



Manufacturing, Construction and Energy Division

Survey of Manufactures 1999



Guidelines and Instructions

What is the Survey of Manufactures and Why is it Important?

The Survey of Manufactures is conducted annually by Statistics Canada in order to obtain important information on the manufacturing sector of the Canadian economy.

Each establishment is required to provide information on such aspects of its operations as shipments, cost of materials, consumption of fuel, inventory levels, and salaries and wages. This information is then aggregated to represent all establishments in a particular industry.

Data collected from the Survey of Manufactures are important because they measure production of the industrial sector in Canada, providing an indication of the well-being of each industry, and its contribution to the Canadian economy.

Your cooperation and assistance in completing the enclosed Survey of Manufactures Report is vital to the collection and production of timely and accurate manufacturing statistics. If you experience difficulties in completing this report, please do not hesitate to call us at 1-800-386-1276 or 1-800-386-1277.

Who Uses Manufacturing Statistics?

In addition to Statistics Canada, the business community, trade associations, municipal, provincial, and federal governments, international organizations, and private

citizens use manufacturing statistics for a variety of purposes such as analyzing market share, forecasting demand for new products, comparing establishment performance with that of the industry, preparing industrial and regional development plans, and establishing trade and tariff policies.

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Statistics Canada / Statistique Canada

Canada



In order to protect the confidentiality of data provided by respondents, only data in aggregate form are available for use.

Is it a Legal Requirement to Complete this Report?

Yes. The Survey of Manufactures is collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. This Act stipulates that the completion of questionnaires issued under the Act is compulsory.

Is the Information Provided Kept Confidential?

Except for the data sharing agreements, noted below, Statistics Canada is prohibited by law from publishing or releasing outside Statistics Canada, in any manner, any statistics which would divulge information obtained from this survey relating to any identifiable business without the previous written consent of that business. The data reported on this questionnaire will be treated in strict confidence, used for statistical purposes, and published in aggregate form only. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other legislation.

Data Sharing Agreements

To avoid duplication of information collection and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data from this survey **for statistical purposes only. Please note that Statistics Canada does not share any individual responses with Revenue Canada.**

Section 11 of the federal Statistics Act provides for the joint collection and sharing of information with provincial statistical agencies which (1) have been established under provincial legislation providing substantially the same provisions for

confidentiality and penalties for disclosure of confidential information as the federal Statistics Act and (2) have the provincial or territorial legislative authority to collect this information on their own. Section 11 agreements are in effect with the provincial statistical agencies of Newfoundland, New Brunswick, Nova Scotia, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia in respect of establishments located within the boundaries of their respective province.

Agreements have also been made under **Section 12 of the Statistics Act**, to provide for the joint collection and sharing of information with a federal, provincial or territorial government department. Under Section 12, you may refuse to share your information with any of these departments by writing to the Chief Statistician and returning your letter of objection along with the completed questionnaire. Please specify those agencies or departments from which data shall be withheld. Section 12 agreements, which require that the information be kept confidential and used only for statistical and research purposes, are in effect with the following departments for establishments operating within their respective jurisdictions: For all manufacturing industries, with (1) Natural Resources Canada, (2) the Prince Edward Island Department of Finance and Tourism (3) the Executive Council of the Northwest Territories and (4) the Nunavut Bureau of Statistics. For Non-Ferrous Metal (except Aluminum) Smelting and Refining, Clay Building Material and Refractory Manufacturing, Cement Manufacturing and Lime Manufacturing, with (1) the Newfoundland and Labrador Department of Natural Resources, (2) the New Brunswick Department of Natural Resources and Energy, (3) the Quebec Ministry of Natural Resources, (4) the Ontario Ministry of Northern Development and Mines, (5) the Manitoba Department of Energy and Mines and (6) the British Columbia Ministry of Energy, Mines and Petroleum Resources; the agreements with these agencies also allow them to use the information in accordance with the provisions of their governing legislation. For the Sawmills (except Shingle and Shake Mills), Hardwood



Veneer and Plywood Mills, Softwood Veneer and Plywood Mills, Wood Preservation, Particle Board and Fibreboard Mills, Waferboard Mills, Mechanical Pulp Mills, Chemical Pulp Mills, Paper (except Newsprint) Mills, Newsprint Mills and Paperboard Mills, with the Ontario Ministry of Natural Resources.

To return this questionnaire by Fax, please call 1-800-386-1278.

Statistics Canada advises you that there is a risk of disclosure during the facsimile communication process. However, upon receipt of your facsimile, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the Statistics Act.

Guidelines

Introduction

This guide is designed to assist you in completing those questions on the Survey of Manufactures' report which may require further clarification or understanding before a complete and accurate response can be provided. Each guideline is itemized to coincide with the number appearing in front of the question on the report.

The report is essentially divided into six broad categories which are: (1) general operations of the establishment; (2) inventories and unfilled orders; (3) consumption of fuel and electricity; (4) inputs purchased and used by the establishment such as raw materials; (5) outputs of the establishment such as shipments of own manufactured goods; and finally (6) information on the establishment's labour force.

The data requested can generally be obtained from the establishment's accounting records and financial statements. Other sources of information may include the employment and payroll records, and production and purchasing department records.

Completed questionnaires must be returned within **30 days** of receipt. If you experience difficulty in completing the questionnaire within the thirty day period or **if you are not sure on how to respond to a specific question, please call us at 1-800-386-1276 or 1-800-386-1277** and someone will be happy to assist you. Please quote the reference number on the first page of the questionnaire in all communications.

Key Definitions You Should Know

Before you begin to complete the Survey of Manufactures Report it is important that you read the following explanations of a few key terms.

This report should contain data for a single establishment. The establishment is the smallest operating unit in your business which can report the following items:

- the cost of materials and supplies used;
- the cost of fuel and electricity used;
- the value of shipments or sales;
- opening and closing inventories;
- the number of employees and their wages and salaries.

Please report all monetary values in Canadian funds, rounded to the nearest thousand dollars.

Generally, the establishment corresponds to a plant, mill or factory. However, the establishment may comprise more than one of these if your accounting records do not permit separate reports for each one. An establishment may include ancillary or support units, such as sales offices or warehouses. Please include data for them in this report, and provide some details about them in section 14.2 of the report.

Your business may have one or more establishments defined in this way.



If it is a **single-establishment firm**, it should normally receive only one Survey of Manufactures Report. However, if the business has a head office located in a municipality other than the one in which the plant is located, then the firm should also fill out a separate **Head Office Questionnaire**.

If it is a **multi-establishment firm**, a separate questionnaire should be completed for each establishment. Each report should cover all the activities of the establishment concerned, including any ancillary units which serve only that establishment.

In addition, each separate administrative or head office unit that relates primarily to the firm's manufacturing establishments should complete a **Head Office Questionnaire**. The activities of ancillary units which serve more than one establishment should also be reported on a head office questionnaire (even if there is no separate head office as such).

If you are in doubt about the best way to report, or you are not sure what questionnaires are being completed by other units of your firm, please telephone for assistance at 1-800-386-1276 or 1-800-386-1277.

Operations

1.9 Reporting Year

The reporting year for the Survey of Manufactures is the establishment's fiscal year that ended during the twelve month period between January 1, 1999 and December 31, 1999.

- 1.6.1 Where appropriate, Statistics Canada may use administrative records to supplement survey information. To access these sources, Statistics Canada needs your Corporation Account Number. Any information derived from administrative sources is accorded the same protection under the Statistics Act as that provided on a survey questionnaire. The provision of your account number is, however, voluntary.

1.7 Nature of Business

It is not uncommon for an establishment to change its product mix during the year. Since Statistics Canada classifies establishments on the basis of principal product(s) manufactured, it is important to have some indication of the major activity of the establishment. It is sufficient to report here whether the principal activity is manufacturing, sales, etc. and the **major** products with which you are concerned. For example, "manufacturer of automotive parts" or "some manufacturing but primarily wholesaler of men's clothing".

Inventories

2. This question is designed to account for the various types of inventories which a manufacturing establishment holds. It is used in the calculation of production statistics and as an economic indicator.

Inventories are to be valued at the **value maintained in the accounting records and the valuation should include inventory at the plant and at any warehouse or selling outlet which is treated as part of this establishment**. Inventories should only include any inventory in transit in Canada or on consignment in Canada and should NOT include goods owned and held in inventory abroad, or held on consignment from others.

If the method of valuation used by your establishment has changed, please advise us on the questionnaire and identify the method now being used.

2.1.2 Inventory of Fuel

The inventory of fuel should NOT include any fuel which is intended for resale in the same condition as purchased, i.e., for bulk or retail distribution. The inventory of these



fuel products should be included in question 2.2.

2.1.3 Inventory of Raw Materials

The inventory of raw materials should NOT include any raw material which is intended for resale in the same condition as purchased. Such inventory should be included in question 2.2.

2.1.5 Inventory of Goods in Process

Goods in process consist of partially completed goods. Establishments which manufacture products that normally require extended periods of time and large sums of money to complete, report **the portion that represents the value of work done for which NO payment has been received.**

The **value of work done** should reflect the value maintained in the accounting records. Alternatively, the value of work done can be based on an estimate of the work completed during the reporting period as a percentage of the total value of the completed product.

2.1.6 Inventory of Finished Goods

Report only goods of own manufacture of this establishment on this line.

If accounting records do not distinguish between goods of own manufacture and goods purchased for resale please provide your best estimate of the proportion that belongs to line 2.1.6 and 2.2 and note on the questionnaire the action taken.

2.2 Inventory of Goods Purchased for Resale

This inventory pertains to all goods which are purchased for resale without further processing by the establishment. This inventory is

owned by this establishment and held at the plant (and at any warehouse or selling outlet which is treated as an extension of this establishment) in transit in Canada, or on consignment in Canada. Please note that the **purchases** and **shipments** of such goods are to be reported in question 7.1 and 9.1, respectively.

2.3 Other Non-Manufacturing Inventory

This inventory is intended to cover, for example, materials and supplies used on new construction by own labour force or in the production of machinery and equipment for own use by own labour force, such as cafeteria supplies, safety supplies, etc. Packaging material inventory should be included with inventory reported on line 2.1.3.

Unfilled Orders

3. This question is asked to assess the total demand for manufactured products. It is designed to cover the back-log of unfilled orders (i.e., unshipped orders, regardless of the work already done on them and of stock from which they can be filled) apart from amounts due to normal shipping time lag. If exact figures cannot be obtained from accounting records please provide a reasonable estimate of the amount of such backlog at the end of your fiscal year.

Fuel and Electricity

5. Consumption of Purchased Fuel and Electricity

Data from this question are used by both government and industry to assess the demand for energy in Canada's manufacturing sector.

This question is designed to obtain information on all **purchased** fuel



and electricity **consumed** by the establishment for energy purposes only, both in its manufacturing and non-manufacturing operations. **Any fuel purchased as an input into the manufacturing process as a feedstock or processing material (e.g., crude oil processed into gasoline) or for any other non-energy purposes should not be reported here but rather in Section 6.1.**

Answers to the detailed questions should cover amounts used by the establishment in all vehicles, plant and office operations, and any ancillary units which comprise this accounting entity. Values reported should include transportation, duties, etc. which form part of the laid-down cost at the establishment. You should NOT report fuel **purchased** as fuel **consumed** unless the amounts are substantially the same (or unless you can only report purchases).

used, give the laid-down value at the establishment, i.e., the amounts (after discounts) actually paid or payable. Any transportation and handling charges paid by this establishment to common or contract carriers in acquiring the materials, etc. should be included. The GST, however, should be excluded.

If you are a part of a Multi-establishment Firm and receive semi-processed goods as transfers from other establishments of your firm for further processing by this establishment please report these semi-processed goods in the appropriate sections of question 6. The cost of such goods should be equivalent to the transfer value reported by the shipping establishment plus any transportation and handling charges paid by this establishment to common or contract carriers.

Inputs - Manufacturing

6. Raw Materials, Components and Containers, Supplies etc., Purchased and Used in Manufacturing Operations

Data on raw material inputs, containers, etc., are used to assess the demand for different commodities and to identify the relationships of those commodities manufactured by one industry and used by others.

This section is designed to obtain information on those raw materials, containers, and supplies purchased and owned by the establishment and used in its manufacturing operations. **Only commodity items or physical goods should be included and not costs of services or overhead charges** such as advertising, insurance, depreciation, interest, contract services, etc. In reporting the cost of the various items

6.0.2 Basis of Valuation

Please check the appropriate box. If it is impossible to report as requested, you may report purchases instead of usage of: (1) raw materials and components; (2) non-returnable containers and other shipping and packaging materials; and (3) operating, maintenance, and repair supplies, but please ensure that you **check the appropriate box**. If you report purchases instead of usage you **must provide inventory** data for these items in Section 2.1.3.

6.1 Raw Materials and Components

Where quantity information is requested, please provide this information from your records or, if not recorded, provide your best estimate. Any fuel purchased as an input into the manufacturing process as a feedstock or processing material (e.g., crude oil processed into gasoline) or for any other non-energy



purpose **should be** reported in this question. **DO NOT INCLUDE** fuel used for energy purposes. This should be reported in question 5.

6.3 Containers and Shipping Supplies (Non-returnable)

In addition to containers purchased and used as such, any raw materials purchased and used as packaging materials or in the construction of containers, should also be reported in this question. Care should be taken that such raw materials, if any, are not reported in question 6.1. **DO NOT** include returnable containers.

6.6 Operating Maintenance and Repair Supplies

Such supplies should comprise those used by the establishment in the operation, maintenance and repair of machinery, equipment and buildings; exclude all supplies which are chargeable to fixed assets accounts. **DO NOT** include the cost of repairs or other types of maintenance done by outside contractors. **DO NOT** duplicate items entered elsewhere in question 6 or 7.

6.8 Amount Paid to Other Establishments for Manufacturing Work Done

Many establishments provide materials to other establishments or individuals for the production of products on a so-called "custom basis". This question is designed to obtain the amount that the reporting establishment pays to such other establishments or individuals for work of this nature.

DO NOT include payments to individuals working on their own premises using machinery, equipment and materials provided by this establishment since such persons should be treated as employees.

Inputs - Non-Manufacturing

7. Merchandising and Construction Activities etc.

These questions are asked to determine the extent of non-manufacturing activities undertaken by manufacturing establishments and are used to classify the establishment to the correct economic sector.

This section is designed to obtain information from those establishments also engaged in non-manufacturing activities such as the purchase and sale of goods not of own manufacture, the construction of buildings or equipment by the establishment's own employees for the use of the establishment, the operation of cafeterias, laboratories, etc. Please report costs of these non-manufacturing activities in this section and report the corresponding output values in section 9.

7.1 Purchase of Goods for Resale
(See also question 9.1)

Please report the laid-down cost at the establishment of goods purchased for resale in the same condition as purchased. If there are inventories held please ensure they are reported in Question 2.2. Please report sales of these items in question 9.1.

7.2 Purchased Materials and Supplies Used in Construction
(See also question 9.2)

Include materials for major repairs or alterations carried out by the establishment's own employees and charged to Fixed Assets Accounts. The total capital value of such work is to be reported in question 9.2, the employment (if a separate work force of your **own employees**) in question 14.1.2, and inventories of such materials in question 2.3. **DO NOT** include the cost of such work carried out by outside contractors.



7.3 Purchased Materials and Supplies Used in Production of Machinery and Equipment
(See also question 9.3)

Include any materials or supplies used if the establishment produces equipment or machinery or installs purchased equipment or machinery **with its own labour force for its own use**. The capital value of such work is to be reported in question 9.3 and the inventories of such materials in question 2.3.

7.4 Office Supplies Purchased and Used

This question will account for all office supplies used by the establishment for both manufacturing and non-manufacturing operations. DO NOT include supplies chargeable to Fixed Assets Accounts nor the cost of stamps and meter expenses.

7.5 All Other Purchased Materials and Supplies

This item is intended to cover all other non-specified commodity items which are used in the non-manufacturing activities of the establishment. It should include such items as food, beverages and supplies for cafeterias or lunch counters, first aid and medical supplies, laboratory supplies, etc. DO NOT duplicate any items reported in other sections of question 6 or 7.

data, along with external trade data, to estimate the apparent Canadian market for a particular commodity.

This question covers **outputs** (i.e., products and services) resulting from manufacturing activities and corresponds directly to question 6 which covers selected inputs (i.e., raw materials, containers, etc.) used for manufacturing activities. Non-manufacturing revenues are to be reported in section 9.

Establishments which manufacture products that normally require extended periods of time and large sums of money to complete, report the value of work done for which **payment has been received during the reporting period**.

Note: (i) Since portions of the value of products (reflected by payments received) may be reported over a number of periods, the total value of the product, when it is completed, should not be reported as this would, over time, result in double counting. (ii) Quantities **should not** be reported for products where the reported value reflects only a portion of the total value of the completed product.

8.0.2 Basis of Valuation

Please check the appropriate box. This section is designed to collect shipments at final selling price (shipments normally equate to sales - see guideline 8.1 below for variations of this concept). Follow the most appropriate guideline outlined below:

- (a) **If you are a Single establishment Firm**, shipments must be reported at final selling price (i.e., **your** selling price).
- (b) **If you are a part of a Multi-establishment Firm:**
 - (i) shipments of a multi-establishment firm to its

Outputs - Manufacturing

8. Shipments of Goods of Own Manufacture

Value of shipments data are used along with inventories to calculate production statistics which provide an indication of the industry's contribution to overall Canadian production. Marketers use shipments



own establishments outside the manufacturing universe must be reported at final selling price to the establishment doing the shipping.

- (ii) shipments between manufacturing establishments of a multi-establishment firm should be reported at the value shown on the books of account of the shipping establishment. If this value is at other than final selling price, by implication one of the establishments or the Head Office must report total sales at final selling price (i.e., manufacturer's selling price).

If you cannot report as requested and you report production as a proxy for shipments, inventory data must be reported in question 2.1.5 and 2.1.6.

8.1 Shipments - Goods of Own Manufacture

The information to be reported in the various sections of question 8 should include **goods manufactured from own materials, either at this establishment or by other manufacturers in Canada on the basis of a charge to this establishment** (question 6.8 accounts for such charges). In those cases where manufacturers normally install products of their own manufacture as an extension of the processing operations, the value of shipments should represent the **installed value of the products**. In addition to revenue from shipments of products and by-products, that which was received from repair and custom work should also be included (question 8.6). It is important to note that goods reported as shipped should NOT be included in inventory (question 2). However,

consignment shipments in Canada should be reported as inventory until actually sold.

All shipments including transfers to other establishments or a head office of your firm, those to government departments, sales during the year of goods shipped on consignment in previous years, and shipments to foreign countries for which form B-13 "Customs Canada, Export Entry" has been prepared, should be reported in question 8. Shipments abroad are considered as sales whether or not they are sales, shipments on consignment, or transfers to company-owned warehouses.

When reporting shipments for the twelve month period, give the quantity when required and the net selling values of all products and by-products in thousands of Canadian dollars (i.e., your selling price). The values reported **should be net of returned sales, discounts, sales allowances, sales taxes, excise duties and taxes, and charges for outward transportation by common or contract carriers**. If the accounting records of the establishment do not provide the value of shipments by individual commodity, **net** of the above items, please report these in Section 8.4. Outward transportation charges or delivery expenses incurred by the establishment's own carriers (providing they do not constitute separate establishments) and the value of non-returnable containers should NOT be deducted from the value of shipments.

In the valuation of shipments, special problems are frequently encountered in statistical reporting by **multi-establishment firms**. Statistics Canada reviews each case as it arises, but the following procedures cover the most common cases **where all or part of shipments of establishments of such firms are**



in the form of transfers to other units of the firm.

(a) If you are a Single-establishment Firm

If your firm operates **one** establishment (plant) plus **one or more** stock or storage warehouse(s) **at other locations** (including rented space in public warehouses), shipments should consist of warehouse shipments plus direct plant shipments to customers. DO NOT include plant shipments to the warehouse(s). Include warehouse inventory with plant inventory (question 2). Operational statistics of such warehouses i.e., employment, payroll, etc., should be included in the plant report.

(b) If you are a part of a Multi-establishment Firm

(i) If you are a manufacturing establishment of a multi-establishment firm that ships goods to **other manufacturing establishments of the firm** (regardless of location in Canada) for sale or further processing, or to sales branches or selling warehouses which are either separate ancillary units or part of the head office, these shipments should be reported in the appropriate question at **book transfer value**.

Transfer values may represent final selling prices or less, depending on the accounting practices of the firm. However, the cost to the receiving establishment or head office must be reported on the same basis, i.e., book

transfer value plus cost of transportation by common or contract carriers, if any.

(ii) If you are a manufacturing establishment of a multi-unit firm that ships goods to *sales branches or selling warehouses of the firm (regardless of location) which are separate accounting entities* (trading establishments), these shipments should be reported in the appropriate question at your **book transfer value**. In such a case the operational data (materials, employment, etc.) of these trading establishments should NOT be included in any question of this report.

8.6 Revenues Received for Work Done

This item is intended to account for any revenue received for "custom" or repair work done on products or materials which you *do not* own.

8.9 Environments Outputs

(For establishments in Wood Products, Fabricated Metal Product, Machinery, Transportation Equipment and Chemical Manufacturing)

Environmental products and their components are used to measure, prevent, limit, or correct environmental damage to water, air, soil environmental problems related to waste, noise and ecosystems, and the conservation of energy and natural resources.

Examples includes:

- Equipment and technologies for air pollution control** - catalytic converters; dust collectors; separators and precipitators; incinerators;



scrubbers; chemical recovery systems; air handling equipment

2. **Water supply and conservation products** - low-flow toilets and shower heads; pumps, pipes and valves used for water handling equipment
3. **Wastewater management products** - sewage treatment equipment, clarifiers, filters and filter media for wastewater treatment systems; wastewater reuse equipment; biological recovery systems)
4. **Machinery and equipment for solid and hazardous waste treatment** - hazardous waste storage or treatment equipment; waste collection equipment; waste disposal machinery and equipment; waste separation equipment; recycling equipment; incineration equipment
5. **Machinery and equipment for in soil and groundwater remediation** - bioremediation equipment; spill or containment systems for soil and groundwater remediation
6. **Noise abatement products** - highway barriers; mufflers/silencers; noise deadening equipment; noise and vibration control systems
7. **Machinery and equipment for environmental monitoring and assessment** - environmental control systems; environmental sampling systems; environmental analysis data acquisition equipment; analytical software such as GIS management and remote sensing used in environment information system

8. **Resource - and energy-efficient products** - energy efficient lighting, motors, etc.; energy recovery equipment; energy efficient insulation and sealing products

9. **Renewable and alternative energy systems** - solar energy; biomass energy; clean fuel systems; fuel cell technologies; materials recovery technology

Outputs - Non-Manufacturing

9. Data from this section are used to determine the extent of non-manufacturing activities such as the rental of new equipment or wholesaling of goods, undertaken by manufacturing establishments. They are also used to estimate capital expenditures in this important economic sector.

This question covers selected outputs of the establishment resulting from any **non-manufacturing** activity such as purchase and sale of goods purchased for resale in the same condition, construction of buildings and equipment for own use by **own** labour force, operation of cafeterias, laboratories, etc. DO NOT report non-operating revenues such as interest or dividends or sales of used fixed assets. Please insure that the corresponding inputs (i.e., costs of these non-manufacturing activities) are reported in section 7.

9.1 Goods Sold in Same Condition as Purchased (See also question 7.1)

You are required to provide only the value of shipments of goods which have been purchased and resold in the same condition. The names of the **major products** falling in this category together with an estimate of the value of the percentage which each major product contributes to the total value reported is also required. As in the case of



shipments of goods of own manufacture, the **net selling value** in thousands of Canadian dollars is to be reported, i.e., net of returned sales, discounts, sales allowances, sales taxes, excise duties and excise taxes and charges for transportation by common or contract carriers.

Such shipments should also include a) any products transferred to you from other establishments of your company for sale in the same condition as transferred, and b) all sales of consignment goods from abroad, and goods manufactured abroad from own materials.

If your accounting records do not permit you to make the distinction between goods purchased for resale in the same condition as purchased and goods of own manufacture, please provide your best estimate.

9.2 Book Value of New Construction (See also question 7.2)

Construction produced for the use of the establishment by the establishment's own employees, although a production activity, is non-manufacturing in nature and consequently statistics are required separately. You are requested to report here the **book value** of fixed assets produced by own employees for own use for which depreciation accounts are maintained. This value should **include** capitalized modifications or alterations by own employees but should **EXCLUDE** any work done by outside contractors. The value of such assets should at least reflect the cost of materials and labour which went into such items. Please note that question 7.2 provides for the reporting of materials **used** in new construction, question 2.3 for any inventories of such materials and question 14.1.2 provides for employment when a separate work force of your own employees is involved.

9.3 Book Value of Machinery and Equipment (See also question 7.3)

As in the case of 9.2, the book values reported should only reflect those for machinery and equipment (including major repair and improvements) **produced for your own use by your own employees and which are chargeable to Fixed Assets Accounts**. They should **EXCLUDE** the purchases of machinery and equipment chargeable to Fixed Assets Accounts but should **INCLUDE** the capitalized value of any installation or assembly work on such machinery and equipment undertaken by your own employees. Please note that question 7.3 provides for materials used and 2.3 for any inventories of such materials. Employment, when a separate work force of your own employees is involved, should be reported in question 14.1.2.

9.5 Revenue from Lease or Rental of Machinery and Equipment

Some manufacturing establishments, by the nature of their product, obtain part of their operating revenue from the lease or rental of products manufactured. Such revenue should be reported here. If this type of revenue is accruing to the head office it should be reported on the Head Office report but please ensure that it is reported only once, i.e., **either** on the report of the manufacturing establishment **or** on the Head Office report.

9.6 Other Revenues from Products and Services

Operating revenues not reported elsewhere should be included here. These should comprise those revenues from operations performed **by your own labour force** such as service revenues, commissions on sales (except in the case of goods handled on consignment from abroad when commissions are



included in the sales values reported in 9.1), operation of cafeterias and lunch counters, outside installation or construction work **not related** to your own products, sale of used materials (EXCLUDING sale of fixed assets), research and development work, etc.

11. Revenue from Lease or Rental of Property

In this question you are requested to supply the amount of any revenue accruing from the rental or lease of real property, whether or not any buildings involved have been produced by this establishment.

12. Revenue from Lease or Rental of Machinery and Equipment Not Included in 9.5 Above

In some cases, manufacturing establishments **purchase** machinery and equipment which is subsequently leased or rented to other establishments (including those of own firm) or to the general public. You are requested to include such revenue here EXCLUDING any from machinery or equipment produced by your own establishment which should be reported in question 9.5.

Employment, Payroll, and Person-Hours Paid

Data from these questions are used to monitor changes in employment levels in relation to industrial production levels.

14. General Guidelines

The information requested in this section is designed to account for all personnel on the payroll of the establishment or head office, including those working in ancillary units which form part of the establishment or head office. You are requested to provide the

information for the same time period used in the reporting of other operational data.

Employees

You are being asked to report **“average number employed”** in the reporting period. To calculate this figure, **add the number of employees in the last pay period of each month and divide this sum by the number of months in the reporting period (usually twelve).** Please do this calculation for each category separately: 14.1.1, 14.1.2, and for section 14.2.

Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid Form.

The following persons should be EXCLUDED from the figures reported for employees.

Exclude:

- Company pensioners;
- Working owners and partners of unincorporated businesses;
- Persons working on a full commission basis for whom you are not making Canada or Quebec Pension Fund or Unemployment Insurance contributions;
- Outside directors of incorporated companies.

Salaries and Wages

Figures reported for salaries and wages should be gross, before any deductions from employees for income tax and employee contributions for sickness, accident, pension, insurance, or other benefits but net of fringe benefit contributions by the employer.



The following items should be INCLUDED in the figures reported for salaries and wages:

Include:

- Overtime payments;
- Bonuses;
- Profits shared with employees;
- Value of room and board;
- Commissions paid to **regular employees** such as manufacturer's agents;
- Directors' fees
- Any other allowance forming part of the employees' earnings, with the exception of those specified below.

The following items should be EXCLUDED from the figures reported for salaries and wages:

Exclude:

- Employer contribution for workman's compensation;
- Employer contribution to employee welfare and benefit plans (e.g., for pensions, insurance, "medicare" and supplementary employment benefits);
- Commissions paid to persons not considered regular employees;
- Monies withdrawn by working owners and partners of unincorporated businesses;
- Distribution of profits to shareholders of incorporated companies.
- Amounts paid out to other establishments even though the amount may be for labour costs only. This should be reported in question 6.8.

Person-Hours Paid

Number of hours paid is the annual total of hours paid for all your hourly, salaried, and other production workers. This information is normally kept in payroll records. Add the total hours (including the actual hours of paid overtime) of hourly paid employees with the total hours (including the actual hours of paid overtime) of salaried and other production employees. For salaried production employees, if you cannot extract the totals, estimate by multiplying the average number of salaried production employees by the number of hours in the average work week and by the average number of weeks paid (for example, 52); then add the paid overtime hours for all salaried production employees.

Manufacturing Establishment Reports

Please do not include employment in any other establishment of your company since this should be reported on a separate questionnaire. In the event you have not received a separate questionnaire, please advise the Survey of Manufactures Operations Unit, Statistics Canada at 1-800-386-1276 or 1-800-386-1277.

14.1 Employees at this Location

14.1.1 Executive, Administrative and Sales Staff

This includes all employees designated as executive, administrative, clerical/office and sales staff. In the case of publishing, include all editors, journalists and other non-printing shop employees.

Head Office employees should be reported on a separate Head Office questionnaire (a) if the head office is



at a different location than this establishment (even if that location is within the same municipality) or (b) if the head office is at the same location but serves more than one establishment and maintains separate records. Otherwise, head office employees should be included here in Section 14.1.1, Executive, Administrative and Sales Staff.

14.1.2 Employees in Manufacturing Operations

In addition to workers engaged in processing and assembling, please include those employed in:

Storing, handling, packing, warehousing, etc.;

Inspecting (including quality control);

Maintenance, repair, janitorial and watchman services;

Erecting or installation for customers when such work is carried out as an extension of manufacturing operations and does not constitute a separate establishment;

Working foremen doing work similar to that of employees they supervise.

Please also include employees on the payroll of the establishment and engaged in such non-manufacturing activities as:

Cafeterias or restaurant counters operated by this establishment;

New construction, major repairs or alterations of buildings, machinery and equipment for the use of the establishment, when such work is chargeable to the Fixed Assets Accounts.

Note: The value of such work is to be reported in question 9.2 or 9.3 as appropriate, the materials used in question 7.2 or 7.3 and any inventories of such materials in question 2.3.

14.2 Employment at Other Locations

This section requests employment data for other locations similar to those requested for the main location. Please provide a separate set of data for each separate location.

Before Returning this Report

Before returning this report please check it over for completeness and accuracy. The following checklist will reduce the probability of an enquiry by Survey of Manufactures staff:

Are there any omissions?

Are the values provided for the following reasonable? The previous year's return and values prevailing in the industry are indicators of reasonableness.

- average salaries
- average wages
- ratio of value of shipments to raw material costs
- changes this year over last year.

If this has been an unusual year for some reason, (e.g., strike, closure, major contract received) please indicate this on the questionnaire, or on a separate sheet of paper.



For Further Information and Assistance

Remember, if you are experiencing difficulty in completing the report or if you are not sure about how to respond to a specific question, please call us at 1-800-386-1276 or 1-800-386-1277 and someone will be happy to assist you.

Please Keep a Copy of this Report Accessible in case you receive an enquiry from our staff. It will also serve as a guide to completing next year's report.



**Thank you for your Cooperation. Remember,
All Data Provided Are Kept Confidential.**





Unit of Quantity Conversion Table

Imperial	Abbreviation	Metric
Barrel (35 gal. petroleum)	barrel	0.15899 m ³
Board Feet (Logs), Thousand	M.ft.b.m.	4.53000 m ³
Board Feet (Lumber), Thousand	M.Bd.Ft.	2.35974 m ³
British Thermal Unit	Btu	1.05506 kJ
Carat	ct.	0.20000 g
Cord	cd.	2.40693 m ³
Cubic foot	cu.ft.	0.02832 m ³
Cubic yard	cu.yd.	0.76455 m ³
Cunit (wood chips)	cunit	2.83168 m ³
Foot	ft.	0.30480 m
Gallon	gal.	4.54609 l
Gallon (U.S.)	gal. (US)	3.78541 l
Hundredweight	cwt.	45.35924 kg
Ounce	oz.	28.34952 g
Pound	lb.	0.45359 kg
Roof Square	rf. sq.	9.29030 m ²
Square foot	sq. ft.	0.09290 m ²
Square yard	sq. yd.	0.83613 m ²
Ton	ton	0.90718 tonne
Ton	ton	907.18474 kg
Yard	yd.	0.91440 m



Metric	Abbreviation	Imperial
Cubic metre	m ³	1.30795 cu. yd.
Cubic metre	m ³	0.41547 cd.
Cubic metre	m ³	0.35315 cunit
Cubic metre	m ³	0.22075 M.ft.b.m.
Cubic metre	m ³	0.42378 M.Bd.Ft.
Gigajoule	Gj	947,817.11997 Btu
Gram	g	0.03527 oz.
Gram	g	5.00000 ct
Joule	J	0.00095 Btu
Kilogram	kg	2.20462 lb.
Litre	l	0.21997 gal.
Metre	m	1.09361 yd.
Metre	m	3.28084 ft.
Metric tonne	tonne	1.10231 (short) ton
Metric tonne	tonne	2,204.62262 lb
Square metre	m ²	1.19599 sq. yd.
Square metre	m ²	0.10764 rf. sq.

