

REPUBLIC OF INDONESIA

CENTRAL BUREAU OF STATISTICS

1975

ANNUAL MANUFACTURING SURVEY

ATTENTION

1. The objective of this manufacturing survey is to obtain reliable and accurate data on Manufacturing Statistics for development planning of manufacturing in particular and the Economy in general
2. This survey is one of the Five Year Planning (*PELITA*) Project
3. This survey has no context with taxes and is designed for statistical purposes only
4. This survey shall not charge the establishments with any expenses
5. Confidentiality of the data shall be observed in accordance to Law no.7/1960 on Statistics

BLOCK I. LOCATION IDENTIFICATION

Fill in this block with the appropriate information on the location/place where the establishment is located and the name of the establishment.

Detail 1: Write name of province

Detail 2: Write name of district/municipality

Detail 3: Write name of sub district

Detail 4: Write full name of this manufacturing establishment. In the right hand column for detail 1,2,3 and 4 is provided for the code/statistic number to be filled in by the Central Bureau of Statistics.

Detail 5: Write the complete address of this establishment in the provided lines :

- a. Location of factory/place of business and telephone number.
- b. Office address for correspondence and telephone number.
- c. If it is a branch establishment please write down the complete name and address of the central office or the main office also the telephone number.

BLOCK II. GENERAL INFORMATION

Detail 1:

Describe the type of manufacturing activities carried out by this manufacturing establishment, brief but clearly for example: bakery, meat processing and preserving, dairy products, rice mill, cement factory, beverage factory, tofu/fermented soybean cake factory, thread mill, carpet manufacturers, garment, sawmill, etc. If the establishment is engaged in more than one type of industry please write down starting from the main industry, secondary and so on. The main industry is determined by the value of the production.

Detail 2:

Please write down the main product, for example: bread, corned beef, condensed milk, rice, cement, lemonade, soda water, tofu/fermented soybean cake factory, sewing thread, carpet, children's clothes, teak wood, etc.

Detail 3:

Please put check sign in one of these for the appropriate type of legal form of this establishment.

Detail 4:

Please write the percentage of capital of this establishment.

Example:

- If a private national establishment owns it, in question c) it should be written 100%.
- If the local government owns this establishment, in question b) it should be written 100%.

- If the establishment is a joint venture between private national capital with foreign capital, please state the percentage of the national capital and that of the foreign capital.
For example : c) Private National : 60%
 d) Foreign : 40%

Detail 5:

Please write down when this establishment started its production or its goods/services were commercially produced (trial productions are not included).

BLOCK III. NUMBER OF WORKERS SEMIMONTHLY IN 1975

This block is divided into 2 sub-blocks designed to gather information on:

- A. Paid workers starting from detail 1 up to detail 12
- B. Unpaid workers

In order to fill in this block accurately please pay attention to the following:

Ad A. **Paid Workers** are classified into two groups, which are Production Workers and Other Workers.

1. **Production Workers** are: *workers that are involved directly in the process of the production or related with it, beginning from materials entering the factory up to the final production of the factory.* 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 and workers that gives services, guards and maintain machines at the factory, workers/guards of warehouses of materials or products of the establishment, workers who does packaging/wrapping.
2. **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, office boy, watchman, etc, whose works are not directly involved in the production process.

Ad. 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.*

Column (3), (4) and (5): number of workers semimonthly or the day near that period, people on leave, sick, are still considered as workers.

BLOCK IV. EXPENSES FOR WORKERS DURING THE YEAR 1975

The expenses are separated for the production workers and other workers, which are in the form of money and goods. All expenses are stated in thousands of Rupiahs (Rp 000,-). Please pay attention on payment in goods. Goods rendered by establishments to workers as in-kind payments must be valued in accordance to current market price. If the establishment provides goods to its workers at a price below the market value, the value of the goods recorded in this form should be their market price minus their value paid by workers. Housing and vehicles provided by establishments to workers are also classified as in-kind payments. To value this, estimate the rent or depreciation value of those goods.

Detail 1a: Wages and gross salary (before deducted by income taxes) in cash and in-kind including housing and vehicles mentioned above (if available)

Detail 1b: Over time in cash and goods

Detail 1c: Gifts, Bonus, etc

Detail 1d: Other expenses paid to workers besides a, b and c for example: medical allowance, discount vouchers for entertainment, etc.

Detail 2:

The details filled in here are payments made by the establishment for pension funds, insurance etc. Usually manufacturing companies pay periodically to foundations/boards that are in charge of these matters for the importance of these workers (not deducted from the workers' wages and salary).

Detail 3:

Accident allowances are covered by the establishment to workers who experience accidents during working hours or on establishment assignments.

BLOCK V. TRANSACTION ON THE PRODUCTION FACILITIES DURING 1975

1. *Production facilities* are: land, roads, bridges, dams, buildings, machines and it's equipment, vehicles also other capital goods which can be used more than one year's time. The value is stated in thousands of Rupiahs. Other capital goods included are airconditioners, fan, table, cabinet, etc.
2. *Purchase of new production facilities*, (column 3): value of production facilities that were previously purchased and have never been used in the country. For machines that has been used outside the country and was imported and used by the factory, is considered as a new production facility. The value of purchase that is also included is installation and other installation charges until the machine is ready for use in the factory.
3. *Purchase of second hand facilities* (column 4): the value of purchasing production facilities which were used in country, should be filled in with the real value of purchasing when transaction was done, including the charges of installation etc.
4. *Manufacturing and large repairs of production facilities*. Large repairs are rebuilding/renewal up till capacity/power increment also modification of production facilities. The value of manufacturing and large repairs of production facilities are divided into 2 parts which are manufacturing and repairs conducted by other parties, column (5); the manufacturing and large services which are done by the establishment itself, column (6). The valuing of manufacturing and large repairs/renewals conducted by the establishment itself are based on the market price, if not possible the manufacturing value and large repairs done is calculated by totaling the value of material sources and services also other charges for manufacturing and large repairs of manufacturing production facilities which is valued with the current market price.

5. *Selling second hand manufacturing product facilities*, column (7): the value of selling second hand manufacturing products should be filled in according to the actual price during transaction.

BLOCK VI. POWER MACHINERY AND ELECTRIC MOTORS USED AS OF DECEMBER 31, 1975 OR THE LAST DAY THE ESTABLISHMENT USED POWER MACHINERY IN THE YEAR 1975.

This block is filled in only by manufacturing companies, which uses power machinery and electric motors for its production process.

Detail 1:

Prime movers are machines that generate mechanical power without the usage of manpower, animals or electricity. Also included in the prime mover are windmills and other natural power resources.

Detail 2:

Electrical motors are motors that generate electricity to drive production equipment.

Detail 3:

Generator is a machine that changes mechanical power to produce electrical power.

BLOCK VII. PRODUCTION, PURCHASE AND SELLING OF ELECTRICITY DURING 1975

In this block the questions asked are on electricity is generated, purchased and sold by the establishment. It is calculated in kWh and the value is stated in thousands of Rupiahs (Rp000,-) based on the rate that prevails during the transaction. The electricity count produced by the establishment itself is as follows: total time of the running generator a day multiplied to the power of generator (kWh), multiply the mandays a year, multiply the percentage usage of the generator capacity.

Example: Power of generator = 10KW.
 1 day works 7 hours (average)
 Usage of generator = 300 days
 The electricity produced is :
 10KW x 7 hours x 300 x 80% = 16,800 kWh

BLOCK VIII. DETAIL OF BASIC MATERIALS AND OTHER SUPPORTING MATERIALS USED DURING 1975

Please specify clearly the type and number also the value of basic material and other supporting materials, which has actually been used in the production process in 1975. For the industries which uses basic material also other types of supporting materials in a large number, therefore the materials which have little value may be compiled together mentioning them as other materials and write down only the value. However, it shall be on the condition that the value compilation of other materials is less than 10% of the total value of the material usage.

The value of all materials used is based on the average purchase at the time of transaction made during the year 1975 that is stated in thousands of Rupiahs. For manufacturing establishments, which use basic material, produced by themselves, for example a sugar mill grinds (produces) sugar cane from it's own establishment's field, the basic material is valued on the basis of the market price. If not possible the basic materials are valued at the total cost of materials including services of another party until the basic materials are processed at the factory. If this is not possible please mention to whom this matter was referred. It could be referred to the central office located in another city etc.

Column (4) the standard measurements used are:

Volume: liter, cubic meter, cc
Weight: ton, kg, ounce, pound and grams
Length: meter, yard, cm, feet
Width: m², cm²

If the standard measurements above are not used but measurements such as: bottle, oil drum, bale, boxes, piece, sheet, etc, please give note on the conversion of the standard measurement equivalents.

Example: 1 bottle = 650cc
1 oil drum = 200 liters or 60 liters
1 sheet of skin = 2 m², etc

BLOCK IX. USAGE OF FUEL AND LUBRICANTS DURING 1975

Please fill in the quantity and value of fuel and lubricants that were actually used in 1975

Column (2): Detail type of fuel and lubricant

Column (3): Standard unit

Column (4): Total usage of fuel and lubricant, for production machines, transportation also for electric generator, etc

Column (5): The total value is in thousands of Rupiahs

Column (6): The amount of fuel and lubricants used only for generators. If there are no records please make accurate estimation

Column (7): The value is in thousands of Rupiahs

Column (6) and (7) usually are less than column (4) and (5).

BLOCK X. VARIOUS EXPENDITURES DURING 1975 (in thousands of Rupiahs)

Detail 1:

The value of materials actually used during a year covers:

- a. Wrapping, packaging and containers
- b. Spare parts and materials for repair also the maintenance of tools of production
- c. Office supplies such as paper, pencil, ink, carbon, typing ribbon, folders etc.

Detail 2:

The value of manufacturing services that has been conducted for a year covers:

- a. The cost for manufacturing conducted by another manufacturer
- b. The cost and small repairs on the establishment's production tools are: *routine expenses to maintain and repair production tools in order to run as usual, without increasing the capacity of the power also without changing or preserving the tools of production.*

There are three possibilities when filling in data:

1. The spare parts/materials bought by the establishment was installed by themselves is categorized as detail 1.b
2. The spare parts/materials bought by the establishment was installed by another party, so the value of spare parts is categorized as 1.b. and the installation fee goes into detail 2.b.
3. If another party did also the installation the spare part supply/material, the total value is categorized in detail 2.b.

Detail 3:

The rent expenses on the usage of goods/objects that do not belong to the establishment for the year 1975, covers:

- a. Building, machines and it's instruments
- b. Land (rent value)

Detail 4:

Indirect tax for example: sales tax, establishment license, *Ireda/Ipeda*, *SWP3D*, import duty, custom fee, etc except income tax and personal taxes.

Detail 5:

Other expenses for the year 1975, covers:

- a. Duty to pay interest on loan for the year 1975 (which has been paid also in debt)
- b. Gifts, charities, donations, etc which was handed out by the establishment for another party, not given to the establishment's workers because handing out gifts and so on to the workers is categorized into Block IV detail 1.
- c. Other services covers the fee of transport, storage, payment for commission and broker, insurance, communication, advertisement, accountant, notary, lawyer, consultant, research and development, data processing, restaurant services, hotel and other services that is not covered as above.

BLOCK XI. GOODS PRODUCED BY THE ESTABLISHMENT DURING 1975

Please state in detail the goods produced by the establishment during the year 1975. If the space in the form is not enough to write all the goods produced, please use an extra piece of paper mentioning the block number including the next number of the total of various goods produced. Goods, which are small in value, could be grouped into miscellaneous. Please state the value in column (6), provided the compilation of the value is less than 10% of the total production value.

The production should be valued on the basis of average selling price when the transaction occurred during the year 1975, including sale taxes upon the goods and stated in thousands of Rupiahs.

Units in the column (4) are the standard units but if the standard units are not used, please give notes on the conversion from the local unit to the standard unit.

Example: 1 bottle = 650cc or 350cc
 1 bar of soap = 300 grams
 1 sheet of skin = 2m²
 1 piece of cloth = 40 m²
 1 tin = 454 grams

BLOCK XII. OTHER INCOME SOURCES OF THE ESTABLISHMENT DURING 1975 (in thousands of Rupiahs)

Detail 1:

Value on manufacturing services (processing) given to other parties (manufacturing value)

Detail 2:

The difference of the selling value and purchase value of a material/goods that are resold by the establishment in the same manner when purchased without any added value (processing). Remember in such cases the profit is not obtained by the establishment's manufacturing activities.

Detail 3:

Other income sources received by the establishment, aside from the production activity, manufacturing services and trades which is covered in the previous detail.

BLOCK XIII. STOCK AT THE BEGINNING AND END OF THE YEAR 1975 (in thousands of Rupiahs)

Detail 1:

Valued on the basis of the purchase price during a year.

Materials owned by the establishment but were manufactured by another industry are considered as stock. On the other hand material, which are located at the establishment for manufacturing but not owned by the establishment are not included here.

Detail 2:

Value of stock in production process (half-made), and thus not for sale as it has to go through on going process until it is ready. The value is equal to the value of basic materials added to the value of work conducted.

Detail 3:

Valued based on the selling price during a year.

Covers the value of stock goods that is produced by the establishment including the production owned by the establishment that is processed by another industry. On the other hand the goods produced by the establishment (processing) in this establishment and the basic materials are owned by a different party, is not included here.

BLOCK XIV. THE USAGE OF RUBBER AS A BASIC MATERIAL DURING THE YEAR 1975

No text.....

BLOCK XV. STUDY ON RESULTS

If there are too many deviation or oddities that seem inappropriate, e.g.: prices are too high or raw materials used compared to the number of goods produced are too much or vice versa, please note this based on information given by the establishment, in the following block. Other notes should be completed for example the units, conversion etc.

BLOCK XVI. SUMMARY

The Field Supervisor fills the following block, a summary of the manufacturing establishment's income and expenses during the year 1975, stated in thousands of Rupiahs. This is necessary to facilitate the data examination/when the supervisor checks the data, also to correct detail that are wrong or improper (if any) after contacting the enumerator or the establishment.

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