

Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

	A. Identification
A1. Country	Malaysia
A2. Title of the survey	Annual Census of Crude Oil and Natural Gas
A3. Organisation(s) responsible	Deparment of Statistics, Malaysia
A4. Website where additional information can be found:	www.statistics.gov.my

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	ıt				
Once a year, continue to B2					
Two times a year/half yearly, continue	e to B2				
Cevery quarter, continue to B2					
C Every month, go to B3					
© Every months, continue to B2					
Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February			Ü		
☐ March ☐ April					
May ⊠June					
☐ July ☐ August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 2001					
B4. Industry coverage: The survey includes	udes esta	blishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	○ Yes	No	L. Real estate activities	○ Yes	No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	○ Yes	♠ No
C. Manufacturing	○ Yes	No	activities	() 1C3	(INO
D. Electricity, gas, steam and air conditioning supply	○Yes	No	N. Administrative and support support service activities	○ Yes	No
E. Water supply, sewerage, wast management and remediation act.	○Yes	No	O. Public administration; compulsory social security	○ Yes	No
F. Construction	○ Yes	No	O. Defense	○ Yes	No
G. Wholesale and retail trade; repair of	○ V	⊘ Na	P. Education	○ Yes	No
motor vehicles	○ Yes	No	Q. Human health and social work activities	○ Yes	No
H. Transportation and storage	○ Yes	No	R. Arts, entertainment and recreation	○Yes	No
I. Accomodation and food service	○ Yes	♠ No	S. Other service activities	○ Yes	No
activities	() res	W NO	T. Activities of household as employers	○ Yes	No
J. Information and communication	○ Yes	No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	○ Yes		and bodies	0.03	() o
Further comments or explanations (if needed):					

B5. Size coverag	ge: The sur	vey cove	ers							
All establishme	ents of any	size								
○ All establishm	ents with a	t least	wc	orkers/er	mployees					
Other size cov	erage:									
B6. Geographic		ge: The s	urvey cov	ers the .						
Whole country	У									
Whole country remote/margi		g the foll	owing							
Capital city (ca	n include s	urround	ing areas)						
○ The following	main cities	: [
Only urban are	eas									
Other geograp	ohical cove	age:								
B7. Worker cov	erage: The	survey	covers th	e followi	ing status	s in employment categor	ies			
(a) All persons in	the payroll						Yes	○No		
(b) Only Paid emp	oloyees						○Yes	No		
(c) Only Manua workers/ opera		lar work	ers/wage	earners,	/ producti	ion	○ Yes	No		
(d) Only Non-manual /white collar/administrative workers					○ Yes	No				
(e) Paid employee	es and wor	king pro _l	orietors (i	.e., own	account v	vorkers or employers)	Yes	○ No		
(f) All persons eng	gaged (Paid	d employ	ees, work	king prop	orietors ar	nd unpaid family workers)	Yes	○No		
The faller in a suc		مار بما محار								
The following gro	•	ciuaea:			No	Appropriess			○ Vos	No
				_	No	Apprentices Trainees			○ Yes	No
Part time em				○ Yes	No				○ Yes	(INO
Seconded em	•	wwork a	gancias			Employees absent from entire reference period			○ Yes	No
Workers fron Casual and te	•	-	_			Employees on probatio		· pu y	○ Yes	No
Supervisors	emporary e	проуес	:5	Yes		Foreign employees	111		Yes	○ No
Managers				Yes		Workers paid on comm	iccion		○ Yes	
Non-adults/v	vorkers hel	owa ce	rtain age			Homeworkers	11331011		○Yes	No
Volunteer wo		ow a cc	rtain age	○ Yes		Subcontracted workers	1		○ Yes	
volunteer we	JIKEI J					Jascontracted Workers				
Other worke										
mentioned a	bove:									
	The employ	ment data	cover wor	king pror	rietors, act	ive business partners, unpaid f	amily wo	rkers, emn	lovees (full	-time
Further						r contractors		, emp	-5,000 (1411	
comments or explanations (if										
needed):										

B8. Institutional sector coverage: The su	urvey covers				
Establishments in the the private sector		• Yes No			
Establishments in the the public sector		⊜Yes			
Unincorporated establishments					
Non-profit institutions	○Yes No				
Foreign establishments located within the o					
Establishments which did not operate part	of the reference period	○ Yes			
National establishments located abroad		○ Yes			
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above			
C. (Concepts and operation	nal definitions			
	C1. EMPLOYME				
C1a. The survey measures EMPLOYMEN	Yes, continue to CI	b No, go to C2			
C1b. Operational definition: EMPLOYME	ENT relates to				
• The total number of workers, on:	A specific day:				
	○ The month of the surv	vey .			
	○ The quarter of the sur	rvey			
	The whole year				
	Other:				
○ The average number of workers during:	○ A specific pay period				
	The month of the survey				
	The quarter of the survey				
	The whole year				
	Other:				
Other:					
C1c. The worker coverage is					
• The same as the survey coverage (c.f. B7	.)				
○ A different coverage:					
C1d. Further comments or explanations (if needed):					

C2. Earnings

C2a. The survey measures EARNINGS • Yes, continu	ne to C2b No, go to C3a
C2b. EARNINGS relates to:	
	e by the employer in respect of taxes, contributions of employees to nes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social secu	rity schemes Yes No
- Health related	○ Yes ○ No
- Pension	○ Yes ○ No
- Unemployment	○ Yes ○ No
Union dues	○Yes ○ No
Advanced contributions to income tax	○ Yes ○ No
Other:	
C2c. The worker coverage is	C2d. and the reference period is
The same as the survey coverage	The same reference period as employment
○ A different coverage:	
	○ A specific month
	Another reference period:
C2e. Earnings includes:	
(a) Payments in kind	• Yes No Further comments or explanations (if needed):
(b) Cost of living allowances	Yes ○ No
(c) Family allowance allowances	○ Yes No
(d) Other allowances in cash	Yes ○ No
(e) Payments for time not worked	○ Yes • No
(f) Overtime payments	Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every pay period	Yes ○ No
(j) Bonuses paid irregularly	
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	○ Yes No
(o) Employers' contributions to workers' social security schemes (p) Other	● Yes ○ No
components not mentioned above	

C3. Wage rates

C3a. The survey measures WAGE RATES Yes, cont	tinue to C3b No, go to C4
C3b. Time unit: WAGE RATES are requested	C3c. Concept:
oper hour per day	Minimum or standard wage rates, fixed by or in pursuance of laws Yes \(\cap \) No
Oper week	regulations
per month	collective agreements Yes No
Other time unit:	arbitral awards
	○ Wage rates actually paid
C3d. The worker coverage is	C3e. and the reference period is
○ The same as the survey coverage	○ The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	○ Another reference period:
C3f. Wage rates includes:	
(a) Payments in kind	○ No
(b) Cost of living allowances Yes	No
(c) Family allowances	No
(d) Other allowances in cash Yes	○ No
(e) Payments for time not worked \(\text{Yes} \)	○ No
(f) Overtime payments	No
(g) Other components not mentioned above	
Further comments or explanations (if needed):	
C4. Comp	pensation of employees or Labour Cost
C4a. The survey measures COMPENSATION OF EMPLOY LABOUR COST	YEES or • Yes, continue to C4b • No, go to C5
C4b. The worker coverage is	C4c. and the reference period is
The same as the survey coverage	The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	○ A different reference period:

C4d. Compensation of employees or Labour cost includes:	
(a) Payments in kind	● Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	• Yes No needed):
(c) Family allowance allowances	○ Yes No
(d) Other allowances in cash	○ Yes No
(e) Payments for time not worked	○ Yes No
(f) Overtime payments	● Yes ○ No
(g) End of year bonuses	○ Yes No
(h) Profit sharing bonuses	○ Yes No
(i) Other regular bonuses paid every year	Yes ○ No
(j) Bonuses paid irregularly	Yes ○ No
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	○ Yes No
(o) Employers' contributions to workers' social security schemes	● Yes ○ No
(p) Workers' social benefits provided by the employer	● Yes ○ No
(q) Employers' cost of training	● Yes ○ No
(r) Employers' expenses for welfare services	
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes
(t) Employment related subsidies received by the employer	○Yes No
(u) Other components not mentioned above	
C5. Contractual/Norma	al hours of work
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	F WORK • Yes, continue to C5b No, go to C6
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	urs fixed by:
Laws or regulations Yes No	65 6
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations • Yes • No	per day
	○ per week
Other	C per pay period
	C per month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
Days • The same reference	period as for wages The same as for wages
○ Half days ○ Another reference p	
• Hours	
○ Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS PAI	D FOR Yes, continue to C6b No, go to	C7		
C6b. Information is requested in	C6c. The reference period is	C6d. And the worker coverage is		
○ Days	○ The same reference period as for wages	○ The same workers as for wages		
○ Half days	○ Another reference period:	○ Another coverage:		
○ Hours				
○ Minutes				
Other time unit:				
C6e. Hours paid for includes time paid	l due to			
(a) Overtime	Yes No (h) Down time (including stand	by time)		
- Paid at special rates	Yes No (i) Time not worked (absence fro	m work)		
- Paid at normal rates	○ Yes ○ No - Vacation time	○ Yes ○ No		
- Compensated with time off	○Yes ○No - Sick leave	○ Yes ○ No		
(b) Work at home	Yes No - Occupational injuries	○Yes ○ No		
(c) Travelling time required by the job	Yes No - Labour disputes	○ Yes ○ No		
(d) Meal breaks	Yes No - Other time not worked	○ Yes ○ No		
(e) Commuting time	○ Yes ○ No (j) Other:			
(f) Time for preparation	○ Yes ○ No			
(g) Training time	○Yes ○No			
Further comments or explanations (if needed):				
C6f. The survey measures ABSENCE FF	ROM WORK separately Yes No			
C6g. The survey measures OVERTIME				
	C7. Hours actually worked			
C7a. The survey measures HOURS ACT	TUALLY WORKED Yes, continue to C7b	No, go to C8		
C7b. Information is requested in	C7c. The reference period is	C7d. And the worker coverage is		
○ Days	○ The same reference period as for wages	○ The same workers as for wages		
○ Half days	○ Another reference period:	○ Another coverage:		
○ Hours				
○ Minutes				
Other time unit:				

C7e. Hours actually worked includes time paid due to (a) Overtime Yes No (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - Labour disputes ○Yes ○No (c) Travelling time required by the job ○Yes ○No - Other time not worked ○Yes ○No (j) Other: (d) Meal breaks (e) Commuting time ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○Yes ○No **C7g.** The survey measures **OVERTIME** separately **C8.** Other topics **C8a.** The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a **C8b. LABOUR TURNOVER** includes the following components Workers who were hired ○ Yes ○ No Workers who were fired ○Yes ○No Workers who resigned ○Yes ○No Workers who retired ○Yes ○No Other **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

D. Classifications

D1. Establishment size:	The establishment size categories used to group establishments are
2 groups of industry	
D2a. Industry (branch o	f economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
○ NACE, NAICS	
National classification:	Malaysian Standard Industrial Classification (MSIC) 2008
Other:	
D2b. Number of groups d	listinguished at the most detailed level when coding industry groups
D2c. Computer assisted/a	automatic coding is used Yes No
D2d. If not using ISIC, it i	s convertible to ISIC:
Yes, to	
(1510, 10V. <u>2</u>	2e. The most important deviations between the classification used and the international assification (at the Section - one digit - level) are:
O ISIC, rev. 3	assification (at the Section - one digit - level) are.
○No	
L	
D3a. Occupation: If info	rmation by occupation is collected, the classification used to code occupation is (based on):
○ISCO-68	
○ISCO-88	
○ISCO-08	
$\bigcirc \ {\bf National} \ {\bf classification} :$	
Other:	
D3b. Number of groups d	listinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/a	automatic coding is used Yes No
D3d. If not using ISCO, it	is convertible to ISCO
Yes, to	
◯ ISCO-68	D3e. The most important deviations between the classification used and the international
○ ISCO-88	classification (at the Major Group - one digit - level) are:
○ ISCO-08	
○ No	

Standard Classification of Labour Cost	
Yes No D4b. If no, the most important differences between classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of we welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged
Other differences:	
D5. The survey uses other classifications, as follows:	
☐ Geographical regions	
Legal status of the establishment (i.e., institutional sector, type	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or explanations (if needed):	
explanations (if fleeded).	
E. Questionnair	e design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Different types of questionnaires for different	
types of economic units:	
One questionnaire for the economic unit as a whole, one for we	
Other:	,
53. The 14.3. C.L. and 1.6.	
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	●Yes ○ No
For (groups of) occupations within the establishment (go to E3)	CYes
For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)	CYes

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concer	ots
Sex	X			
Age group				
Education level categories	X			
Occupation				
Manual/non-manual				
-ull-time/part-time	×			
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
Age (adults/voung)				
 □ Occupation ☑ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 				
⊠ Education level □ Occupation ☑ Full time/part time schedule □ Casual/permanent status □ Apprentices	obtains information	separately for Wage rates		ompensation o employees or labour cost
⊠ Education level □ Occupation ⋈ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information:	obtains information			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information:	obtains information			employees or labour cost
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual Status Apprentices Casual Status Casual Sta	obtains information			employees or labour cost
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Cother information:	obtains information			employees or labour cost
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Other information:				employees or labour cost
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices In the survey Cayments in kind Cost of living allowances Camily allowances Covertime payment Employers' social security contributions	tions			employees or labour cost
Education level Cocupation Full time/part time schedule Casual/permanent status Apprentices Other information: Cost of living allowances amily allowances Covertime payment Employers' social security contribution	tions			employees or labour cost
⊠ Education level □ Occupation ☑ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information:	tions			employees or labour cost

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise **区** Establishment ☐ Employee Other: **F2.** The **sample frame** is ... (all relevant options are indicated) ■ Business register Employee or population register ☐ Area frame F3. The sources of information used to construct the register are ... (all relevant options are indicated) 区 Economic, Industrial, Establishment census ☐ Agricultural census Registers kept by the government Industrial/bussines directories Licence records Sales tax records ☐ Income tax records Unemployment insurance records Pension coverage records Other, namely: Records of workers or employers' associations Field operations Other, namely: F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame ... 100 % of all employees, and/or 100 % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months Every years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive sample, go to F10 Other, go to F10:

F7. The sample is stratified
○ Yes:
☐ By region/location
☐ By industry
☐ By public and private sectors
☐ By size (or number of workers) the strata are the same as those indicated in D1 above: ○ Yes: ○ No
Establishments above this size are included with certainty in the sample
Other strata:
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic units (establishments/enterprises) % of economic units
workers % of all workers
F10. Further comments or explanations (if needed):
G. Data collection
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)
Personal interview G2. If personal or telephone interview, Yes No
▼Telephone interview computer assisted interview is used
⊠Mail
Online/web based questionnaire
Other, namely:
G3. Substitution of units
○ Yes, in case of non-response
○ Yes, in other cases:
No No
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed
0 % of all units
G5. Timeliness: Number of days or months between the reference period and the release of the results
days or 14 months
G6. Further
comments or
explanations (if

H. Estimates					
H1. Estimation procedures	(more than one option may be	selected)			
☐ Take into account estimates	from a previous reference per	riod			
Use benchmark data					
For employment					
For wages					
☐ For working time					
Adjust for seasonality					
Other adjustments, please s	pecify				
H2. If benchmark data are used the type of benchmark data usis:	· ·				
H3. Types of indicators produc	ced (more than one option o	can be selected)			
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
🔀 per year	per year	per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
per year	per year	per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)		
Number of workers	☐ Deciles	Average earnings	☐ Number of workers		
Percentage of workers	Quartiles		Percentage workers		
(m) Wage indexes		(n) Other indicators pr	oduced:		
☐ Simple unweighted index o	f growth				
☐ Laspeyres index with fixed o	occupational employment weig	ghts			
☐ Laspeyres index with indust	rial employment weights				
Other wage index:					
H4. The above indicators are calculated for all workers covered					
Yes					
No, to a subset:					

H5. Links to Laborsta series	: Statistics from this survey are presented in the following LABORSTA series					
	v economic activity					
2F - Paid employment in manufacturing						
☐ 4A - Hours of work by economic activity						
4B - Hours of work in ma	nufacturing					
5B - Wages in manufactu	ring					
— ☐6A - Labour cost in manu	facturing					
OI - Hours of work and w	vages in detailed occupations (October Inquiry)					
H6. The statistics published described above	in LABORSTA have the same coverage and follow the same definitions	Yes	○No			
If no , the main differences are as follows:						
	I. Historical information					
I1. Main changes in this sur	vey since 1990 that have led to breaks in the series					
I2. Additional comments o	n the survey					
Additional comments regar	ding the questionnaire					

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE