

REPUBLIC OF INDONESIA
CENTER BUREAU OF STATISTICS

ECONOMY CENSUS 1986

(SMALL INDUSTRY)

ATTENTION

1. The objective of the 1986 Economy Survey is to obtain reliable and accurate statistical data for the planning of development.
2. The Economy Survey shall be observed in accordance to Law no.7/1960 on Statistics, Government Regulation no.29/1985 on Economy Census and the President's Instruction no.6/1985 on the 1986 Economy Census.
3. This Economy Census is one of the Five Year Planning (*PELITA*) Project
4. This Census shall not charge the establishments with any expenses
5. The obligation to give information and confidentiality of the data shall be observed in accordance to Law no.6/1960 on Census and the regulations that are valid.

BLOCK I: IDENTIFICATION OF LOCATION

This block is to obtain clear and detail information on the location of the establishment also the name of the establishment.

Detail 2: Write clearly the name of the province

Detail 3: Write the regency/ municipality

Detail 4: Write clearly name of administrative city

Detail 5: Write name of sub regency

Detail 6: Write name of village

Detail 7: Circle code number 1 for urban area or circle code number 2 for rural area

Detail 9: Write clearly name of establishment, if it has no name write down the name of the owner.

Detail 10: Write clearly the address of the establishment

- a. address of establishment/location where production activities are done
- b. address of establishment/correspondence and telephone number (if available)

Note: Name of village, regency/municipality/administrative city also province is connected to the full address of the location of production based on question 10 .a.

BLOCK II. GENERAL INFORMATION

This block is used to obtain general information from this establishment.

Detail 1:

Describe type of the establishment's business, please elaborate briefly and clear for example: bakery, weaving, rice mill, ready made clothing etc.

Detail 2:

Write down the main production clearly, example: cakes, baskets, children's clothing etc. If the establishment produces more than one type of production, the main production is a production that has the highest value and has been produced for the past three months.

Detail 3:

Write down the number of work days this establishment has had, every month for the past six months. For example the survey was conducted on October 1986, the first month is April 1986, second month May 1986 etc.

Detail 4:

Write down the number of power machinery units (diesel, prime movers, electrical motors etc) that are used also for back-up (reserved). Prime movers are machines that generate mechanical power without the usage of manpower, animals or electricity for example watermills, windmills and other

natural power resources. Electrical motors are motors that change electricity into mechanical power to generate production equipment such as a motor used to generate a sewing machine, water suction etc. A generator: is a machine that changes mechanical power to produce electrical power. Note: 1 KVA=1KW=1,36PK=1,000 watts

Detail 5:

Circle the appropriate answer on the legal form of this establishment

Detail 6:

Write down the year this establishment started commercially to produce its goods (trial goods are not included)

BLOCK III. AVERAGE NUMBER OF WORKERS PER DAY THE PAST THREE MONTHS

This block is made to gather information on the average number of workers per day during three months ago.

A. Paid workers are all workers that work in this establishment and receive salary/wages in cash or goods directly from the establishment.

Detail A.1:

Please fill in the average number of production workers who are male in column (2) and female in column (3). Column (4) = (2)+(3).

Production workers are workers who are involved directly in the process of the production or related with it, for example: a supervisor who directly supervises the process of the production, people who routinely take notes on the number of materials used and goods produced during production process, mechanics that maintain machines at the factory, a guard who guards the warehouse of materials or products of the establishment.

Detail A.2:

Please fill in the average number of other workers who are male in column (2) and female in column (3). Column (4) = (2)+(3).

Other workers are workers other than production workers and who are not owners/unpaid workers. For example: director of the establishment, director's staff, supervisor/auditor, book keeper, typist, office clerk, administrative worker, marketing staff, office boy, watchman, etc, who works indirectly towards the production process.

B. Unpaid workers are working owners and working family members who are actively involved in the establishment but do not receive payment. For family workers who work less than one third of the usual working hours in the establishment, are not considered as workers.

Detail B.1.

Fill in the average number of workers who are owners, male in column (2) and female in column (3). Column (4) = (2)+(3).

Detail B.2:

Please fill in the average number of other workers who are relatives, male in column (2) and female in column (3). Column (4) = (2)+(3).

Note: All workers are still considered as workers even though they are on leave or sick.

BLOCK: IV. SALARY/WAGES FOR WORKERS THE PAST THREE MONTHS

This block is used to obtain information on the salary/wages being paid by the establishment to the workers these past three months, in cash or goods. Goods rendered by the establishment workers as in-kind payments must be estimated by current market price. If the establishment provided goods to its workers at a price below the market value, the value of the goods recorded in this form should be their value at market price minus their value paid by workers.

Detail 1:

Wages and gross salary (before deducted income taxes) in cash and in-kind including housing and vehicles mentioned above (if available)

Detail 2:

Fill in the over time, gifts, bonus etc in cash and goods

Detail 3:

Fill in the allowance (pension funds, social funds, insurance etc) which are paid by the establishment to foundations/boards that are in charge of these matters for the importance of the workers

Detail 4: Is the total of detail 1,2 and 3

BLOCK V. USAGE OF BASIC MATERIALS AND OTHER SUPPORTING MATERIALS USED DURING THE LAST THREE LAST MONTHS

This block is used to obtain information on the usage of basic material and other supporting materials used during the past three months.

Column (1):

Fill in clearly the names of basic materials and other materials used based on the most prominent or has the most highest value.

Column (2):

Fill in the standard unit usually used for goods

Example:

- a. Volume : cc, liter, meter qubic
- b. Weight : ounce, grams, kg, sack, ton
- c. Length : cm, meter, yard, feet
- d. Width: cm², m².

If the standard measurements above are not used but measurements such as: bottles, tin, oil drum, sheet, piece, etc please give note on the conversion to the standard measurement equivalent.

Column (3):

Fill in the number of each goods that is used based on the standard measurements.

Column (4):

Fill in the value of the goods that are used

The usage of basic material and other supporting materials used during the past three months without taking notice of the source of the materials. As long as these materials are obtained from purchasing, self-products, ready for sale or half made goods, or stock. Also without taking notice whether it has been fully paid or not.

BLOCK VI. USAGE OF FUEL, LUBRICANTS, ELECTRICITY, GAS AND WATER DURING THE PAST THREE MONTHS

This block is used to obtain information on the quantity and value of fuel, lubricants, electricity power, gas and water during the past three months.

Column (1): Type of fuel and lubricant, electricity power, gas and water

Column (2): Standard unit

Column (3): Total usage of fuel used during the past three months

Column (4):

The total value of fuel used during the past three months

Please fill in only the total usage and value of fuel, not the total and value of fuel purchased.

Example: To calculate the electricity power generated is as follows:

Generator capacity = 10KW

Average working hours of generator per day = 7 hours

If the generator runs for 90 days these three last months, it is estimated that the usage capacity of the generator is 80%. The calculation of generated electricity power is as follows : $10\text{KW} \times 7 \text{ hours/day} \times 90 \text{ days} \times 80\% = 5,040 \text{ kWh}$

BLOCK VII. OTHER VARIOUS EXPENSES THE PAST THREE MONTHS

This block is used to obtain information on other various expenses spent by the establishment during the past three months.

Detail 1:

Write down the value of materials used for wrapping/packaging during the last three months

Detail 2:

Write down the value of office supplies

Detail 3:

Write down the expenses for spare parts and materials for maintenance and small repairs of capital goods used by the establishment during the past three months

Detail 4:

Write down the expenses for maintenance and minor repairs of capital goods used by the establishment during the past three months. Maintenance and minor repairs of capital goods are minor repairs and maintenance on machines, warehouses, buildings, vehicles and other capital goods in order to run as usual, without increasing the capacity of the power also without changing or preserving the capital goods mentioned.

Detail 5:

Write down the expenses for industrial services conducted by another party during the past three months.

Detail 6:

Write down the expenses for rent of buildings, construction, machines and instruments. The expense for rent is the rent being paid the past three months ago. If the rent was paid for a year, calculate the rent for the past three months. The expenses for rent in this matter do not include expenses for renting land.

Detail 7:

Write down the expenses for communication, transportation, advertisement, lawyer/notary, accountant, transportation expenses for employees, insurance etc.

Detail 8:

Write down other expenses the past three months in addition to the expenses above.

BLOCK VIII. GOODS PRODUCED THE PAST THREE MONTHS

This block is used to obtain information on the number of production produced the past three months.

Column (1):

Write down the goods produced during the past three months

Column (2):

Write down the standard unit used for each type of goods produced see block V column (2)

Column (3):

Write down the number of goods produced for every type of production

Column (4):

Write down the value of goods, which is produced and elaborated in column (1), based on the current price. Also included in this block is unfinished production. All goods has to be valued although is not fully paid, self consumed, a gift etc.

BLOCK IX. OTHER INCOME SOURCES THE PAST THREE MONTHS

This block is used to obtain information on other income source of the establishment the past three months.

Detail 1:

Write down the value on industrial services given to other parties (manufacturing value)

Detail 2:

Write down the difference of the selling value with the purchase value of goods purchased without any changes (processing) connected to the industry activity. The profit is not the profit of the establishment from the industrial activities.

Detail 3:

Write down the gross income of the establishment from the activity/other sectors (besides from the production activity, industrial services and trades). Fill in based on the sector and write down the gross income from three main sectors.

Detail 4: Total the details 1 till 3.

BLOCK X. OTHER INFORMATION

This block is used to obtain other qualitative information of this industrial establishment.

Detail 1:

Circle one of the answer codes appropriate to the capital source of this establishment

Detail 2:

Circle the answer codes appropriate to the loan capital source (if detail 1 is coded 2 or 3). The details maybe more than one answer.

Detail 3:

Circle one of the appropriate answers with the marketing area inside the country. Limited to the *sub regency area only*, if the product goods are being marketed at the same sub regency area where the establishment is located. *Other sub regency* in the same regency/municipality, if the marketing of the product goods reaches to other sub regencies, but still located in the same regency/municipality where the establishment is located. *Regency/municipality* in the same province if the marketing of the product reaches the area of the regency/municipality but still in the same province where the establishment is located. *Other province* if the marketing area of the products reaches other provinces.

Detail 4:

Circle one of the appropriate answer code.

- a. Code 1 if the establishment exports their products and code 2 if the answer is “no”
- b. Only asked if the detail 4a is coded 1. Circle code 1 if the majority of the product is exported and code 2 if the answer is no.

Detail 5:

Circle the appropriate code

Detail 6:

Circle the appropriate answer codes due to the difficulties experienced by the entrepreneur/owner/business to run the establishment. This answers in this detail maybe more than one.

Detail 7:

Circle the appropriate code answers according to the difficulties in obtaining standard materials. This detail is filled in if detail 6 is coded 2

Detail 8:

Circle the appropriate code answers according to the way of marketing the products the past three months. This detail may be filled in with more than one.

Detail 9:

Circle the appropriate code answers according to the level of competition experienced in marketing the product goods. This detail should only have one answer.

Detail 10:

Write down the investment on machine and instruments of this establishment that is used in the production process. The value of investment on machine and instruments is the economic value/current price when the census taking of the machine and instruments used in the process/manufacturing. Also included are machines and instruments that are not used in the production/manufacture process or as back up.

BLOCK XI. NOTES

Please write down in this block other matters considering the contents of each block in this questionnaire. After this questionnaire has been filled in accurately based on the existing situation please:

- Write the name, position and signature of the person who is responsible on filling in this questionnaire from the establishment also the stamp of the establishment
- Write the name of the enumerator, date and signature of the enumerator
- Write the name, date and signature of the supervisor, after this questionnaire has been checked.

