



REPUBLIC OF GHANA

CONFIDENTIAL

FORM NIC - 02 - 3B

GHANA  
STATISTICAL SERVICE  
P. O. BOX 1098  
ACCRA

3B

# 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 between 10 and 19 persons. A questionnaire must be completed for each establishment. An enumerator will visit each 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 for 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**

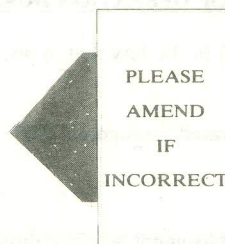
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1.2

**OTHER INFORMATION**

1.2.1 POSTAL ADDRESS

.....

1.2.2 FORM OF ORGANISATION

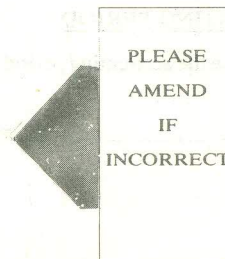
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1.2.3 TYPE OF OWNERSHIP

.....

1.2.4 NATIONALITY OF OWNERSHIP

.....



FOR OFFICE USE

1.2.5 DISTRICT COUNCIL .....

**INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE**

- a. 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.
- d. All monetary values should be recorded in thousands of cedis ('0 0 0 CEDIS).
- e. 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.

**REASONS FOR NOT OPERATING THROUGHOUT THE YEAR**

.....  
.....

FOR OFFICE USE

**1.4 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. manufacturing of aluminium buckets, manufacture of household electrical appliances, etc.)

FOR OFFICE USE

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**1.5.2** Other manufacturing activities during the 1987 financial year.

FOR OFFICE USE

1.5.2.1 .....

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1.5.2.2 .....

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1.5.2.3 .....

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**1.5.3** Non manufacturing activities during the 1987 financial year. (e.g. retail service, repairs, etc.)

FOR OFFICE USE

1.5.3.1 .....

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1.5.3.2 .....

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1.5.3.3 .....

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**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:

FOR OFFICE USE

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1.5 **PRINCIPAL MANUFACTURING ACTIVITY**

1.5.1 Describe establishment's principal manufacturing activity during the 1987 financial year. (e.g. manufacturing 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.)

FOR OFFICE USE

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:

FOR OFFICE USE

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## SECTION 2: EMPLOYMENT AND EARNINGS

## 2. 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.

## 2.1 EMPLOYEES

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.

## 2.2 UNPAID WORKERS

### 2.2.1 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")

## 2.2.2 LEARNERS .....

**INCLUDE** all persons undergoing on the job training without pay, including unpaid apprentices.

## 2.2.3 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.

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

## 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, i.e. 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 premium 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)
	1	2
4.1 Operative (Direct Production Workers)		
4.2 Other employees		
4.3 TOTAL (sum of 4.1 and 4.2)		

**5 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, unemployment compensation and workmen's accident compensation plans, insurance premiums on hospital and medical plans, premium on supplementary accident and sickness insurance and life insurance premiums.
- INCLUDE** all such schemes, whether legally required, initiated by the employer or established as a result of a labour-management bargaining contract.

5.1 TOTAL

**6 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 × 205 working days = 1025 man days
- Group 2: 10 operatives × 230 working days = + 2300 man days
- TOTAL 3325 man days

TOTAL NUMBER OF MAN DAYS WORKED BY OPERATIVES



### **SECTION 3: STOCKS**

#### **7. 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.

#### **DEFINITIONS**

##### **PURCHASERS' 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 materials returned to suppliers 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 expressly bought to be sold in the same condition as purchased (at ex-factory prices)		
7.6 TOTAL (sum of 7.1 to 7.5)		



**SECTION 4: FIXED CAPITAL FORMATION****8 VALUE OF FIXED ASSETS AND DEPRICIATION 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 YEAR ( '000 CEDIS)	DEPRECIATION ( '000 CEDIS)
	1	2
8.1 Land -		
8.2 Buildings, other construction and land improvements		
8.3 Machinery and other equipment (except transport)		
8.4 Transport equipment		
8.5 TOTAL (sum of 8.1 to 8.4)		

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

**ADDITIONS TO FIXED ASSETS (Column 1)**

**INCLUDE**

- (a) the value of all physical assets acquired during the financial year by the establishment and expected to last more than twelve months.
- (b) major additions, alterations and improvements to existing fixed assets whether purchased from others or done by own labour force charges.

**VALUE OF SALES OF FIXED ASSETS (Column 2)**

**INCLUDE**

sale of all assets during the 1987 financial year.

**FOR OFFICE USE (Column 3)**

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 DURING THE FINANCIAL YEAR	VALUE OF SALES OF FIXED ASSETS DURING THE FINANCIAL YEAR	FOR OFFICE USE
	1	2	3
9.1 Land			
9.2 Buildings, other construction and land improvement			
9.3 Machinery and equipment (except transport)			
9.4 Transport equipment			
9.5 TOTAL(sum 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 5, 6, and 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 in 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 MATERIALS	FOR OFFICE USE	UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 1987 FINANCIAL YEAR				
			TOTAL QUANTITY	AVERAGE UNIT PRICE	TOTAL DELIVERED COST ('000 CEDIS)	ORIGIN OF MATERIALS	
						DOMESTIC	FOREIGN
						DELIVERED COST ('000 CEDIS)	DELIVERED COST ('000 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 auxillary 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)							



12 <b><u>COST OF MATERIALS, SUPPLIES, FUELS, ELECTRICITY, CONTRACT WORK etc. DURING THE 1987 FINANCIAL YEAR</u></b>	
<b>VALUATION</b> 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 <del>expended</del> bought to be sold in the same condition as purchased.	
12.7 <b>TOTAL</b> (sum of 12.1 to 12.6)	

13 <b><u>COST OF NON-INDUSTRIAL SERVICES DURING THE 1987 FINANCIAL YEAR</u></b>	
Enter the following types of costs:	
DESCRIPTION OF SERVICE	COST ( '000 CEDIS)
13. Communication costs (telephone, telegraph, telex etc.)	
13.2 Rental payments for buildings and machinery	
13.3 Advertising costs	
13.4 Bank charges (excluding interest payments)	
13.5 Interest payments	
13.6 Customs duties	
13.7 Excise duties	
13.8 Sales taxes	
OTHER (SPECIFY)	
13.9	
13.10	
13.11	
13.12 All other items not listed individually above	
13.13 <b>TOTAL</b> (sum of 13.1 to 13.12)	

IS ESTABLISHMENT

#### 14 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).

**FULL 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 16: Industrial Capacity Utilization.

[illegible]



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

The value 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 Other receipts	
15.3 <b>TOTAL</b> (sum of 15.1 to 15.2)	

16 **INDUSTRIAL CAPACITY UTILIZATION**

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

PERCENT

17 Not applicable to this questionnaire



# **SECTION 7: ENUMERATOR'S REVIEW**

The enumerator will review your form for completeness and accuracy in the following section before having you complete the certification.

## a. **COMPLETENESS CHECKS**

(Mark (X) in the box that applies)  
Have the following questions been completed?

QUESTION	YES	NO*
1.3		
1.4		
1.5		
2.3		
4.3		
5.1		
6.1		
7.6		
8.5		

QUESTION	YES	NO*
9.5		
10.11		
12.5		
13.13		
14.11		
15.3		
14 col 3 or 16		

\* If NO explain in "REMARKS"

REMARKS .....

.....

.....

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

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS ('000 CEDIS)
b. Average annual wage per employee	(Question 4.3, col 1+ 2) ÷ (sum of question 2.1.1 and 2.1.2)	

c. \*Sales, other receipts, input costs, wages and salaries\*

**A**

Question 15.3  
.....

**B**

Question 4.3 col 1 .....  
Question 4.3 col 2 .....  
Question 12.5 .....  
Total .....

Is the answer in box A greater than the total in box B?  
(Mark (X) in the box that applies)

YES  
☐

NO (Explain a "No" in "Remarks")  
☐

**REMARKS**

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.....

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.....

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 2 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 a "No" in "Remarks")

Question 10.11 col 5 and question 12.1


Question 14.11 col 7 and question 15.1

REMARKS

.....

.....

.....

.....



**f. 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 .....

STAMP

DESIGNATION ..... DATE .....

- 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 .....