



REPUBLIC OF GHANA

FORM NIC - 02 - 3A

CONFIDENTIAL

GHANA
STATISTICAL SERVICE
P. O. BOX 1098
ACCRA

3A

INDUSTRIAL CENSUS 1987

(MANUFACTURING)

CALENDAR YEAR 1987 (OR FINANCIAL YEAR INCLUDING AT LEAST SIX MONTHS OF 1987)

GENERAL INFORMATION

This questionnaire is for manufacturing establishments engaging twenty (20) or more persons. A questionnaire must be completed for each establishment. An enumerator will visit each establishment and will assist in completing the questionnaire if required. A respondent may complete the questionnaire and return it to the enumerator. A copy of the questionnaire may be retained on the establishment's records. If book figures are not available, carefully prepared estimates will be accepted.

INFORMATION SUPPLIED IS CONFIDENTIAL

All information supplied is confidential under the Statistical Service Law, P.N.D.C Law 135. The information will be used by the Statistical Service in the preparation of statistics in accordance with the Statistical Service Law. Only Statistical Service staff have access to the information in the questionnaire. The information provided cannot be used for purposes of taxation.

SECTION 1: IDENTIFICATION AND CLASSIFICATION INFORMATION

CONTROL NUMBER

ENUMERATION ZONE NUMBER

1.1 NAME AND PHYSICAL LOCATION

PLEASE
AMEND
IF
INCORRECT1.2 OTHER INFORMATION

1.2.1 POSTAL ADDRESS

1.2.2 FORM OF ORGANISATION

1.2.3 TYPE OF OWNERSHIP

1.2.4 NATIONALITY OF OWNERSHIP

PLEASE
AMEND
IF
INCORRECT

1.2.5 DISTRICT COUNCIL

FOR OFFICE USE

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE

PLEASE COMPLETE ALL PARTS OF EACH QUESTION INCLUDING TOTALS. DO NOT WRITE IN SPACES MARKED FOR OFFICE USE.
 READ INSTRUCTIONS ACCOMPANYING EACH QUESTION BEFORE COMPLETING.

- b Use a dash (-) where the question is applicable but no data is available.
 c If a question does not apply write N/A (ie Not Applicable) in the space provided for the question.
 All monetary values should be recorded in thousands of cedis (' 000 CEDIS).
 The accounting period covered by this questionnaire should include at least six (6) months of 1987.

1.3 PERIOD OF OPERATION DURING 1987

(Mark (X) in the box that applies)

- ☐ 1 Operated throughout 1987. ☐ 2 Operated for only part of 1987 (enter number of months)
☐ 3 Establishment was idle during 1987.

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REASONS FOR NOT OPERATING THROUGHOUT THE YEAR

ACCOUNTING PERIOD

Please state the accounting period covered by this questionnaire. From ____/____/19____ to ____/____/19____

1.5 PRINCIPAL MANUFACTURING ACTIVITY

1.5.1 Describe establishment's principal manufacturing activity during the 1987 financial year.
[e.g. manufacture of aluminium buckets, manufacture of household electrical appliances etc.]

FOR OFFICE USE

1.5.2 Other manufacturing activities during the 1987 financial year.

FOR OFFICE USE

1.5.2.1

1.5.2.2

1.5.2.3

1.5.3 Non manufacturing activities during the 1987 financial year. [e.g. retail service, repairs etc.]

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1.5.3.1

1.5.3.2

1.5.3.3

1.5.4 Is the principal manufacturing activity the same for the 1988 financial year?
(Mark (X) in the box that applies)

☐ 1

YES

☐ 2

NO

If NO, state the principal manufacturing activity for the 1988 financial year.

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SECTION 2: EMPLOYMENT AND EARNINGS

PERSONS ENGAGED

State the number of persons engaged in the following categories during the pay period nearest to 31st December, 1987 and 30th September, 1988

EMPLOYEES

2.1

All persons working for and paid by the establishment.

- <INCLUDE> such persons whether working full-time or part-time.
 <INCLUDE> employees on sick leave, paid vacation or holidays.

2.1.1 OPERATIVES (DIRECT PRODUCTION WORKERS).....

Employees directly engaged in production or production related activities in the establishment.

- <INCLUDE> persons engaged in fabricating, processing or assembling, mechanics who attend to the machines, shop cleaning personnel, warehousemen, packers, shop-testing and record keeping personnel and paid apprentices.
 <INCLUDE> any supervisory personnel whose function is to record or expedite any step in the production process.
 <EXCLUDE> supervisory employees above the working foreman level.

2.1.2 OTHER EMPLOYEES.....

Employees other than operatives as defined above, eg. administrative, clerical and accounts personnel such as salaried managers, clerks, typists and salesmen.

UNPAID WORKERS

2.1 WORKING PROPRIETORS AND ACTIVE BUSINESS PARTNERS.....

Proprietors and partners who are actively engaged in the management of the establishment and are not paid a salary or wage. (Managers and directors of corporations working for pay should be reported with "other employees")

2.2 LEARNERS.....

- <INCLUDE> all persons undergoing on the job training without pay, including unpaid apprentices.

2.3 UNPAID FAMILY WORKERS.....

Persons living in the household of any of the owners and working in the establishment without regular pay for at least one third of the normal working period.

3 TOTAL (sum of 2.1.1, 2.1.2, 2.2.1 2.2.2 and 2.2.3).....

1987

1988

PAY PERIOD NEAREST
TO 31ST DEC. 1987

PAY PERIOD NEAREST
30TH SEPT. 1988

3. NUMBER OF EMPLOYEES AT THE END OF EACH QUARTER IN 1987

State the number of operatives (direct production workers) and other employees at the dates specified below.

EXCLUDE all unpaid workers, ie. working proprietors and active business partners, unpaid family workers and learners

PAY PERIOD ENDING NEAREST TO:	NUMBER OF OPERATIVES (DIRECT PRODUCTION WORKERS)	NUMBER OF OTHER EMPLOYEES	TOTAL (column 1 + column 2)
	1	2	3
3.1 31st March			
3.2 30th June			
3.3 30th September			
3.4 31st December			
FOR OFFICE USE			

4. WAGES AND SALARIES (CASH AND IN KIND) PAID TO EMPLOYEES DURING THE 1987 FINANCIAL YEAR

State all payments, whether in cash or in kind, to employees for work done during the 1987 financial year. In kind refers to the estimated net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost.

- ALL CASH PAYMENTS (Column 1)
- INCLUDE wages and salaries, other cash payments e.g bonuses and cost of living allowances.
- INCLUDE wages paid during vacation and sick leave.
- INCLUDE contributions payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust contributions, taxes, group insurance premiums and the like.
- GOODS AND SERVICES FURNISHED (Column 2)
- INCLUDE estimated cost of subsidised housing, transport, medical care, free uniforms, goods and the like.

CATEGORY OF EMPLOYEES	WAGES AND SALARIES	
	ALL CASH PAYMENTS (‘000 CEDIS)	GOODS AND SERVICES FURNISHED IN KIND (‘000 CEDIS)
4.1 Operatives (Direct Production Workers)	1	2
4.2 Other employees		
4.3 T O T A L (sum of 4.1 and 4.2)		

SUPPLEMENTS TO WAGES AND SALARIES DURING THE 1987 FINANCIAL YEAR (These items are not included in Question 4.)

- INCLUDE employers' contribution on behalf of employees to the Social Security and National Insurance Trust, private pension plans, workmen's accident compensation plans and insurance premiums on hospital and medical schemes and the like.

T O T A L

NUMBER OF MAN DAYS WORKED BY OPERATIVES DURING THE 1987 FINANCIAL YEAR

- INCLUDE The total number of days spent by operatives (direct production workers) working for the establishment and not the number of days paid for.
- INCLUDE all days worked as overtime by operatives. If overtime data is in hours, convert to days by dividing the number of overtime hours by the number of working hours per day.
- EXCLUDE days spent on vacation, holiday, casual or sick leave by operatives.
- EXAMPLE The number of days worked in a year may not be the same for all operatives. In this case operatives who work the same number of days should be grouped. The calculation required can be made for each group, e.g.
- Group 1: 5 operatives x 205 working days = 1025 man days
- Group 2: 10 operatives x 230 working days = 2300 man days

TOTAL 3325 man days

TOTAL NUMBER OF MAN DAYS WORKED BY OPERATIVES

SECTION 3: STOCKS7. STOCKS OF THIS ESTABLISHMENT DURING THE 1987 FINANCIAL YEAR

- INCLUDE the value of all stocks held at the establishment itself or in ancillary locations such as warehouses.
- INCLUDE materials owned by this establishment but held by others for processing.
- EXCLUDE materials owned by others but held by this establishment for processing.
- VALUATION should be at prices specified in the questions, on comparable basis for both beginning and end of year. Alternatively, book values may be given.

DEFINITIONSPURCHASERS' PRICES

The delivered cost at the establishment including the purchase price, charges for transport, the cost of insurance, the value of packaging materials charged for and all taxes and duties on the goods. Discounts or rebates allowed to the purchaser and the value of packaging material returned to supplier should be deducted.

EX-FACTORY PRICES (Producers' prices)

The establishment price charged to the consumer.

INCLUDE duties and taxes which fall on products when they leave the establishment.

EXCLUDE any subsidies.

TYPE OF STOCK	VALUE OF STOCKS ('000 CEDIS)	
	AT BEGINNING OF YEAR	AT END OF YEAR
	1	2
7.1 Materials and supplies (at current replacement cost in purchasers' prices)		
7.2 Work in progress (in purchasers' prices)		
7.3 Fuel (in purchasers' prices)		
7.4 Finished goods (at ex-factory prices)		
7.5 Goods and materials to be sold in the same condition as purchased (at ex-factory prices)		
7.6 T O T A L (sum of 7.1 to 7.5)		

SECTION 4: FIXED CAPITAL FORMATION8. VALUE OF FIXED ASSETS AND DEPRECIATION ALLOWED DURING THE 1987 FINANCIAL YEAR

Enter the book value of fixed assets at the beginning of the financial year and depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

ASSETS	BOOK VALUE AT THE BEGINNING OF THE YEAR (' 0 0 0 CEDIS)	DEPRECIATION (' 0 0 0 CEDIS)
	1	2
8.1 Land		
8.2 Buildings, other construction and land improvements		
8.3 Machinery & other equipment (except transport)		
8.4 Transport equipment		
8.5 T O T A L (sum of 8.1 to 8.4)		

9 ADDITIONS TO AND SALES OF FIXED ASSETS DURING THE 1987 FINANCIAL YEAR

NEW FIXED ASSETS (Column 1)

INCLUDE the cost of new fixed assets acquired by the establishment during the 1987 financial year. That is the cost of fixed assets acquired that have not previously been used in Ghana. All assets imported into Ghana are to be entered as new fixed assets, regardless of whether they have been used previously.

SECONDHAND FIXED ASSETS (COLUMN 2)

INCLUDE the cost of second hand fixed assets acquired by the establishment during the 1987 financial year. That is the cost of fixed assets acquired that have previously been used in Ghana.

ALTERATIONS, RENOVATIONS etc. (COLUMN 3)

INCLUDE the cost of alterations, renovations and improvements to existing fixed assets purchased from others during the 1987 financial year.

WORK DONE ON OWN ACCOUNT (COLUMN 4)

INCLUDE the cost of work done by own labour force on additions and improvements to existing fixed assets during the 1987 financial year.

SALES OF FIXED ASSETS (COLUMN 5)

INCLUDE the value of sales of fixed assets during the 1987 financial year.

FOR OFFICE USE (COLUMN 6)

Do not complete. Leave for office use.

VALUATION Value at full cost incurred, that is at delivered cost plus the cost of installation including any fees and taxes but excluding financial costs.

ASSETS	COST OF ADDITIONS TO FIXED ASSETS				VALUE OF SALES OF FIXED ASSETS (' 0 0 0 CEDIS)	FOR OFFICE USE
	NEW FIXED ASSETS PURCHASED (' 0 0 0 CEDIS)	SECOND HAND FIXED ASSETS PURCHASED (' 0 0 0 CEDIS)	ALTERATIONS, RENOVATIONS AND IMPROVEMENTS PURCHASED FROM OTHERS (' 0 0 0 CEDIS)	WORK DONE ON OWN ACCOUNT (' 0 0 0 CEDIS)		
	1	2	3	4	5	6
1 Land						
2 Buildings, other construction and land improvements						
3 Machinery and equipment(except transport)						
4 Transport equipment						
TOTAL (of 9.1 to 9.4)						

SECTION 5: INPUT COSTS

- 10 QUANTITY AND COST OF PRINCIPAL MATERIALS PURCHASED DURING THE 1987 FINANCIAL YEAR
 Complete a separate line for each principal material purchased. Enter balances of purchases in line 10.10 columns & 7 and total values in line 10.11 columns 5, 6 and 7.
 INCLUDE all raw materials, fabricated parts and components etc. received during the 1987 financial year.
 INCLUDE materials and components used in own account production of fixed assets or used by other establishments making products for this establishment under contract.
 INCLUDE fuels that enter the products directly or are used to generate electricity.

Valuation should be in purchasers' prices (defined in question 7).

Materials of DOMESTIC ORIGIN include all materials produced in Ghana. Materials of FOREIGN ORIGIN include all materials imported into Ghana (i.e. produced in a foreign country) irrespective of whether they were purchased in Ghana or not.

DESCRIPTION OF PRINCIPAL MATERIAL	FOR OFFICE USE	UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 1987 FINANCIAL YEAR				
			TOTAL QUANTITY	AVERAGE UNIT PRICE	TOTAL DELIVERED COST (' 0 0 0 CEDIS)	ORIGIN OF MATERIALS	
						DOMESTIC	FOREIGN
						DELIVERED COST (' 0 0 0 CEDIS)	DELIVERED COST (' 0 0 0 CEDIS)
	1	2	3	4	5	6	7
10.1							
10.2							
10.3							
10.4							
10.5							
10.6							
10.7							
10.8							
10.9							
10.10 All other materials purchased not listed individually above and auxiliary materials purchased for the production process, such as lubricants, water, polishes, office supplies, ready-made containers and packing materials							
10.11 TOTAL (sum of 10.1 to 10.10)							

11 FUELS PURCHASED DURING THE 1987 FINANCIAL YEAR

State in delivered cost.

<INCLUDE> fuel for transport and machines.

<EXCLUDE> a) fuels produced and consumed in the same establishment
b) fuels purchased as raw material to enter into the products of establishment as well as fuels used to generate electricity. (These are entered in question 10)

TYPE OF FUEL	UNIT OF MEASURE	QUANTITY	DELIVERED COST (' 0 0 0 CEDIS)
	1	2	3
11.1 Diesel oil			
11.2 Petrol			
11.3 Wood			
11.4 Gas			
11.5 Other(specify) _____			
11.6 TOTAL (sum of 11.1 to 11.5)			

12 <u>COST OF MATERIALS, SUPPLIES, FUELS, ELECTRICITY, CONTRACT WORK etc. DURING THE 1987 FINANCIAL YEAR</u>	
<u>VALUATION</u> should be in purchasers' prices (defined in question 7)	
TYPE OF COST	DELIVERED COST AT ESTABLISHMENT ('000 CEDIS)
12.1 Materials, supplies etc. purchased (same as 10, 11 col. 5)	
12.2 Purchased fuels	
12.3 Purchased electricity	
12.4 Others	
12.5 Cost of current repair and maintenance work done for you by others	
12.6 Cost of goods expressly bought to be sold in the same condition as purchased.	
12.7 TOTAL (sum of 12.1 to 12.6)	

SECTION 6: SALES AND OTHER RECEIPTS OF THIS ESTABLISHMENT

VALUE OF PRODUCTION AND SALE OF PRINCIPAL PRODUCTS DURING THE 1987 FINANCIAL YEAR

Complete a separate line for each principal product. Enter balance of sales in line 14.10 and total values in line 14.11.

<INCLUDE> all duties and taxes on products when they leave the establishment.

INCLUDE> products made elsewhere for this establishment on a contract basis from materials supplied by this establishment.

EXCLUDE> transport charges to the purchaser or user and any subsidies received by the establishment.

valuation should be at ex-factory prices (defined in question 7).

...L PRODUCTION CAPACITY (column 3):

*Establishments using different production lines for individual products should complete column 3 (full production capacity with existing plant and machinery).

Establishments using the same plant for a number of products should mark column 3 N/A (not applicable) and complete question 6: Industrial Capacity Utilization.

[illegible]

15 VALUE OF SALES AND RECEIPTS FOR INDUSTRIAL SERVICES DURING THE 1987 FINANCIAL YEAR

VALUATION should be at ex-factory prices, (defined in question 7).

DESCRIPTION OF ITEM	VALUE (' 000 CEDIS)
15.1 Value of sales (and any transfer of goods)(same as 14.11 column 7)	
15.2 Receipts for contract work done for others on their materials	
15.3 Receipts for repair and installation work done for others	
15.4 Other receipts for industrial services	
15.5 Sales of goods to be sold in the same condition as purchased	
15.6 Value of capital goods produced for yourself (same as 9.5 column 5)	
15.7 T O T A L (sum of 15.1 to 15.6)	

16 INDUSTRIAL CAPACITY UTILIZATION

Give an estimate of percentage UTILIZATION of optimum or full production capacity (with existing plant & machinery)

PERCENT

17 RECEIPTS FOR NON-INDUSTRIAL SERVICES TO OTHERS DURING THE 1987 FINANCIAL YEAR

Enter receipts from non-industrial services.

<EXCLUDE> the following: dividends, interest or subsidies received; revenue from the sale of used capital goods (included in capital formation).

DESCRIPTION OF SERVICE	VALUE (' 0 0 0 CEDIS)
17.1 Receipts for rental or lease of building and machinery	
17.2 Commissions received	
17.3 Revenue from the operation of employee facilities	
17.4 Receipts for storage of goods, warehousing, cold storage for others	
17.5 Receipts for transport services rendered to others, (other than delivery of own products)	
17.6 All other similar items	
17.7 T O T A L (sum of 17.1 to 17.6)	

SECTION 7: ENUMERATOR'S REVIEW

The enumerator is to review the establishment's questionnaire for completeness and accuracy in the following s. before respondent completes the certification.

a. COMPLETENESS CHECKS

(Mark (X) in the box that applies)

Have the following questions been completed?

QUESTION

1.3
1.4
1.5
2.3
4.3
5.1
6.1
7.6
8.5

YES NO*

QUESTION

9.5
10.11
11.6
12.17
13.13
14.11
15.3
14 col 3 or 16
17.7

YES NO*

* If NO explain in "REMARKS"

REMARKS

Calculate and enter figures for checks b, c, and d.

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS ('0 0 0 CEDIS)
b. Average annual wage per employee	(Question 4.3, col 1 + col 2) / (sum of question 2.1.1 and 2.1.2)	
c. *Sales, other receipts, input costs, wages and salaries.*		

A

Question 15.7

.....

B

Question 4.3 col 1.....

Question 4.3 col 2.....

Question 12.7.....

Total

Is the answer in box A greater than the total in box B?

(Mark (X) in the box that applies)

YES

☐

NO

☐

(Explain in "REMARKS")

REMARKS

d. Stocks, production and sale of finished goods

Question 7.4 col 1 _____

Question 14.11 col 6 _____

Total _____

Question 7.4 col 2 _____

Question 14.11 col 7 _____

Total _____

Are the totals in the two boxes equal?

(Mark (X) in the box that applies)

YES

☐

NO

☐

(Explain in "REMARKS")

REMARKS

e. Are the answers to the following questions the same?

(Mark (X) in the box that applies)

YES

NO

(Explain in "remarks")

Question 9.5 col. 4 and question 15.5

Question 10.11 col. 5 and question 12.1

Question 11.6 col. 3 and question 12.2

Question 14.11 col. 7 and question 15.1

REMARKS

SOURCE OF DATA

(Mark (X) in the box/boxes that applies/apply)

☐

1

Data derived from financial statements

☐

3

Careful estimates

☐

2

Other documentary sources

☐

4

Estimates

If more than one box is marked, indicate in space for remarks the number(s) of question(s) from each source.

REMARKS

g. This questionnaire was completed by (Mark (X) in the box that applies)

☐

1

Respondent

☐

2

Enumerator

SECTION 8: CERTIFICATION OF THIS QUESTIONNAIRE

- A. Thank you for completing this questionnaire. Please enter any comments which would assist in the interpretation of the information given.

COMMENTS: _____

B. NAME OF PERSON SUPPLYING THE INFORMATION _____

TELEPHONE NUMBER _____

SIGNATURE AND/OR STAMP _____

DATE _____

DESIGNATION _____

C. ENUMERATOR'S NAME _____ ENUMERATOR'S NUMBER _____

DATE OF INTERVIEW _____

SUPERVISOR'S NAME _____ SUPERVISOR'S NUMBER _____

DATE CHECKED _____ DATE CHECKED BY REGIONAL CO-ORDINATOR _____

D. CLERICAL PROCESSING (FOR OFFICE USE)

EDITOR'S NUMBER _____

SIGNATURE AND DATE _____

CODER'S NUMBER _____

SIGNATURE AND DATE _____

VERIFIER'S NUMBER _____

SIGNATURE AND DATE _____

DATE PASSED FOR DATA ENTRY _____

SIGNATURE _____