

REPUBLIC OF INDONESIA

CENTRAL BUREAU OF STATISTICS

1993

ANNUAL MANUFACTURING SURVEY

ATTENTION

1. The objective of this Manufacturing Survey is to obtain reliable and accurate statistical data for the planning of development.
2. This Survey is one of the Five Year Planning (*PELITA*) Project
3. This Survey shall not charge the establishments with any expenses
4. The obligation to give information and confidentiality of the data shall be observed in accordance to Law no.7/1960 on Statistics and the regulations that are valid.
5. Questions should be asked to the nearest Central Bureau of Statistics Office in the district/province level or to the head office : BPS, Jl. Sutomo no. 8 Central Jakarta, phone (021)372808. 374908, 3810291-5 or fax (021)3857046

SCOPE OF MANUFACTURING ACTIVITIES

A manufacturing establishment is defined as a production unit located in a certain area and is engaged in activities to transform a product mechanically or chemically into a product/goods which can be used by the final user. Industrial services and assembling are also included in the establishment's activities.

Manufacturing services are industrial activities that serve others. In these activities the basic materials are supplied by others while the processor only conducts the processing and receives payment or goods as a compensation, for example a rice mill which grinds the farmer's rice receives profit share.

Other establishment's activities which are closely linked with other sectors, should be filled in the questionnaire IIA (Annual Industrial Survey) which only covers only the manufacturing activity. The separation of these activities should apply for every variable such as number of workers, wages/salaries, basic materials, production, etc. Examples of manufacturing activities that are linked to other sectors are :

- a. Tapping of rubber trees to produce latex as a raw material to make crumb rubber, etc, this activity is included in the agricultural sector, but the activity of rubber smoking or rubber processing is included in the manufacturing process sector.
- b. The activity of wood cutting which produces lumber, this activity is included in the agricultural sector but the wood cutting combined with sawing could not be reported individually into the manufacturing industry.
- c. Stone grinding with crushing, this activity could not be separated from its manufacturing activities which is a business, this business is included into the mining sector. If the activities are separated and has its own recording, the output of stone mining is included in the mining sector and the crushing is included the manufacturing process.
- d. The production of palm sugar, coconut sugar and sugar cane : if the basic materials are from their own fields it is included in the agriculture sector, but if the basic materials are from their own fields and could be separated from the the agricultural business or the basic materials are purchased it is included into the manufacturing process.

From the examples above, it is clearly that the manufacturing process are activities that transform basic goods into half made goods and or goods with less value into goods with a higher value.

BLOCK I. IDENTIFICATION OF LOCATION

This block is used to obtain appropriate information on the location where the establishment is located and the name of the establishment.

Detail 2: Write clearly name of province

Detail 3: Write clearly name of district/municipality

Detail 4: If in an administrative city, write the name clearly

Detail 5: a. Write clearly name of sub-district

b. Write name of village

Detail 8: Write clearly the full name of this establishment

Detail 9: Write the full address of this establishment :

- a. Address of factory/business site, and telephone number.
- b. Address of office/correspondence and telephone number.
- c. If the establishment is a branch, please write the full name and address of the central office or the main office also the telephone number.

Detail 10:

If the establishment is a center of several manufacturing establishments which is located in several locations, please mention the name and address of each establishment branch in detail 10a and 10b, etc.

Detail 11:

Please write in this questionnaire if the data reported is the establishment in this location or from several establishments (included outside this location)

- a. Circle the letter a if the data reported only covers the establishment in this location
- b. Circle the letter b if the data reported covers several establishments and please write down the name and address of the establishments.

BLOCK II: GENERAL INFORMATION

Detail 1:

Describe the type of manufacturing activities which are 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 largest value of the production.

Detail 2:

Please write down the main production, 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:

Circle one of the codes for the appropriate answer on the status of capital of this establishment

Detail 4:

Circle one of the codes for the appropriate answer on the legal form of this establishment.

Detail 5:

Please write the percentage of capital of this establishment.

Example:

- If a private national establishment owns it, in question c) should be written 100%.
- If the local government owns this establishment, in question b) 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 the percentage of the foreign capital and name of the foreign country.

Detail 6:

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

BLOCK III. NUMBER OF WORKERS SEMIMONTHLY IN 1993

This block is divided into 2 sub-blocks :

- 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 :

- A. **Paid Workers** are all workers who usually works in an establishment and receives salary from the establishment directly or indirectly in cash or goods.
 - 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 till the output 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, 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. Column (2), (3) and (4): number of workers semimonthly or the day near that period, people on leave, sick, are still considered as workers.

BLOCK IV. SALARY/WAGES FOR WORKERS DURING THE YEAR 1993

This block is used to obtain information on salary/wages paid by the establishment to their workers during 1993. Please pay attention on payment in goods. Goods rendered by the establishment 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 value at market price minus their value paid by

workers. Expenses for workers paid in cash and goods are different from the production workers and the other workers.

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

Detail 1b: Over time in cash and goods

Detail 1c: Gifts, Bonus, etc in cash and goods

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

Detail 1e : Total expenses for salary/wages, over time, gifts etc (1a+1b+1c+1d)

Detail 2:

The details filled in here are payments made by the establishment for pension funds, social funds, insurance etc. Usually industrial companies pay periodically to foundations/boards that are responsible for these matters for the importance of these workers.

Detail 3:

The amount of accident allowances, which is covered by the establishment and paid to a foundation/board for workers who experience accidents during working hours or on establishment assignments.

Detail 4: Total expenses for workers during 1993 or (1e+2+3)

BLOCK V A. POWER MACHINERY AND ELECTRIC MOTORS USED AS OF DECEMBER 31, 1993 OR THE LAST DAY THE ESTABLISHMENT USED POWER MACHINERY IN THE YEAR 1993.

This block is filled in only by industrial 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 produce electricity into mechanical power to generate electric power to drive production equipment.

Detail 3: *Generator*: is a machine that changes mechanical power to produce electrical power.

BLOCK V B. PRODUCTION, PURCHASE AND SALE OF ELECTRICITY POWER DURING 1993

In this block the questions asked are on electrical power which is generated, purchased and sold by the company. It is calculated in kWh and the value is stated in thousand rupiahs (Rp 000) based on the rate that prevails during the transaction. The electricity count produced by the company itself is as follows: total time of the running generator a day multiplied by 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 power produced is:
 $10\text{KW} \times 7 \text{ hours} \times 300 \times 80\% = 16,800 \text{ kWh}$

BLOCK V C. USAGE OF FUEL AND LUBRICANTS IN 1993

Please fill in the quantity and value of fuel and lubricants which was actually used in 1993

Column (1): Type of fuel and lubricant. Other types (detail 8) such as coal, firewood, LPG, kerosene, nature gas pipes, etc

Column (2): Standard unit

Column (3): Total usage of fuel and lubricant, for production machines, transportation also for electric generator, etc

Column (4): The total value is in thousand rupiahs

Column (5): Specific information on the total usage of fuel and lubricant used for generators only. If there are no records please estimate the usage in percentage (%).

Column (6): The value is in thousand rupiahs

The data filled in column (5) and (6) are part of the data in column (3) and (4) which is actually used for the generator.

BLOCK VI. BASIC MATERIALS AND SUPPORTING MATERIALS USED DURING 1993

The questions in this survey are similar to the survey last year, this year the detailed usage of basic materials and supporting materials is based on the source of material that is produced domestically or imported in number or value. The total usage should be filled in the column (8) and the value is filled in column (9), filling in these columns is a priority. If the number and value on the usage of the material that is domestically and imported is unknown, it may be filled in by percentage (%) only.

Please specify clearly the type and number also the value of basic material and supporting materials, which has been used in the production process during the year 1993. For the industries which uses basic materials also supporting materials in a large number and various types, the materials which have a small value may be grouped together mentioning them as other materials and write down only the value. However, 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 1993 that is stated in thousand rupiahs. For industrial establishments which use basic materials produced by themselves, for example a sugar mill grinds (produces) sugar cane from its own establishment's field, the basic material is valued on the basis of market price. If not possible the basic materials are valued at the total cost of materials also 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 to. It could be referred to the central office located in another city etc.

Column (2) the standard measurements used are:

Volume: liters, cubic meter, cc

Weight: ton, kg, ounce, pound and grams

Length: meter, yard, cm, and feet

Width: m², cm²

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

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

BLOCK VII. OTHER EXPENDITURES DURING 1993

Detail 1:

The value of materials and other services actually used in 1993 covers:

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

Detail 2:

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

- a. The cost for manufacturing conducted by another industry
- b. The cost and small repairs on the establishment's assets. Maintenance and small repairs 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
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 the spare part supply/material also the installation was done by another party, 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 1993, 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 1993, covers:

- a. Duty to pay net interest on loan for the year 1993 (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 :
 - 1) Non formal expenses for various activities of the establishment
 - 2) Payment of royalties on usage of copyrights
 - 3) Management fee are expenses for management activities conducted by other parties
 - 4) Expenses for promotion/advertisement for the establishment's marketing activities
 - 5) Water
 - 6) Correspondence, telephone, telegrams and telex
 - 7) Expenses for traveling
 - 8) Other expenses not mentioned

Detail 6:

Total of other expenditures in 1993 (1 till 5) :

BLOCK VIII. PRODUCTION DURING 1993

Please state in detail the goods produced by the establishment during the year 1993. 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 also 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 (5), but if possible the compilation of the value is less than 10% of the total production value. The production should be valued with the average selling price when the transaction occurred during the year 1993, including sale taxes upon the goods and stated in thousand rupiahs.

Units in the column (3) are the standard unit but if the standard unit is 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 m
- 1 tin = 454 grams

In detail 13 please mention the percentage of the actual production to the installed production capacity.

In detail 14 please mention the percentage of the export production of this establishment.

**BLOCK IX. OTHER INCOME SOURCES OF THE ESTABLISHMENT
DURING 1993 (in thousand rupiahs)**

Detail 1:

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

Detail 2:

The difference of the selling value and purchase value of a material/goods which 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 industrial activities.

Detail 3:

Other income sources received by the establishment, aside from the production activity, industrial services and trades which is covered in the previous detail. In this case the income is before deducted with other costs.

Detail 4:

Total of 1+2+3

**BLOCK X. STOCK SITUATION AT THE BEGINNING AND AT THE END OF 1993
(in thousand rupiahs)**

Detail 1:

Valued based on the purchase price during a year.

The materials owned by the establishment but is manufactured by another industry are considered as stock. On the other side the material which is located at the establishment for manufacturing but is not owned by the establishment is not included here.

Detail 2:

Stock value of goods which are still in process (half-made), which cannot be sold and still has to go through a process until it is ready. The value is equivalent 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 contrary the goods produced by the establishment (processing) in this establishment but the basic materials are owned by a different party, is not included here.

Detail 4:

Total of (1+2+3)

BLOCK XI. REALIZATION OF INVESTMENT DURING 1993

Investment is the capital investment actually made in 1993 which is fixed assets also manpower assets. The realization value of investment is specified based on the fund resources such as :

Detail 1:

Private national is the investment where the funding sources are private funds from the owners of the establishment but not in stocks/bonds, including gifts.

Detail 2:

Retained earning is the establishment's profit and is invested back to the establishment to increase the establishment's capability.

Detail 3:

Stocks/Bonds : investment by the establishment which the funding source are from stock/bonds of the shareholders

Detail 4:

- Loans* : a. *National Loans* are the investment funding source from the credits of financial or non banking institutions
b. *Foreign investment* is the funding source from foreign countries

Detail 5:

Foreign Capital is the investment from foreign countries which invests capital in order of Foreign Capital Investment (*Penanaman Modal Asing : PMA*)

Detail 6 :

Government is the funding source from the government which is from departments that take part in the participation of government capital in Government Establishments (*Badan Usaha Milik Negara : BUMN*)

Detail 7 :

Capital Market the investment fund which is the capital market from selling establishments shares to the community through the Capital Investment Body (*Badan Penanaman Modal : Bapepam*)

Detail 8 :

Total (1 till 7) Fill in the actual investment realization in 1993. The value in this Block is based on the current market price.

BLOCK XII. ADDITIONS AND DECREASE OF FIXED ASSETS DURING 1993 (in thousand rupiahs)

This block is used to obtain information on the addition and decrease, major repair also the sale/decrease of fixed assets during the year 1993. Fixed assets coded in block V are assets that are owned and used in the production process or activity. **Fixed assets** consists of *land, roads, bridges and other construction, machines and its accessories, vehicles and other assets which can be used for more than a year.*

Column (2) and (3) : fill in the purchase value/addition of new assets in column (2) and for second hand assets of domestic products in column (3) in thousand rupiahs.

The purchase value/addition of **new assets** is the value of new purchased assets and has never been used in the country. For the fixed assets that has been used overseas and imported and used by the establishment, is considered as new fixed assets. The purchase value/addition of **second hand** domestic products is the value of purchased assets that has been used in the country. Only fill in based on the actual purchase value when the transaction occurred, also including installing charges etc.

Column (4) and (5) : Fill in the value of manufacturing and large repairs, which is conducted by another party in column (4) and that is conducted by the establishment itself in column (5) in thousand rupiahs.

The manufacturing and large repairs of fixed assets.

Large repairs are the reparation to add capacity/ increase the power also changing the form or preserving the fixed assets. The value of manufacturing and large reparation of fixed assets is different from which is conducted by another party and the establishment itself. The value of manufacturing and large reparation conducted by the establishment is based on the current price. If not possible, the value of manufacturing and large repair which is conducted by the establishment is calculated by adding all the value of materials and services also other charges and is valued based on the current price.

Column (6) Fill in the sales value/decrease of second hand assets in thousand rupiahs.

The value of sales/decrease of second hand assets should be written based on the actual sales value that occurred during transaction.

Note: For fixed assets that needs more than a year to manufacture such as buildings, the value is the actual value invested in 1993.

BLOCK XIII : ESTIMATION VALUE OF CAPITAL GOODS (FIXED ASSETS) BASED ON THE CURRENT PRICE AND BOOK VALUE PER DECEMBER 31, 1993 ALSO REDUCTION IN VALUE DURING 1993 (in thousand rupiahs)

This block is used to obtain information on the estimation of capital goods based on the current price and book value per December 31, 1993, also the depreciation value during 1993. Capital goods are owned and used by the establishment in the production process or the establishment activities. Capital goods (fixed assets) in column (1) consists of land, building/other construction, machines and accessories, vehicles and other capital goods which can be used for more than a year, please write the value of actual investment during 1993.

Column (2) write down in this column the estimated value based on the current value for each type of fixed assets noted on December 31, 1993. The estimated value based on the current price, is the value noted per December 31, 1993 for each fixed assets based on the current price,

or after it has been revalued by estimating the value of the capital goods. In this matter after deducting the depreciation since the capital goods been purchased.

Column (3) Please write the book value for each capital goods per December 31, 1993.

Book value per December 31, 1993 is a value based on the establishment which has been compiled for each type of capital goods. In this case after deducting the depreciation since the capital goods was purchased.

Column (4) : Write down the depreciation value for each type of capital goods during 1993 (not the cumulative depreciation value).

BLOCK XIV. NOTES

Please write in this block other matters that are related to this form from every block of this questionnaire. After this questionnaire is filled in please write the actual condition also :

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