

INTERNATIONAL LABOUR OFFICE

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**REPORT FORM**  
  
FOR THE  
  
**FORTY-HOUR WEEK CONVENTION, 1935**  
**(No. 47)**

The present report form is for the use of countries which have ratified the Convention. It has been approved by the Governing Body of the International Labour Office, in accordance with article 22 of the ILO Constitution, which reads as follows: "Each of the Members agrees to make an annual report to the International Labour Office on the measures which it has taken to give effect to the provisions of Conventions to which it is a party. These reports shall be made in such form and shall contain such particulars as the Governing Body may request."

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**PRACTICAL GUIDANCE FOR DRAWING UP REPORTS**

*First reports*

If this is your Government's first report following the entry into force of the Convention in your country, full information should be given on each of the provisions of the Convention and on each of the questions set out in the report form.

*Subsequent reports*

In subsequent reports, information need normally be given only on the following points:

- (a) any new legislative or other measures affecting the application of the Convention;
  - (b) replies to the questions in the report form on the practical application of the Convention (for example, statistics, results of inspections, judicial or administrative decisions) and on the communication of copies of the report to the representative organisations of employers and workers and on any observations received from these organisations;
  - (c) replies to comments by supervisory bodies: the report must contain replies to any comments regarding the application of the Convention in your country which may have been addressed to your Government by the Committee of Experts or by the Conference Committee on the Application of Conventions and Recommendations.
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## Article 22 of the Constitution of the ILO

Report for the period ..... to .....  
made by the Government of .....

on the

### FORTY-HOUR WEEK CONVENTION, 1935 (No. 47)

(ratification registered on .....)

**I. Please indicate whether the principle of the 40-hour week is applied by means of—**

- (a) national laws or regulations, or
- (b) collective agreements, or
- (c) arbitration awards, or
- (d) some combination of the above, or
- (e) in some other manner.

Please give a list of the measures (legislation and administrative regulations, collective agreements, arbitration awards, or other) by which the provisions of the Convention are applied. Where this has not already been done please forward copies of the said legislation, regulations, agreements, awards, etc., to the International Labour Office with this report.

Please give any available information concerning the extent to which the said measures have been adopted or modified to permit of, or as a result of, ratification.

**II. Please indicate in detail the provisions of the above-mentioned legislation and administrative regulations, etc., or other measures under which Article 1 of the Convention is applied.**

If in your country ratification of the Convention gives the force of national law to its terms, please indicate, in addition to the constitutional texts from which this effect is derived, what action has been taken to make effective the provisions of the Convention.

If the Committee of Experts or the Conference Committee on the Application of Conventions and Recommendations has requested additional information or has made an observation on the measures taken to apply the Convention please supply the information asked for or indicate the action taken by your Government to settle the points in question.

#### Article 1

Each Member of the International Labour Organisation which ratifies this Convention declares its approval of—

- (a) the principle of a 40-hour week applied in such a manner that the standard of living is not reduced in consequence; and

- (b) the taking or facilitating of such measures as may be judged appropriate to secure this end; and undertakes to apply this principle to classes of employment in accordance with the detailed provisions to be prescribed by such separate Conventions as are ratified by that Member.

*Please indicate the manner in which your Government's declaration of approval of the principle of the 40-hour week, as defined in subparagraph (a) of this Article, has been brought to the attention of the persons concerned, and the measures which have been taken or facilitated with a view to applying this principle.*

*Please indicate to what classes of employment the principle of a 40-hour week is applied.*

*Please indicate the manner in which the principle of the 40-hour week is applied and, in particular, the extent to which hours may be worked in excess of the 40-hour week, either (1) on a regular basis by certain categories of workers or for certain types of work, or (2) as overtime, with particulars of the rate of pay for overtime.*

*Please indicate the action taken to ensure that the application of the 40-hour week should not result in a reduction in the standard of living.*

**III. Please state to what authority or authorities the application of the above-mentioned legislation and administrative regulations, etc., is entrusted, and by what methods application is supervised and enforced. In particular please supply information on the organisation and working of inspection.**

- IV. Please state whether courts of law or other courts have given decisions involving questions of principle relating to the application of the Convention. If so, please supply the text of these decisions.
- V. Please give a general appreciation of the manner in which the Convention is applied in your country, including extracts from the reports of the inspection services and particulars of the number and nature of contraventions reported with regard to hours worked in excess of the 40-hour week, and any available statistical information concerning—
- (a) the categories and numbers of workers to whom the principle of the 40-hour week has been applied; the number of overtime hours worked in excess of the 40-hour week by these workers; and the total wages paid for overtime;
  - (b) the categories and numbers of workers to whom the principle of the 40-hour week has not as yet been applied; the normal hours of work of these workers and the number of overtime hours worked, and the total wages paid for overtime.
- VI. Please indicate the representative organisations of employers and workers to which copies of the present report have been communicated in accordance with article 23, paragraph 2, of the Constitution of the International Labour Organisation.<sup>1</sup> If copies of the report have not been communicated to representative organisations of employers and/or workers, or if they have been communicated to bodies other than such organisations, please supply information on any particular circumstances existing in your country which explain the procedure followed.

Please indicate whether you have received from the organisations of employers or workers concerned any observations, either of a general kind or in connection with the present or the previous report, regarding the practical application of the provisions of the Convention or the application of the legislation or other measures implementing the Convention. If so, please communicate a copy of the observations received, together with any comments that you consider useful.

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<sup>1</sup> Article 23, paragraph 2, of the Constitution reads as follows: "Each Member shall communicate to the representative organisations recognised for the purpose of article 3 copies of the information and reports communicated to the Director-General in pursuance of articles 19 and 22."