



CENSUS OF INDUSTRIAL PRODUCTION (CIP) 2018

QUESTIONNAIRE



REPUBLIC OF KENYA

CENSUS OF INDUSTRIAL PRODUCTION (CIP) 2018 QUESTIONNAIRE

MEASURING ACTIVITIES OF MINING, QUARRYING, MANUFACTURING, ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY, WATER SUPPLY, SEWERAGE, WASTE MANAGEMENT AND REMEDIAL ACTIVITIES

1 **Authority**

This census is conducted under the Statistics Act 2006. In accordance with this Act, the data reported on this questionnaire will be treated in strict confidence and used for statistical purposes only.

2 **Objective**

The Census of Industrial Production (CIP) is being carried out by the Kenya National Bureau of Statistics (KNBS). The data collected will be used for policy formulation and for planning purposes. Establishments are kindly requested to complete the questionnaire to facilitate this process.

3 **Completion Instructions**

The following notes are meant to help you to complete the form. It is therefore important that you read and understand them before completing it. More specific notes have been provided as **filling instructions** to the Form, for your reference. Please print in ink

(i) **Who is to complete this form**

All enterprises in Kenya, which are engaged in manufacturing, mining, quarrying, Electricity, gas, steam and air conditioning supply, Water supply, sewerage, Waste management and remedial activities are required to complete this form. In cases where one firm has two or more establishments, each establishment has to complete a separate form.

(ii) **Period covered**

The information required is for the calendar year 2016 and 2017.

(iii) **Completion and submission of the Form**

All sections of the form must be completed. Any parts, which may not be applicable, should be indicated as "not applicable". The duly completed form and any correspondence relating to the form or any other issue concerning the Census of Industrial Production should be addressed to:

The Director Production Statistics
Kenya National Bureau of Statistics
Herufi Hse, Lt. Tumbo Avenue
P. O. Box 30266 – 00100 Nairobi.
Tel : 020-3317583/6/8
e.mail : jgatungu@knbs.or.ke or : director@knbs.or.ke

4 **Financial Statements**

Some of the information required for this enquiry can be obtained from the Financial Statements for the years 2015/2016 and 2016/2017. Kindly attach the copies of your Financial Statements for the two years to the completed questionnaire.

5 **Other Comments**

In case you have any comments or information relating to the data provided, please insert them in the comment box found on page 20

Introduction

Hello, my name is _____. I work for the Kenya National Bureau of Statistics (KNBS). The Bureau collects data that the Government of Kenya and other stakeholders use for planning purposes. I am visiting you this morning/afternoon/evening in connection with Census of Industrial Production (CIP) that is being conducted throughout the country. The Census seeks to estimate the contribution of the industrial sector to the Gross Domestic product (GDP). The information you provide will be treated in confidence and pooled with that from other establishments in the country for use in formulation of suitable programmes and policies to promote our country.

1. GENERAL PARTICULARS OF THE ESTABLISHMENTS

1.1 Name of Establishment :

1.2 Business Address :

1.3 Physical Location:(Street name).....Building Name

Building Number.....Floor Number

1.4 Town:

1.5 County:..... Sub-County:.....

1.6 Telephone No:.....

1.7 Fax No:.....

1.8 Website Address (URL):.....

1.9 E_mail Address:.....

1.10 Contact person:

Name:

Designation:.....

E_mail address:.....

Tel No:.....

1.12 In what year did this enterprise/establishment begin operations in the country?(YYYY)

1.13 If your return covers more than one establishment i.e. factory/workshop/mine/quarry/plant state the number

of establishments covered:.....

Give details for each establishment/branch(es)/affiliates covered in terms of name, type of economic activity and physical location i.e. street and town

Name	Activity	Physical Location
1.
2.
3.
4.

2. CHARACTERISTICS OF ESTABLISHMENT (Data should as far as possible relate to ONE establishment only)

2.1 The period covered by this return is from January to December 2017; if not, indicate period covered in the table below:

	Day	Month	Year
From:	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the period covered is less than 12 months, then please give an explanation

.....

.....

2.2 (a)

Type of establishment/enterprise (tick one)

1	Sole Proprietorship	
2	Partnership	
3	Private Limited Company	
4	Public Limited Company (Listed)	
5	Cooperative	
6	Parastatal	
7	County Government	
8	National Government	
9	Other Type(Specify)_____	

2.2 (b)

What is the ownership structure of this entity

		Perce nt Share
1	Government Shareholding	
2	Private Shareholding	
3	Foreign Shareholding	

2.2 (c) Economic Activity

Please check the **one main activity** at this business unit which most accurately describes your principal source of operating revenue:

<input type="checkbox"/>	Mining and Quarrying	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Electricity, Gas, Steam, air conditioning	<input type="checkbox"/>	Water supply, Sewerage, waste management and remediation Activities	<input type="checkbox"/>	Construction
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2.2 (d) Provide the description of the economic activity/ies that your entity engages in, and their contribution to total turnover		
Describe the economic activity	% contribution to total turnover	ISIC four digit

3. EMPLOYMENT, HOURS WORKED AND COMPENSATION OF EMPLOYEES

3.1 What was the number of persons engaged and their earnings as at 30th June 2016 and 30th June 2017

(The numbers includes full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)

		Number of Persons Employed					
No		As at 30 th June 2017			As at 30 th June 2016		
3.1.1	Employee type	Male	Female	Total	Male	Female	Total
3.1.1.1	Permanent Employees						
3.1.1.2	Contract Employees						
3.1.1.3	Casual Employees						
3.1.1.4	Apprentice, interns etc						
3.1.1.5	Unpaid Directors, Proprietors and Family workers not employed						
3.1.2	Total						

3.2 Compensation of Employees

		Compensation of Persons Employed					
No	Employee type	As at 30 th June 2017			As at 30 th June 2016		
		Male	Female	Total	Male	Female	Total
3.2.1	Permanent Employees						
3.2.1.1	Contract Employees						
3.2.1.2	Casual Employees						
3.2.1.3	Apprentice, interns etc						
3.2.1.4	Unpaid Directors, Proprietors and Family workers not employed elsewhere						
3.2.2	Total						

3.3 If your company provides formal internal/external training to its employees, what was the value of expenditure in year 2017? (Ksh)

		Average hours worked by an employee per week		Average weeks worked by an employee per year	
No		2017	2016	2017	2016
3.4.1	Employee type				
3.4.1.1	Permanent Employees				
3.4.1.2	Contract Employees				
3.4.1.3	Casual Employees				
3.4.1.4	Apprentice, interns etc				
3.4.1.5	Unpaid Directors, Proprietors and Family workers not employed elsewhere				
3.4.2	Total				

4.1 PRODUCTION

For establishments which mentioned Mining and Quarrying, Manufacturing, Electricity, Gas, Steam and air conditioning; and Water Supply, Sewerage, Waster Management and remediation Activities as an economic activity;(ISIC Division 05-39)

what is the total production value in KSHS for this establishment for the year 2016 and year 2017?

	2017	2016
a). Total Production value in KSh		

	Full description of products (List all products produced)... give example in capi	Unit of Measurement (Please conform to use of standard units) To be precoded	Maximum possible production per year (Quantity)	Actual production in the year 2017 (Quantity)	Total Value of product(KSh)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

If more than 18 products, please attach list of the products and details

4.2 WATER ABSTRACTION

(For establishments which mentioned Water Collection, Treatment and Supply as an economic activity; (ISIC Division 36))

	ITEM	Unit of Measurement	Quantity	Value (KSh)
1	Please give the quantity and value of abstracted water by source			
	1.1 Lake			
	1.2 River			
	1.3 Borehole			
	1.4 Pond/dam			
	1.5 Well			
	1.6 Stream			
	1.7 Ocean			
2	Rain Water	Cubic metres		
3	Desalinated Water	Cubic metres		

4 What was the maximum demand requirement for water in 2017? (in cubic metres)

4.3 WASTE MANAGEMENT

(For establishments which mentioned Sewerage, Waste collection, Treatment, and disposal activities; Materials recovery, Remediation activities and other Waste Management Services (ISIC Division 37-39), if no waste collected during reference time skip section)

	Item	Unit of Measurement	Waste Collected		Waste Treated		Waste Recycled		Waste Disposed	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
1	Solid Waste	Tonnes	50							
2	Hazardous waste	Tonnes								
3	E - waste	Tonnes								
4	Liquid waste/Waste water	Cubic Metres								
	<i>Out of which:</i>									
	4.1 Discharged to sewer	Cubic metres								
	4.2 Discharged (Other)	Cubic metres								
	4.3 Pollutant Content of Treated Waste Water	PH								

5.0 WASTE DISPOSAL

	Item	Unit of Measurement	Quantity			
			Generated/Produced	Treated	Recycled	Disposed
1	Solid Waste	Tonnes				
2	Hazardous waste	Tonnes				
3	eWaste	Tonnes				
4	Liquid waste/Waste water	Cubic Metres				
	<i>Out of which:</i>					
	4.1 Discharged to sewer	Cubic metres				
	4.2 Discharged (Other)	Cubic metres				
	4.3 Pollutant Content of Treated Waste Water	PH				

5 Do you have a waste treatment/disposal facility?

Yes.....1

No.....2

6.0 CAPACITY UTILIZATION

6.1 What was the average level of capacity utilization in your company during the year 2017? |__|__|__| %
(Capacity utilisation is defined as the current level of production compared to what would have been produced if all the machinery/equipment was fully engaged in production activities)

6.2 Reasons for Underutilization:

If your company's production capacity was not fully utilized, rank the most important reasons for underutilization of capacity using a scale of 1 to 3.

High..... 1

Moderate..... 2

Low..... 3

N/A..... 4

REASONS	Ranking
1. High cost of materials	
2. High cost of fuels	
3. High cost of electricity	
4. High cost of labour	
5. Competition from imports	
6. Counterfeits	
7. Breakdowns in supply of power	
8. Breakdowns in supply of water	
9. Old (obsolete) plant	
10. Insufficient domestic demand	
11. Shortage of domestic inputs	
12. Shortage of imported inputs	
13. Unbalanced plant (bottleneck)	
14. Lack of spare parts	
15. Shortage of skilled labour	
16. High cost and/or shortage of credit	
17. Loss of products due to strikes, stoppages etc.	
18. Poor quality of products	
19. Poor transport facilities and/or high transport cost	
20. Low plant productivity	
21. Low labour productivity	
22. Inability to grant credit to customers	
23. Any other reason (Please Specify)	

6 Materials and Supplies Purchased: i.e. raw materials, materials for repairs to buildings and equipment, small tools not considered part of capital assets, packaging, office supplies, etc. (include other taxes, transport costs to enterprise and duties paid or payable excluding deductible VAT)

		2017	2016	
	Total value of Raw Materials in KSh			
S/No	Description of the Raw Material	Unit of Measurement ¹	Total Qty	Total Cost (KSh)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

*Continue on separate sheet if necessary

¹ Conform to use of standard units

6.1 Did you import any supplies and raw materials in 2017?

Yes.....1
☐ No.....2

If Yes, move to Survey of Importers module

7.0 INVENTORIES

Type of inventory	At the beginning of 2017 (Opening Stock) in KSh	At the end of 2017 (Closing Stock) in KSh
6.1 Finished products *		
6.2 Products purchased for resale **		
6.3 Work-in-progress		
6.4 Fuel ***		
6.5 Raw materials, components, spare parts, Tools etc. ***		

* Use enterprise gate (sales) prices (less indirect taxes, like VAT and Excise duties) to value stocks of finished products and work-in-progress. In the latter case, a proportion of the price

** Products purchased for resale should be valued at the prices prevailing at the time of valuation (beginning yr/end yr) as distinct from prices at which they were originally purchased and entered as inventories

*** Use purchasers' price (Exclusive of Deductible VAT; include other taxes and duties paid or payable).

8.0 ANNUAL EXPENDITURE ON GOODS AND SERVICES**8.1 Expenditure on Energy and Water 2017 (Value excluding deductible VAT)**

	ITEM	Unit of Measurement	Actual Consumption	
			Quantity	Value (KSh)
1	Coal	Tonne		
2	Charcoal	Tonne		
3	Firewood	Tonne		
4	Biogas	Tonne		
5	Motor Spirit Premium	Litre		
6	Aviation gasoline	Litre		
7	Jet fuel	Litre		
8	Kerosene / Paraffin	Litre		
9	White spirit and special boiling point industrial spirits	Litre		
10	Diesel	Litre		
11	Heavy Diesel Oil	Litre		
12	Fuel oils n.e.c.	Litre		
13	Other petroleum oils n.e.c.	Litre		
14	Liquified Petroleum Gas (L.P.G)	Kg		
15	natural gas	Kg		
16	Electricity	Kwh		
17	Lubricants	Litre		
18	Grease	Kg		
19	Water	Cubic metres		

Out of which:

Source	Proportion of Quantity used (%)
19.1 Water from a WASCO	
19.2 Water from a vendor	
19.3 Rain Water	
lakes/rivers/boreholes/wells or dams.	

(Please tick the main source of abstracted water)

19.3.1 River	
19.3.2 Lake	
19.3.3 Pond	
19.3.4 Dam	
19.3.5 Borehole	
19.3.6 Well	
19.3.7 Stream	
19.3.8 Spring	
19.3.9 Ocean	

8.2: Other Expenses

		2017	2016
Staff Costs			
E1	Annual gross salaries and wages		
E2	Employer's contributions (pension, provident etc)		
E3	Fringe benefits		
E4	Board expenses		
E5	Other employee benefits		
Operating Expenses			
E6	Motor vehicle running costs (parts and fuel)		
E7	Leasing and hiring of plant, machinery, equipment and vehicles under operating leases		
E8	Insurance		
E9	Accommodation and travelling		
E10	Office supplies		
E11	Stores and consumables		
E12	Medicine & medical supplies		
E13	Postal and courier services		
E14	Advertising and promotion		
E15	Rental of land and premises		
E16	Repair and maintenance		
E17	Telecommunication services		
E18	Transport of goods (freight by rail, road, sea, air), warehousing and storage		
E19	Clearing and forwarding charges		
E20	Waste disposal		
E21	Exploration		
E22	Entertainment		
E23	License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy		
E24	Fees and Commissions paid		
E25	Containers and packaging materials		
E26	Donations, bursaries and sponsorships		
E27	Goods purchased for resale		
E28	Provisions		
E29	Losses on financial and non-financial assets: disposal of assets, realisation for cash and revaluation of assets		
E30	Losses on financial and other liabilities: redemption, liquidation or revaluation		
E31	Losses as a result of variations in foreign exchange rates or transactions		
E32	Property tax		
E33	Depreciation		
E34	Amortisation		
E35	Bank charges		
E36	Interest paid		
E37	Other expenditure (<i>not specified above</i>)		
E38	a).....		
E39	b).....		
E40	TOTAL EXPENDITURE.....		

9. SALES

	2017	2016
Total value of Sales in KSh		

9.2 Sales Breakdown

List All products sold during the year including Value Added Tax, excise duty and any other indirect tax and excluding rebates and duty drawback

Product description	Unit of measurements (UOM)*	Total quantity sold during the year	Value of sales (KSh)

* Please conform to use of standard units

Yes.....1

10.3 Did you export any products in 2017?

☐

No.....2 If Yes, move to Survey of Exporters module

10.4 Other Incomes (KSh) : (Examples are consultancy fees, rent received from hiring out of vehicles, machinery or buildings, value of own construction of machinery, buildings etc.)

Other sources of income

2017

2016

10.4.1 Sales of goods purchased without being further processed

10.4.2 Rental of land and premises

10.4.3 Lease of machinery

10.4.4 Interest received

10.4.5 Dividends and other investment income received

10.4.6 Any other income n.e.s

Information and Communication Technology

9.1 Did your business use computer during 2017? 1. Yes 2. No If no skip to 9.3

9.2 How many employees in your business routinely used a computer for work during 2017?

	Number of employees using Computer	Percent of employees using computer
Male		
Female		
Total		

9.3 Did your business have internet connectivity du 1. Yes 2. No if no skip to 9.9

9.4. How did your business connect to the internet during 2017?

- a. Fixed Broadband e.g. LAN, Fibre, Fixed wireless, Wimax, WLAN, cable modem, high speed leased lines
b. Mobile Broadband e.g. modem, internet through mobile connection etc

9.5 How many employees in your business routinely used internet (any type) for work purposes during 2017?

	Number of employees using Internet	Percent of employees using Internet
Male		
Female		
Total		

9.6 Did your business place orders (make purchases) for goods or services via the internet during 2017? Excluding orders submitted via email, mobile or fixed telephone.

1. Yes 2. No

9.7 Did your business receive orders (make sales) for goods or services via the internet during 2017? Excluding orders submitted via email, mobile or fixed telephone.

1. Yes 2. No

9.8. Which of the following factors, if any, limited your business from selling over the internet during 2017? Tick all that apply

- 1 ☐ Business products not well suited to sale via the Internet
2 ☐ Security concerns
3 ☐ Privacy concerns
4 ☐ Prefer to maintain current business model, e.g. face to face interaction
5 ☐ Customers' or suppliers' computer systems are incompatible with yours
6 ☐ Insufficient level of customer demand for purchasing via the Internet
7 ☐ Uncertainty concerning legal/regulatory framework for selling over the Internet
8 ☐ Cost of development and /or maintenance is too high
9 ☐ Lack of awareness on online selling
10 ☐ Lack of internet infrastructure
11 ☐ Lack of skilled employees to develop, maintain or use the technology required
12 ☐ Selling over the Internet is currently under development or planned for the near future
13 ☐ None
14 ☐ Other (please specify).....

9.9 Did the enterprise experience online crime in 2017? (Tick all that apply)

- 1 Hacking/ theft of information
2 Phishing
3 Theft of money (online)
4 Smishing
5 Identity theft
6 Website vandalism
7 Computer virus
8 Vishing
9 Ransomware
10 None
11 Others (specify).....

9.10 Which of the following technologies (if any) did your business use during 2017? (Eg: in design, production, or other business uses) Tick all that apply

- 1 Robotics
2 Artificial Intelligence
3 Internet of Things (IoT) devices
4 Cloud Computing
5 Big data analytics
6 Three-Dimensional (3D) printing
7 Digital Payment Systems
8 Drones
9 Blockchains i.e. Cryptocurrency,
10 Others (specify).....

9.11 Which of these technologies (if at all not used) do you plan to use within the next 3 years? (Skip options ticked in Q9.10)

- 1 Robotics
2 Artificial Intelligence
3 Internet of Things (IoT) devices
4 Cloud Computing
5 Big data analytics
6 Three-Dimensional (3D) printing
7 Digital Payment Systems
8 Drones
9 Blockchains i.e. Cryptocurrency,
10 Others (specify).....

12. RESEARCH AND DEVELOPMENT

How much money was spent in research and development in your establishment in the year 2017? Give the breakdown below.

If not undertaking research skip to 12.6/if undertaking research skip question 12.6

Areas and Expenditure

Area of Research:	Expenditure(KSh)
1 New product line	
2 Improving existing product line	
3 Intellectual property products	
4 Computer software and databases	
5 Other (Specify)	

12.6 If not undertaking research and development, kindly provide reason:

13. FIXED ASSETS

(Fixed assets consist of building and construction works, machinery and equipment with a productive life of more than one year. New purchases comprise acquisition of new locally produced items and imports of both new and used items. Costs of major improvements to existing equipment by entities should be valued at the full cost incurred. Used fixed assets sold during the reporting year should be valued at the actual amount realised. Acquisition of fixed assets include assets acquired through direct purchase, finance leasing or hire purchase agreements; excluding deductible VAT)

Item	Net Book value at the beginning of the year (KSh)	Value of additions during the			Sale of Fixed assets during the year (KSh)(-)	Depreciation (KSh) (-)	Revaluation of fixed assets (+\ -)	Net Book Value at end of Period (KSh)
		Year 2017 (KSh)						
		Purchased		Own Produced +Own Construction				
		New assets (+)	Used assets(+)					
1. Land Development/improvements								
2. Residential Buildings								
3. Non-residential buildings								
4. Other Construction/structures								
5. Machinery and equipment								
5.1 Production / Processing Equipment								
5.2 Transport Equipment								
5.3 ICT Equipment								
5.4 Other Machinery and equipment								
7. Intellectual property(including patents, software, copyrights)								
7.1 Research and Development								
7.2 Mineral exploration and evaluation								
7.3 Computer software and database								
7.4 Entertainment, literary and artistic originals								
8. Other (specify)								
Total								

Comment Box1

Please make any comments that would help us better interpret the data provided to avoid further queries.

Details of the respondent

Name.....

Designation

Phone

Email.....

Date.....

Thank you for your cooperation