

ANNEX IV.

CENSUS OF INDUSTRIAL PRODUCTION.

(See Article 6.)

1. *Period of Enquiry.*

The particulars to be ascertained should relate, in general, to the calendar year. In the case of enterprises whose accounts are prepared for a year ending otherwise than on December 31st, however, particulars should be taken for the business year of which the major part falls within the calendar year to which the Census relates.

2. *Scope of Enquiry.*

(a) The Census of industrial production should cover all branches of manufacturing activity, including building and other works of construction, and also mining and metallurgy.

(b) In the case of operations on the border line between manufacturing industry on the one hand, and agriculture, fishing, transport or commerce on the other (such as dairying, wool-scouring, slaughtering, sawmilling, packing, &c.), it will be necessary to determine in each case whether the nature and the organisation of the work and the processes employed are rather characteristic of industry than of agriculture, transport, &c., and whether these operations should or should not fall within the scope of a Census of industrial production.

3. *Limits of Enquiry.*

(a) In principle, particulars should be secured in respect of all establishments in the industries covered by the Census (see Section 2 above), whether owned by private persons or firms, by joint-stock companies or co-operative organisations, or by the State or local government authorities.

(b) In view of the special difficulties connected with securing reliable and adequate information in the case of very small establishments, it is recommended that, where the production of such establishments is in the aggregate of small importance in proportion to that of the industry concerned, the particulars required from them should be limited to the simplest data, and that aggregate figures for the industry should be prepared by adding to the particulars, ascertained for the larger establishments, estimates of the aggregates for the small establishments prepared on the best available basis from the data thus obtained. The estimated figures should be shown separately from the others.

In cases in which the aggregate production of small establishments, in particular that of domestic workshops, represents a proportion of the production in the industry concerned too great to be treated satisfactorily by means of such estimates, the particulars relating to small establishments might advantageously be ascertained by means of special enquiries limited to selected representative establishments.

(c) Repairs and finishing work and work executed upon material supplied by customers should be included except in so far as the conditions of the preceding paragraph apply.

4. *Units of Enquiry.*

The particulars to be ascertained should relate to individual establishments. In cases in which a firm carries on several industries in separate establishments, separate particulars should be obtained for each such establishment. Where, in the same works or factory, there are carried on branches of industry for which it is customary to maintain separate accounts, such branches being also commonly carried on as separate enterprises in the country concerned, separate particulars relating to each of these branches are desirable.

This separation of accounts should, however, not be regarded as essential in respect of small branches subsidiary to the main establishments, such, for example, as those engaged in carrying out repairs to vehicles used in connection with the main business of the establishment concerned.

5. *The Main Heads of Enquiry.*(A)—*Products and Costs.*

In order that the results secured may permit of the elimination of duplicate records of the same goods by different establishments, and of the determination of the values created in the course of manufacturing processes, the following particulars should be ascertained:—

(a) *Products.*—Particulars relating to quantity may be omitted and values only shown in respect of products the nature of which is such as to require, for a rational statement of quantity, an exhaustive enumeration of the various items of output singly or in very small groups.