



# **CENSUS OF INDUSTRIAL PRODUCTION (CIP) 2018**

## **CONSTRUCTION QUESTIONNAIRE**



## REPUBLIC OF KENYA

### CENSUS OF INDUSTRIAL PRODUCTION (CIP) 2018 QUESTIONNAIRE

#### MEASURING CONSTRUCTION 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 to obtain the weights of construction main inputs like Materials, machines and equipment and labour in the construction sector. This will facilitate rebasing of Construction Input Price Index, assist in benchmarking and updating key statistics of construction and economic structure of the sector, update the database for the key players in construction industry and also assist in policy formulation, implementation, monitoring and evaluation, etc.

##### 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 Construction 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 construction 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

		Percent 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 30<sup>th</sup> June 2016 and 30<sup>th</sup> June 2017

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

No		Number of Persons Employed					
		As at 30 <sup>th</sup> June 2017			As at 30 <sup>th</sup> June 2016		
3.1.1	Employee type	Male	Female	Total	Male		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 elsewhere						
3.3.2	<b>Total</b>						

**3.2 Compensation of Employees**

No	Category	Total (KSh) 2017	For the month of June 2017	Total (KSh) 2016	For the month of June 2016
3.2.1	Wages and salaries in cash of employees of which:				
3.2.1.1	Permanent				
3.2.1.2	Contract				
3.2.1.3	Casual Employees				
3.2.1.4	Apprentices/Interns				
3.2.1.5	Directors allowances				
3.3.2	Wages and salaries in kind except social				
3.3.3	Social Insurance contributions by				

\* Costs of free meals, canteen subsidies, housing services, uniforms/special clothing, transport to and from work, medical costs, voluntary training and education costs, sports facilities, and all other costs, which are voluntarily made by the employer for the benefit of employees.

\*\* Compulsory employer's contributions to NSSF/other pension schemes, NHIF, accident compensation, and other schemes for the benefit of employees.

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

No		Average hours worked by an employee per week		Average weeks worked by an employee per year	
		2017	2016	2017	2016
3.2.1	Employee type				
3.2.1.1	Permanent Employees				
3.2.1.2	Contract Employees				
3.2.1.3	Casual Employees				
3.2.1.4	Apprentice, interns etc				
3.2.1.5	Unpaid Directors, Proprietors and Family workers not employed elsewhere				
3.3.2	<b>Total</b>				

## 4.0 DETAILS ON CONSTRUCTION WORK DONE IN 2017

*What was the type of Construction work done in 2017? Please provide details of the same..*

4.1 Name of project	4.2 Type* of Construction Works	4.3 Client (Private local, Public Local, private foreign, public foreign,)	4.4 Year of Commencement	4.5 Duration (Months)	4.6 County/Country (where the project was/is being undertaken)	4.7 Size** Area(M <sup>2</sup> ) Length (KM) Volume(M <sup>3</sup> )	4.8 Contract value (KSh)		4.9 Work done in 2017 (KSh)
							Total	Of which subcontracted	

\* 1. Residential, 2. Non-Residential, 3. Other Construction

\*\* For construction such as road construction and pipe laying etc. state the length in Kilometres. Area refers to the total floor area of the built habitable rooms in M<sup>2</sup>, for dam construction give the capacity in M<sup>3</sup>

## 5.0 THE MIX OF CONSTRUCTION RESOURCES

- 5.1 What proportion of overall construction project value is taken by the main inputs to construction work (materials and products, labour, equipment& Transport) in the following types of projects? Other inputs – general site costs, head office overheads, profit, etc – should be spread across the main inputs. Please indicate approximate percentage values.

*Choose One Depending on the First Choice Made on the Type of Construction*

	MAIN INPUTS	Residential Buildings		Non-Residential Buildings		Civil Engineering Works	
		2016	2017	2016	2017	2016	2017
5.1.1	Construction Materials And Products						
5.1.2	Construction Equipment						
5.1.3	Construction Site Labour						
5.1.4	Transport Cost						
	Other Inputs						
	<b>Total Project Value</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- 5.2 **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	VALUE( KSh)	
		2017	2016
5.2.1	Value of own produced new construction, improvement or renovation made on fixed assets for own use, value of sales of goods bought and resold in the same condition as purchased		
5.2.2	Rental of land and premises		
5.2.3	Income from rental or lease of machinery and equipment		
5.2.4	Interest received		
5.2.5	Income from the sale or licensing of Research and Development (R&D)		
5.2.6	Dividends and other investment income received		
5.2.7	Any other income n.e.s.		



**6.0 DETAILS ON SUB-CONTRACTED WORKS**

<b>6.1 Name of project (CAPI design should be able to pick the name of projects that have subcontracted components)</b>	<b>6.2 Name of Sub-Contracted Firm (List the names of all subcontracted firms)</b>	<b>6.3 Residency of Sub-Contracted Firm (Local/Foreign) (if foreign, state the country)</b>	<b>6.4 Value of subcontracted work (KSh)</b>	<b>6.6 Value of the Subcontracted Work done during 2017 (KSh)</b>

**7.0 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

**8.0 CAPACITY UTILIZATION**

10.1 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)

**10.2 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)	

**9.0 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 <sup>1</sup>	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

<sup>1</sup> Conform to use of standard units

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

☐

Yes.....1

No.....2

If Yes, move to Survey of Importers module

**10.0 INVENTORIES****2017**

<b>Opening values</b> (as at 1 <sup>st</sup> January)		
<b>G1</b>	Raw materials	
<b>G2</b>	Consumables and supplies (e.g. packaging materials, stores)..	
<b>G3</b>	Prefabricated components	
<b>G4</b>	Value of construction held on own account and intended for sale	
<b>G5</b>	Goods purchased for resale	
<b>G6</b>	Fuel	
<b>G7</b>	<b>Total</b>	

**2017**

<b>Closing values</b> (as at 31 <sup>st</sup> December )		
<b>G1</b>	Raw materials	
<b>G2</b>	Consumables and supplies (e.g. packaging materials, stores)..	
<b>G3</b>	Prefabricated components	
<b>G4</b>	Value of construction held on own account and intended for sale	
<b>G5</b>	Goods purchased for resale	
<b>G6</b>	Fuel	
<b>G7</b>	<b>Total</b>	

**11.0: Other Expenses**

		2017	2016
<b>Staff Costs</b>			
E1	Annual gross salaries and wages		
E2	Employer's contributions (pension, provident etc)		
E3	Fringe benefits		
E4	Board expenses		
E5	Other employee benefits		
<b>Operating Expenses</b>			
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	<b>TOTAL EXPENDITURE.....</b>		

**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**

12.1 Sales of goods purchased without being further processed

12.2 Rental of land and premises

12.3 Lease of machinery

12.4 Interest received

12.5 Dividends and other investment income received

12.6 Any other income n.e.s

2017	2016

## 13.0 Information and Communication Technology

16.1 Did your business use computer during 2017? 1. Yes 2. No

16.2 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		

16.3 Did your business have internet connectivity d 1. Yes 2. No

16.4. 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

16.5 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		

16.6 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

16.7 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

16.8. 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  
16 ☐ 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).....


16.9 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  
16 Ransomware  
10 None  
11 Others (specify).....


16.10 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  
16 Blockchains i.e. Cryptocurrency,  
10 Others (specify).....


16.11 Which of these technologies (if at all not used) do you plan to use within the next 3 years? (Skip options ticked in Q16.10)

- 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  
16 Blockchains i.e. Cryptocurrency,  
10 Others (specify).....




**14. RESEARCH AND DEVELOPMENT****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)	

6 If not undertaking research and development, kindly provide reason: \_\_\_\_\_

\_\_\_\_\_

**15. 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 (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								
6. Construction 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