

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	MONTHLY MANUFACTURING SURVEY
A3. Organisation(s) responsible	DEPARTMENT 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	to B2				
Cevery quarter, continue to B2					
• 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			g		
☐ March ☐ April					
☐ May ☐ June					
☐ July ☐ August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 1968					
B4. Industry coverage: The survey includes	udes esta	ıblishmen	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	○ Voc	♠ No	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		No
activities	() les	© 110	T. Activities of household as employers		No
J. Information and communication	○ Yes	No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	○ Yes		and bodies	0.00	O 1112
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers			
○ All establishments of any size			
All establishments with at least wo	orkers/employees		
• Other size coverage: ABOVE CERTAIN EMPL	OYMENT CUT-OFF BY INDUSTRY		
B6. Geographical coverage: The survey cov	vers the		
Whole country			
Whole country, excluding the following remote/marginal areas:			
Capital city (can include surrounding areas)		
○ The following main cities:			
Only urban areas			
Other geographical coverage:			
Other geographical coverage.			
B7. Worker coverage: The survey covers th	e following status in employme	nt categories	
(a) All persons in the payroll			
(b) Only Paid employees		⊜Yes ⊚ No	
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	e earners/ production	○ Yes	
(d) Only Non-manual /white collar/administ	trative workers	○ Yes	
(e) Paid employees and working proprietors (i			
(f) All persons engaged (Paid employees, world	·		
		, .	
The following groups are included:			_
Pieceworkers	Yes No Apprentices		○ Yes
Part time employees	• Yes No Trainees		○ Yes
Seconded employees		absent from work the ence period without pay	
Workers from temporary work agencies	0.163		OV ON-
Casual and temporary employees		on probation	Yes
Supervisors		•	YesNoYesNo
Managers Non-adults/workers below a certain age		d on commission	Yes • No
Volunteer workers	Yes No Subcontract		Yes No
Volunteer Workers	Jubeonitaett		() 163 (6) 110
Other workers not mentioned above:			
THE EMPLOYMENT DATA COVE	ER WORKING PROPRIETORS, ACTIVE BU	USINESS PARTNERS, UNPAID FA	MILY WORKERS.
	PART-TIME) AND WORKERS EMPLOYEI		

needed):

DO localitudi e e locale e e e e e e e e e e e e e e e e e e		
B8. Institutional sector coverage: The su Establishments in the the private sector	arvey covers	G. Vos. C. No.
Establishments in the the public sector		Yes ○ NoYes ○ No
Unincorporated establishments		• Yes O No
Non-profit institutions		Yes No
Foreign establishments located within the	country	Yes
Establishments which did not operate part		Yes No
National establishments located abroad	or the reference period	Yes No
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above
C.	Concepts and operation	nal definitions
	C1. EMPLOYME	NT
64 TI 514010V1451	IT CV	
C1a. The survey measures EMPLOYMEN	Yes, continue to C18	b (No, go to C2
C1b Operational definition, FMIDLOVIM	TNIT valatas ta	
C1b. Operational definition: EMPLOYME	A specific day:	
• The total number of workers, on:	• The month of the surv	/AV
	The quarter of the sur	
	The whole year	vey
	Other:	
\bigcirc The average number of workers during:	○ A specific pay period	
	○ The month of the surv	rey
	The quarter of the surrent	vey
	○ 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	e to C2b No, go to C3a
C2b. EARNINGS relates to:	
	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: ALLOWANCES TO WORKING PROPRIETORS, WORKERS AND UNPAIN FAMILY WORKERS ARE	ORKING RE NOT
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 week
	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	
(c) Family allowance allowances	○ Yes No
(d) Other allowances in cash	
(e) Payments for time not worked	○ Yes • No
(f) Overtime payments	
(g) End of year bonuses	
(h) Profit sharing bonuses	○ Yes No
(i) Other regular bonuses paid every pay period	
(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	
components not mentioned above	

C3. Wage rates

C3a. The survey mea	isures WAGE RATES	• Yes, continue	to C3b No, go to C4	
C3b. Time unit: WAG	GE RATES are requested		C3c. Concept:	
O per hour			Minimum or standard wage r	ates, fixed by or in
○ per day			pursuance of laws	○ Yes • No
○ per week			regulations	Yes • No
• per month			collective agreements	
Oother time unit:			arbitral awards	
				○ Yes ● No
l			☐ Wage rates actually paid	
C3d. The worker cov	/erage is		C3e. and the reference period is	
• The same as the s	urvey coverage		The same reference period as empl	oyment
○ A different covera	ge:		○ A specific week	
			○ A specific month	
			○ Another reference period:	
C3f. Wage rates inc	cludes:			
(a) Payments in kind				
(b) Cost of living allow	wances	Yes ○ No		
(c) Family allowances	S	○ Yes		
(d) Other allowances	in cash			
(e) Payments for time	e not worked	○ Yes		
(f) Overtime paymen	ts			
(g) Other components not mentioned above				
Further comments o explanations (if need	I			
		C4. Compens	ation of employees or Labour Cost	
C4a. The survey mea	asures COMPENSATION	OF EMPLOYEES	OYes, continue to C4b	No, go to C5
C4b. The worker cov	/erage is		C4c. and the reference period is .	
○ The same as the s	urvey coverage		○ The same reference period as e	employment
○ A different covera	ge:			
			○ 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	○Yes ○No
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
(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
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Laws or regulations • Yes No	
Collective agreements Yes No	C5c. Information is requested about normal hours
Establishments' internal regulations • Yes • No	○ per day
	○ per week
Other	Oper pay period
	per month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
○ Days	
C Half days Another reference p	
• Hours	
Minutes	
Other time unit:	
2 3.1.2. 3.1.1.2	

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

	The establishment size categories used to group establishments are
120 GROUPS OF INDUSTRY	
D2a. Industry (branch o	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
O NACE, NAICS	MAY AVELA CTANDADD INDUCTORAL CLACCIPICATION (MCIC) 2000
National classification:	MALAYSIA STANDARD INDUSTRIAL CLASSIFICATION (MSIC) 2000
Other:	
D2b. Number of groups d	distinguished at the most detailed level when coding industry 120 groups
D2c. Computer assisted/a	automatic coding is used Yes No
D2d. If not using ISIC, it i	s convertible to ISIC:
Yes, to	
(151C, 1CV. 2	2e. The most important deviations between the classification used and the international
○ 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	
National classification:	
Other:	
D3b. Number of groups d	distinguished 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 deviatio ns 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 betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	vorkers' 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, typ	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questionnai	re design
E1. Number of questionnaires: the survey uses	
One questionnaire	
	TYPES OF QUESTIONNAIRES FOR DIFFERENT INDUSTRIES
types of economic units:	
One questionnaire for the economic unit as a whole, one for w	orkers individually
○ Other:	
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)	CYes
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				
Occupation				
Manual/non-manual				
Full-time/part-time]
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
Sex □ Age (adults/young)				
 □ Education level □ 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: E5. Wage components: the survey	obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey Payments in kind Cost of living allowances	obtains information			employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances	obtains information			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment				employees or
Education level Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contributes	tions			employees or
Education level Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions			employees or
 □ Education level □ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 	tions			employees or

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 ... % of all employees, and/or % 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 Purposive sample, go to F10 Other, go to F10:

○Yes: ○No
☐ 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)
ro. Sample error - relative standard error for each concept (may be percentages or ranges or 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
OUT OF 120 INDUSTRIES, 24 HAD BEEN FULLY ENUMERATED WHILE FOR THE REMAINING 96 INDUSTRIES F10. Further comments or ONLY LARGER ESTABLISHMENTS WITH ABOVE CERTAIN EMPLOYMENT CUT-OFF WERE COVERED.
explanations (if needed):
G. Data collection
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)
GZ. If personal or telephone interview, Yes No
▼ Telephone interview computer assisted interview is used
▼ Telephone interview computer assisted interview is used ▼ Mail
Telephone interview computer assisted interview is used

H. Estimates					
H1. Estimation procedures (more than one option may be selected)					
▼ Take into account estimates from a previous reference period					
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:	1				
H3. Types of indicators produced (more than one option 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 Simple unweighted index of	f growth	(n) Other indicators pr	roduced:		
_	occupational employment weig	ghts			
☐ Laspeyres index with indust					
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					
2E - Paid employment by economic activity					
4A - Hours of work by economic activity					
4B - Hours of work in manufacturing					
5A - Wages by economic activity					
☐6A - Labour cost in manufacturing					
OI - Hours of work and wages in detailed occupations (October Inquiry)					
H6. The statistics published in LABORSTA have the same coverage and follow the same definitions described above	○Yes	○ No			
If no , the main differences are as follows:					
I. Historical information					
I1. Main changes in this survey since 1990 that have led to breaks in the series					
12. Additional comments on the survey					
Additional comments regarding the questionnaire					

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE