



REPUBLIC OF GHANA

2010 POPULATION AND HOUSING CENSUS

**INSTRUCTIONS FOR CODING OCCUPATION [P14] AND
INDUSTRIAL ACTIVITY [P15c] ON THE 2010 PHC
QUESTIONNAIRE**



**2010 POPULATION
AND HOUSING
CENSUS**

Get Involved, Get Counted!

**STATISTICAL SERVICE
27TH AUGUST 2010**

INSTRUCTIONS FOR CODING OCCUPATION (P14) AND INDUSTRIAL ACTIVITY (P15c) ON THE 2010 PHC QUESTIONNAIRE.

STRUCTURE OF OCCUPATION CODE LIST

The Occupational Code list is the list of occupations with their codes used to code occupations described in P14 of the Census questionnaire. In the code list, Occupations are first classified into 10 major groups 0-9 (1 **digit**) as follows:

Major Group 1	Managers
Major Group 2	Professionals
Major Group 3	Technicians and associate professionals
Major Group 4	Clerical support workers
Major Group 5	Service and Sales workers
Major Group 6	Skilled agricultural forestry and fishery workers
Major Group 7	Craft and related trades workers
Major Group 8	Plant and Machine operators and assembles
Major Group 9	Elementary occupations
Major Group 0	Armed Forces occupations

A. Major Group 1 - Managers

Managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them and formulate and review their policies, laws, rules and regulations.

Occupation in this Group 1 is divided into 4 sub-major groups as follows;

Sub-major group

- 11 Chief executives, senior officials and legislators
- 12 Administrative and commercial managers
- 13 Production and specialized service managers
- 14 Hospitality, retail and other managers

B. Major Group 2 - Professionals

Professionals increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.

The Professional group is divided into 6 sub-major groups as follows;

- 21 Science and Engineering professionals
- 22 Health professionals
- 23 Teaching professional
- 24 Business and administration professionals
- 25 Information and ICT professionals
- 26 Legal social and cultural professionals

C. Major Group 3 - Technicians and Associate professional

Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods and government or business regulations. These tasks are performed under the supervision of Professionals. Major group 3 is divided into 5 major groups as follows;

- 31 Science and engineering associate professionals
- 32 Health associate professionals
- 33 Business Administration associate professionals
- 34 Legal, social and cultural associate professional
- 35 Information and ICT technicians

D. Major Group 4 - Clerical Support

Clerical support workers record, organize, store, compute and retrieve information related and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information and appointments.

Tasks performed by clerical support workers usually include;

- Stenography
- typing and operating word processors and other office machines;
- entering data into computers; carrying out secretarial duties;

Major Group 4 is divided into 4 sub-major groups as follows;

- 41 General and Keyboard clerks
- 42 Customer service clerks
- 43 Numerical and material recording clerks
- 44 Other clerical support

E. Major Group 5 - Service and sales workers

Service and sales workers provide personal and protective services related to travel, housekeeping, catering, personal care, or protective against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and establishments as well as at stalls and in markets.

Tasks performed by service and sales workers usually include;

Occupations in Major group 5 are classified into 4 sub-major groups as follows;

- 51 Personal service workers
- 52 Sales workers
- 53 Personal care workers
- 54 Protective service workers

F. Major Group 6 - Skilled Agricultural, Forestry and Fishery workers

Skilled agricultural, forestry and fishery workers grow and harvest field or tree and shrub crops, gather wild fruits and plants, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests, breed or catch fish and cultivate or gather other forms of aquatic life in order to provide food, shelter and income for themselves and their households.

This major group is divided into the following sub-major groups;

- 61 Market oriented skilled agricultural workers
- 62 Market oriented forestry, fishery and hunting workers
- 63 Subsistence farmers, fishers, hunters and gatherers

G. Major Group 7 - Craft and Related trades workers

Craft and related trades workers apply specific technical and practical knowledge and skills in the fields to construct and maintain buildings, form metal, erect metal structures, set machine tools or make, fit, maintain and repair machinery, equipment or tools, carry out printing work and to produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods.

The work is carried out by hand and hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. This major group is divided into sub-major groups as follows;

- 71 Building and Related trades workers excluding electricians
- 72 Metal, machinery and related trades workers

- 73 Handicraft and printing workers
- 74 Electrical and Electronic trade workers
- 75 Food, processing, woodworking, garment and other craft and related workers

H. Major Group 8 - Plant and Machine operators and assemblers

Plant and machine operators and assemblers operate and monitor industrial and agricultural machinery and equipment on the spot or by remote control derive and operate trains motor vehicles and mobile machinery and equipment or assemble products from component parts according to strict specifications and procedures. This major group is divided into 3 sub-major groups as follows;

- 81 Stationary plant and machine operators
- 82 Assemblers
- 83 Drivers and mobile plant operators

I. Major Group 9 - Elementary Occupations

Elementary occupations involve the performance of simple and routine tasks which may require the use of hand – held tools and considerable physical effort.

Major group 9 is divided into the following sub-major groups;

- 91 Cleaners and helpers
- 92 Agricultural, forestry and fishing labourers
- 93 Labourers in mining, construction, manufacturing and transport
- 94 Food preparation assistants
- 95 Street and related sales and service workers
- 96 Refuse workers and other elementary workers

J. Major Group 0 - Armed forces occupations

Armed forces occupations include all jobs held by members of the armed forces. Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment and are subject to military discipline. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specific period.

Major Group is divided into 3 sub-major groups;

- 01 Commissioned armed forces
- 02 Non-commissioned armed forces
- 03 Armed forces occupations, other ranks

In all there are 43 sub-major groups. Each sub-major group is sub-divided into minor groups (3 digits). The minor groups are each divided into units groups (4 digits). In the 2010 Population and Housing Census coding of both the occupation and industrial activity will be done at the four digit level i.e. at the unit level. This is why we require detailed description of both the Occupation (P14) and Industrial activity (P15c).

2. How to locate the appropriate occupational code.

The first procedure for finding the occupational code is to ascertain the major group (1digit) to which it belongs. You should then identify the sub major group (2 digit). The next step is to look for the appropriate minor group under that sub- major group. Finally look for the unit group for that occupation from the minor groups. The titles of the various groups (ie.major, sub-major, minor, and unit) usually act as a guide to the appropriate code. However it is not always that you can find the exact occupation that you are looking for. For example you may be looking for Maize Plantation Manager but you only find Plantation Manager. Coding Maize Plantation Manager under Plantation Manager **1311** is your best option.

In assigning occupational codes, you should also in most cases relate it to the level of education and age of respondent. It is most unlikely to have a medical specialist who has never been to school, or a trained secondary school teacher aged 15 years.

Before proceeding further, certain sections of the coding system should be explained to help you provide appropriate codes.

The Occupational code list at the Minor group level (3 digit) is attached to assist you locate the correct code at that level (see Appendix D).

Explanations

In the Enumerators manual in **Chapter 12** section **P14** Enumerators have been instructed to provide detailed description of occupation (i.e. work done in the 7 days preceding Census Night by respondents. They have also been asked to **avoid vague answers like civil servant, businessman, manager, labourer, National Service Personnel, Zoomlion worker, driver, market woman, etc.** As explained in the manual these designations cover several groups of persons doing different kinds of work. You should therefore ask Enumerators to probe further to obtain more specific information on occupation. For some other occupations a little more detail will enable you to assign the correct codes. Teachers for example teach in different levels of educational institutions. We would therefore like to know whether they are;

Educational Institution	Occupational Code
University and higher education teachers	2310
Vocational/technical education teachers	2320
Secondary school teachers (high school teacher)	2330
Primary school teachers	2341
Early childhood educators	2342
Education methods specialist	2351
Special needs teachers	2352

Other language teachers	2353
Other music teachers	2354
Other art teachers	2355
Information technology trainers	2356
Teaching professionals not elsewhere classified (n.e.c.)	2359

You can see from the above teaching occupations and their codes that each group of teachers has a different code. This means that if the necessary detail is not provided it will be difficult to assign the correct code. If the correct detail is provided and you do not assign the right code then you are corrupting the data.

b. The Police

Among the Police too, the Enumerator should provide the rank of the respondent. This is because different ranks are coded under different major groups. For example:

Police Rank	Occupational code
Constable	5413
Inspector	3355
Police detective	3355
Police superintendent	1349
Inspector-general of police	1112
Police commissioner	1112

c. Armed Forces

Even though for the Armed Forces the various groups are all under one major group. It would be most helpful (as we are using the 4 digits code) if the ranks are provided so that the correct codes could be assigned. Thus, the Enumerator should provide information on the ranks of the following;

Commissioned armed forces officers	0110
Non – commissioned armed officers	0120
Other ranks	0130

Assigning Occupational Codes for persons who engage in the sale of food and other items on the streets can sometimes be problematic. The explanation below can assist coders to assign the correct codes.

“Vendors from street and market stalls of fresh food products not intended for immediate consumption (such as fruit, vegetables, meat and dairy products) are classified in Unit group **5211**, Stall and market salespersons. Vendors from street and market stalls of a variety of prepared meals and food items for immediate consumption are classified in Unit **5246**, Food service counter attendants.

Vendors in streets and public places of food and beverages for immediate consumption from pushcarts, trucks, trays or baskets are classified in Unit group 5212, Street food salespersons. Vendors in streets and public places of non-food items (or of pre-packaged non-perishable food

items such as confectionery) from pushcarts, trucks, trays or baskets are classified in Unit group **9520**, Street vendors (excluding food)” (ILO, ISCO 2008).

d. Repairers

Another group of occupations which are classified under several minor groups is Repairers. Repairers have been classified under several minor groups. 74(741 and 747, 712) 71, 72, 73, 74 72(723, 722) 73(731).

Machinery mechanics and repairers	723
Motor Vehicle repairers	7231
Aircraft engine mechanics and repairers	7232
Agricultural and industrial machinery mechanics and repairers	7233
Bicycle and related repairers	7234

Handicraft workers	731
Precision instrument makers and repairers	7311
Musical instrument maker and repairer	7312
Jewellery and precious metal workers and repairers	7313

Electrical equipment installers, mechanics and repairers	741
Building and related electricians	7411
Electrical mechanics and fitters	7412
Electrical lines installers and repairer	7413

Electronics and telecommunications installers and servicers	742
Electronic mechanics and servicers	7421
Information and communication technology installers and servicers	7422

e. Drivers

Drivers have also been grouped at the two digit level with operators of mobile plants as follows;

Drivers and Mobile Plant Operators 83

Car, Van and Motorcycle drivers	832
Motorcycle drivers	8321
Car drivers	8322
Taxi drivers	8322
Van drivers	8322

Bus and Tram drivers	833
Bus and tram drivers	8331
Trotro drivers	8331
Bus drivers	8331

Heavy truck and lorry drivers	8332
Heavy truck drivers	8332
Articulator drivers	8332
Container drivers	8332
Motor Coach drivers	8332
Lorry drivers	8332
Mobile plant operators	834
Mobile farm and forestry plant operator	8341
Tractor driver	8341
Tree feller operator	8341
Harvester operator	8341
Earthmoving and related plant operators	8342
Bulldozer operators	8342
Excavator operators	8342
Road roller operators	8342
Crane, hoist and related plant operators	8343
Crane operators	8343
Hoist operators	8343
Lifting truck operator	8343
Fork lift truck operator	8343

f. Labourers

In the same way labourers have been grouped under sub-major group 92 and 93 and classified according to their industrial group. Thus we have

Agriculture, forestry and fishery labourers	921
Crop farm labourers	9211
Livestock farm labourers	9212
Mixed crop and livestock farms labourers	9213
Garden and horticultural labourers	9214
Forestry labourers	9215
Fishery and aquaculture labourers	9216
Mining and Construction Labourers	931
Mining and quarrying labourers	9311
Civil engineering Labourers	9312
Building Construction Labourer	9313

Manufacturing Labourers	932
Hand Packers	9321
Manufacturing labourers not elsewhere classified (n.e.c.)	9321

Transport and storage labourers	933
Hand and pedal drivers	9331
Drivers of animal-drawn vehicles and machinery	9332
Freight Handlers	9333
Shelf-fillers	9334

Occupations in Major Group 7 and Major Group 8

It is also necessary to distinguish between persons who carry out their work by hand or assisted by small implements and those who operate machines to do the same type of work. The following are some examples of such occupations and their codes

Bakery, pastry and confectionery makers by hand	7512
Dairy products makers	7513
Shoemaker and related workers	7536
Embroider	7533
Sewers	7533
Laundry workers (hand)	9121
Packers (hand)	9321
Diary products machine operators	8160
Bakery products machine operators	8160
Laundry machine operator	8157
Packing, bottling and labeling machine operators	8183
Embroiderer machine operators	8153

Coding industrial Activity

The structure of the code list for industrial activity is slightly different from that of the occupational code list. Industrial activity codes are first classified into sections, each group designated by an Alphabet **A-U** as shown below. Each section is then sub-divided into division each designated by 2 digits.

THE BROAD STRUCTURE

Section	Division	Description
A	01-03	Agriculture
B	05-09	Mining and quarrying
C	10-33	Manufacturing
D	35	Electricity, gas, steam and air condition supply
E	36-39	Water supply; sewerage, waste management and Remediation activities
F	41-43	Construction
G	45-47	Wholesale and retail; repair of motor vehicles and motorcycles
H	49-53	Transportation and storage
I	55-56	Accommodation and food service activities
J	58-63	Information and communication
K	64-66	Financial and insurance activities
L	68	Real estate activities
M	69-75	Professional, scientific and technical activities
N	77-82	Administrative and support service activities
O	84	Public administration and defence, compulsory social security
P	85	Education
Q	86-88	Human health and social work activities
R	90-93	Arts, entertainment and recreation
S	94-96	Other service activities
T	97-98	Activities of households as employers; undifferentiated goods and services – producing activities of households for own use
U	99	Activities of extraterritorial organization and bodies

Each division is then subdivided into groups at the 3-digit level as follows;

Each group is then classified into classes at the 4-digit level.

The Industrial code list at the Section, Division, and Group level is attached to assist you locate the correct code (see Appendix II).

As already stated coding of product or service of establishment (industrial activity-P15c) will be at the 4 digit level i.e. at the class level. This means the Enumerators should provide detailed description of industrial activity so that supervisors can code without problems. To code product or service rendered by the establishment. You should first establish the section and division of the product or service. Then you should find the group and finally the class. You should relate the industrial activity to occupation. You can never have a secondary teacher with banking services as industrial activity.

Certain areas in the structure should be explained further to assist the supervisor when coding.

Repair and maintenance

For repair and maintenance provision has not been made for any single category to cover all repair and maintenance activities. The classification is rather based on the type of goods repaired. Thus, we have the following;

Division 33 i.e., repair and installation of machinery and equipment covers repair of various machinery and equipment used in industries.

Industrial activity	Group Code
Repair and installation of machinery and equipment	33
Repair of buildings and other structures	43
Repair of motor vehicles	452
Repair of motorcycles	454
Repair of computers and communication equipment	951
Repair of personal and household goods	952

Education

Educational service for the various levels of education for both private and public educational institutions has been divided as follows;

Educational Institution	Industrial code
Preprimary /primary schools	8510
Junior secondary school	8521
Technical and vocational	8522
Higher education	8530
University	
Polytechnics	
Colleges	
Teacher training colleges	
Nursing training colleges	
Sports and recreation	8541
Cultural education	8542
Other education	8549
Education support Activities	8550
Educational consulting	
Education guidance and counseling service	
Education testing and evaluation	
Education testing services (WAEC)	
Organization of student exchange program	
Provision of non instructional services that support educational processes or system	

a) **Human Health Activities**

In the same way, more detailed description of service offered is required for those employed by health institutions i.e. hospitals, clinics, etc. You should differentiate between services offered in health facilities which have both **in-patient and out-patient facilities** and those which offer **only out-patient facilities**. For health institutions like Korle-Bu Teaching Hospital, Ridge Hospital, Kaneshie Polyclinic, Komfo Anokye Teaching Hospital which **have in-patient and out-patient facilities**, main service will be **“Hospital Activities” code 8610**. For those clinics which have **only out-patient facilities**, the main service is **Medical and Dental activities 8620**

b) **Insurance**

You should also make a clear distinction between respondents who work in insurance companies which deal with life insurance only and those who cover non-life insurance e.g. marine, fire, aviation, property, health, etc.

Examples of companies which deal in life and non-life insurance:

Life Insurance --- (6511)

- 1 Star Life
- 2 Vanguard Life
- 3 SIC Life
- 4 Enterprise Life Assurance

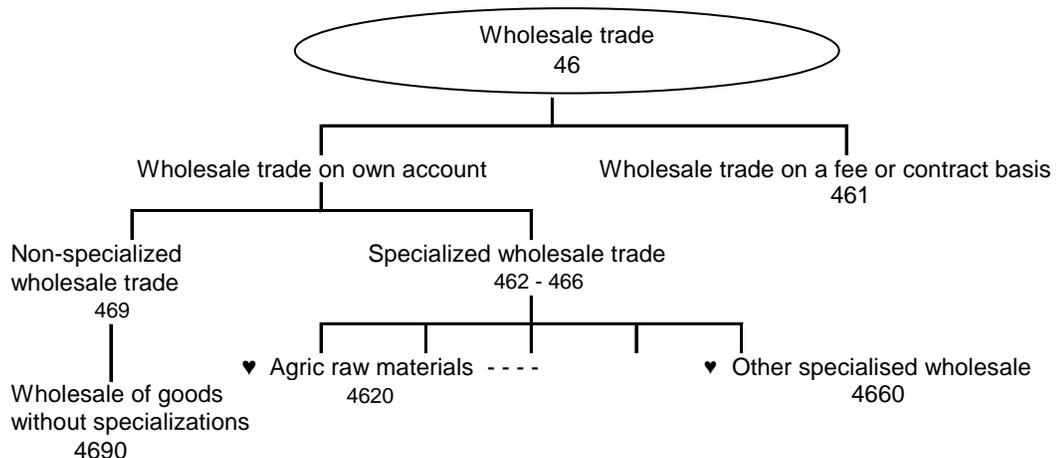
Non-Life Insurance --- (6512)

- 1 Star Assurance
- 2 Vanguard Assurance
- 3 SIC
- 4 Enterprise Insurance Company (EIC)

c) **Wholesale Trade**

In wholesale trade, distinction should be made between trading in **specialised and non-specialised** goods. This means dealing in one type of goods e.g. textile clothing and footwear; electronic and telecommunication equipment and parts or dealing in a variety of goods without any particular specialisation.

The diagram below will assist you finding the right code.



d) **Retail Trade**

Similarly, for Retail trade, distinction is required first by type of sale outlet i.e. retail trade in stores and retail trade not in stores. For retail trade in stores, further distinction is required between specialised i.e. range of items sold and non-specialised retail trade.

Retail trade not-in-stores is classified by place where goods are sold e.g. **retail sale in stalls and markets, door to door, mail order, by vending machines, on the street, in front of houses**, etc.

The diagram below will assist you finding the right code.



This means it is possible to have different codes for retail of textile depending on whether the response is

- (i) Retail of textile in specialized store – 4751
or
- (ii) Retail of textile, clothing and foot wear in stalls and markets – 4782
or
- (iii) Hawking (other retail sale not in stores, stalls and market) textiles along the streets or in front of a house -- 4799

The address of the establishment will assist greatly in deciding on the appropriate code.

- e) Note that at the market place, different economic activities are carried out for example cloth selling, food selling, dressmaking/tailoring/embroidery, corn milling, chop bar activities, hairdressing/barbering, etc. You must specify the actual economic activity of the respondent in the market. **Do not record vague terms e.g. “market activities, trading activities, selling activities, etc.”**

Construction

Construction is another area where more detail is required. Construction is in Section F and classified into 3 divisions 41 – 43. These are further sub-divided into the following groups and classes.

(a)	Construction of buildings	--	41
(b)	Civil engineering	--	42
(c)	Specialized construction activities	--	43

Construction of Buildings 4100

Construction of all types of buildings

Factories;

Residential buildings;

Hospitals;

Hotels;

Schools;

Workshops

Civil Engineering 42

Construction of roads and railways -- 4210

Highways;

Motorways;

Roads;

Streets;

Bridges;

Pedestrian walkways.

Construction of utility projects -- 4220

Water main and line;

Irrigation systems (canals);

Reservoirs;

Sewerage systems;

Pumping stations;

Power plants

Construction of other civil engineering projects -- 4290

Specialised construction activities -- **43**

Demolition and site preparations -- 431

Demolition -- 4311

Site preparations -- 4312

Clearing of building sites;

Building side drainages;

Landfill; Excavation; Levelling and grading of construction sites.		
Electrical, plumbing and other construction installation activities		432
Electrical installation	--	4321
Installation of airport runway lightings; Installation of burglar alarm systems; Installation of computer network; Installation of cable television wiring; Installation of electrical wiring and fittings		
Plumbing, heat and air-conditioning installation	--	4322
Other construction installation	--	4329
Building completion and finishing	--	433
Building completion and finishing	--	4330
Other specialized construction activities	--	439
Bricklaying and stone setting	--	4390
Construction of swimming pools; Renting of cranes with operators; Steel bending; Damp-proofing; Construction of foundations.		

Transport and Storage Section H

This is another section where more detail is required. Recording “transport service” or “storage facility” is not enough for coding this industrial activity.

Transportation is first classified by mode of transport, i.e., land, air and water. Each of these is further classified into passenger, freight and other transport as follows:

(a) Land transport and transport via pipelines	--	49
(b) Water transport	--	50
(c) Air transport	--	51
<i>Land transport and transport via pipelines</i>	--	49
Transport via railway	--	491

Passenger rail transport, inter urban	--	4911
Freight rail transport	--	4912
Other land transport	--	492
Urban and sub-urban passenger land transport Metro Mass Transit (MMT); Passenger bus service; Trotro bus service	--	4921
Other land transport Operation of buses for employees; Renting of private cars with drivers; Charter passenger road transport; Scheduled hours distance bus driver; Taxi operation; Operation of school buses;	--	4922
Freight transport by road Logging haulage; Refrigerated haulage; Transport of waste; Removal vans; Container transport; Cargo transport; Renting of haulage truck with driver.	--	4923
Transport via pipelines	--	493
<i>Water transport</i>	--	<i>50</i>
Sea and coastal passenger water transport Ferries; Renting of pleasure boats.	--	5011
Sea and coastal freight transport	--	5012
Inland water transport	--	502
Inland passenger water transport	--	5021
Inland freight water transport	--	5022

<i>Air transport</i>	--	<i>51</i>
Passenger air transport	--	511
Passenger air transport General aviation activities; Transport of passenger.	--	5110
Freight air transport Transports of freight by air.	--	5120
<i>Warehousing and support activities</i>	--	<i>52</i>
Warehousing and storage Grain silos; Refridgerated warehouses; Operation of storage tanks; Storage of goods in foreign trade zones.	--	5210
Support activities for transportation	--	522
Service activities incidental to land transportation	--	5221
Service activities incidental to water transportation	--	5222
Service activities incidental to air transportation	--	5223
Cargo handling	--	5224
Other transportation activities	--	5229

These distinctions are necessary because they are classified under different industrial groups.

APPENDICES

APPENDIX I: ISCO – SUB-MAJOR AND MINOR GROUPS

Sub-Major Group	Minor Group	Description
ARMED FORCES OCCUPATIONS		
01	011	Commissioned armed forces officers Commissioned armed forces officers
02	021	Non-commissioned armed forces officers Non-commissioned armed forces officers
03	031	Armed forces occupations, other ranks Armed forces occupations, other ranks
MANAGERS		
11	111 112	Chief executives, senior officers and legislators Legislators and senior officials Managing directors and chief executives
12	121 122	Administrative and commercial managers Business services and administration managers Sales, marketing and development managers
13	131 132 133 134	Production and specialized services managers Production managers in agriculture, forestry and fisheries Manufacturing, mining, construction, and distribution managers Information and communications technology service managers Professional services managers
14	141 142 143	Hospitality, retail and other services managers Hotel and restaurant managers Retail and wholesale trade managers Other services managers
PROFESSIONALS		
21	211 212 213 214 215 216	Science and engineering professionals Physical and earth science professionals Mathematicians, actuaries and statisticians Life science professionals Engineering professionals (excluding electro technology) Electrotechnology engineers Architects, planners, surveyors and designers

Sub-Major Group	Minor Group	Description
<i>PROFESSIONALS (Cont'd)</i>		
22		Health professionals
	221	Medical doctors
	222	Nursing and midwifery professionals
	223	Traditional and complementary medicine professionals
	224	Paramedical practitioners
	225	Veterinarians
	226	Other health professionals
23		Teaching professionals
	231	University and higher education teachers
	232	Vocational education teachers
	233	Secondary education teachers
	234	Primary school and early childhood teachers
	235	Other teaching professionals
24		Business and administration professionals
25		Information and communications technology professionals
	251	Software and applications developers and analysts
	252	Database and network professionals
26		Legal, social and cultural professionals
	261	Legal professionals
	262	Librarians, archivists and curators
	263	Social and religious professionals
	264	Authors, journalists and linguists
	265	Creative and performing artists

TECHNICAL AND ASSOCIATE PROFESSIONALS

31		Science and engineering associate professionals
	311	Physical and engineering science technicians
	312	Mining, manufacturing and construction supervisors
	313	Process control technicians
	314	Life science technicians and related associate professionals
	315	Ship and aircraft controllers and technicians
32		Health associate professionals
	321	Medical and pharmaceutical technicians
	322	Nursing and midwifery associate professionals
	323	Traditional and complementary medicine associate professionals
	324	Veterinary technicians and assistants
	325	Other health associate professionals
33		Business and administration associate professionals
	331	Financial and mathematical associate professionals
	332	Sales and purchasing agents and brokers
	333	Business services agents
	334	Administrative and specialized secretaries
	335	Regulatory government associate professionals

Sub-Major Group	Minor Group	Description
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TECHNICAL AND ASSOCIATE PROFESSIONALS (Cont'd).

34	341	Legal, social, cultural and related associate professionals
	342	Legal, social and religious associate professionals
	343	Sports and fitness workers Artistic, cultural and culinary associate professionals
35	351	Information and communications technicians Information and communications technology operations and user support technicians
	352	Telecommunications and broadcasting technicians

CLERICAL SUPPORT WORKERS

41	411	General and keyboard clerks General office clerks
	412	Secretaries (general)
	413	Keyboard operators
42	421	Customer services clerks Tellers, money collectors and related clerks
	422	Client information workers
43	431	Numerical and material recording clerks Numerical clerks
	432	Material-recording and transport clerks
44	441	Other clerical support workers Other clerical support workers

SERVICE AND SALES WORKERS

51	511	Personal service workers Travel attendants, conductors and guides
	512	Cooks
	513	Waiters and bartenders
	514	Hairdressers, beauticians and related workers
	515	Building and housekeeping supervisors
	516	Other personal services workers
52	521	Sales workers Street and market salespersons
	522	Shop salespersons
	523	Cashiers and ticket clerks
	524	Other sales workers
53	531	Personal care workers Child care workers and teachers' aides
	532	Personal care workers in health services

Sub-Major Group	Minor Group	Description
<i>SERVICE AND SALES WORKERS (Cont'd).</i>		
54	541	Protective services workers Protective services workers

SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

61	611 612 613	Market-oriented skilled agricultural workers Market gardeners and crop growers Animal producers Mixed crop and animal producers
62	621 622	Market-oriented skilled forestry, fishery and hunting workers Forestry and related workers Fishery workers, hunters and trappers
63	631 632 633 634	Subsistence farmers, fishers, hunters and gatherers Subsistence crop farmers Subsistence livestock farmers Subsistence mixed crop and livestock farmers Subsistence fishers, hunters, trappers and gatherers

CRAFT AND RELATED TRADES WORKERS

71	711 712 713	Building and related trades workers, excluding electricians Building frame and related trades workers Building finishers and related trades workers Painters, building structure cleaners and related trades workers
72	721 722 723	Metal, machinery and related trades workers Sheet and structural metal workers, moulders and welders, and related workers Blacksmiths, toolmakers and related trades workers Machinery mechanics and repairers
73	731 732	Handicraft and printing workers Handicraft workers Printing trades workers
74	741 742	Electrical and electronic trades workers Electrical equipment installers and repairers Electronics and telecommunications installers and repairers
75	751 752 753 754	Food processing, wood working, garment and other craft and related trades workers Food processing and related trades workers Wood treaters, cabinet-makers and related trades workers Garment and related trades workers Other craft and related workers

Sub-Major Group	Minor Group	Description
PLANT AND MACHINE OPERATORS, AND ASSEMBLERS		
81		Stationary plant and machine operators
	811	Mining and mineral processing plant operators
	812	Metal processing and finishing plant operators
	813	Chemical and photographic products plant and machine operators
	814	Rubber, plastic and paper products machine operators
	815	Textile, fur and leather products machine operators
	816	Food and related products machine operators
	817	Wood processing and papermaking plant operators
	818	Other stationary plant and machine operators
82		Assemblers
	821	Assemblers
83		Drivers and mobile plant operators
	831	Locomotive engine drivers and related workers
	832	Car, van and motorcycle drivers
	833	Heavy truck and bus drivers
	834	Mobile plant operators
	835	Ships' deck crews and related workers

ELEMENTARY OCCUPATIONS		
91		Cleaners and helpers
	911	Domestic, hotel and office cleaners and helpers
	912	Vehicle, window, laundry and other hand cleaning workers
92		Agricultural, forestry and fishery labourers
	921	Agricultural, forestry and fishery labourers
93		Labourers in mining, construction, manufacturing and transport
	931	Mining and construction labourers
	932	Manufacturing labourers
	933	Transport and storage labourers
94		Food preparation assistants
	941	Food preparation assistants
95		Street and related sales and service workers
	951	Street and related service workers
	952	Street vendors (excluding food)
96		Refuse workers and other elementary workers
	961	Refuse workers
	962	Other elementary workers

APPENDIX II: BROAD STRUCTURE OF ISIC – SECTION, DIVISION AND GROUP

Division	Group	Description
SECTION A		
AGRICULTURE, FORESTRY AND FISHING		
01		Crop and animal production, hunting and related service activities
	011	Growing of non-perennial crops
	012	Growing of perennial crops
	013	Plant propagation
	014	Animal production
	015	Mixed farming
	016	Support activities to agriculture and post-harvest crop activities
	017	Hunting, trapping and related service activities
02		Forestry and logging
	021	Silviculture and other forestry activities
	022	Logging
	023	Gathering of non-wood forest products
	024	Support services to forestry
03		Fishing and aquaculture
	031	Fishing
	032	Aquaculture
SECTION B		
MINING AND QUARRYING		
05		Mining and coal and lignite
	051	Mining of hard coal
	052	Mining of lignite
06		Extraction of crude petroleum and natural gas
	061	Extraction of crude petroleum
	062	Extraction of natural gas
07		Mining and metal ores
	071	Mining of iron ores
	072	Mining of non-ferrous metal ores
08		Other mining and quarrying
	081	Quarrying of stone, sand and clay
	089	Mining and quarrying n.e.c.
09		Mining support service activities
	091	Support activities for petroleum and natural gas extraction
	099	Support activities for other mining and quarrying

Division	Group	Description
SECTION C		
MANUFACTURING		
10		Manufacturing of food products
	101	Processing and preserving of meat
	102	Processing and preserving of fish, crustaceans and molluscs
	103	Processing and preserving of fruit and vegetables
	104	Manufacture of vegetable and animal oils and fats
	105	Manufacture of dairy products
	106	Manufacture of grain mill products, starches and starch products
	107	Manufacture of other food products
	108	Manufacture of prepared animal feeds
11		Manufacturing of beverages
	110	Manufacture of beverages
12		Manufacturing of tobacco products
	120	Manufacture of tobacco products
13		Manufacturing of textiles
	131	Spinning, weaving and finishing of textiles
	139	Manufacture of other textiles
14		Manufacturing of wearing apparel
	141	Manufacture of wearing apparel, except fur apparel
	142	Manufacture of articles of fur
	143	Manufacture of knitted and crocheted apparel
15		Manufacturing of leather and related products
	151	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
	152	Manufacture of footwear
16		Manufacturing of wood and products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
	161	Sawmilling and planing of wood
	162	Manufacture of products of wood, cork, straw and plaiting materials
17		Manufacturing of paper and paper products
	170	Manufacture of paper and paper products
18		Printing and reproduction of recorded media
	181	Printing and service activities related to printing
	182	Reproduction of recorded media
19		Manufacture of coke and refined petroleum products
	191	Manufacture of coke oven products
	192	Manufacture of refined petroleum products

Division	Group	Description
<i>SECTION C (Cont'd.)</i>		
20		Manufacture of chemicals and chemical products
	201	Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
	202	Manufacture of other chemical products
	203	Manufacture of man-made fibres
21		Manufacture of pharmaceuticals, medicinal chemical and botanical products
	210	Manufacture of pharmaceuticals, medicinal chemical and botanical products
22		Manufacture of rubber and plastics products
	221	Manufacture of rubber products
	222	Manufacture of plastics products
23		Manufacture of other non-metallic mineral products
	231	Manufacture of glass and glass products
	239	Manufacture of non-metallic mineral products n.e.c.
24		Manufacture of basic metals
	241	Manufacture of basic iron and steel
	242	Manufacture of basic precious and other non-ferrous metals
	243	Casting of metals
25		Manufacture of fabricated metal products, except machinery and equipment
	251	Manufacture of structural metal products, tanks, reservoirs and steam generators
	252	Manufacture of weapons and ammunition
	259	Manufacture of other fabricated metal products; metalworking service activities
26		Manufacture of computer, electronic and optical products
	261	Manufacture of electronic components and boards
	262	Manufacture of computers and peripheral equipment
	263	Manufacture of communication equipment
	264	Manufacture of consumer electronic
	265	Manufacture of measuring, testing, navigating and control equipment; watches and clocks
	266	Manufacture of irradiation, electromedical and electrotherapeutic equipment
	267	Manufacture of optical instruments and photographic equipment
	268	Manufacture of magnetic and optical media
27		Manufacture of electronic equipment
	271	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
	272	Manufacture of batteries and accumulators
	273	Manufacture of wiring and wiring devices
	274	Manufacture of electric lighting equipment
	275	Manufacture of domestic appliances
	279	Manufacture of other electrical equipment

Division	Group	Description
<i>SECTION C (Cont'd.)</i>		
28		Manufacture of machinery and equipment not elsewhere classified (n.e.c.)
	281	Manufacture of general-purpose machinery
	282	Manufacture of special-purpose machinery
29		Manufacture of motor vehicles, trailers and semi-trailers
	291	Manufacture of motor vehicles
	292	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
	293	Manufacture of parts and accessories for motor vehicles
30		Manufacture of other transport equipment
	301	Building of ships and boats
	302	Manufacture of railway locomotives and rolling stock
	303	Manufacture of air and spacecraft and related machinery
	304	Manufacture of military fighting vehicles
	309	Manufacture of transport equipment n.e.c.
31		Manufacture of furniture
	310	Manufacture of furniture
32		Other manufacturing
	321	Manufacture of jewellery, bijouterie and related articles
	322	Manufacture of musical instruments
	323	Manufacture of sports goods
	324	Manufacture of games and toys
	325	Manufacture of medical and dental instruments and supplies
	329	Other manufacturing n.e.c.
33		Repair and installation of machinery and equipment
	331	Repair of fabricated metal products, machinery and equipment
	#	Installation of industrial machinery and equipment

SECTION E

ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY

35		Electricity, gas, steam and air conditioning supply
	351	Electric power generation, transmission and distribution
	352	Manufacture of gas; distribution of gaseous fuels through mains
	353	Steam and air conditioning supply

Division	Group	Description
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SECTION E

WATER SUPPLY: SEWERAGE, WASTE MANAGEMENT & REMEDIATION ACTIVITIES

36	360	Water collection, treatment and supply	
		Water collection, treatment and supply	
37	370	Sewerage	
		Sewerage	
38	381	Waste collection, treatment and disposal activities; materials recovery	
		382	Waste collection
		383	Waste treatment and disposal
		383	Materials recovery
39	390	Remediation activities and other waste management services	
		Remediation activities and other waste management services	

**SECTION F
CONSTRUCTION**

41	410	Construction of buildings	
		Construction of buildings	
42	421	Civil engineering	
		422	Construction of roads and railways
		429	Construction of utility projects
		429	Construction of other civil engineering projects
43	431	Specialized construction activities	
		432	Demolition and site preparation
		433	Electrical, plumbing and other construction installation activities
		439	Building completion and finishing
		439	Other specialized construction activities

SECTION G

WHOLESALE AND RETAIL TRADE: REPAIR OF MOTOR VEHICLES AND MOTORCYCLES

46	451	Wholesale and retail trade and repair of motor vehicles and motorcycles	
		452	Sale of motor vehicles
		453	Maintenance and repair of motor vehicles
		454	Sale of motor vehicle parts and accessories
		454	Sale, maintenance and repair of motorcycles and related parts and accessories

Division	Group	Description
<i>SECTION G (Cont'd.)</i>		
46		Wholesale trade except of motor vehicles and motorcycles
	461	Wholesale on a fee or contract basis
	462	Wholesale of agricultural raw materials and live animals
	463	Wholesale of food, beverages and tobacco
	464	Wholesale of household goods
	465	Wholesale of machinery, equipment and supplies
	466	Other specialized wholesale
	469	Non-specialized wholesale trade
47		Retail trade except of motor vehicles and motorcycles
	471	Retail sale in non-specialized stores
	472	Retail sale of food, beverages and tobacco in specialized stores
	473	Retail sale of automotive fuel in specialized stores
	474	Retail sale of information and communications equipment in specialized stores
	475	Retail sale of other household equipment in specialized stores
	476	Retail sale of cultural and recreation goods in specialized stores
	477	Retail sale of other goods in specialized stores
	478	Retail sale via stalls and markets
	479	Retail trade not in stores, stalls or markets

SECTION H

TRANSPORTATION AND STORAGE

49		Land transport and transport via pipelines
	491	Transport via railways
	492	Other land transport
	493	Transport via pipeline
50		Water transport
	501	Sea and coastal water transport
	502	Inland water transport
51		Air transport
	511	Passenger air transport
	512	Freight air transport
52		Warehousing and support activities for transportation
	521	Warehousing and storage
	522	Support activities for transportation
53		Postal and courier activities
	531	Postal activities
	532	Courier activities

Division	Group	Description
SECTION I		
ACCOMMODATION AND FOOD SERVICE ACTIVITIES		
55		Accommodation
	551	Short term accommodation activities
	552	Camping grounds, recreational vehicle parks and trailer parks
	559	Other accommodation
56		Food and beverage service activities
	561	Restaurants and mobile food service activities
	562	Event catering and other food service activities
	563	Beverage serving activities

SECTION J		
INFORMATION AND COMMUNICATION		
58		Publishing activities
	581	Publishing of books, periodicals and other publishing activities
	582	Software publishing
59		Mtion picture, video and television programme production, sound recording and music publishing
	591	Motion picture, video and television programme activities
	592	Sound recording and music publishing activities
60		Programming and broadcasting activities
	601	Radio broadcasting
	602	Television programming and broadcasting activities
61		Telecommunications
	611	Wired telecommunications activities
	612	Wireless telecommunications activities
	613	Satellite telecommunications activities
	619	Other telecommunications activities
62		Computer programming, consultancy and related activities
	620	Computer programming, consultancy and related activities
63		Information service activities
	631	Data processing, hosting and related activities; web portals
	639	Other information service activities

Division	Group	Description
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**SECTION K
FINANCE AND INSURANCE ACTIVITIES**

64		Financial service activities, except insurance and pension funding
	641	Monetary intermediation
	642	Activities of holding companies
	643	Trusts, funds and similar financial entities
	649	Other financial service activities, except insurance and pension funding activities
65		Insurance, reinsurance and pension funding, except compulsory social security
	651	Insurance
	652	Reinsurance
	653	Pension funding
66		Activities auxiliary to financial service and insurance activities
	661	Activities auxiliary to financial service activities, except insurance and pension funding
	662	Activities auxiliary to insurance and pension funding
	663	Fund management activities

**SECTION L
REAL ESTATE ACTIVITIES**

68		Financial service activities, except insurance and pension funding
	681	Real estate activities with own or leased property
	682	Real estate activities on a fee or contract basis

**SECTION M
PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES**

69		Legal and accounting activities
	691	Legal activities
	692	Accounting, bookkeeping and auditing activities; tax consultancy
70		Activities of head offices; management consultancy activities
	701	Activities of head offices
71		Architectural and engineering activities; technical testing and analysis
	711	Architectural and engineering activities and related technical consultancy
	712	Technical testing and analysis
72		Scientific research and development
	721	Research and experimental development on natural sciences and engineering
	722	Research and experimental development on social sciences and humanities

Division	Group	Description
<i>SECTION M (Cont'd.)</i>		
73	731	Advertising and market research
	732	Advertising
		Market research and public opinion polling
74	741	Other professional, scientific and technical activities
	742	Specialized design activities
	749	Photographic activities
		Other professional, scientific and technical activities n.e.c.
75	750	Veterinary activities
		Veterinary activities

SECTION N

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

77	771	Rental and leasing activities
	772	Renting and leasing of motor vehicles
	773	Renting and leasing of personal and household goods
	774	Renting and leasing of other machinery, equipment and tangible goods
		Leasing of intellectual property and similar products, except copyrighted works
78	781	Employment activities
	782	Activities of employment placement agencies
	783	Temporary employment agency activities
		Other human resources provision
79	791	Travel agency, tour operator, reservation service and related activities
	799	Travel agency and tour operator activities
		Other reservation service and related activities
80	801	Security and investigation activities
	802	Private security activities
	803	Security systems service activities
		Investigation activities
81	811	Services to buildings and landscape activities
	812	Combined facilities support activities
	813	Cleaning activities
		Landscape care and maintenance service activities
82	821	Office administrative, office support and other business support activities
	822	Office administrative and support activities
	823	Activities of call centres
	829	Organization of conventions and trade shows
		Business support service activities n.e.c.

Division	Group	Description
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SECTION O

PUBLIC ADMINISTRATION AND DEFENCE: COMPULSORY SOCIAL SECURITY

84		Public administration and defence; compulsory social security
	841	Administration of the State and the economic and social policy of the community
	842	Provision of services to the community as a whole
	843	Compulsory social security activities

SECTION P

EDUCATION

85		Education
	851	Pre-primary and primary education
	852	Secondary education
	853	Higher education
	854	Other education
	855	Educational support activities

SECTION Q

HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

86		Human health activities
	861	Hospital activities
	862	Medical and dental practice activities
	#	Traditional Herbal practice activities
	869	Other human health activities
87		Residential care activities
	871	Residential nursing care facilities
	872	Residential care activities for mental retardation, mental health and substance abuse
	873	Residential care activities for the elderly and disabled
	879	Other residential care activities
88		Social work activities without accommodation
	881	Social work activities without accommodation for the elderly and disabled
	889	Other social work activities without accommodation

Division	Group	Description
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SECTION R

ARTS, ENTERTAINMENT AND RECREATION

90	900	Creative, arts and entertainment activities Creative, arts and entertainment activities
91	910	Libraries, archives, museums and other cultural activities Libraries, archives, museums and other cultural activities
92	920	Gambling and betting activities Gambling and betting activities
93	931	Sports activities and amusement and recreation activities Sports activities

SECTION S

OTHER SERVICE ACTIVITIES

94	941	Activities of membership organizations Activities of business, employers and professional membership organizations
	942	Activities of trade unions
	949	Activities of other membership organizations
95	951	Repair of computers and personal and household goods
	952	Repair of computers and communication equipment
96	960	Other personal service activities Other personal service activities

SECTION T

ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS: UNDIFFERENTIATED GOODS AND SERVICES - PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE

97	970	Activities of households as employers of domestic personnel Activities of households as employers of domestic personnel
98	981	Undifferentiated goods - and services - producing activities of private households for own use Undifferentiated goods-producing activities of private households for own use
	982	Undifferentiated service-producing activities of private households for own use

SECTION U

ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES

99	990	Activities of extraterritorial organizations and bodies Activities of extraterritorial organizations and bodies
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