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Business Monitor

A publication of the Government Statistical Service

Report on the Census of Production

Introductory notes



Department of Industry
Business Statistics Office

HMSO

Special Note for Purchasers

Commencing with the 1971 Census, the Census of Production reports are being numbered in a uniform series embracing all industrial inquiries in the Business Monitor series. These Business Monitors have a code P (for production) followed first by A (indicating that it is an annual series) or Q (quarterly) or M (monthly); and then by a number indicating the minimum list heading, or sub-division of a minimum list heading, of the Standard Industrial Classification (revised 1968).

The Census of Production (PA) reports are available on standing order (details on application to Her Majesty's Stationery Office, P.O. Box 569, London SE1 9NH. Telephone 01-928 6977), although they are not included in the global subscription arrangements for the Business Monitor series.

Government Statistical Service

A service of statistical information and advice is provided to the Government by specialist staffs employed in the statistics divisions of individual Departments. Statistics are made generally available through their publications and further information and advice on them can be obtained from the Departments concerned.

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PA1001

Business Monitor

A publication of the Government Statistical Service

Report on the Census of Production 1972

Introductory notes

Presented by the Secretary of State for Industry
to Parliament in pursuance of the Statistics of Trade Act 1947
(10 & 11 Geo.6 Ch.39 sec 7)

Department of Industry
Business Statistics Office

London: Her Majesty's Stationery Office 1974

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I GENERAL OUTLINE

INTRODUCTION

1. The Report on the Census of Production for 1972 comprises 157 separate parts.

- Introductory notes (reference PA1001)
- 155 industry reports (reference PA101-PA603)
- Summary tables (reference PA1002)

Provisional estimates of some of the principal results for 1972 with comparative data for 1970 and 1971 for many items, were published in the Business Monitor, part PA1000.

2. Censuses of Production are taken annually for Great Britain by the Department of Industry under the Statistics of Trade Act 1947 and for Northern Ireland by the Department of Commerce under the Statistics of Trade Act (Northern Ireland) 1949. The information collected separately for Northern Ireland is included in the United Kingdom totals in this report.

3. The Census of Production for 1972 is the third of the annual series, which forms part of the integrated system of industrial statistics being introduced by the Government Statistical Service. The complete system comprises quarterly inquiries into sales of products, annual censuses and less frequent inquiries into additional subjects, including details of purchases of goods and services by industry. It replaces the various short-period inquiries conducted by different Government departments and the detailed censuses which have been taken fairly regularly since 1907. The last detailed quinquennial census was for 1968.

4. The subjects to be covered for the Censuses for 1970 to 1972 were decided after consultation with the Census of Production Advisory Committee appointed under the Statistics of Trade Act. This committee includes members from industry, the trade unions, the accountancy profession, universities and the public services. A list of members is given on page 16 of these notes. The headings in the 1972 Census form were substantially the same as in the corresponding sections of the forms for earlier censuses where experience had shown that the information collected was in a useful form and practical for the respondents to supply.

OBJECTIVES OF THE CENSUSES

5. The main objective of the series of annual censuses is to provide summary information about the structure of industry which will be useful to industry, economic analysts and government alike e.g. measures of gross and net output, aggregated figures of sales, purchases, capital expenditure, stocks, employment and wages and salaries. The censuses make possible the comparison of the characteristics of an industry either between years or with other industries in the same year. The annual censuses provide better coverage of capital expenditure and stocks than the former simplified censuses, the last of which was taken for 1969. Estimates of net output will now be available every year instead of every fifth year.

CHANGES COMPARED WITH 1971

6. Separate reports are being published for the first time for the following industries:-

- PA349.1 Ball and roller bearings
- PA349.2 Precision chains and other mechanical engineering
- PA461.1 Refractory goods
- PA461.2 Building bricks and non-refractory goods

COVERAGE

7. The census covered establishments in Great Britain engaged in manufacturing, mining and quarrying, electricity, gas and water supply (Orders II - XIX and XXI of the Standard Industrial Classification, (revised 1968)). The Department of Commerce, Northern Ireland, has provided data for all industries, with the exception of mining and quarrying, and this has been incorporated in the tables which thus relate to the United Kingdom. Generally census returns were required from establishments employing on average 25 or more persons during the census year but in industries where establishments with fewer employees made an important contribution to output, the coverage was extended to establishments with 11 or more employees. Census returns were also sent to establishments whose employment was not known to the Business Statistics Office at the time of despatch.

STATISTICAL UNIT FOR WHICH RETURNS WERE MADE

8. The annual censuses are based on the establishment which is defined in paragraphs 6 to 8 of the Standard Industrial Classification, (revised 1968).

9. For the purpose of this classification the statistical unit taken is the establishment. An establishment is the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation. Usually the principal activities carried on in an establishment fall within a single heading of the classification (e.g. steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address e.g. a farm, a mine or a factory, including those which are ancillary to the principal activities.

10. Frequently, distinct activities characteristic of different industries are carried on at one address, but normally these are not classified separately, and the whole establishment is classified according to the main activity. If, however, the required range of data can be provided for each activity, each is taken to constitute a separate establishment.

11. Sometimes activities which are conducted as a single business are carried on at a number of addresses. Where this is so, businesses are asked to provide the full range of separate information in respect of each address, whether or not the activities are different. Their activities may, however, be integrated to such an extent that they constitute a single establishment. In that case, the establishment is defined to cover the combined activities at these addresses.

12. A census return was required for each establishment, as defined in the preceding paragraphs, with 25 or more employees (11 or more in certain industries: see paragraph 7). A single return was accepted for an establishment (a multi-unit establishment) covering two or more addresses (production units) where the full range of data could not be supplied separately for each address provided the addresses were all situated in the same country - England, Scotland or Wales.

13. Establishments were asked to exclude from all sections of their return particulars relating to any department not engaged in production e.g. merchandising, transport, warehousing, for which they kept a separate set of accounts. Where separate accounts were not kept they were asked to include details of all these activities in all sections of their returns.

14. Particulars relating to head offices, which were mainly engaged in the administration of the production units within the scope of the census were included. Where more than one return was made the information in respect of the head office was apportioned among them.

INDUSTRIAL CLASSIFICATION

15. The Annual Censuses of Production are conducted on the Business Statistics Office's Production Register. Normally establishments on the Register are classified to industries on the basis of major activity in conformity with the Standard Industrial Classification (revised 1968). Generally an establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than its sales of the principal products of any other industry; classification is generally based on an establishment's returns to the quarterly production inquiry. In some cases where this was not possible - for example where a quarterly production inquiry had not then been introduced - the classification of an establishment reflects its return to the Census of Production, 1968. Establishments for which information was not available either from the quarterly inquiries or the 1968 Census were classified on the basis of the description of the business given by the establishments to the Business Statistics Office, for instance, in the course of registration.

ESTIMATION OF FIGURES

16. The use of the establishment as the reporting unit means that the figures for sales do not always represent the value of goods coming on to the market. Where separate returns were made for more than one establishment belonging to the same enterprise the establishments were asked to estimate the value of goods transferred to another establishment within the enterprise, valuing them so far as possible as if they had been sold to another purchaser.

17. Acceptance of returns, covering more than one address involved estimation by the Business Statistics Office for the purpose of detailed geographical analysis of net output. The problems inherent in this approach are discussed in an article entitled 'The Statistical Unit in Business Inquiries' by M C Fessey and H E Browning in Statistical News, No. 13, May 1971 published by HMSO.

18. Estimates were also made in the Business Statistics Office in respect of unsatisfactory returns and for establishments below the exemption limit in order to obtain totals for industries as a whole. The estimates were obtained by scaling up the data aggregated from satisfactory returns by the ratio of estimated total employment of the industry to the employment recorded on the returns. To improve the reliability of estimation this scaling was generally done by three or more strata.

19. In addition to these particular instances of estimation, establishments were asked to give reasonable estimates in all cases where exact figures were not readily available.

AREA COVERED

20. The figures in the industry reports generally relate to the United Kingdom of Great Britain and Northern Ireland. The Isle of Man and the Channel Islands were not covered.

PERIOD COVERED

21. Establishments were asked to make returns in respect of the calendar year but a return for a business year ending on any date from 6 April 1972 to 5 April 1973 was accepted. An analysis by year of return is shown in Table 5 in each industry report. Returns covering less than twelve months were accepted in those cases where businesses had started or ceased during the year.

SUBJECTS ON WHICH INFORMATION WAS OBTAINED

22. Information was collected on the following subjects:

- i Working proprietors
- ii Employment
- iii Wages and salaries
- iv Stocks
- v Capital expenditure
- vi Work given out
- vii Transport payments and P.O. parcel services
- viii Purchases of materials and fuel
- ix Sales and work done

FORM OF INDUSTRY REPORTS

23. A separate part of the Census Report is published in respect of each industry. Each individual industry report is prefaced by a brief description of the activity of the industry. Where necessary an account is given of any non-standard features and any changes which affect comparability between 1970, 1971 and 1972. Each part includes notes which give the main information needed for interpreting the census figures and also a list of all parts forming the complete Census Report.

24. As in 1971, respondents were asked to state whether or not they were willing to have the name and address of the business included in the classified list of businesses which the Business Statistics Office propose to compile. Lists of establishments

classified to each industry will not be published as part of the Census Report but will be compiled on application to the Business Statistics Office on payment of a fee to cover costs of production. The list for a particular industry will include only establishments classified to that industry; there will be no complementary list (such as Part B in the Directory of Businesses for the 1968 Census) of establishments which, although classified to another industry, manufacture the products of the industry in question.

DISCLOSURE OF INFORMATION

25. The tables in the reports have been prepared in conformity with the disclosure provisions of the Statistics of Trade Act, 1947. In order to avoid disclosing information about individual enterprises it has in some cases not been possible to publish information in the full detail in which it was collected.

SYMBOLS USED

26. The following symbols are used throughout the report:

- .. not available
- nil or less than half the final digit shown
- * figures cannot be shown owing to risk of disclosing information about individual enterprises
- R revised

ROUNDING OF FIGURES

27. Figures in the tables have, where necessary, been rounded to the nearest final digit, there may be an apparent slight discrepancy between the sum of the constituent items and the total shown.

PLANNING AND PREPARATORY WORK

28. At the introduction of series of annual censuses it was decided that the content of the Censuses for 1970 to 1972 should remain the same. The Advisory Committee on Censuses of Production for 1968, 1969, 1970, 1971 and 1972 met in 1969 to discuss the Census for 1970, 1971 and 1972. This Committee, and its successor, met in 1972, 1973 and 1974 to discuss plans for the Censuses for 1973 and 1974, and to review progress in the Censuses for 1970 - 1972.

THE CENSUS FORMS

29. In principle, the information collected in this census is the same for all industries. In order, therefore, to achieve consistency of reporting between industries, the Business Statistics Office has standardised the form of return as far as possible and firms in 120 of the 155 industries for which the Business Statistics Office collected census information received the standard form PA925 which is shown on pages 18 to 24 of this report. In 30 industries, special circumstances necessitated a departure from this approach, and 7 special non-standard forms were used.

30. Information about the 5 remaining industries (coal mining, petroleum and natural gas, mineral oil refining, gas and electricity) was collected on behalf of the Business Statistics Office by the Energy Statistics branch of the Department of Industry (now of the Department of Energy). For the coal, gas and electricity industries total summarised information only was supplied to the Business Statistics Office, but for petroleum and natural gas and mineral oil refining, individual returns were compiled and these were subjected to the normal processing arrangements for returns collected by the Business Statistics Office.

REGISTER OF ESTABLISHMENTS

31. The register used for the 1968 Census has been matched with the register of the Department of Employment to produce a continuously updated 'Agreed Register' which is available for all statistical inquiries directed to manufacturing firms by the Business Statistics Office and Departments. The Agreed Register is held on magnetic tape, while a visible card index system is used so that the information held for each establishment and enterprise can be seen quickly. The industrial classification of establishments on the Register is revised from the results of the quarterly inquiries into manufacturers' sales (see paragraph 15) whilst Register employment is updated from the annual censuses of production.

COLLECTING THE CENSUS DATA

32. The census was conducted as a postal inquiry, no field staff being employed.

33. Establishments within the scope of the 1972 Census were selected, by computer program, from the register, and address labels and despatch lists were printed out. Establishments selected included those whose size was not known (i.e. new additions to the register and establishments which had not replied to a standard letter from the Business Statistics Office asking for their employment). The census forms were despatched at the beginning of 1973.

34. A period of 3 months was allowed for the completion and return of the forms. Reminder letters were sent to non-responding establishments, identified by a computer program, at the beginning of July 1973. Further reminders were issued in the middle of August and again in early September 1973 to those establishments whose returns were still outstanding. In addition to the issue of reminder letters, telephone follow-up of non-responding establishments was undertaken on a continuing basis.

RECEIPT AND EXAMINATION OF FORMS

35. When returns were received they were receipted by computer program and were subjected to a preliminary clerical scrutiny to ensure that figures were sufficiently clear and complete to enable perforation of paper tape. A data file was then created on magnetic tape. The data was then passed through a series of computer processes including a further, more detailed, vetting of the completeness of the returns and of the credibility of the figures. The credibility checking included the comparison of ratios against pre-set limits.

36. After the credibility checking of the returns by the computer, the returns were examined at the desk: attention being directed to those aspects which could not be checked by the computer, and queries raised by the computer together with those found in examination were resolved. The data file was corrected for any amendments made to the returns.

COMPILATION OF REPORTS

37. The aggregated figures required for the report tables were compiled on the computer which reported out all cases in which there was a risk of disclosure of information relating to individual enterprises.

38. The estimates for the industry as a whole (i.e. including estimates for establishments below the exemption limit and unsatisfactory returns) were obtained by scaling up the data.

39. The following paragraphs describe briefly the standard tables in the industry reports. The numbering of these tables is the same in all the industry reports and all tables relate to the United Kingdom, unless otherwise stated. Of the tables compiled from census data, numbers 1, 2, 3 and 4 relate to the industry as a whole and include estimates for establishments below the exemption limit and unsatisfactory returns: table 5 where applicable is based on returns received only.

TABLE 1: INPUT AND OUTPUT, 1970, 1971 AND 1972

40. This table shows the values of each of the items which are used to calculate the net output of the industry.

TABLE 2: CAPITAL EXPENDITURE AND STOCKS, 1970, 1971 AND 1972

41. This table shows the capital expenditure on each type of asset together with the value of each category of stocks increase and, in addition, level at end of 1972. The figures of capital expenditure for each year contain estimates of capital expenditure at units not yet in production.

TABLE 3: ANALYSIS OF ESTABLISHMENTS BY SIZE, 1972

42. The structure of industry is analysed for 1972 by the employment size of establishment within the industry. An analysis by employment size of enterprise is included in the summary volume (PA1002).

TABLE 4: REGIONAL DISTRIBUTION OF EMPLOYMENT, NET CAPITAL EXPENDITURE AND NET OUTPUT, 1972

43. This table shows the regional distribution for each industry of employment, net capital expenditure and net output. Where a return covered addresses in

two or more regions an estimate was made of the net output attributable to the region only where more than 80 per cent of the establishment's employees were located in the region. The net output estimates are accompanied by comparable figures of employment expressed as a percentage of total employment in the region (see para 17 and the footnotes to this table in the industry reports).

TABLE 5: PERCENTAGE ANALYSIS OF TWELVE MONTH PERIODS COVERED BY RETURNS RECEIVED, 1972

44. This table shows the percentage of the total returns received accounted for by returns falling within each specified twelve month period, as determined by the last month of the period for which the return was made. The analysis also gives the percentage of total employment on these returns.

TABLE 6: PERCENTAGE ANALYSIS OF EMPLOYEES, BY FULL AND PART TIME EMPLOYMENT AND SEX, 1972

45. Using Department of Employment Statistics, from the Census of Employment, this table analyses, in percentage terms, total employment at mid-June 1972 by sex of full and part time employees.

TABLE 7: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY, 1972

46. In this table the total sales for larger establishments, 25 or more employees (11 or more in certain industries), by value and in most cases by quantity of the principal products of the industry are shown. It includes sales of those products returned by establishments classified to other industries.

Source: The table is derived from sales data shown in the Quarterly Business Monitors.

47. The notes and definitions given in this section are mainly based on the general instructions given to respondents as to the way in which returns were to be completed. In some industries it was found necessary to amend or supplement the general instructions in order to fit the special circumstances of the particular industry. Where these supplementary instructions affect the basis of the figures returned, a note of explanation is included in the report of the industry concerned.

AVERAGE NUMBER EMPLOYED

48. Establishments were required to state the number of persons on the payroll (i.e. whose national insurance cards were held by them) on the average during the year of return, whether full or part time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) all other employees (operatives). Averages could be calculated from figures relating to the last week of each calendar month. Establishments were also required to state the number of working proprietors where appropriate and these are included in total employment figures. Outworkers (i.e. persons employed by establishments who worked in their own homes etc. on materials supplied by the establishments) are excluded.

49. The figures include persons engaged on merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return.

WORKING PROPRIETORS

50. These include all persons regarded as 'self employed' for national insurance purposes and members of their families who worked in the business without receiving a fixed wage or salary; but such persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading; directors paid by fee only are not included.

EMPLOYEES

51. Administrative, technical and clerical employees include managing and other directors in receipt of a definite wage, salary or commission, managers, superintendents and works foremen; research, experimental development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees.

52. Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work (including roundsmen) stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erecting, fit-

ting, etc. are also included, but outworkers are excluded.

CAPITAL EXPENDITURE

53. Capital expenditure during the year in respect of manufacturing units where production had not started before the end of the year is included in the figures for each year.

54. Establishments were asked to include in the value of capital expenditure, amounts received under the Local Employment Acts, 1960 to 1971 and any investment grants received under the Industrial Development Act, 1966 or regional development grants under the Industry Act, 1972.

55. (a) New building work. This represents the cost incurred during the year of new building and other constructional work (including office buildings, canteens and the like used in connection with the business covered by the return, but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the value of works of a capital nature carried out by the establishment's own staff and the cost of any newly constructed buildings purchased. Figures shown include any legal charges, stamp duties, agents' commissions, etc.

(b) Land and existing buildings. The items shown are the capital cost of freeholds purchased and the capital cost of premium payable for leaseholds acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

(c) Plant, machinery and vehicles. The items shown are the value of plant, and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc., which firms produced for their own use in connection with the business covered by the return. The value of plant, etc. acquired, is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortization or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

ENTERPRISE

56. The term enterprise is used in this report to mean one or more establishments under common ownership or control (as defined in the Companies Act, 1948). An enterprise may consist of a single establishment, or of more than one establishment owned by one legal unit, usually a company, or of a number of establishments owned by a parent company and subsidiary company or companies. Information about the

relationship between constituent companies of enterprises was obtained mainly from published sources such as the Stock Exchange Year Book supplemented by information from company reports and information supplied by establishments. The information available is not complete but covers the largest and most important groups of industrial establishments and is believed sufficient to provide a worthwhile basis for analysis.

ESTABLISHMENT

57. The definition of an establishment in 1970, 1971 and 1972 was that of the Standard Industrial Classification (revised 1968): "the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation". Sometimes activities which are conducted as a single business are carried on at a number of addresses, termed local units. Where the activities of such a business are closely integrated, and detailed census information is not available for each unit, it is treated as a multi-unit establishment and a single return accepted. Separate figures are obtained, however, of employment and net capital expenditure at each unit.

GROSS OUTPUT

58. Gross output measures the total value of production (including work done) by establishments during the year. It is calculated as follows:-

Value of sales of goods produced and work done, merchant goods, canteen takings and services rendered.

Plus/Less: Increase/decrease in value of stocks of goods on hand for sale and work in progress.

= Gross output

NET OUTPUT

59. Net output represents the value added to materials by the process of production (including the margin on selling any merchant goods). It is calculated as follows:-

Gross output

Less: Purchases adjusted for change in value of stocks of fuel and raw materials.

Less: Payments for work given out to other establishments.

Less: Payments for transport.

Less: Net amount of any duties, subsidies, allowances and levies payable.

= Net output.

NET OUTPUT PER PERSON EMPLOYED

60. The figures of net output per person employed are derived by dividing the net output by the average number of persons employed (full and part-time) on all

activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

PURCHASES

61. Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials including the cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to establishment's own buildings, plant and vehicles when carried out by their own work people included in the returns; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general, purchases of goods for merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded, as are all purchases charged to capital account.

62. The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including an establishment's own separate transport organisations, for delivery of materials and fuel are therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivery cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the establishment not covered by the same return are included at the estimated selling value recorded by the other department.

SALES

63. Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other establishments from materials given out to them (sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the establishment's asset accounts. Goods sold without being subjected to any manufacturing process (i.e. merchant goods or factored) and canteen takings are included.

64. The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, excluding any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

65. Goods produced in one establishment and transferred to another establishment of the same firm not covered by the return were treated as sales by the producing establishment and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis.

66. To the extent that sales of finished products of one establishment constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication. In some industries e.g. motor vehicle manufacturing, and woollen and worsted, this duplication is substantial; and aggregates for a number of industries contain significant amounts of duplication.

67. For work done on commission, sub-contract work, etc., the value shown is the total amount charged for the work, including the value of any materials bought and used in such work.

SERVICES RENDERED

68. This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other services rendered to other organisations. It includes amounts credited for similar services rendered to other establishments of the same enterprise not covered by the return.

STANDARD INDUSTRIAL CLASSIFICATION

69. Industry classification is based on the Standard Industrial Classification (revised 1968). It is published by H M Stationery Office together with a separate index in the form of an alphabetical list of industries.

STOCKS AND WORK IN PROGRESS

70. Values are given in table 2 of the increase for each year of stocks of goods on hand for sale, and of materials and fuel, including any stocks of goods held for merchanting or factoring and the level at the end of 1972. The values include duty in the case of dutiable goods held out of bond.

71. The annual charges to the value of work in progress and the level at the end of 1972, are also usually shown. This excludes any progress payments

made to sub-contractors, and no deduction is made on account of progress payments received.

TRANSPORT PAYMENTS

72. These represent the total amount paid or credited during the year for both outwards transport of finished goods sold and inwards transport of materials and fuel purchased. They include payment to other establishments, and to any separate transport organisation of the same establishment not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are payments for hired cartage and for inwards and outwards carriage by all forms of inland transport i.e. railways, road haulage, canals, coastwise shipping, air, etc. Payments made for sea and air freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

WAGES AND SALARIES

73. These are amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded. The values shown include all overtime payments, bonuses, and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc., and employers' contributions to national insurances and pension schemes is excluded.

WORK GIVEN OUT

74. The figures shown represent the total amount paid for work done by other establishments (whether part of the same enterprise or not) on materials supplied to them. They do not include payments to individual outworkers or payments for business and other services.

The symbol # indicates a report in which establishments with less than 25 persons were of importance and where establishments with 11 or more persons engaged in the business were asked to complete a census return.

Report Part No.

PA1001 Introductory notes

Standard Industrial Classification Reference

MINING AND QUARRYING

II

PA101	Coal mining	101
PA102	#Stone and slate quarrying and mining	102
PA103	#Chalk, clay, sand and gravel extraction	103
PA104	Petroleum and natural gas	104
PA109	Miscellaneous mining and quarrying	109/1,2,3 and 4

FOOD, DRINK AND TOBACCO

III

PA211	Grain milling	211
PA212	Bread and flour confectionery	212
PA213	Biscuits	213
PA214	Bacon curing, meat and fish products	214
PA215	Milk and milk products	215
PA216	Sugar	216
PA217	Cocoa, chocolate and sugar confectionery	217
PA218	Fruit and vegetable products	218
PA219	Animal and poultry foods	219
PA221	Vegetable and animal oils and fats	221
PA229.1	Margarine	229/1
PA229.2	Starch and miscellaneous foods	229/2
PA231	Brewing and malting	231
PA232	#Soft drinks	232
PA239.1	Spirit distilling and compounding	239/1
PA239.2	British wines, cider and perry	239/2
PA240	Tobacco	240

COAL AND PETROLEUM PRODUCTS

IV

PA261	Coke ovens and manufactured fuel	261
PA262	Mineral oil refining	262
PA263	Lubricating oils and greases	263

CHEMICALS AND ALLIED INDUSTRIES

V

PA271.1	Inorganic chemicals	271/1
PA271.2	Organic chemicals	271/2
PA271.3	Miscellaneous chemicals	271/3
PA272	Pharmaceutical chemicals and preparations	272
PA273	Toilet preparations	273
PA274	Paint	274
PA275	Soap and detergents	275
PA276	Synthetic resins and plastics materials and synthetic rubber	276

CHEMICALS AND ALLIED INDUSTRIES CONTINUED

PA277	Dyestuffs and pigments	277
PA278	Fertilizers	278
PA279.1	Polishes	279/1
PA279.2	Formulated adhesives, gelatine, etc.	279/2
PA279.3	Explosives and fireworks	279/3
PA279.4	Formulated pesticides, etc.	279/4
PA279.5	Printing ink	279/5
PA279.6	Surgical bandages, etc.	279/6
PA279.7	Photographic chemical materials	279/7

METAL MANUFACTURE

VI

PA311	Iron and steel (general)	311
PA312	Steel tubes	312
PA313	Iron castings	313
PA321	Aluminium and aluminium alloys	321
PA322	Copper, brass and other copper alloys	322
PA323	Miscellaneous base metals	323

MECHANICAL ENGINEERING

VII

PA331	Agricultural machinery (except tractors)	331
PA332	Metal-working machine tools	332
PA333	Pumps, valves and compressors	333
PA334	Industrial engines	334
PA335	Textile machinery and accessories	335
PA336	Construction and earth-moving equipment	336
PA337	Mechanical handling equipment	337
PA338	Office machinery	338
PA339.1	Mining machinery	339/1
PA339.2	Printing and bookbinding machinery	339/2
PA339.3	Refrigerating machinery, space-heating, ventilating and air-conditioning equipment	339/3 and 4
PA339.7	Food and drink processing machinery and packaging and bottling machinery	339/7 and 8
PA339.9	Miscellaneous (non-electrical) machinery Scales and weighing machinery and portable power tools	339/9 339/5 and 6
PA341	Industrial (including process) plant and steelwork Process plant engineering contractors	341
PA342	Ordnance and small arms	342
PA349.1	Ball and roller bearings	349/1
PA349.2	Precision chains and other mechanical engineering	349/2 and 3

INSTRUMENT ENGINEERING

VIII

PA351	Photographic and document copying equipment	351
PA352	Watches and clocks	352
PA353	#Surgical instruments and appliances	353
PA354	Scientific and industrial instruments and systems	354

ELECTRICAL ENGINEERING

IX

PA361	Electrical machinery	361
PA362	Insulated wires and cables	362
PA363	Telegraph and telephone apparatus and equipment	363
PA364	Radio and electronic components	364
PA365	Gramophone records and tape recordings Broadcast receiving and sound reproducing equipment	365/1 365/2
PA366	Electronic computers	366
PA367	Radio, radar and electronic capital goods	367
PA368	Electrical appliances primarily for domestic use	368
PA369	Electrical equipment for motor vehicles, cycles and aircraft Primary and secondary batteries Electric lamps, electric light fittings, wire accessories, etc.	369/1 369/2 and 3 369/4 and 5

SHIPBUILDING AND MARINE ENGINEERING

X

PA370	Shipbuilding and marine engineering	370
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VEHICLES

XI

PA380	Wheeled tractor manufacturing	380
PA381	Motor vehicle manufacturing Trailers, caravans and freight containers	381
PA382	Motor cycle, tricycle and pedal cycle manufacturing	382
PA383	Aerospace equipment manufacturing and repairing	383
PA384	Locomotives, railway track equipment, railway carriages, wagons and trams	384,385

METAL GOODS NOT ELSEWHERE SPECIFIED

XII

PA390	Engineers' small tools and gauges	390
PA391	# Hand tools and implements	391
PA392	Cutlery, spoons, forks and plated tableware, etc.	392
PA393	Bolts, nuts, screws, rivets, etc.	393
PA394	Wire and wire manufactures	394
PA395	Cans and metal boxes	395
PA396	# Jewellery and precious metals	396
PA399.1	Metal furniture	399/1
PA399.5	Drop forgings, etc.	399/5
PA399.6	Metal hollow-ware	399/6 and 7
PA399.8	Miscellaneous metal manufacture	399/2,3 and 4 and 399/8,9,10,11 and 12

TEXTILES

XIII

PA411	Production of man-made fibres	411
PA412	Spinning and doubling on the cotton and flax systems	412
PA413	Weaving of cotton, linen and man-made fibres	413
PA414	Woollen and worsted	414
PA415	Jute	415
PA416	Rope, twine and net	416
PA417	Hosiery and other knitted goods Warp knitting	417
PA418	# Lace	418
PA419	Carpets	419

TEXTILES CONTINUED

PA421	Narrow fabrics	421
PA422.1	Household textiles and handkerchiefs	422/1
PA422.2	Canvas goods and sacks and other made-up textiles	422/2
PA423	Textile finishing	423
PA429.1	Asbestos	429/1
PA429.2 #	Miscellaneous textiles	429/2

LEATHER, LEATHER GOODS AND FUR

PA431	Leather (tanning and dressing) and fellmongery	431
PA432	Leather goods	432
PA433	Fur	433

CLOTHING AND FOOTWEAR

PA441	Weatherproof outerwear	441
PA442	Men's and boys' tailored outerwear	442
PA443	Women's and girls' tailored outerwear	443
PA444	Overalls and men's shirts, underwear, etc.	444
PA445	Dresses, lingerie, infants' wear, etc.	445
PA446	Hats, caps and millinery	446
PA449.1	Corsets and miscellaneous dress industries	449/1,3, and 4
PA449.2 #	Gloves	449/2
PA450	Footwear	450

BRICKS, POTTERY, GLASS, CEMENT, ETC.

PA461.1	Refractory goods	461/1
PA461.2	Building bricks and non-refractory goods	461/2
PA462	Pottery	462
PA463	Glass	463
PA464	Cement	464
PA469.1	Abrasives	469/1
PA469.2 #	Miscellaneous building materials and mineral products	469/2

TIMBER, FURNITURE, ETC.

PA471	Timber	471
PA472	Furniture and upholstery	472
PA473	Bedding, etc.	473
PA474	Shop and office fittings	474
PA475	Wooden containers and baskets	475
PA479	Miscellaneous wood and cork manufactures	479

PAPER, PRINTING AND PUBLISHING

PA481	Paper and board	481
PA482.1	Cardboard boxes, cartons and fibre-board packing cases	482/1
PA482.2	Packaging products of paper and associated materials	482/2
PA483	Manufactured stationery	483
PA484.1	Wallcovering	484/1

PAPER, PRINTING AND PUBLISHING CONTINUED

PA484.2	Miscellaneous manufactures of paper and board	484/2
PA485	Printing and publishing of newspapers and periodicals	485,486
PA489	General printing, publishing, etc.	489

OTHER MANUFACTURING INDUSTRIES

XIX

PA491	Rubber	491
PA492	Linoleum, plastics floor-covering, leathercloth, etc.	492
PA493	# Brushes and brooms	493
PA494.1 #	Toys, games and children's carriages	494/1 and 2
PA494.3	Sports equipment	494/3
PA495	Miscellaneous stationers' goods	495
PA496	Plastics products	496
PA499.1 #	Musical instruments	499/1
PA499.2	Miscellaneous manufacturing industries	499/2

GAS, ELECTRICITY AND WATER

XXI

PA601	Gas	601
PA602	Electricity	602
PA603	Water supply	603
PA1002	Summary tables	

Section 8 of the Statistics of Trade Act, 1947, requires that an Advisory Committee should advise on the preparation of the forms and instructions necessary for the taking of a census; and of advising with regard to such matters as may be referred to it. Proposals for the Annual Census of Production were first considered by the Advisory Committee on the censuses of Production for 1968, 1969, 1970, 1971 and 1972. The following list gives the names of the current members of the Advisory Committee on the Censuses of Production, appointed for a period of three years from 1st November 1972, and the name of the organisation to which they belong.

Mr M C Fessey (Chairman)	Business Statistics Office
Professor A D Bain	University of Stirling
Mr E R Beecher FCCA	John Laing & Sons Limited
Mr J A Bound	Quaker Oats Limited
Mr N W Cullen FCIS	Tate & Lyle Refineries Limited
Mr C D Hughes	Renold Limited
Mr D Lea	Trade Union Congress
Dr D H Matthews	Lyte Industries Limited
Dr B Mitchell	Business Statistics Office
Mr W A Newsome	Association of British Chambers of Commerce
Mr E F Potter	British Steel Corporation
Mr C E K Scouller	Confederation of British Industries Statistics Working Party
Mr A A Sorrell	Central Statistical Office
Mr J D Wells	Department of Industry
Mr A Wilson FCA	Price Waterhouse & Company

The joint secretaries of the Committee are Miss H G Morgan and Mr R C Woods of the Business Statistics Office, Cardiff Road, Newport, Gwent.

 STATUTORY INSTRUMENTS

1972 No. 1598

STATISTICS OF TRADE

The Census of Production (1973) (Returns and Exempted Persons) Order 1972

Made - - - 23rd October 1972
 Laid before Parliament 2nd November 1972
 Coming into Operation 31st December 1972

The Secretary of State, in exercise of powers conferred by sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as "the Act") and now vested in him by the Secretary of State for Trade and Industry Order 1970 (b) and all other powers enabling him in that behalf, hereby order as follows:-

Citation, commencement and interpretation

1.- (1) This Order may be cited as the Census of Production (1973) (Returns and Exempted Persons) Order 1972 and shall come into operation on 31st December 1972.

(2) The Interpretation Act 1889(c) shall apply to the interpretation of this Order in like manner as it applies to the interpretation of an Act of Parliament.

Matters to which returns may relate

2. The matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production being taken under the Act by the Secretary of State in 1973 shall be all the matters set out in the Schedule to the Act, as amended (d).

Exempted persons

3. Any person carrying on an undertaking in the field of production of coal, gas, electricity, or crude or refined petroleum shall be exempted from the obligation to furnish returns for the purposes of the said census.

23rd October 1972

Christopher Chataway,
 Minister for Industrial Development,
 Department of Trade and Industry.

(a) 1947 c. 39.
 (c) 1889 c. 63.

(b) S.I. 1970/1537 (1970 III, p. 5293).
 (d) S.I. 1963/1329 (1963 II, p. 2310).

BUSINESS STATISTICS OFFICE
Cardiff Road NEWPORT Mon NPT 1XG

FV		
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Please quote in any correspondence

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Telephone
Newport 56111
Ext 2955
STD Code 0633

If the name or address shown above is incorrect in any respect, please correct it, and insert postal code if appropriate.

CENSUS OF PRODUCTION FOR 1972

Dear Sir(s)

Under Section 2 of the Statistics of Trade Act, 1947, you are required to complete this form and return it to the Business Statistics Office. In accordance with the Act all information supplied in this return will be treated as confidential. Please forward your completed return to this office not later than 31 March 1973 or within three months after the end of your business year.

Yours faithfully

M C Fessey

M C FESSEY
Director

PURPOSE OF THE CENSUS

The details from your return will be aggregated with those from the returns of other establishments classified to the same industry to provide summary statistics describing the structure of the industry. Among these is a measure of net output which represents the value added to materials by the process of production (including the margin on selling merchanted or factored goods). The results will make possible the comparison for instance, of the characteristics of an industry either between years or with other industries in the same year.

PUBLICATION OF RESULTS OF THE CENSUS

The provisional results for the 1971 Census have recently been published in a Business Monitor (C200). The final results for the 1970 Census are in course of publication in a special Business Monitor series. Details of these publications may be obtained from the above address or telephone number.

IMPORTANT: PLEASE READ THESE NOTES BEFORE COMPLETING YOUR RETURN

A - GENERAL NOTES

- 1 COVERAGE.** Your return should cover the production activities of the establishment whose name and address is given on the front of this form.
- 2 RETURNS COVERING MORE THAN ONE PRODUCTION UNIT.** If you have two or more production units in the same industry and the same country (England, Scotland or Wales) and you cannot give separate figures for each unit, you may make a combined return on one form. Any forms addressed to other units which you have included in a combined return should be marked with the reference number of the return in which they have been included and sent with the completed return to the Business Statistics Office; the details of all units covered by this return should be included in Section C1 of the return. Please note a combined return should relate only to units that are all located in one country (England, Scotland or Wales) and are engaged in only one industry; otherwise separate returns should be made.
- 3 HEAD OFFICES.** If there is a Head Office and its staff are mainly engaged in the administration of the production units covered by this return, details of the Head Office should be included in this return. If your Head Office is mainly engaged in administering production units for which two or more separate returns are being made, please arrange in concert with your Head Office for the apportionment of its details between returns. If your Head Office is not mainly engaged in the administration of production units its details should be excluded from all sections of the return. (For example, ensure that Head Office costs are not reflected in your value of total sales and work done).
- 4 DEPARTMENTS NOT ENGAGED IN PRODUCTION.** Departments not engaged in production should be excluded from all sections of the return. If, however, there are some non-production activities which CANNOT be excluded (for example, because no separate records are kept) then include details of these activities in all sections of the return.
- 5 ESTIMATION.** The information you are asked to give is of a kind that is generally readily available from your accounts. Where completion of the return will be considerably delayed because your accounts are not yet finalised please give reasonable estimates; give estimates also for items where figures of accounting accuracy are not available. The use of estimates where exact figures are not available makes possible prompt returns and therefore the provision of timely results.

B - PERIOD COVERED BY THE RETURN

Your return should relate to the calendar year 1972. If no figures are available for the calendar year, the return may be made for a business year ending on any date from 6 April 1972 to 5 April 1973. All figures should relate to the same twelve-month period. Please state the year of return in the box below.

If production at the establishment(s) covered by this return commenced or ceased during the year, you should make the return for that part of the year during which production was carried on, and should state the period below:

		Code	day	month	year
PERIOD COVERED BY RETURN	from	11	/	/	
	to	12	/	/	

C1 - MULTI-UNIT RETURNS

A list of production and non-production units is attached if the rendering of combined returns has already been agreed with the Business Statistics Office. It should be amended and returned with the census form if there have been any changes within your organisation.

Complete this section if:

- (1) this return covers more than one production unit (see note 2 opposite) OR
- (2) this return covers a Head Office (including an apportioned part of a Head Office) or any non-production departments such as warehouses, garages, offices etc. (see notes 3 and 4 opposite). If there are any additions please give in the final column below the date they commenced production.

PLEASE LIST SEPARATELY each unit included (whether production or not)

Address of unit (including postal code)	Nature of work carried on	Average total number of persons employed (including working proprietors) at each unit	Net capital expenditure (acquisitions less disposals) at each unit £	Reference number (if known) ⁴
Units in production				
Head Offices, non-production departments, etc.				
TOTAL ALL UNITS		e	*	

⁴ The reference number is the 7 digit number to the left of '7212' on the address label or in the reference column of any enclosed list.

e To agree with the total employment shown in sections D and E.

* To agree with the total net capital expenditure recorded in section H.

C2 - UNITS NO LONGER IN PRODUCTION. If you have ceased to carry on business at any of the units covered by this return, please state below the relevant reference number, address and the date(s) when you ceased production.

Reference number	Address	Date ceased

D - WORKING PROPRIETORS

Code number

201	
-----	--

E - EMPLOYMENT: average number of persons on the payroll during the year

Code number

- 1. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES

202	
-----	--
- 2. ALL OTHER EMPLOYEES (OPERATIVES)

205	
-----	--

F - WAGES AND SALARIES PAID DURING THE YEAR

Code £

- 1. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES

301	
-----	--
- 2. ALL OTHER EMPLOYEES (OPERATIVES)

304	
-----	--

G - STOCKS

MATERIALS, STORES AND FUEL

	Code	£
1. VALUE AT BEGINNING OF YEAR	401	
2. VALUE AT END OF YEAR	402	

WORK IN PROGRESS

3. VALUE AT BEGINNING OF YEAR	403	
4. VALUE AT END OF YEAR	404	

GOODS ON HAND FOR SALE

5. VALUE AT BEGINNING OF YEAR	413	
6. VALUE AT END OF YEAR	414	

H - CAPITAL EXPENDITURE (including capital expenditure at units not yet in production)

LAND AND BUILDINGS

	Code	£
1. COST OF NEW BUILDING WORK	501	
2. COST OF LAND AND EXISTING BUILDINGS PURCHASED	502	
3. PROCEEDS OF LAND AND BUILDINGS DISPOSED OF	503	

VEHICLES

4. COST OF NEW AND SECOND-HAND VEHICLES PURCHASED	504	
5. PROCEEDS OF VEHICLES DISPOSED OF	505	

PLANT, MACHINERY AND OTHER CAPITAL EQUIPMENT

6. COST OF NEW AND SECOND-HAND EQUIPMENT PURCHASED	506	
7. PROCEEDS OF EQUIPMENT DISPOSED OF	507	

J - OTHER SELECTED ITEMS OF EXPENDITURE

	Code	£
1. AMOUNTS PAYABLE FOR WORK GIVEN OUT	601	

2. AMOUNTS PAYABLE TO OTHER ORGANISATIONS FOR TRANSPORT OF GOODS WITHIN THE UNITED KINGDOM

(i) AMOUNTS PAYABLE FOR TRANSPORT BY ROAD	602	
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(ii) AMOUNTS PAYABLE FOR TRANSPORT BY RAIL, WATER, AIR AND G.P.O. PARCELS SERVICE

	603	
--	-----	--

K - TOTAL PURCHASES OF MATERIALS AND FUEL (INCLUDING GOODS PURCHASED FOR MERCHANTING OR FACTORING)

	Code	£
TOTAL COST OF ALL PURCHASES	701	

L - SALES AND WORK DONE

	Code	£
1. SALES OF GOODS OF YOUR OWN PRODUCTION AND WORK DONE.	801	
2. SERVICES RENDERED TO OTHER ORGANISATIONS	813	
3. GOODS MERCHANTED OR FACTORED Exclude canteen takings which should be shown in heading 4 below	814	
4. CANTEEN TAKINGS (Excluding contract caterers' takings)	815	
5. TOTAL VALUE OF ALL SALES AND WORK DONE (TOTAL OF HEADINGS 1 TO 4)	816	

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