



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 style="width: 100%; height: 100%;" type="checkbox"/>	Mining and Quarrying	<input style="width: 100%; height: 100%;" type="checkbox"/>	Manufacturing	<input style="width: 100%; height: 100%;" type="checkbox"/>	Electricity, Gas, Steam, air conditioning	<input style="width: 100%; height: 100%;" type="checkbox"/>	Water supply, Sewerage, waste management and remediation Activities	<input style="width: 100%; height: 100%;" type="checkbox"/>	Construction
-------------------------------------------------------------	----------------------	-------------------------------------------------------------	---------------	-------------------------------------------------------------	-------------------------------------------	-------------------------------------------------------------	---------------------------------------------------------------------	-------------------------------------------------------------	--------------

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 EMPLOYEES3.1 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)

No	Employee type	Number of Persons Employed					
		As at 30 th June 2017			As at 30 th June 2016		
		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	Total						

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	Employee type	Average hours worked by an employee per week		Average weeks worked by an employee per year	
		2017	2016	2017	2016
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	Total				

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						
	Total Project Value	100%	100%	100%	100%	100%	100%

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

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

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 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

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

Opening values (as at 1st January)

G1 Raw materials

G2 Consumables and supplies (e.g. packaging materials, stores)..

G3 Prefabricated components

G4 Value of construction held on own account and intended for sale

G5 Goods purchased for resale

G6 Fuel

G7 Total

2017

Closing values (as at 31st December)

G1 Raw materials

G2 Consumables and supplies (e.g. packaging materials, stores)..

G3 Prefabricated components

G4 Value of construction held on own account and intended for sale

G5 Goods purchased for resale

G6 Fuel

G7 Total

11.0: 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		

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
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		

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 Year (KSh)			Sale of Fixed assets during the year (KSh)(-)	Depreciation (KSh) (-)	Revaluation of fixed assets (+\ -)	Net Book Value at end of Period (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								

