

**PERSONALIZED QUESTIONNAIRES  
FOR CANADA'S ANNUAL SURVEY OF MANUFACTURES**

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## **ABSTRACT**

This paper describes the personalization of the long-form questionnaires of Canada's Annual Survey of Manufactures (ASM). Personalization was motivated by the desire to reduce respondent burden. Prior to personalization, long-form questionnaires were the same for all the establishments of a given 4-digit SIC industry. Each questionnaire contained a list comprising almost all the commodities likely to be used as inputs or produced as outputs by that industry. For the typical establishment, only a small subset of the commodities listed was applicable. Personalization involved tailoring those lists to each individual establishment, based on the previous reporting of that same establishment.

After first defining terms and then providing some quantification of the need for personalization, the paper details a number of the prerequisites—an algorithm for commodity selection, a set of stand-alone commodity descriptions, and an automated questionnaire production system. The paper next details a number of the impacts of personalization—and does so in terms of response burden, loss of information, and automation. The paper concludes with a summary and some recommendations.

## **RÉSUMÉ**

Le présent document décrit la personnalisation des questionnaires complets de l'Enquête annuelle des manufactures (EAM) du Canada. On a voulu personnaliser ces questionnaires en vue de réduire le fardeau de réponse. Avant la personnalisation, les questionnaires complets étaient les mêmes pour tous les établissements d'une industrie donnée (code à quatre chiffres de la CTI). Chaque questionnaire contenait une liste de presque tous les produits pouvant servir d'entrées ou pouvant résulter des activités de production de cette industrie. Pour l'établissement typique, seul un sous-ensemble restreint des produits énumérés était applicable. La personnalisation consistait à adapter les listes à chaque établissement à partir des données déclarées antérieurement par l'établissement en question.

Après avoir défini les termes et donné quelques indications quantitatives de la nécessité de personnaliser les questionnaires, le document précise un certain nombre de conditions préalables – un algorithme pour la sélection des produits, un ensemble de descriptions indépendantes des produits et un système automatisé de production des questionnaires. Le document examine ensuite en détail – sous l'angle du fardeau de réponse, de la perte d'information et de l'automatisation – certains des effets de la personnalisation. Enfin, le document se termine par la présentation d'un sommaire et certaines recommandations.

## **KEY WORDS**

Personalized questionnaires, customized questionnaires, manufacturing industries

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## PERSONALIZED QUESTIONNAIRES FOR CANADA'S ANNUAL SURVEY OF MANUFACTURES

John S. Crysdale, Statistics Canada

*"Nothing," replied the artist, "will ever be attempted, if all possible objections must first be overcome."*

Samuel Johnson (Rasselas)

### 1. Terms and Notes:

*Canada's Annual Survey of Manufactures (ASM):* this is a survey that collects and publishes principal statistics and commodity data for over 30,000 Canadian manufacturers.

*Personalized questionnaires:* these are questionnaires on which the questions asked of a business are based on the previous reporting of that same business. Other terms which might be used (but which are *not* used in the rest of this paper) include *individualized questionnaires*, *establishment-specific questionnaires* and *customized questionnaires*. (In some areas, *customized questionnaires* are those that are industry-specific.)

*Extent of ASM personalization:* this involves the sections of the long-form questionnaire relating to input and output commodity detail. More specifically, the personalized sections cover raw materials purchased, containers purchased, and products shipped. (In 1993 and 1994, personalization also included the fuel and electricity section of the long-form. However, since that section had originally comprised fewer than a dozen commodities, reverting to full prompting was judged to be more helpful than burdensome. No longer personalized, the fuel and electricity section is excluded from the data presented in this paper.) From 1993 to 1995, the long-forms of selected manufacturing industries were used for a pilot test of personalization. In 1996, personalization was extended to the long-forms of all manufacturing industries. Typically, long-forms have accounted for over 90% of manufacturing shipments. The long-form questionnaires of the Annual Survey of Forestry (ASF) are also personalized; ASF questionnaires are processed using ASM systems but are not included in the data presented in this paper.

*Pre-printed commodity lines:* these appear on the questionnaire to request data for specific commodities. For each such commodity, the description is pre-printed on the questionnaire (along with a commodity code and, often, a unit of measure for quantity data).

*Write-in commodity lines:* these appear on the questionnaire to collect data for all commodities which have not been covered by pre-printed lines. Write-in lines appear at the end of commodity sections and take the general form: *All other products shipped (specify main items separately)*. For each such item, the respondent supplies a description (and may also supply a commodity code and unit of measure). Before personalization, write-ins could also appear at intermediate points within commodity sections in order to collect residual activity for groups of similar commodities.

## 2. Why did the ASM Personalize?

Before personalization, ASM commodity questions were asked by sending all the establishments in a given industry identical lists of likely-to-be-reported commodities. Such lists were often long—and large portions were not applicable to the typical establishment.

The worst case—the questionnaire for Other Machinery and Equipment Industries—contained 354 commodity lines (328 pre-printed lines and 26 write-ins). The output section alone contained 241 commodity lines and ran for ten 8½ x 14 pages. Over 500 establishments received this questionnaire. The typical recipient used only 13.1 commodity lines (of which 11.5 were pre-printed lines and 1.6 were write-ins).

Table 1 summarizes the *overall* situation in 1992—the year before personalization began for a group of pilot industries.

The group labelled *Pilot Industries* covers the industries used in the pilot test. These comprised Transportation Equipment Industries, Chemical and Chemical Products Industries, Office, Store and Business Machine Industries and Other Machinery and Equipment Industries. The group labelled *Other Industries* covers all manufacturing industries that were not part of the pilot.

The data are a simple average of the count of commodity lines listed on the questionnaire and a simple average of the count of lines completed by respondents.

The data show that the average establishment was sent 99.1 commodity lines and used 11.0. The average pilot establishment received 190.4 lines and used 13.8; the average other establishment received 83.1 and used 10.5.

**Table 1**  
**Before Personalization**  
**Average Number of Commodity Lines, 1992**

	Sent	Used	Used as Percent of Sent
Pilot Industries	190.4	13.8	7.3
Other Industries	83.1	10.5	12.7
All Industries	99.1	11.0	11.1

Such long and largely inapplicable lists were seen as a considerable source of response burden. Reducing that burden was the reason for personalization. Sometimes this is described as reducing *perceived* burden since there is no reduction in the amount of data actually requested. However, especially for the much longer questionnaires, it was time-consuming to locate the relevant commodity lines in order to complete the form—and the burden was therefore quite real.

### 3. Prerequisites for Personalization

#### 3.1 Commodity selection algorithm

Personalization required that there be an algorithm for selecting the commodities that would appear on personalized commodity lists. From the beginning the intent was to list only commodities that had actually been reported in previous years. There was to be no attempt to include commodities deemed to be *related* to those actually reported. Algorithm development, therefore, focused on determining how many previous years' reporting should be used when generating personalized commodity lists. Tests were conducted to predict what would be reported in an already-completed year using data from even earlier years. The tests looked at the percent that was missing when different numbers of prior years were used as predictors. The tests also looked at the percent inapplicable. On the strength of those tests, it was decided to use just the previous year. (To expedite the mailout, the year prior to the previous year is sometimes used instead.) Selected commodities would be followed by space for respondents to write-in additional items.

Commodities generated by estimation routines are also included on personalized commodity lists. Estimation occurs in the event of non-response and, in most cases, is based on earlier reporting by the non-responding establishment. In some cases, estimation is based on industry-level information.

There also had to be an algorithm for dealing with establishments for which no previous commodity detail was available—reported or estimated. Such establishments are mainly new businesses (births) and conversions from questionnaires without commodity detail (pseudo-births). Before personalization, such units were sent the same questionnaire as ongoing businesses. Under personalization, the solution adopted was to send a list of the most frequently reported commodities in the corresponding industry or group of industries from the previous year, followed by space for write-ins. Adopting this top-commodity algorithm resulted in establishments without previous detail within the pilot group being asked 53.0 lines in 1995, compared to 206.1 lines in 1992.

In 1996, the details of this algorithm changed—in terms of the number of commodities listed and the basis of selection. In addition, the coverage of the algorithm was extended to include the purchased containers section and to include all manufacturing industries with long-form questionnaires. There was one exception to this otherwise universal coverage: in the case of SIC 3999 Other Manufacturing, the resultant commodity mix was judged to be too heterogeneous and, for that industry, inputs, containers and outputs are all asked on a write-in basis.

Because these so-called *birth questionnaires* are common for each industry—rather than being personalized at the establishment level—they are outside the scope of this paper. Establishments receiving such questionnaires accounted for 2% of manufacturing shipments in 1995.

#### 3.2 Stand-alone commodity descriptions

Personalization, implemented on a commodity-level basis, requires that each commodity be described in a fashion that can be understood in the absence of the surrounding hierarchy of the commodity classification. If only one commodity is listed on the questionnaire, the description has to make clear what it is that is being requested. Such descriptions are referred to as *stand-alone*.

As of 1992, long-form commodity lists described commodities in a hierarchical fashion often with a heading.

For example, in SIC 3261 Railroad Rolling Stock Industry, under the heading *Covered and closed*, the following three commodity codes and descriptions appeared:

8606.91.11	Box – vehicle parts
8606.91.12	Box – newsprint
8606.91.19	Box – other

These descriptions are not stand-alone. First, it is not clear that any of the descriptions refer to railway cars (even with the heading). Second, the use of the word *other* requires an explicit statement of what it is that is being excluded.

On a stand-alone basis, these three descriptions became:

8606.91.11	Railway cars, box, for vehicle parts
8606.91.12	Railway cars, box, for newsprint
8606.91.19	Railway cars, box, other than for vehicle parts or newsprint

Creating stand-alone descriptions across all long-forms (and for publication purposes) required dealing with over 11,000 different commodity classes. Descriptions were developed in both English and French. This work involved all subject matter staff. As a result of this work, commodity descriptions are now standard across manufacturing industries and across all the commodity sections of the questionnaire.

Some stand-alone descriptions became quite lengthy. Typically, it was residual categories that were involved. If the description became too long to be of practical value on a questionnaire, the subject commodity was not pre-printed but was left to the respondent to report as a write-in.

An alternative to stand-alone descriptions would have been to maintain commodity blocks of the sort existing in 1992 and print the whole block, complete with a write-in section, any time one of the component items was reported by the respondent in the previous year. This option was not pursued since it would have been overly complex and would have added to questionnaire length. And, the block itself would have to be made stand-alone.

Units of measure have also been standardized. Previously, a given commodity might be reported in one industry measured by area and in another industry measured by weight. For example, plastic sheeting was measured in both square metres and metric tonnes. Units of measure may still differ but such differences are now almost solely in terms of convertible orders of magnitude: a product used in small amounts in one industry might be measured in litres, the same product, used in large amounts in another industry, might be measured in thousands of litres.

Finally, it is sometimes desirable to provide reporting instructions for individual commodity items. Such instructions can be used (for example) to clarify terminology. A file of such instructions has

been developed (as part of the stand-alone description file) and the printing of instructions is triggered by the presence of specific lines on the personalized form.

### *3.3 Automation*

Personalization also required that questionnaire production be automated to a much greater extent. Before personalization, automation was limited to the fact that a camera-ready copy of the master questionnaire was produced by a word-processing package. Greater automation was necessary in order to retrieve previous year commodity data for large numbers of establishments and then to include that information, integrated with current year identifiers, on the personalized questionnaire.

The software used to produce the questionnaire includes SAS, COBOL and Advanced Function Printing (AFP). All programs are submitted through ISPF (Mainframe) panel CLISTs. A key part of AFP is the concept of overlays. An overlay is a pre-compiled page to which variable information is added at the time of printing. For example, there is one overlay for the cover page of the questionnaire with virtually everything present except for the name and address of the recipient establishment. Pre-compiling reduces processing costs and increases processing speed.

Considerable printing power was also required in order to print large volumes in a short time period. In the case of the ASM, printing involves close to 200,000 pages, every page different, in duplex mode, in the space of a few weeks.

Personalization required that editing staff be able to view copies of the mailed questionnaires on their desktop PCs. This requirement is referred to as *on-screen viewing*. Underlying this was the need for editing staff to know exactly what was asked on the questionnaire when talking to a respondent. Before personalization, editors just kept blank copies of each master questionnaire. Keeping hardcopies of all personalized questionnaires was out of the question, hence the requirement for on-screen viewing.

On-screen viewing was effected by saving and downloading the questionnaire print files, then reading them on personal computers using AFP Workbench (an IBM product).

## **4. Impacts of Personalization**

### *4.1 Response burden*

The rationale for personalization was to reduce response burden by shortening the commodity sections of the long-form questionnaire to the lines that are relevant to each establishment. There are two components to this: (1) reducing the number of lines sent, and (2) keeping them relevant.

The number of lines sent on pilot questionnaires has, in fact, been reduced. Table 2, shows that the average number of lines sent to the pilot group fell sharply between 1992 and 1995. For that group, the number fell from 190.4 in 1992 to 14.5 in 1995.

The lines listed on pilot questionnaires have also been kept relevant. Relevance involves having a large correspondence between pre-printed lines sent and used and keeping the need to report write-ins to a minimum.

Table 2 shows that, in 1992, 10.9 of the 176.4 pre-printed lines sent to pilot respondents were used by those respondents—an applicability rate of only 6%. In 1995, the number used was 10.4 of 11.5 sent (these figures differ slightly due to rounding from the sum of the parts shown in Table 2)—an applicability rate of 90%.

Table 2 also shows usage details for write-in lines (see Terms and Notes for definition of write-in lines). Write-in usage declined considerably for the pilot group.

**Table 2**  
**Before and After Personalization**  
**Average Number of Commodity Lines**

	1992			1995		
	Sent	Used	Used as Percent of Sent	Sent	Used	Used as Percent of Sent
Pilot Industries						
• Pre-printed	176.4	10.9	6.2	11.5	10.4	89.8
• Write-in	14.0	3.0	21.4	3.0	1.7	55.6
• Total	190.4	13.8	7.3	14.5	12.0	82.7

One reason for decreased write-in usage was the automatic prompting of respondents with whatever they reported in the previous year—including commodities they had reported on write-in lines. This reduced the need for commodities to be written-in by respondents in the current year from what it otherwise would have been and correspondingly increased the number of pre-printed lines (by an average of 2.5 per pilot industry establishment, of which average usage was 2.0 per establishment). In the past, written-in commodities had only appeared on the following year’s questionnaire if they had been specifically added to the master questionnaire by subject matter staff. (Under the existing capture/edit system, making specific additions to the master questionnaire has a number of advantages over simply letting written-in commodities appear through automated prompting—these advantages include the fact that the reported data will be subject to an automated year-over-year edit and the fact that quantity information can be requested using pre-specified units of measure. Specifically adding commodities also allows the desired level of detail to be specified.)

Other reasons why pilot industry write-in usage would decline are given in the section on information loss.

#### 4.2 Loss of information

Table 3 shows that, between 1992 and 1995, the number of reported commodity lines fell, both for the pilot group and for the other group. For the pilot group, the relative decline was twice what it was for the other group. It seems clear that some information loss has occurred. It is unlikely that this represents a sudden, disproportionate, shift in specialization.



Some decline was expected to occur as a result of personalization. (As noted earlier, the average number of lines sent fell sharply for the pilot group. The number sent also fell somewhat for the non-pilot industries—from 83.1 in 1992 to 71.9 in 1995. The latter resulted from reducing the number of write-in lines to one per commodity section—done in anticipation of personalization—and from eliminating lines on which no data had been reported for several years.) Without the prompts of a larger commodity list, respondents will sometimes fail to provide complete commodity information. The prompts serve as a reminder and as an indicator of the statistical agency's interest. Some activity will be excluded altogether. Other activity will be forced, inappropriately, into whatever classes already appear on the questionnaire.

**Table 3**  
**Average Number of Commodity Lines Used**

	1992	1995
Pilot Industries	13.8	12.0
Other Industries	10.5	9.8
All Industries	11.0	10.2

An additional factor which can contribute to the decline in numbers of commodities relates to the editing procedures. Telephone follow-up on poorly-specified write-in lines is done only for larger-valued commodities in the more critical establishments. Otherwise, where write-in lines are poorly specified, they may be grouped together and assigned to a single commodity class before being data-captured. The impact of this factor cannot be isolated without examining the original, completed, questionnaires. This factor may be more significant for the pilot group for which there are fewer pre-printed lines.

Has information loss been significant? Table 4 suggests that such loss has *not* been significant. This table is constructed by excluding, from the data for any given establishment, any commodity line for which the value reported by that establishment is \$100,000 or less. (When taken in aggregate, the lines excluded by this process account for half of one percent of aggregate commodity values in 1992, and less than that in 1995.)

**Table 4**  
**Average Number of Commodity Lines Used**  
**Eliminating Smaller Reported Values**

	1992	1995
Pilot Industries	8.2	8.1
Other Industries	6.3	6.2
All Industries	6.5	6.4

The table shows that, when these lines are excluded, the pilot group and the other group are each virtually unchanged between 1992 and 1995.

Has personalization resulted in more activity being classified as *Commodities, not elsewhere specified*? Between 1992 and 1995, more activity was coded to the residual class by both groups.

The increase was smaller for the pilot. For that group, the share of the residual class was 0.2% in 1992 and 0.3% in 1995. For the other group, the shares were 0.3% and 0.5%.

Has personalization resulted in a reduction in the level of detail collected? By way of background, ASM commodities are classified using an extension of the Harmonized Commodity Description and Coding System (HS). Under that classification, commodity classes are assigned codes ranging in length from 2 digits to 9 digits. The more detailed the class, the greater the number of digits. Between 1992 and 1995, for both the pilot group and the other group, there was some decline in detail—as measured by average numbers of digits and weighted by shipments. For the pilot group, average detail declined slightly, going from 6.7 digits to 6.6 digits. However, for the other group, the decline was somewhat greater—a drop from 7.1 digits to 6.8 digits.

In order to reduce the extent of detail loss arising from personalization, two modifications were made to the commodity selection algorithm; these took effect in 1996.

First, a *must-ask* facility was incorporated into the algorithm. When a line is specified as must-ask for a given industry, it will appear on all personalized questionnaires within that industry—regardless of past reporting. Must-ask lines can be used to explicitly ask for information on products of particular interest. For example, must-ask lines might be used in cases where the activity of interest is covered by newly-created commodity classes or where the activity is sufficiently important that it is undesirable to risk having any part it, however small, reported in a residual category. Must-ask lines have also been used in a small number of cases to force entire blocks of lines to be listed just as they had been before personalization—this is helpful in situations where the total reported for a given commodity is also to be reported on a sub-divided basis—subdivided (say) by process of production.

Second, a *detail-forcing* routine was also incorporated into the commodity selection algorithm. This involves commodities that were written-in in the previous year and are about to be prompted on the current year's questionnaire (and that have not been added to the master questionnaire for that industry). If the about-to-be prompted commodity is too aggregated relative to the industry standard (as indicated by the master questionnaire), a greater level of detail is forced. For example, if commodity class 8606.91.1 is about to be prompted, but the industry standard is actually to ask for 8606.91.11, 8606.91.12 and 8606.91.19, then the respondent would be prompted with the latter three codes, and not with the former, less-detailed code.

#### 4.3 Automation

Increased automation of questionnaire production was a prerequisite for personalization. Increased automation also had a number of positive impacts.

As automation proceeded—it was all effected within the framework of the existing capture/edit system—it prompted a review of the questionnaire as a whole and this, in turn, led to the deletion of a number of unnecessary industry-specific variants. The resultant increase in standardization—a move in a direction seemingly opposite to that implied by personalization—led to the consolidation of the underlying questionnaire templates. Consolidation reduced the number of templates from 163 to 28. This made the underlying forms easier to administer and imposed a greater uniformity on ASM output.

Consolidation involved moving from questionnaires that were mainly specific to single 4-digit SIC industries, to questionnaires that were specific to major groups (i.e., 2-digit SIC industries). In 1992, 124 of 163 master forms were each specific to single 4-digit SIC industries, one was

specific to a major group, the remaining 38 covered other groupings of 4-digit SIC industries. In 1996, only one of 28 master forms was specific to a single 4-digit SIC industry, 17 were each specific to major groups, the remaining ten covered other groupings of 4-digit SIC industries (and, of these, four each covered roughly half of two major groups that were prevented from complete consolidation as a result of a line-number limit built into the existing edit/storage system). Consolidation might also be limited (as a practical matter) by the division of subject matter expertise and responsibilities, by variations across major groups in the level of detail collected for particular commodities, and by the need to satisfy the periodic requests from data users and others for copies of (modest-sized) blank master questionnaires for each industry or group of industries. After consolidation, apart from the three personalized commodity sections (which differ in terms of commodity content, extent of quantity and value detail and whether or not commodity-level reporting instructions and sub-totalling are present), the differences between master forms involve the format of the inventory question, the format of the custom and repair work question, and the presence or absence of a small number of other questions. The basic structure of the long-form questionnaire was—and continues to be—standard across manufacturing.

Automation also permitted existing non-commodity questions—such as the one relating to inventories of unfilled orders—to be turned on or off by industry within a given master form in order to reduce unnecessary response burden; and automation also facilitated the selective addition of new questions—such as goods purchased for resale (GPRS) by origin and destination. The latter, quite-detailed breakdown, was asked in 1996 of the roughly 1,000 largest GPRS reporters from 1995.

Automation also meant that questionnaire printing no longer involved bulk copying of blank forms—with the substantial over-runs that seemed inherent in that process. The over-runs resulted from the need to have extra copies of the questionnaires available without delay and without having to incur the higher per unit costs associated with small print runs. The extra copies were needed to allow for *re-mails* (additional copies of the questionnaire, sent at a later date at the request of the respondent). Questionnaire printing is now done strictly on an as-needed basis. This has greatly reduced the amount of paper waste.

Automation also provided an opportunity to change the page size from 8½ by 14 inches to 8½ by 11 inches. The *1989 Recordkeeping Practices Survey*, conducted by the Bureau of the Census (U.S. Department of Commerce, Washington, DC, December 1990), determined that this size was the overwhelming choice of U.S. respondents. Even though reduced page size means a thicker questionnaire, respondents found 8½ x 11 could more easily be photocopied, could fit into a file drawer without folding and was generally easier to work with. Statistics Canada's keying staff also reacted favourably, remarking that the 8½ x 14 questionnaire had tended to topple over on the keying stand. This page-size change also helped put an end to the practice of folding questionnaires prior to mailing, which was done to keep postage costs down; folding had added an extra step to the mail-out process and had also required that questionnaires be kept sorted by thickness in order to facilitate their flow through the folding machine.

## 5. Summary

- The objective of personalization was to reduce response burden.
- Personalization reduced response burden by reducing the number of commodity questions on the typical pilot industries' questionnaire by over 90%—the number asked is down from an average of 190.4 in 1992 to an average of 14.5 in 1995. Instead of sending each establishment in a given industry an identical list of commodities, each is sent a list based on

its own previous year's reporting.

- As expected, there has been some loss of information. That loss does not appear to be significant.
- Personalization forced the automation of the questionnaire production system; this has had numerous positive consequences.
- In reference year 1996, personalization was extended to the long-form questionnaires of all manufacturing industries.

## 6. Recommendations

1. To reduce the potential for information loss, the ASM should consider taking two steps to fine-tune the personalization process. First, it should consider increasing the number of commodities listed on personalized forms—for example, by using more prior years' data when generating the personalized list for the subject establishment. Even with a doubling of the number of commodities, questionnaires would still be just a fraction of their original length. This could be done across the board, or only for selected industries. Second, it should consider adding a separate coding sheet—a list of commodities likely to be reported within the corresponding industry or group of industries—to the questionnaire package. As a refer-to-if-necessary insert, this would help ensure complete, high quality write-in information without adding unnecessary reading. Such lists could also be used as an alternative to the *must-ask* facility, described earlier, which is used to gather information on items of particular interest, including so-called *emerging commodities*.
2. To obtain useful input on personalization, the ASM should consider contacting respondents to get their reaction to the new approach and to solicit ideas for improvement. Such work should also include the development of detailed data on response rates, turn-around time, completion time and the extent of follow-up.

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The paper is dedicated to Carl Hebert. In 1994, while implementation was still in progress, Carl, then retired, wrote a note saying: "I cannot think of any project that could benefit the ASM more than the personalized questionnaire." We hope he would have approved.

**Appendix 1**  
**Sample Questionnaire Prior to Personalization**

↓ In all correspondence concerning this questionnaire please quote this number

**Mailing Address** (Please correct if necessary)

**Physical Location of Establishment** (Please correct if necessary)

**REPORTING INSTRUCTIONS AND AUTHORITY:** Completed questionnaire must be returned within 30 days of receipt. The enclosed Guide is designed to assist in the completion of this report. Instructions are numbered to correspond to the numbers on the Form. Please keep a copy of this completed form for future reference. Collected under Authority of the Statistics Act, Revised Statutes of Canada, 1985, chapter S19.

**Under Section 12 of the Canada Statistics Act**, with the Prince Edward Island Department of Finance and Tourism and with the Executive Council of the Northwest Territories for all establishments located within their province or territory respectively. Section 12 agreements shall not apply to your 1992 Survey of Manufactures report(s) if an authorized officer or person of your company objects in writing to the Chief Statistician and mails that letter to Operations & Integration Division of Statistics Canada together with the completed questionnaire. Please specify those agencies or departments listed above from which data shall be withheld.

**INFORMATION SHARING AGREEMENTS**

To reduce response burden and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data:

**Under Section 11 of the Canada Statistics Act**, with the provincial statistical agencies of Newfoundland, Nova Scotia, New Brunswick, Québec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia in respect of establishments located within the boundaries of their respective province. The Statistics Acts of these provinces include substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the Canada Statistics Act.

**CONFIDENTIALITY**

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates 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.

1.9 **REPORTING YEAR** - Report must cover your most recent financial year ending between April 1, 1992 and March 31, 1993.

from 

						1	9	9
Day	Month	Year						

 to 

						1	9	9
Day	Month	Year						

1.3.1 Did this establishment operate at any time during the reporting year as defined in 1.9 above? Yes  No

If "No" please provide a brief explanation \_\_\_\_\_

\_\_\_\_\_ and complete certification below and return this questionnaire.

1.3.2 Did this establishment go out of business during the reporting year? ..... 1  \_\_\_\_\_ Date \_\_\_\_\_ 2

1.3.3 Did any change of ownership occur during the reporting year? ..... 1  \_\_\_\_\_ Date \_\_\_\_\_ 2

If "Yes" provide information for the full reporting year. If this is not possible, report for the period operated and give name and address of person to contact for the balance of the data.

Name \_\_\_\_\_ Address \_\_\_\_\_

1.6.1 Type of organization (check one) 1  Individual Ownership 3  Incorporated Company 4  Co-operative Corporation Account Number \_\_\_\_\_  
2  Partnership

If your company is incorporated, please provide Corporation Account Number. If unknown, you may obtain this number from your latest Assessment Notice (T456) or from your Revenue Canada Taxation Remittance Form (T9RC) if applicable:

1.6.2 Does the type of organization reported in 1.6.1 represent a change from your last report? ..... 1  \_\_\_\_\_ Date \_\_\_\_\_ 2

**CERTIFICATION** - I certify that the information contained herein is complete and correct to the best of my knowledge and belief.

Signature of authorized person	Title	Date
Name of person to contact (please print)	Telephone	
	Area code	Number
Address including postal code (if different from mailing address above)	Postal Code	Ext.
	Postal Code	Telex/Facsimile

**1.7 NATURE OF BUSINESS** (describe briefly)

1.7.1 \_\_\_\_\_

1.7.2 Is this a change from last year? ..... Yes 1  No 2

**1.8 HEAD OFFICES AND ANCILLARY UNITS OF MULTI-ESTABLISHMENT FIRMS**

1.8.1 Does this establishment have a Canadian Head or Executive Office\* whose operations can be reported separately? ..... Yes 1  No 2  If "Yes" give name and address.

Name \_\_\_\_\_ Address \_\_\_\_\_

1.8.5 Is this establishment served by any ancillary unit(s) \* that also serve (an) other establishment(s) of your firm? ..... Yes 1  No 2

\*Data for such units should not be included in this report.

2. INVENTORIES at book value, including those on consignment in Canada (refer to Instruction 2 in the Reporting Guide)		Inventory for period covered by this report	
		Opening (Thousands of Canadian dollars)	Closing (Thousands of Canadian dollars)
2.1.1	Do these figures include inventory held but not owned? ..... Yes 1 <input type="checkbox"/> No 2 <input type="checkbox"/>		
<b>Manufacturing Inventory</b>			
2.1.2	Inventory of fuel .....		
2.1.3	Inventory of raw materials, purchased components and supplies .....		
2.1.5	Inventory of goods in process (gross value) .....		
2.1.6	Inventory of finished products .....		
<b>Non-manufacturing inventory</b>			
2.2	Inventory of goods purchased for resale in same condition as purchased .....		
2.3	Other non-manufacturing inventory (specify) .....		
2.5	<b>Total inventory of this establishment</b> .....		
<b>2.7 PROGRESS PAYMENTS</b> – should reflect payments for work completed but NOT written off to sales. Therefore, do not include advance payments.			
2.7.1	Value of progress payments on books .....		
Of the total how much was received from:			
2.7.2	Government contracts? .....		
2.7.3	Private contracts? .....		

**3. UNFILLED ORDERS** (refer to Instruction 3 in the Reporting Guide)

3.1 Report value (or give your best estimate) on the **last day** of your fiscal year .....

3.2 Do you normally have a backlog (not shipping backlog) of unfilled orders? ..... Yes 1  No 2

**5. CONSUMPTION OF PURCHASED FUEL AND ELECTRICITY** (refer to Instruction 5 in the Reporting Guide)

BASIS OF VALUATION FOR PURCHASED FUEL AND ELECTRICITY		Commodity code for Statistics Canada use	Unit of measure	Quantity used (estimate if necessary)	Cost at this establishment (Thousands of Canadian dollars)
5.0.2	Are you reporting consumption as requested? Yes 1 <input type="checkbox"/> No 2 <input type="checkbox"/>				
5.1	Coal .....	2701	metric tonne		
5.2	Natural gas (excluding liquefied) .....	2711 21	cu. metres 1000		
5.3	Gasoline (including aviation) .....	2710 00 10	thousand litres		
5.4	Kerosene (excluding jet fuel) .....	2710 00 30			
5.5	Diesel fuels .....	2710 00 51			
5.6	Light fuel oil (Nos. 2 and 3) .....	2710 00 52			
5.7	Heavy fuel oil (Nos. 4, 5 and 6) .....	2710 00 6			
5.8	Liquefied petroleum gases (propane, butane, natural gas, etc.) .....	2711 1			
5.9	Electricity purchased (include service charge) .....	2716	1000kW.h		
5.10	Steam .....	3823 90 98	gigajoule		
5.10.1	Other fuel purchased and used (Please specify) .....		(please indicate unit)		
5.11	<b>Total fuel and electricity</b> .....				



**SELECTED MANUFACTURING INPUTS**

6. **Raw materials, components, containers, supplies, etc., purchased and used** in manufacturing operations (refer to Instruction 6 in the Reporting Guide) - **Do not** include materials, etc. **produced** by this establishment for its own use.

BASIS OF VALUATION FOR RAW MATERIALS, ETC.		Commodity code for Statistics Canada use	Unit of measure	Quantity used	Total cost at this establishment (Thousands of Canadian dollars)
6.0.2	Are you reporting usage as requested? Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>6.1 Raw materials and components</b>					
<b>Iron and steel products</b>					
6.1.1	Iron and steel scrap .....	7204	metric tonne		
6.1.2	Flat-rolled products of iron or non-alloy steel, of a width of 600 mm or more, hot-rolled, not clad, plated or coated .....	7208	metric tonne		
6.1.3	Flat-rolled products of iron or non-alloy steel, of a width of 600 mm or more, cold-rolled (cold-reduced), not clad, plated or coated .....	7209	metric tonne		
6.1.4	Flat-rolled products of iron or non-alloy steel, of a width of less than 600 mm, not clad, plated or coated .....	7211	metric tonne		
6.1.5	Bars and rods, hot-rolled, in irregularly wound coils, of iron or non-alloy steel .....	7213	metric tonne		
6.1.6	Other bars and rods of iron or non-alloy steel, not further worked than forged, hot-rolled, hot-drawn or hot-extruded, but including those twisted after rolling .....	7214	metric tonne		
6.1.7	Other bars and rods, cold finished etc., non alloy steel .....	7215	metric tonne		
6.1.8	Angles, shapes and sections of iron or non-alloy steel .....	7216	metric tonne		
6.1.9	Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter-pins, washers (including spring washers) and similar articles, of iron or steel .....	7318	XXX	XXXXX	
6.1.10	Grey iron castings .....	7325 10 1	XXX	XXXXX	
6.1.11	Steel castings .....	7325 99 2	XXX	XXXXX	
6.1.12	Other iron and steel products-please specify .....		XXX	XXXXX	
	.....		XXX	XXXXX	
	.....		XXX	XXXXX	
<b>Copper</b>					
6.1.13	Unrefined copper; copper anodes for electrolytic refining .....	7402	metric tonne		
6.1.14	Refined copper and copper alloys, unwrought .....	7403	metric tonne		
6.1.15	Nails, tacks, drawing pins, staples (other than those of heading No. 83.05) and similar articles, of copper or of iron or steel with heads of copper; screws, bolts, nuts, screw hooks, rivets, cotters, cotter-pins, washers (including spring washers) and similar articles, of copper .....	7415	XXX	XXXXX	
6.1.16	Other forms of copper....please specify .....		XXX	XXXXX	
	.....		XXX	XXXXX	
	.....		XXX	XXXXX	
<b>Aluminum</b>					
6.1.17	Unwrought aluminum .....	7601	metric tonne		
6.1.18	Nails, tacks, staples, screws, nuts, bolts and similar articles of aluminum .....	7616 10	XXX	XXXXX	
6.1.19	Other forms of aluminum-please specify .....		XXX	XXXXX	
	.....		XXX	XXXXX	
	.....		XXX	XXXXX	
<b>Parts of railway or tramway locomotives or rolling-stock</b>					
6.1.20	Driving bogies and bissel-bogies .....	8607 11	XXX	XXXXX	
6.1.21	Other bogies and bissel-bogies .....	8607 12	XXX	XXXXX	
6.1.22	Axles and wheels and parts .....	8607 19	XXX	XXXXX	
6.1.23	Air brakes and parts for railway rolling stock .....	8607 21	XXX	XXXXX	
6.1.24	Brakes other and parts thereof for railway rolling stock .....	8607 29	XXX	XXXXX	





**SELECTED MANUFACTURING INPUTS - continued**

6. **Raw materials, components, containers, supplies, etc., purchased and used** in manufacturing operations (refer to Instruction 6 in the Reporting Guide) - **Do not** include materials, etc. **produced** by this establishment for its own use.

Description	Commodity code for Statistics Canada use	Unit of measure	Quantity used	Total cost at this establishment (Thousands of Canadian dollars)
6.1.25 Coupling devices and parts for railway rolling stock .....	8607 30	XXX	XXXXXX	
6.1.26 Locomotive parts other .....	8607 91	XXX	XXXXXX	
6.1.27 Railway rolling stock parts other .....	8607 99	XXX	XXXXXX	
<b>Other</b>				
6.1.28 Paints and enamels - please specify. ....		XXX	XXXXXX	
.....		XXX	XXXXXX	
.....		XXX	XXXXXX	
6.1.29 Welding electrodes (rods) .....	8311	XXX	XXXXXX	
6.1.30 Other diesel engines - for locomotives .....	8408 90 30	number		
6.1.31 Governors, and parts thereof, for diesel locomotive engines ...	8409 99 20	XXX	XXXXXX	
6.1.32 Air conditioning machines for railway cars .....	8415 82 30	XXX	XXXXXX	
6.1.33 Ball or roller bearings .....	8482	XXX	XXXXXX	
6.1.34 Electric motors and generators (excl. generating sets) .....	8501	XXX	XXXXXX	
6.1.35 Parts of railway equipment .....	8530 90 10	XXX	XXXXXX	
6.1.36 All other raw materials and components (specify main items separately) .....				
.....				
.....				
6.2 <b>Total of items in 6.1</b> .....				



**SELECTED MANUFACTURING INPUTS** – concluded

6. **Raw materials, components, containers, supplies, etc., purchased and used** in manufacturing operations (refer to Instruction 6 in the Reporting Guide) - **Do not** include materials, etc. **produced** by this establishment for its own use.

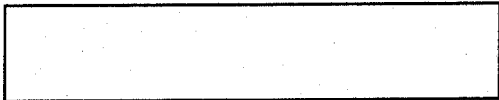
Description	Commodity code for Statistics Canada use	Total cost at this establishment (Thousands of Canadian dollars)
6.3 <b>Non-returnable containers and other shipping and packaging materials</b>		
6.3.1 Lumber of a thickness exceeding 6mm .....	4407	
6.3.2 Pallets, box pallets and skids, of wood .....	4415 20 10	
6.3.3 Cartons, boxes and cases, of corrugated paper or paperboard .....	4819 10	
6.3.4 Other, please specify .....		
.....		
.....		
6.4 <b>Total of items in 6.3</b> .....		
6.6 Total value of operating, maintenance and repair supplies <b>purchased and used</b> in manufacturing operations <b>excluding</b> fuel. Include supplies and items of equipment <b>used</b> in the operation, maintenance and repair of machinery, equipment and buildings which are not chargeable to Fixed Assets Accounts. Do not include cost of repairs or other type of maintenance done by outside contractors. Do not duplicate items entered elsewhere in this Section .....		
6.7 <b>Total of raw materials, components, containers, supplies, etc.</b> (6.2 + 6.4 + 6.6) .....		
6.8 Amount paid out to other establishments for work done on materials owned by this establishment (refer to Instruction 6.8 in the Reporting Guide) .....		
6.9 <b>Total of raw materials, containers, supplies and amount paid for work done</b> (6.7 + 6.8) .....		
<b>SELECTED NON-MANUFACTURING INPUTS</b>		
7. <b>Merchandising and construction activities, etc.</b> (refer to Instruction 7 in the Reporting Guide)		
7.1 <b>Purchases of goods from other establishments for resale in same condition as purchased</b> (include transfers of such goods from other establishments of your company) (report sales of such goods in question 9.1) .....		
7.2 <b>Purchased materials and supplies used in new construction produced by own labour force for own use</b> (only those items charged to Fixed Assets Accounts which are reported in question 9.2) .....		
7.3 <b>Purchased materials and supplies used in production of any machinery and equipment for own use by own labour force</b> (only those items charged to Fixed Assets Accounts which are reported in question 9.3) .....		
7.4 <b>Office supplies purchased and used</b> .....		
7.5 <b>All other purchased materials and supplies used by this establishment</b> .....		
7.6 <b>Sub-total of items in 7</b> .....		
7.7 <b>Grand total of selected manufacturing and non-manufacturing inputs</b> (6.9 + 7.6) .....		



**SELECTED MANUFACTURING OUTPUTS**

**8. Shipments of goods of own manufacture** (refer to Instruction 8 in the Reporting Guide).

BASIS OF VALUATION OF SHIPMENTS			Commodity code for Statistics Canada use	Unit of measure	Quantity shipped	Net value of shipments, excluding sales taxes, excise duties and excise taxes, shipping charges by common or contract carriers and net of any sales discounts, allowances, etc. (Thousands of Canadian dollars)
	Yes	No				
8.0.2	Are you reporting shipments as requested?	1 <input type="checkbox"/>	2 <input type="checkbox"/>			
8.0.3	Are reported Values at Final Selling Price?	1 <input type="checkbox"/>	2 <input type="checkbox"/>			
8.0.4	If "No" please specify basis of valuation: _____ <input type="checkbox"/>					
<b>8.1</b>	<b>Products shipped</b>					
8.1.1	Rail locomotives powered from an external source of electricity or by electric accumulators .....			8601	number	
8.1.2	Diesel-electric locomotives .....			8602 10	number	
8.1.3	Rail locomotives other and locomotive tenders .....			8602 90	number	
8.1.4	Self-propelled railway cars powered from an external source of electricity .....			8603 10	number	
8.1.5	Self-propelled railway cars other .....			8603 90	number	
8.1.6	Railway maintenance-of-way service vehicles .....			8604 00	number	
8.1.7	Railway passenger and special purpose coaches, not self-propelled .....			8605 00	number	
8.1.8	Railway tank cars, not self-propelled .....			8606 10	number	
8.1.9	Railway cars, insulated or refrigerated, other than tank cars ...			8606 20	number	
	<b>Self-discharging vans and wagons, other than those of subheading 8606.10 or 8606.20</b>					
8.1.10	Hopper cars .....			8606 30 10	number	
8.1.11	Industrial and mine railway cars .....			8606 30 20	number	
8.1.12	Other .....			8606 30 90	number	
	<b>Covered and closed</b>					
8.1.13	Box - vehicle parts .....			8606 91 11	number	
8.1.14	Box - newsprint .....			8606 91 12	number	
8.1.15	Box - other .....			8606 91 19	number	
	<b>Other</b>					
8.1.16	Railway cars, open, with non-removable sides of a height exceeding 60 cm (Gondola) .....			8606 92	number	
	<b>Other</b>					
8.1.17	Auto transport .....			8606 99 10	number	
8.1.18	Flats - general purpose .....			8606 99 21	number	
8.1.19	Flats - inter modal (piggy back) .....			8606 99 22	number	
8.1.20	Flats - container transport .....			8606 99 23	number	
8.1.21	Flats - Highbeam .....			8606 99 24	number	
8.1.22	Flats - other .....			8606 99 29	number	
8.1.23	Other .....			8606 99 90	number	
	<b>Parts of railway or tramway locomotives or rolling-stock</b>					
8.1.24	Driving bogies and bissel-bogies .....			8607 11	number	
8.1.25	Other bogies and bissel-bogies .....			8607 12	number	
8.1.26	Axles and wheels and parts .....			8607 19	XXX	XXXXX
8.1.27	Air brakes and parts for railway rolling stock .....			8607 21	XXX	XXXXX
8.1.28	Other brakes and parts thereof for railway rolling stock .....			8607 29	XXX	XXXXX
8.1.29	Coupling devices and parts for railway rolling stock .....			8607 30	XXX	XXXXX
8.1.30	Locomotive parts other .....			8607 91	XXX	XXXXX



**SELECTED MANUFACTURING OUTPUTS - concluded**

**8. Shipments of goods of own manufacture** (refer to Instruction 8 in the Reporting Guide).

Description	Commodity code for Statistics Canada use	Unit of measure	Quantity shipped	Net value of shipments, excluding sales taxes, excise duties and excise taxes, shipping charges by common or contract carriers and net of any sales discounts, allowances, etc. (Thousands of Canadian dollars)
<b>Other parts of railway rolling stock</b>				
8.1.31 Centre plates .....	8607 99 21	XXX	XXXXX	
8.1.32 Other .....	8607 99 29	XXX	XXXXX	
8.1.33 Other diesel engines - for locomotives .....	8408 90 30	number		
8.1.34 All other products shipped (specify main items separately) .....				
.....				
.....				
<b>8.2 Total value of shipments of goods of own manufacture</b> (total of items in 8.1) .....				
<b>8.3 Less</b> adjustments for the following items if you <b>were not able</b> to exclude them from the value of the individual products in section 8.1				
8.3.1 Total payments for shipping charges by common or contract carriers .....				
8.3.2 Total payments of sales taxes, excise duties and excise taxes .....				
8.3.3 Total amounts of discounts, sales allowances and returned sales .....				
8.4 Total adjustments (sum of items in 8.3) .....				
If the amounts reported above include any incurred in connection with goods purchased for resale (see 9.1) please check here <input type="checkbox"/>				
8.5 Adjusted value of shipments of goods of own manufacture (8.2 less 8.4 or 8.2 if 8.4 is zero) .....				
Amount received in payment for work done on materials and products owned by other establishments (including those from any other establishments of your own company)				
8.6.1 Amount received for repair work .....				
8.6.2 Amount received in payment for work done on materials and products owned by others .....				
8.6 <b>Total amount received in payment for work done on materials and products owned by other establishments (including those from any other establishments of your own company)</b> (Total of items 8.6.1 and 8.6.2) .....				
<b>8.7 Total value of shipments of goods of own manufacture and amount received for work done</b> (8.5 + 8.6) .....				



9. **SELECTED NON-MANUFACTURING OUTPUTS** (refer to Instruction 9 in the Reporting Guide)

		Thousands of Canadian dollars												
9.1	<b>Total value of shipments of goods purchased and sold in the same condition as purchased</b> (purchases of such goods should be reported in question 7.1) .....  Specify below the major products included in this value and give estimate of percentage which each represents of this value (9.1).  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Name of product</th> <th style="width: 20%; text-align: center;">Estimated %</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of product	Estimated %											
Name of product	Estimated %													
9.2	<b>Book value of new construction by own labour force for own use</b> (only that amount charged to the Fixed Assets Accounts – this should include at least material costs reported in question 7.2 and labour included in 14.1.4) .....													
9.3	<b>Book value of machinery and equipment manufactured by own labour force for own use</b> (only that amount charged to the Fixed Assets Accounts – this should include at least material costs reported in question 7.3 and labour included in 14.1.4) .....													
9.5	<b>Revenue from lease or rental of machinery and equipment manufactured by this establishment</b> .....													
9.6	<b>All other revenue from products and services</b> (exclude non-operating revenues such as interest, dividends and other rental income, etc) .....													
9.7	<b>Total of items in 9</b> .....													
10.	<b>Grand total of manufacturing and selected non-manufacturing outputs (8.7 + 9.7)</b> .....													

**SUPPLEMENTARY**

11.	<b>Revenue from lease or rental of property</b> (lands, buildings, offices, etc.) .....	
12.	<b>Revenue from lease or rental of machinery and equipment other than that included in 9.5 above</b> (i.e. from machinery of all kinds, engines, trucks, of all types, trailers, tractors, other equipment, etc.) .....	

	Value of shipments of goods of own manufacture and amount received for work done (item 8.7)	
Destination	% of total	OR (Thousands of Canadian dollars)
13.0 Newfoundland .....		
13.1 Prince Edward Island .....		
13.2 Nova Scotia .....		
13.3 New Brunswick .....		
13.4 Québec .....		
13.5 Ontario .....		
13.6 Manitoba .....		
13.7 Saskatchewan .....		
13.8 Alberta .....		
13.9 British Columbia .....		
13.11 Yukon .....		
13.12 Northwest Territories .....		
13.13 Exports to USA .....		
13.14 Exports to Other Countries .....		
13.15 <b>TOTAL</b> .....		

If you do not have a precise breakdown, please give your best estimates, **either** in dollars **or** in percentages.

For physical shipments to Head Offices, Sales Offices, wholesalers or other distributors, please report the first destination, i.e. the location at which the distributor received these goods.

If the total on line 8.7 includes the value of goods that were not physically shipped (book transfers), please include the value on the line that represents physical location of your plant.

14. **EMPLOYEES OF THIS ESTABLISHMENT** (refer to section 14 in the Reporting Guide)

	Gross salaries, wages, commissions, bonuses, etc. (Thousands of Canadian dollars)	Average number employed during reporting period	Number of person-hours (please provide reasonable estimate where records are not maintained)	
			Worked	Paid
<b>14.1 Employees at this location</b>				
14.1.1 Executive, administrative and sales staff .....			XXXXX	XXXXX
14.1.2 Employees in manufacturing operations .....				
14.1.4 Other workers, including employees engaged in construction and production of machinery and equipment for own use (see 9.2 and 9.3) .....			XXXXX	XXXXX
<b>14.1.9 Total employees at this location</b> (14.1.1 + 14.1.2 + 14.1.4) .....			XXXXX	XXXXX
14.4 Supplementary information:			Employees in manufacturing operations (see 14.1.2)	Executive, administrative and sales staff (see 14.1.1)
14.4.1 Average hourly rate of pay in dollars and cents .....				XXXXX
14.4.2 Number of hours in standard work week .....				
14.4.3 Average paid vacation (number of weeks per year) .....				
<b>OR</b>				
14.4.4 Vacation pay as % of earnings .....				

14.2 **EMPLOYMENT AT OTHER LOCATIONS** - Attach separate sheet if necessary

Other locations (street and number, municipality name, province)	Major activity carried on	Statistics Canada use	Gross salaries, wages, commissions, bonuses, etc. (Thousands of Canadian dollars)	Average number employed during reporting period	Number of person-hours (please provide reasonable estimate where records are not maintained)	
					Worked	Paid
	Manufacturing	14.1.2				
	Non-manufacturing (specify) .....	14.1.1			XXXXX	XXXXX
	Manufacturing	14.1.2				
	Non-manufacturing (specify) .....	14.1.1			XXXXX	XXXXX
	Manufacturing	14.1.2				
	Non-manufacturing (specify) .....	14.1.1			XXXXX	XXXXX
	Manufacturing	14.1.2				
	Non-manufacturing (specify) .....	14.1.1			XXXXX	XXXXX
	Manufacturing	14.1.2				
	Non-manufacturing (specify) .....	14.1.1			XXXXX	XXXXX



**RESPONDENT'S COMMENTS SECTION**

Statistics Canada commonly compares responses on this questionnaire with those provided by your organization last year. In order to reduce the possibility of further inquiries, would you please provide explanations of any significant changes in your operations from your previous reporting period.

Your cooperation in the Survey of Manufactures program is sincerely appreciated.

Please check reason and provide explanation if applicable.

1.  No significant change in data reported \_\_\_\_\_

**MARKET INFLUENCES**

2.  Price changes, raw material \_\_\_\_\_

3.  Price changes, manufactured products \_\_\_\_\_

4.  Expansion of markets \_\_\_\_\_

5.  Loss of markets \_\_\_\_\_

**OPERATIONAL CHANGES**

6.  Expansion of operations \_\_\_\_\_

7.  Reduction of operations \_\_\_\_\_

**OPERATIONAL DIFFICULTIES**

8.  Fire, plant closed from \_\_\_\_\_ Date \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

9.  Labour dispute from \_\_\_\_\_ to \_\_\_\_\_ number of employees involved: \_\_\_\_\_

10.  Other reasons for significant changes (please explain) \_\_\_\_\_

Multiple horizontal lines for providing detailed explanations for the selected options.



**Appendix 2**  
**Sample Questionnaire After Personalization**





Industry Division  
Annual Survey of Manufactures, 1996  
**Railroad Rolling Stock Industry**

**S.I.C. 3261**

Si vous préférez recevoir ce questionnaire en français, veuillez cocher la case et retourner à la Division des opérations et de l'intégration, Statistique Canada Ottawa, K1A 0T6  
ou  
téléphoner au 1-800-386-1276  
1-800-386-1277

FORM CM 7-6100-320.1

3261 5 1234561

1 12 123456

IP CT GPRS

0001 AN 85

FICTITIOUS EXAMPLE: PERSONALIZED Q  
ATTN: JOHN CRYSDALE (613) 951-3589  
STATISTICS CANADA  
9-A6, JEAN TALON BLDG, HOLLAND AVE  
OTTAWA  
ON K1A 0T6

PHYSICAL LOCATION DETAILS #1  
LINE #2  
LINE #3



**Mailing Address** (Please correct if necessary)



**Physical Location of Establishment** (Please correct if necessary)

**PURPOSE OF THE SURVEY:**

The purpose of this survey is to provide statistical information on the manufacturing and forestry sectors in Canada. The data are important because they measure production in these sectors, providing an indication of the health of these industries and their contribution to the Canadian economy. Your cooperation and assistance in completing this questionnaire are vital to the collection and production of timely and accurate statistics.

**AUTHORITY:**

This survey is collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, chapter S19.

**REPORTING INSTRUCTIONS:**

The enclosed Guide is designed to assist in the completion of this report. Instructions are numbered to correspond to the numbers on the form.

**INFORMATION SHARING AGREEMENTS:**

To reduce response burden and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data. See the Reporting Guide for details.

**CONFIDENTIALITY:**

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates 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.

**PLEASE COMPLETE AND RETURN BY:**

10 AUGUST 1997

If necessary, please provide best estimates.  
For assistance, call 1-800-386-1276 or 1-800-386-1277.  
To return this by FAX, call 1-800-386-1278.  
Please keep a completed copy for future reference.

1.9 **REPORTING YEAR** - This report covers your most recent financial year ending between April 1, 1996 and March 31, 1997.

from 

			1			9		9
--	--	--	---	--	--	---	--	---

 to 

			1			9		9
--	--	--	---	--	--	---	--	---

  
Day Month Year Day Month Year

**CONTACT INFORMATION**

1.5.3 Name and title of person to contact (please print)

1.5.2 Date

1.5.4 Address including postal code (if different from mailing address above)

Telephone

Area code	Number	Ext.
-----------	--------	------

1.4 

--	--	--	--	--	--	--	--	--	--

1.5.5 

--	--	--	--	--	--	--	--

1.4.1 

--	--	--	--	--	--	--	--	--	--

STC / IND-310-60195

OFFICE USE ONLY

**OPERATIONS**

1.3.1 If this establishment **did not operate at all** during the reporting year (as defined in 1.9 on previous page), please provide a brief explanation

1.1

and complete contact information on the cover page -- you have now completed this questionnaire, please return it in the enclosed envelope.

1.3.2 If this establishment **went out of business** during the reporting year, please give last date of operation and complete the form for the period of operation.

Day	Month	Year
		1   9   9

1.3.3 If any **change of ownership** occurred during the reporting year, please give date of ownership change and provide information for the full reporting year. If you cannot provide the full year's data, please report for the period operated and give name, address and telephone number of person to contact for the balance of the data.

	1   9   9
--	-----------

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_

1.6.1 **Type of organization**  
 (refer to Instruction 1.6 in the Reporting Guide) (check one)  
 3  Incorporated company  
 1  Unincorporated company

If your company is incorporated, please provide your Corporation Account Number (these can be 8 digits or 10 digits in length) or, if your Corporation Account Number has been converted to the new Business Number (9 digits followed by RC), please provide your Business Number. You may obtain these numbers from your latest Revenue Canada Assessment Notice (form T456) or your Revenue Canada Taxation Remittance Form (T9RC).

Corporation Account Number

1 0 9 0 4	
-----------	--

OR

Business Number

1 0 9 0 7	R   C
-----------	-------

1.7.1 **Nature of business** (please describe briefly, refer to instruction 1.7 in the Reporting Guide).

\_\_\_\_\_

1.7.2 Is this a change from last year?..... 1  Yes 2  No

Please provide explanations of any significant changes in your operations (such as reduced activity due to fire or flood) in the Respondent's Comments Section at the end of this questionnaire. This may reduce the need for follow-up enquiries.

2. **INVENTORIES**, owned, at book value, including those in transit and on consignment in Canada  
(refer to Instruction 2 in the Reporting Guide)

**Note:** Establishments in **Pulp and Paper Industries** (S.I.C. 2711-2712-2713-2714-2719) should include in line 2.1.3 roundwood, pulp chips and other wood residue at the mill.

Lines 2.1.2, 2.1.5 and 2.3 do **not** apply to establishments in **Publishing Industries** (S.I.C. 2831-2839).

Establishments in **Other Primary Smelting and Refining of Non-Ferrous Metal Industries** (S.I.C. 2959) with **integrated** mining, smelting, refining and treatment plants should report inventory only for the smelter and/or the refinery; if accounting records do not permit separate reporting, the data should be reported only on the metal mines questionnaire.

Establishments in **Refined Petroleum Products Industry (Except Lubricating Oil and Grease)** (S.I.C. 3611) should include refinery tankage only; pipeline fill is excluded.

Establishments which manufacture products that normally require **extended periods of time and large sums of money to complete** (such as ships, turbines): report work done for which payment **has not** been received as "goods in process" (line 2.1.5); report work done for which payment **has** been received during the reporting period as "manufacturing outputs" (section 8.1).

		Inventory for period covered by this report	
		Opening (Thousands of Canadian dollars)	Closing (Thousands of Canadian dollars)
2.1.2	Inventory of <b>fuel</b> .....		
2.1.3	Inventory of <b>raw materials</b> , purchased components and supplies.....		
2.1.5	Inventory of <b>goods in process</b> .....		
2.1.6	Inventory of <b>finished products</b> .....		
2.2	Inventory of <b>goods purchased for resale</b> in same condition as purchased.....		
2.3	<b>Other</b> inventory ( <i>specify</i> ) .....		
2.5	<b>Total</b> (2.1.2 to 2.3) .....		

The aggregate results from this survey will be released in Statistics Canada publications such as "Manufacturing industries of Canada: national and provincial areas" (Catalogue no. 31-203-XPB).

<b>3. UNFILLED ORDERS</b> (refer to instruction 3 in the Reporting Guide)	Thousands of Canadian dollars
3.1 Report the value of unfilled orders on the <b>last day</b> of your fiscal year	

**5. CONSUMPTION OF PURCHASED FUEL AND ELECTRICITY** (refer to instruction 5 in the Reporting Guide)  
**Include only fuel used for energy purposes.** Do not include fuel-type materials used as raw material inputs, such as natural gas used to produce polyethylene, etc. (this should be included in Section 6.1). Do not include fuel purchased for resale (this should be included in Section 7.1).  
 If you are unable to report consumption, please report purchases.

	Commodity code for Statistics Canada use	Unit of measure	Quantity used (estimate if necessary)	Cost at this establishment (Thousands of Canadian dollars)
5.1 Coal .....	2701	Metric tonnes		
5.2 Natural gas, in gaseous state .....	2711 21	Thousand cubic metres		
5.3 Gasoline (including aviation) .....	2710 00 1	Thousand litres		
5.5 Diesel fuels .....	2710 00 51	Thousand litres		
5.6 Light fuel oils (Nos. 2 and 3) .....	2710 00 52	Thousand litres		
5.7 Heavy fuel oils (Nos. 4, 5 and 6) .....	2710 00 6	Thousand litres		
5.8 Petroleum gases and other gaseous hydrocarbons, liquefied .....	2711 1	Thousand litres		
5.9 Electricity .....	2716 00	1000kW.h		
5.10 Steam .....	3824 90 98	GigaJoules		
5.10.1 All other fuel purchased and used (specify) .....				
.....				
.....				
.....				
<b>5.11 Total (5.1 to 5.10.1) .....</b>				

<b>6. SELECTED MANUFACTURING INPUTS</b> Raw materials, components, containers, supplies, etc., purchased and used in manufacturing operations (refer to Instruction 6 in the Reporting Guide) - Do not include materials, etc. produced by this establishment for its own use.				
Basis of valuation for raw materials, etc.	Commodity code for Statistics Canada use	Unit of measure	Quantity used	Cost at this establishment (Thousands of Canadian dollars)
6.0.2 Are you reporting 1 <input type="checkbox"/> usage, as requested? <b>OR</b> 2 <input type="checkbox"/> purchases?				
<b>6.1 Raw materials and components</b>				
6.1.42 Bars and rods, hot-rolled, in irregularly wound coils, of iron or non-alloy steel	7213	Metric tonnes		
6.1.43 Bars and rods of iron or non-alloy steel, not further worked than forged, hot-rolled, hot-drawn or hot-extruded, but including those twisted after rolling, other than in coils	7214	Metric tonnes		
6.1.44 Bars and rods, cold formed or cold finished, non-alloy steel	7215	Metric tonnes		
6.1.45 Angles, shapes and sections of iron or non-alloy steel	7216	Metric tonnes		
6.1.57 Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter-pins, washers (including spring washers) and similar articles, of iron or steel	7318	XXX	XXXXX	
6.1.146 Axles and wheels and parts	8607 19	XXX	XXXXX	
6.1.148 Brakes other than air, and parts thereof for railway rolling stock	8607 29	XXX	XXXXX	
6.1.149 Coupling devices and parts for railway rolling stock	8607 30	XXX	XXXXX	
6.1.151 Railway rolling stock parts	8607 99	XXX	XXXXX	
6.1.227 Stainless steel in ingots or other primary forms; semi-finished products of stainless steel	7218			
6.1.227 Nails, tacks, drawing pins, staples (excluding strips), of iron or steel	7317 00			
6.1.227 All other raw materials and components (specify main items separately)				
.....				
.....				
.....				
.....				
.....				
.....				
6.2 <b>Total of items in 6.1</b> .....				

**SELECTED MANUFACTURING INPUTS** - continued

6. **Raw materials, components, containers, supplies, etc., purchased and used** in manufacturing operations  
 (refer to Instruction 6 in the Reporting Guide) - **Do not** include materials, etc. **produced** by this establishment for its own use.

	Commodity code for Statistics Canada use	Cost at this establishment (Thousands of Canadian dollars)
<b>6.3 Non-returnable containers and other shipping and packaging materials</b>		
6.3.1 Lumber	4407	
6.3.3 Corrugated paper cartons, boxes and cases	4819 10	
6.3.4 Folding cartons, boxes and cases, of non-corrugated paper or paperboard	4819 20	
6.3.5 Steel strapping containing < .25% carbon	7211 23 10 1	
6.3.6 All other containers and other shipping and packaging materials (specify main items separately)		
.....		
.....		
.....		
<b>6.4 Total of items in 6.3</b> .....		
<b>6.6 Cost of supplies used to operate, maintain and repair buildings and equipment; exclude all supplies which are chargeable to fixed assets accounts</b> .....		
<b>6.7 Total (6.2 + 6.4 + 6.6)</b> .....		
<b>6.8 Amount paid to other establishments and to other contractors for work done on materials owned by this establishment (i.e., custom and repair work)</b> .....		
<b>6.9 Total (6.7 + 6.8)</b> .....		

<b>SELECTED NON-MANUFACTURING INPUTS</b>		Cost at this establishment (Thousands of Canadian dollars)
7	<b>Merchandising and construction activities, etc. (refer to Instruction 7 in the Reporting Guide)</b>	
7.1	<b>Purchases of goods from other establishments for resale in same condition as purchased</b> (include transfers of such goods from other establishments of your company) (report sales of such goods in question 9.1) .....	
7.2	<b>Purchased materials and supplies used in new construction produced by own labour force for own use</b> (only those items charged to Fixed Assets Accounts which are reported in question 9.2) .....	
7.3	<b>Purchased materials and supplies used in production of any machinery and equipment for own use by own labour force</b> (only those items charged to Fixed Assets Accounts which are reported in question 9.3)	
7.4	<b>Office supplies purchased and used</b> .....	
7.5	<b>All other purchased materials and supplies used by this establishment</b> .....	
7.6	<b>Total (7.1 to 7.5)</b> .....	
7.7	<b>Total (6.9 + 7.6)</b> .....	

Please provide explanations of any significant changes in your operations  
(such as a change in product mix) in the Respondent's Comments Section at the  
end of this questionnaire. This may reduce the need for follow-up enquiries.

**SELECTED MANUFACTURING OUTPUTS**

**8. Shipments of goods produced by this establishment (refer to Instruction 8 in the Reporting Guide).**

Shipment values should **exclude** shipping charges by common or contract carriers, sales taxes, excise taxes, discounts, sales allowances and returned sales.

Establishments which manufacture products that normally require extended periods of time and large sums of money to complete (such as ships, turbines), report the value of work done for which **payment has been received during the reporting period** on the appropriate line in Section 8.1 and in Section 8.8. (Include payment for work done where the product was not shipped and fabrication was still underway at the end of the reporting period.)

<p><b>Basis of valuation of shipments</b></p> <p>8.0.2 Are you reporting</p> <p>1 <input type="checkbox"/> shipments, as requested? <b>OR</b></p> <p>2 <input type="checkbox"/> production?</p> <p>8.0.3 Are reported values at Final Selling Price?</p> <p>Yes No</p> <p>1 <input type="checkbox"/> 2 <input type="checkbox"/></p> <p>If "No" please specify basis of valuation:</p> <p>8.0.4 _____ <input type="checkbox"/></p>	<p>Commodity code for Statistics Canada use</p>	<p>Unit of measure</p>	<p>Quantity shipped</p>	<p>Net value of shipments (Thousands of Canadian dollars)</p>
<p>8.1 <b>Products shipped</b></p>				
<p>8.1.38 Railway tank cars, not self-propelled</p>	<p>8606 10</p>	<p>Number</p>		
<p>8.1.41 Industrial and mine railway cars</p>	<p>8606 30 20</p>	<p>Number</p>		
<p>8.1.45 Railway cars, box, for other than vehicle parts or newsprint</p>	<p>8606 91 19</p>	<p>Number</p>		
<p>8.1.48 Railway cars, flats, for general purpose</p>	<p>8606 99 21</p>	<p>Number</p>		
<p>8.1.237 Signalling devices for railways, waterways and airports, parts thereof</p>	<p><b>8608 00</b></p>			
<p>8.1.237 All other products shipped (specify main items separately)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				
<p>8.2 <b>Total of items in 8.1</b> .....</p>				



**SELECTED MANUFACTURING OUTPUTS** - concluded

8. **Shipments of goods produced by this establishment** (refer to Instruction 8 in the Reporting Guide).

		Net value of shipments (Thousands of Canadian dollars)
8.4	If you were unable to exclude <ul style="list-style-type: none"> <li>• Shipping charges by common or contract carriers, or</li> <li>• Sales taxes, excise duties or excise taxes, or</li> <li>• Discounts, sales allowances or returned sales</li> </ul> from the value of the individual products in Section 8.1 (as requested above), please report the total amount which you were unable to exclude .....	
8.4.1	If the amount reported in line 8.4 includes anything incurred in connection with goods purchased for resale (see 9.1) please check here ..... <input type="checkbox"/> GPRS	
8.5	<b>Total</b> (8.2 less 8.4) .....	
Amount received in payment for work done on materials and products owned by other establishments (including other establishments of your own company)		
8.6.1	Amount received for repair work .....	
8.6.2	Amount received for custom work .....	
8.6	<b>Total</b> (8.6.1 + 8.6.2) .....	
8.7	<b>Total</b> (8.5 + 8.6) .....	
Establishments which manufacture products that normally require extended periods of time and large sums of money to complete (such as ships, turbines):		
8.8.1	Amount in 8.2 that represents payment for work done and not shipped .....	
8.8.2	Percent of 8.8.1 received from Canadian sources _____	
8.8.3	Percent of 8.8.1 received from other countries _____	

The aggregate results from this survey will be released in Statistics Canada publications such as "Products shipped by Canadian manufacturers" (Catalogue no. 31-211-XPB).

9	<b>SELECTED NON-MANUFACTURING OUTPUTS</b> (refer to instruction 9 in the Reporting Guide)			
	<b>Shipments of goods purchased and sold in the same condition as purchased</b> (purchases of such goods should be reported in question 7.1)		% of Total	OR
	<b>Specify below the major products:</b>			Thousands of Canadian dollars
9.0.1	Description of product #1: .....			
9.0.2	Description of product #2: .....			
9.0.3	Description of product #3: .....			
9.0.4	All other products .....			
9.1	<b>Total</b> (9.0.1 to 9.0.4) (please specify the dollar value).....		100%	
9.2	<b>Book value of new construction by own labour force for own use</b> (only that amount charged to the Fixed Assets Accounts - this should include at least material costs reported in question 7.2 and labour included in 14.1.4) .....			
9.3	<b>Book value of machinery and equipment manufactured by own labour force for own use</b> (only that amount charged to the Fixed Assets Accounts - this should include at least material costs reported in question 7.3 and labour included in 14.1.4) .....			
9.5	<b>Revenue from lease or rental of machinery and equipment manufactured by this establishment</b> .....			
9.6	<b>All other revenue from products and services</b> (exclude non-operating revenues such as interest, dividends and other rental income, etc.) .....			
9.7	<b>Total</b> (9.1 to 9.6) .....			
10.	<b>Total</b> (8.7 + 9.7) .....			
11.	<b>Revenue from lease or rental of property</b> (lands, buildings, offices, etc.) .....			
12.	<b>Revenue from lease or rental of machinery and equipment other than that included in 9.5 above</b> (i.e., from machinery of all kinds, engines, trucks of all types, trailers, tractors, other equipment etc.)...			
13.	<b>FIRST DESTINATION OF SHIPMENTS</b>	Destination	% of Total	OR
	<p>Please report the distribution of "shipments of goods of own manufacture and amount received for work done" (item 8.7) by destination.</p> <p>If you do not have a precise breakdown, please give your best estimates, <b>either</b> in dollars <b>or</b> in percentages.</p> <p>For physical shipments to Head Offices, Sales Offices, wholesalers or other distributors, please report the first destination, i.e., the location at which the distributor received these goods.</p> <p>If the total on line 8.7 includes the value of goods that were not physically shipped (book transfers), please treat these as within-province shipments.</p>	13.0	Newfoundland .....	
		13.1	Prince Edward Island .....	
		13.2	Nova Scotia .....	
		13.3	New Brunswick .....	
		13.4	Québec .....	
		13.5	Ontario .....	
		13.6	Manitoba .....	
		13.7	Saskatchewan .....	
		13.8	Alberta .....	
		13.9	British Columbia .....	
		13.11	Yukon .....	
		13.12	Northwest Territories .....	
		13.13	Exports to USA .....	
		13.14	Exports to Other Countries.....	
		13.15	<b>Total</b> (13.0 to 13.14) .....	

**14. EMPLOYEES OF THIS ESTABLISHMENT** (refer to section 14 in the Reporting Guide)

**Note:** For establishments in **Publishing Industries** (S.I.C. 2831-2839): in Section 14.1, lines 14.1.2 and 14.1.4 do **not** apply; in Section 14.4, the column headed "Employees in manufacturing operations" does **not** apply; and, in Section 14.2, the lines labelled "Manufacturing" do **not** apply. For the Publishing Industries, all employment at other locations is to be reported on the lines labelled "Non-manufacturing".

Establishments with **employees in trucking activity**

- distribution of finished products: include these employees in line 14.1.1
- collection of raw material inputs: include these employees in line 14.1.2
- delivery of goods in process (such as ready-mix concrete): include these employees in line 14.1.2

Establishments in **Other Primary Smelting and Refining of Non-Ferrous Metal Industries** (S.I.C. 2959) with **integrated** mining, smelting, refining and treatment plants should include only employees whose wages and salaries are a direct charge against these operations (and such integrated smelters and refiners should not include mine and mill workers); if accounting records do not permit separate reporting, the data should be reported only on the metal mines questionnaire.

	Gross salaries, wages, commissions, bonuses, etc. (Thousands of Canadian dollars)	Average number employed during reporting period (sum of the number of employees each month, divided by 12)	Number of person-hours (please provide a reasonable estimate where records are not maintained)	
			Worked	Paid
<b>14.1 Employees at this location</b>				
14.1.1 Executive, administrative and sales staff .....			XXXXX	XXXXX
14.1.2 Employees in manufacturing operations (Please include employees on the payroll of this establishment who are in product installation or, where applicable, in logging/mining/quarrying activity.) .....				
14.1.4 Other workers, including employees engaged in construction and production of machinery and equipment for own use (see 9.2 and 9.3) .....			XXXXX	XXXXX
14.1.9 <b>Total</b> (14.1.1 + 14.1.2 + 14.1.4) .....			XXXXX	XXXXX
<b>14.4 Supplementary information:</b>			Employees in manufacturing operations (see 14.1.2)	Executive, administrative and sales staff (see 14.1.1)
14.4.1 Average hourly rate of pay in dollars and cents .....				XXXXX
14.4.2 Number of hours in standard work week .....				
14.4.3 Average paid vacation (number of weeks per year) .....				
<b>OR</b>				
14.4.4 Vacation pay as % of earnings .....				

14.2 EMPLOYMENT AT OTHER LOCATIONS (attach a separate sheet if necessary)							
Other locations (street and number, municipality name, province, postal code)	Major activity carried on	Statistics Canada use		Gross salaries, wages, commissions, bonuses, etc. (Thousands of Canadian dollars)	Average number employed during reporting period	Number of person- hours (please provide reasonable estimate where records are not maintained)	
						Worked	Paid
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX
	Manufacturing		14.1.2				
	Non-manufacturing (specify) .....		14.1.1			XXXXX	XXXXX

**15. RESPONDENT'S COMMENTS SECTION**

In order to reduce the possibility of further inquiries, please provide explanations of any significant changes in your operations from your previous reporting period by marking the appropriate boxes.

- 15.1  Organizational change (i.e., new ownership, amalgamation, etc.)
- 15.2  New/revised government rules, regulations, taxes, etc.
- 15.3  Reduced activity due to fire, flood, weather, etc.
- 15.4  Labour dispute (i.e., strikes, lockouts, etc.)
- 15.5  Shift in type of operation (i.e., retail, wholesale, etc.)
- 15.6  Change in product line
- 15.7  Loss/gain of market, contract or customer
- 15.8  New supplier
- 15.9  Layoffs due to automation
- 15.10  Increased/decreased work sharing or part-time employment
- 15.11  Increased/decreased overtime
- 15.12  Changes in bonus payments, drawings or severance payments
- 15.13  Change from direct labour to contracting or vice-versa
- 15.14  Other (please specify) \_\_\_\_\_


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Operations and Integration Division, Statistics Canada, Ottawa, K1A 0T6.  
Or call 1-800-386-1276 and we'll send you another envelope.  
Or FAX us the completed form: 1-800-386-1278.

**Thank you for completing the 1996 Annual Survey  
of Manufactures questionnaire**

**13.B ORIGIN AND DESTINATION OF GOODS PURCHASED FOR RESALE IN THE SAME CONDITION AS PURCHASED.**

For the values reported in lines 9.0.1, 9.0.2, 9.0.3, and 9.0.4, please report.

- (1) The percentage distribution by origin. **Origin** is where the goods were physically located immediately prior to shipment to this establishment.
- (2) The percentage distribution by destination. **Destination** is the location to which the goods were first physically delivered from this establishment.

Location	Product in line 9.0.1		Product in line 9.0.2		Product in line 9.0.3		Products in line 9.0.4	
	ORIG.	DEST.	ORIG.	DEST.	ORIG.	DEST.	ORIG.	DEST.
13.31 Newfoundland.....								
13.32 Prince Edward Island.....								
13.33 Nova Scotia.....								
13.34 New Brunswick.....								
13.35 Quebec.....								
13.36 Ontario.....								
13.37 Manitoba.....								
13.38 Saskatchewan.....								
13.39 Alberta.....								
13.40 British Columbia.....								
13.41 Yukon.....								
13.42 Northwest Territories.....								
13.43 United States.....								
13.44 Other Countries.....								
13.45 <b>Total (13.31 to 13.44)</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**BUSINESS AND TRADE STATISTICS FIELD  
RESEARCH PAPERS**

<b>No.</b>	<b>Title/Author</b>
1/IND01	Specialization and Coverage Ratios for the Manufacturing Industries of Canada <b>John S. Crysdale</b>
2/SBS01	Finding Funds for Small Business: Results of the 1994 National Survey on the Financing of Small Business <b>Greg Peterson</b>
3/ESD01	Personalized Questionnaires for Canada's Annual Survey of Manufactures <b>John S. Crysdale</b>

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