- Reinsurance

653 Pension funding
- Pension funding

66 Other financial activities

661 Activities auxiliary to financial service activities, except insurance and
pension funding
- Administration of financial markets
- Security and commodity contracts brokerage
- Activities auxiliary to financial service activities n.e.c.

662 Activities auxiliary to insurance and pension funding
- Risk and damage evaluation
- Activities of insurance agents and brokers
- Other activities auxiliary to insurance and pension funding

663 Fund management activities
- Fund management activities

SECTION   L: Real estate activities

68 Real estate activities

681 Real estate activities with own or leased property
- Real estate activities with own or leased property

682 Real estate activities on a fee or contract basis
- Real estate activities on a fee or contract basis

SECTION M: Professional, scientific and technical activities

69 Legal and accounting activities

691 Legal activities
  - Legal activities

692 Accounting, bookkeeping and auditing activities; tax consultancy
  - Accounting, bookkeeping and auditing activities; tax consultancy

70 Activities of head offices; management consultancy activities

701 Activities of head offices
  - Activities of head offices

702 Management consultancy activities
  - Management consultancy activities

71 Architecture and engineering activities; technical testing and analysis

711 Architectural and engineering activities and related technical consultancy
  - Architectural and engineering activities and related technical consultancy

712 Technical testing and analysis
  - Technical testing and analysis

72 Scientific research and development

721 Research and experimental development on natural sciences and engineering
  - Research and experimental development on natural sciences and engineering

722 Research and experimental development on social sciences and humanities
  - Research and experimental development on social sciences and humanities

73 Advertising and market research

731 Advertising
  - Advertising

732 Market research and public opinion polling
  - Market research and public opinion polling

74 Other professional, scientific and technical activities

741 Specialized design activities
  - Specialized design activities

742 Photographic activities

- Photographic activities

749 Other professional, scientific and technical activities n.e.c.
  - Other professional, scientific and technical activities n.e.c.

75   Veterinary activities

750 Veterinary activities
  - Veterinary activities

SECTION   N: Administrative and support service activities

77   Rental and leasing activities

771 Renting and leasing of motor vehicles
  - Renting and leasing of motor vehicles

772 Renting and leasing of personal and household goods
  - Renting and leasing of recreational and sports goods
  - Renting of video tapes and disks
  - Renting and leasing of other personal and household goods n.e.c.

773 Renting and leasing of other machinery, equipment and tangible goods
    n.e.c.
  - Renting and leasing of other machinery, equipment and tangible goods
    n.e.c.

774 Leasing of non financial intangible assets
  - Leasing of non financial intangible assets

78   Employment activities

781 Activities of employment placement agencies
  - Activities of employment placement agencies

782 Temporary employment agency activities
  - Temporary employment agency activities

783 Human resources provision and management of human resources
    functions
  - Human resources provision and management of human resources
    functions

79   Travel agency, tour operator and other reservation service activities

791 Travel agency and tour operator activities
  - Travel agency activities
  - Tour operator activities

792 Other reservation service activities
  - Other reservation service activities

80   Security and investigation activities

801   Private security activities
         - Private security activities

802   Security systems service activities
         - Security systems service activities

803   Investigation activities
         - Investigation activities

81   Services to buildings and landscape activities

811   Combined facilities support activities
         - Combined facilities support activities

812   Cleaning activities
         - General cleaning of buildings
         - Other building and industrial cleaning activities

813   Landscape care and maintenance service activities
         - Landscape care and maintenance service activities

82   Office administrative, office support and other business support activities

821   Office administrative and support activities
         - Combined office administrative service activities
         - Photocopying, document preparation and other specialized office
           support activities

822   Activities of call centre
         - Activities of call centre

823   Organization of conventions and trade shows
         - Organization of conventions and trade shows

829   Business support service activities n.e.c.
         - Activities of collection agencies and credit bureaus
         - Packaging activities
         - Other business support service activities n.e.c.

SECTION   O: Public administration and defence; compulsory social security

84   Public administration and defence; compulsory social security

841   Administration of the State and the economic and social policy of the
         community
         - General public administration activities

- services, excluding social security Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
- Regulation of and contribution to more efficient operation of businesses

842 Provision of services to the community as a whole
- Foreign affairs
- Defence activities
- Public order and safety activities

843 Compulsory social security activities
- Compulsory social security activities

SECTION P: Education

85 Education

851 Primary education
- Primary education

852 Secondary education
- General secondary education
- Technical and vocational secondary education

853 Higher education
- Higher education

854 Other education
- Sports and recreation education
- Cultural education
- Other education n.e.c.

855 Educational support services
- Educational support services

SECTION Q: Human health and Social work activities

86 Human health activities

861 Hospital activities
- Hospital activities

862 Medical and dental practice activities
- Medical and dental practice activities
869 Other human health activities
- Other human health activities

87 Residential care activities

871 Nursing care facilities
- Nursing care facilities

872 Residential care activities for mental retardation, mental health and substance abuse
   - Residential care activities for mental retardation, mental health and substance abuse

873 Residential care activities for the elderly and disabled
   - Residential care activities for the elderly and disabled

879 Other residential care activities n.e.c.
   - Other residential care activities n.e.c.

88   Social work activities without accommodation

881 Social work activities without accommodation for the elderly and disabled
   - Social work activities without accommodation for the elderly and disabled

889 Other social work activities without accommodation n.e.c.
   - Other social work activities without accommodation n.e.c.

SECTION   R: Arts, entertainment and recreation

90   Creative, arts and entertainment activities

900 Creative, arts and entertainment activities
   - Creative, arts and entertainment activities

91   Libraries, archives, museums and other cultural activities

910 Libraries, archives, museums and other cultural activities
   - Library and archives activities
   - Museums activities and operation of historical sites and buildings
   - Botanical and zoological gardens and nature reserves activities

92 Gambling and betting activities

920 Gambling and betting activities
   - Gambling and betting activities

93   Sports activities and amusement and recreation activities

931 Sports activities
   - Operation of sports facilities
   - Activities of sports clubs
   - Other sports activities

932 Other amusement and recreation activities
   - Activities of amusement parks and theme parks
   - Other amusement and recreation activities n.e.c.

94   Activities of membership organizations

941 Activities of business, employers and professional membership
     organizations
       - Activities of business and employers membership organizations
       - Activities of professional membership organizations

942 Activities of trade unions
       - Activities of trade unions

949 Activities of other membership organizations
       - Activities of religious organizations
       - Activities of political organizations
       - Activities of other membership organizations n.e.c.

95   Repair of computers and personal and household goods

951 Repair of computers and communication equipment
       - Repair of computers and peripheral equipment
       - Repair of communication equipment

952 Repair of personal and household goods
       - Repair of consumer electronics
       - Repair of household appliances and home and garden equipment
       - Repair of footwear and leather goods
       - Repair of furniture and home furnishings
       - Repair of personal and household goods, n.e.c.

96   Other personal service activities

960 Other personal service activities
       - Washing and (dry-) cleaning of textile and fur products
       - Hairdressing and other beauty treatment
       - Funeral and related activities
       - Other personal service activities n.e.c.

SECTION   T: Use Activities of households as employers; undifferentiated goods and services producing activities of households for own use

97   Activities of households as employers of domestic personnel

970 Activities of households as employers of domestic personnel
       - Activities of households as employers of domestic personnel

98   Undifferentiated goods and services producing activities of private households for own use

981 Undifferentiated goods-producing activities of private households for own
     use

- Undifferentiated goods-producing activities of private households for own use

982 Undifferentiated service-producing activities of private households for own use
- Undifferentiated service-producing activities of private households for own use

SECTION   U: Activities of extraterritorial organizations and bodies

99 Activities of extraterritorial organizations and bodies

990 Activities of extraterritorial organizations and bodies
- Activities of extraterritorial organizations and bodies

INDUSTRY NOT ADEQUATELY DESCRIBED or NOT STATED

998 Industry not adequately described

999 Industry not stated

ANNEX   1, 2, 3

CONTROL FORM FOR CHECKING DOCUMENTS

01 February 2008

09:24 AM

Control Form for CHECK IN PHASE

Province : 01 Banteay Meanchey

District : 02 Mongkol Borei

Commune : 01 Banteay Neang

Village Code	Village Name	E.A. No.	Check In Date	Check in Person	No. of Form A	No. of Form B	Form 1	Form 2	Form 3	E.A. Population	Signature	Remark
01	Ou Thom	01										
01	Ou Thom	02										
02	Phnum	01										
02	Phnum	02										
03	Banteay Neang	01										
03	Banteay Neang	02										
03	Banteay Neang	03										
04	Kouk Pnov	01										
04	Kouk Pnov	02										
05	Trang	01										
05	Trang	02										
06	Pongro	01										
06	Pongro	02										
06	Pongro	03										
07	Kouk Tonloab	01										
07	Kouk Tonloab	02										

Control Form for MANUAL CODING & VERIFICATION PHASE

Province : 01   Banteay Meanchey

District : 02   Mongkol Borei

Commune : 01   Banteay Neang

Village Code	Village Name	E.A. No.	Editing/ Coding Date	Name of Editor/Coder	No. of Form B	Name of Supervisor	Name of Verifier	Verification Errors	Remarks
01	Ou Thum	01							
01	Ou Thum	02							
02	Phum	01							
02	Phum	02							
03	Banteay Neang	01							
03	Banteay Neang	02							
03	Banteay Neang	03							
04	Kouk Prov	01							
04	Kouk Prov	02							
05	Trang	01							
05	Trang	02							
06	Pongro	01							
06	Pongro	02							
06	Pongro	03							
07	Kouk Tonloab	01							
07	Kouk Tonloab	02							
08	Trabaek	01							
09	Khlle	01							
09	Khlle	02							

Province : 01   Banteay Meanchey

District : 02   Mongkol Borei   **Commune** : 01   Banteay Neang

Village Code	Village Name	E.A. No.	Data Entry Date	Name of Data Entry Operator	Verification Date	Name of Verification	Signature Supervisor	Remarks
01	Ou Thum	01						
01	Ou Thum	02						
02	Phrom	01						
02	Phrom	02						
03	Banteay Neang	01						
03	Banteay Neang	02						
03	Banteay Neang	03						
04	Kouk Pnov	01						
04	Kouk Pnov	02						
05	Trang	01						
05	Trang	02						
06	Pongro	01						
06	Pongro	02						
06	Pongro	03						
07	Kouk Tonloab	01						
07	Kouk Tonloab	02						
08	Trabaek	01						
09	Khile	01						
09	Khile	02						

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