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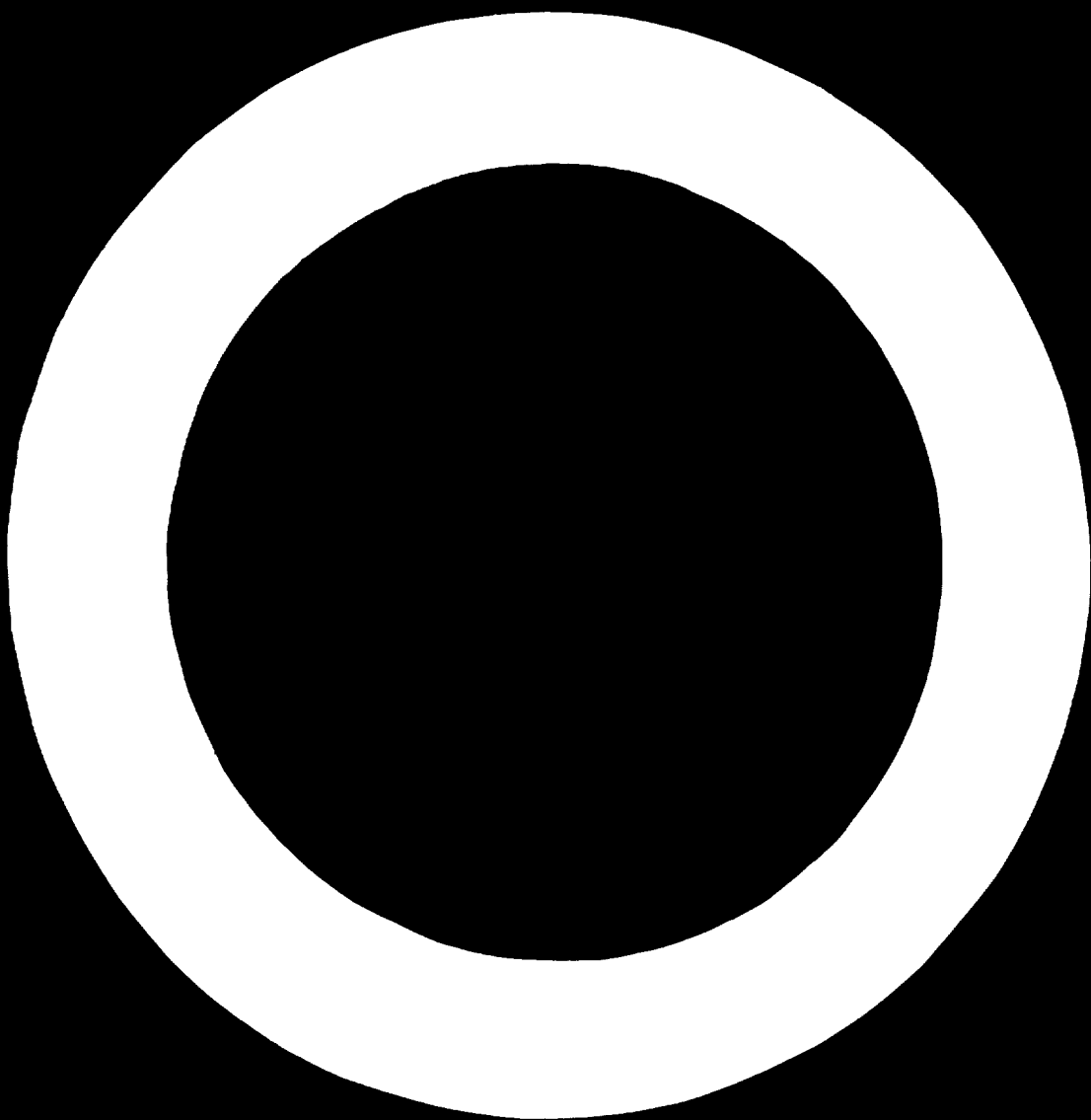
Vienna, Austria, 18-27 November 1968

STANDARD QUESTIONNAIRE FORM
FOR THE COMPILATION OF PRIMARY INFORMATION FOR
PROFILES OF MANUFACTURING ESTABLISHMENTS ^{1/}

(with Explanatory Notes)

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STANDARD QUESTIONNAIRE FORM

FOR

THE PROFILES OF MANUFACTURING ESTABLISHMENTS

with Explanatory Notes

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STANDARD SYMBOLS AND NOTATIONS RECOMMENDED

- 0 Insignificant or less than half of the unit adopted
- Nil or not applicable
- " Same as above
- * Very rough estimate
- [] Figure listed but not to be included in the relevant total
- () Specific component(s) of the total amount or item already indicated (i.e. "of which ...")
- C O Central office
- M Mega or million (1,000,000)
- k kilo (1,000)
- XXX Thousand (1,000)
- h hecto (100)
- da deka (10)
- d deci (1/10)
- c centi (1/100)
- m milli (1/1000)
- x² square x
- x³ cubic x
- t metric ton (= 1,000 kilograms)

For length, area, volume, and weight, the metric system is preferred.

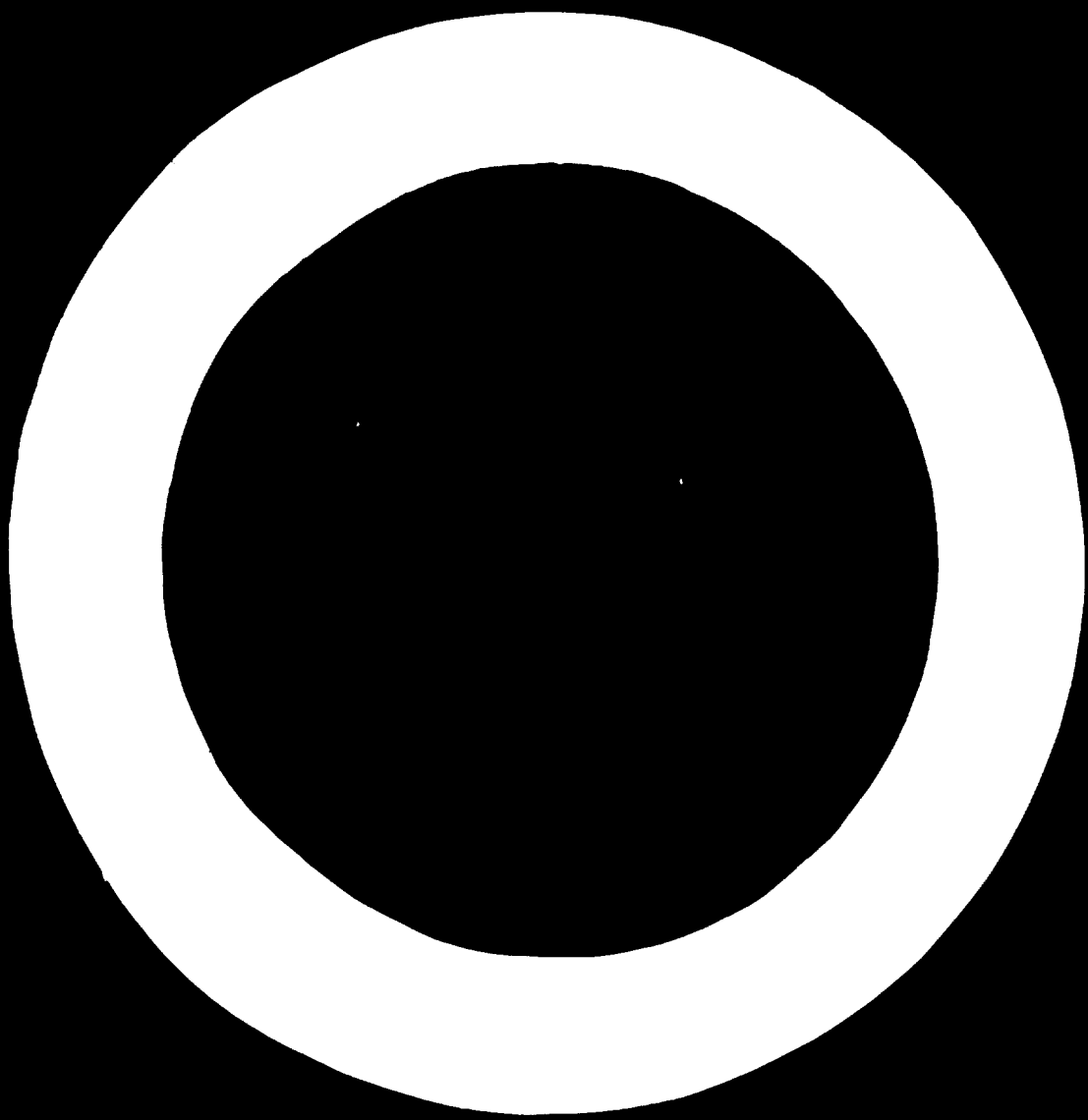
GENERAL NOTE

- This standard questionnaire form is intended to provide a prototype suitable for the compilation of all the necessary data for the Profiles of Manufacturing Establishments.
- Each expert team participating in this project may feel free to re-arrange the various questions in this standard form in a manner that is the most convenient for actual compilation.
- This standard form consists of three parts:

PART I constitutes the main body, which is designed for the compilation of basic quantitative data for each selected establishment (or firm). The personnel of the establishment (or firm) considered may in many cases be capable of filling out this part for themselves.

PART II is to be filled out by the expert team, after examination of the data given in Part I, for the purpose of ensuring the consistency of the given data, clarifying any conceptual or arithmetic ambiguities and providing qualitative or descriptive information that is important in grasping the major structural and functional characteristics of the establishment (or firm) considered. It is expected that the completion of Part II requires the expert team's visits to the factories and direct consultation with the personnel of the firm. Some of the questions in this part are thus meant to collect the team's own professional views concerning the characteristics of the given establishment or firm.

PART III is an addendum to Part I, and is applicable only if two or more branch establishments or factories of a given firm (each establishment being significantly large and/or complex and requiring a full Part I form for the description of its characteristics) have to be covered to complete the picture of the economically self-contained activity unit. In other words, this form is to be filled out when the object of study of Part I (as specified in Part II, section 1.3.) relates to one of the branch establishments of a managerially centralized enterprise and if this branch is dependent on the central office of the enterprise for its managerial routine (i.e. does not possess enough branch accounting system of its own to complete all the sections of Part I). In such cases, it is desirable that all the manufacturing branches of the same enterprise be covered, Part I being filled out for each of them, separately, to the fullest possible extent. Part III is thus designed as a covering document describing the characteristics of such a complex enterprise as a whole.



PART I

BASIC DATA
(ESTABLISHMENT SCHEMES)

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- This Establishment Scheme is used to compile mainly quantitative characteristics of the productive facilities and activities of each given firm or establishment selected as the object of this Profile study.
- In case any transactions take place between different establishments of the same enterprise, such intra-firm transactions should be treated analogously to regular business transactions. The intra-firm accounting prices which may be applied to the valuation of such transactions should be essentially comparable to normal market prices.

EXPLANATORY NOTES

Ad I. A.: - Kind of activity: Indicate the primary product group or the industry under which the establishment (or firm) is classifiable (e.g. in terms of the National Industrial Classification Code).

- Year of reference: The year of 1967 is preferred; the years of 1965 and 1966 are acceptable. The business year, not necessarily conforming to the calendar year, is acceptable. Please note that the same year of reference should be maintained throughout the different sections of this study.

Ad I. B.: Ad 1., 2.

and 3.: - Sub-sections 1., 2., and 3. are applicable only if the establishment (or firm) in its present form is less than 20 years old. However, if an older firm has undergone such a substantial transformation or expansion since 1945 that establishment (or firm) in its present form can be considered as less than 20 years old, these questions should be answered with reference to the period following the transformation.

Ad 3.: - The break-even point is the level of output (expressed in terms of value or quantity of annual output) at which the revenue exceeded expenditures for the first time.

Ad 4.: - Please enumerate and briefly describe all major expansion or replacement investments since 1955. The type of investment may refer to the product-mix; process machinery and equipment; other primary or auxiliary production facilities and administrative or welfare facilities.

Ad 5.: - Complete this sub-section only if

(1) entries made under I.B.4. imply a substantial change in product-mix or production techniques or

(2) the observation given in I.B.3. is not quite meaningful for the establishment (or firm) in its present form.

I. GENERAL DESCRIPTION

I. A. COUNTRY:

KIND OF ACTIVITY:

YEAR OF REFERENCE: from 19 to 19

EXHIBIT NUMBER:
NUMBER OF ESTABLISHMENT:

OWNERSHIP:

- () Wholly privately owned enterprise
- () Wholly government-owned enterprise
- () Semi-governmental enterprise (mixed ownership)
 - governmental %
 - private %

If it is a joint venture of foreign and domestic capital indicate the share of each party in the total capital stock:

- Domestic %
 - governmental %
 - private %
- Foreign %

I. B. HISTORY OF PRODUCTION AND INVESTMENT:

- 1. Year in which the construction of the factory was first started: Year
- 2. Year in which production was first started:
 - trial production
 - commercial production

- 3. Level of output at which the break-even point was surpassed for the first time: (000)
- 4. Has a significant expansion or replacement investment taken place since 1955? () yes () no

If para. I. B. 4. yes:

Investment period	Approximate amount invested (000)	Type of investment
-		
-		
-		
-		

- 5. a) During/er after the most recent of these investments, did the establishment incur a substantial operating loss? () yes () no
- b) If yes, when did the establishment cease to incur such losses?
- c) What was the level of output when operating losses ceased? (000)

-7-

EXPLANATORY NOTES

Ad II.: - These business transactions which are not connected with the current productive activities should be excluded (revenue from re-sales, capital gains on investment, inventory revaluation etc.).

Ad II. A.: - The classification of products in specific products (or group of products) should be given in order of importance of their outputs and in enough detail for a precise indication of the product-mix. If the establishment (or firm) has a very extensive product-mix, use an additional sheet, if necessary, or classify the products by groups of products. The coverage of the specified products should be sufficiently high to ensure that the total value of other products (see last line of II.A.) does not exceed 30% of the total marketable output. Other products may be described in value units only. The following items should be so specified and included.

- Marketable by-products
- Marketable processing wastes
- Revenue from contract and commission work.

However, the following items should be excluded from the annual output:

- Sales of scrapped capital assets
- Revenue from re-sales (goods purchased from outside and resold without receiving any further fabrication).
- Year when first produced refers to the year in which the given product was first introduced in the establishment's product-mix; if various products are involved in a given group, then an approximation can be made for a period of years (e.g. 1948-1955).
- Unit of weight or measurement should be expressed in terms of the metric system. When various products are shown as a group, an approximation of the total weight or volume is desired.
- Nominal capacity output may not be exactly identifiable for all individual products especially when the product-mix of the basic production processes is flexible. For the latter case, indicate approximate capacity output levels achievable with the same pattern of product-mix as the actual.
- Marketable output is defined as the amount of products produced for sale. In this connection particular attention should be paid to how the establishment (or firm) treats the net annual decumulation or accumulation of inventories in identifying the annual revenue output. From the standpoint of this study, the value of gross production actually materialized during the given 12-month period is of primary interest, and hence it is assumed that all the products produced during this period are sold during the same period.
- Internal consumption is that part of the output of intermediate products which was self-consumed by the establishment (or firm) considered for further processing, while the rest was sold.
- Unit price ex-factory exclusive sales tax refers to the market price applicable to the delivery at factory, excluding any sales tax, no matter whether the latter is actually collected by the establishment (or firm) considered.
- Total value of marketable output is the value of all products which are produced for sale excluding the internal consumption during the 12-month period. Sales tax should be excluded.

Ad II. B.: - Total annual gross revenue output will not normally equal the revenue from annual sales as recorded in the sales records or firm's profit and loss statement since the gross revenue output is defined as the value of annual production, excluding the special revenues arising from those business transactions not connected with the current productive activities.

When using the firm's sales record or profit and loss statement the following items should be excluded from annual sales of products:

- revenue from re-sales
- sales of scrapped capital assets
- other special revenue not connected with the establishment's (or firm's) current productive activities.
- Change in inventories is the increase (+) or decrease (-) in the value of finished marketable products and work-in-process from the beginning to the end of the 12-month period considered.
- It is expected that the annual gross revenue output as calculated in II.B. will be very close to the similar sum obtained at the bottom of the table of II.A.

Ad II. C.: - Eastern countries are: EU-countries, other Eastern European countries, South Africa, Australia, New Zealand.

- Eastern Europe are: COUNTRIES, Albania, Peoples Republic of China, North Korea, North-Vietnam and Outer Mongolia.

- Developing countries are: Asia excluding Japan and countries classified elsewhere; Africa excluding South Africa; Middle East.

EXPLANATORY NOTES

Ad III.: - The information considered in this section relates to the material, energy and business service inputs required for the 12-month period considered. Of course, materials purchased on capital account, namely investment expenditures, especially the material used for production of own equipment within the establishment, if any, should not be included here.

Ad III. A.: - Specific production materials should be listed in terms of normal commercial usage. In the event the particular industry involves packaging as a major process (i.e. food canning and bottling industry) packaging materials should be treated as direct production materials. The same applies to petroleum and coal in the petro-chemical and coal-chemical industries. Fees paid for contract and commission work should be entered in III.D. and not here.

- For unit see the note for II.A.
- Quantity consumed stands for the amount of material consumed within the year of reference, irrespective of whether it was purchased in that period or taken from stocks.
- Information on internal supply is requested only for those materials or semi-finished products which are partly acquired from outside and partly produced by the establishment.
- Unit price as paid by the establishment (or firm) is the price inclusive of freight and insurance costs, import duties and taxes.
- Total value of purchase c.i.f. corresponds to that part of quantity consumed which has been purchased from external suppliers, excluding the value of internally supplied material (if any).
- Note that import duties involved in the imported part of the purchased material are supposed to be already included in the total value of purchase, c.i.f. Use the symbols '()' (of which) or '+' (plus) to indicate whether the import duties are included in the total value of purchase o.i.f. or not, and indicate the amount in the relevant box.

Ad III. B.: Ad 1.: - Describe in the parentheses the major elements of packaging material involved. See also explanations under III.A.

Ad 2.: - Parts and supplies used for regular maintenance of production equipment (including miscellaneous hand tools not considered as capital assets) are distinguished from production materials and entered here.

Ad 3.: - Other materials and supplies used for non-manufacturing activities refer primarily to those used in administrative work.

Ad III. C.: - For the column headings, see the notes for III.A.

Ad III. D.: - If there is any contract and commission work performed by subcontractors on the materials supplied by you, enter the total fee paid during the year considered.

Ad III. E.: Ad 2.: - Of this item, other business services purchased may include

- legal and consulting costs
- insurance fees (other than those included in the c.i.f. costs of production materials)
- expenses for training services purchased
- executive expenses (e.g. business entertainment, staff travel allowance, etc.)

- However, the following items should be excluded from this sub-section:

- non-wages, non-salary payments to workers (e.g. subsidies for housing, transportation, cafeteria and other welfare activities (IV.A.4))
- rentals (IV.A.6)
- royalties paid (IV.A.7)
- sales taxes and other indirect business taxes (IV.A.3 and 9)
- income taxes withheld and to be paid
- dividends.

EXPLANATORY NOTES

Ad IV.: - In case the establishment is a branch of a larger enterprise and is dependent on the central office for some of the cost and financial data, it may not have adequate branch accounts on all the items in this section. Rents, interests, royalties, corporate income, etc. would then be estimated only on an imputation basis. But even such estimates, if crude, are important for the purpose of this study, i.e. to grasp the value added generated by the productive activities of the establishment.

Ad IV. A.: Ad 1.

and 2.: - Distinction between "operative" and "non-operative" workers follows in principle the classification to be given in section V. When the establishment (or firm) operates seasonally, show separately (in the parenthesis) the wages and salaries of seasonal workers. Wages should be shown inclusive of income tax but exclusive of social security contributions.

Annual salaries of non-operative workers (or employees), as noted from V.C. in the Manning Table, include salaries of management and specialized staff. These should also be inclusive of income tax but exclusive of social security contributions.

Ad 3.: - All the social security contributions, whether they are wholly or partly included in the nominal gross wages and salaries, should be isolated here.

Ad 4.: - Non-wage, non-salary payments to workers are payments for expenditures from which both operatives and non-operatives benefit, such as

- Working clothes and similar supplies to workers
- Enterprise's subsidies on housing
- Transportation
- Cafeteria
- Other welfare activities.

Ad 5.: - If there is any particular depreciation policy being followed (either to accelerate or to defer depreciation), please describe it in the footnote space at the bottom.

Ad 8.: - Sales tax normally includes:

- tax that accrues when sales take place, and
- tax that accrues on production takes place.

In the event raw material taxes are charged as a part of production tax (or production tax is calculated on the basis of materials used or purchased), indicate this kind of tax accrual, if these values are not yet included in the purchase value, c.i.f. of the material (see III.A. and III.B.). It is particularly important that these taxes be adjusted to reflect the annual accrual over the year considered instead of the taxes actually paid during the year.

Ad 9.: - Other indirect business taxes include those that reflect neither current production nor profit nor income. Examples would be a tax chargeable on assets; an employment tax or a requisite contribution to the community.

Ad 10.: - Corporate income before tax. This study is not interested in obtaining the exact figure as actually reported in the firm's profit and loss statement. But this study needs the figure representing the profitability of the firm's or establishment's productive activities, properly adjusted by excluding from the estimates of annual productive revenue and cost

- capital gains on investment
- re-sale of goods
- inventory re-valuation, etc.

Ad IV. B.: - Note that the formula for checking the data given in IV.A. assumes that the total annual gross revenue output does not include any sales tax nor production tax. The actual corporate income before tax (IV.A.10) might be based on the actual revenue-expenditure relationship rather than the actual output-cost-cost relationship. The latter is the relationship to be used in this Profile compilation.

- The establishment's (or firm's) individual accounting methods might not conform in every respect with those followed in this Profile compilation. Thus, the check for production and consumption data will help

- (1) to correct any insufficient or incorrect entries in Sections II, III and IV and/or
- (2) indicate any important factors that this Profile scheme fails to cover.

- In case the difference observed from this check is significant, it is generally advisable to check if

- the annual input-output relationship is not disturbed by any expenditures that ought to be recorded as transactions on the capital accounts;
- annual output and material consumption are not confused with the annual receipts and payments;
- the exclusion of reserves in Section II is compensated for by the exclusion of the corresponding material costs in Section III;
- the estimates of output and cost as actually accruing during the period considered are properly adjusted for pre-paid expenses, deferred payments, etc.

IV. VALUE ADDED

IV. A. CALCULATION OF VALUE ADDED:

	Value in 000	Value in MM
1. Annual wages of operative workers (for <input type="text"/> persons) of which: seasonal	()	+
2. Annual salaries of non-operative workers (for <input type="text"/> persons) of which: seasonal	()	+
3. Social security contributions		+
4. Non-wage, non-salary payments to workers		+
5. Annual depreciation: 1)		
- Machinery and equipment	+	
- Factory and office facilities	+	
- Buildings	+	
- Non-physical capital assets	+	
Total value	=	+
6. Rents payable on borrowed capital assets		+
7. Interests on loans and royalties paid		+
8. Sales tax		+
9. Other indirect taxes: 2)		
- _____		+
- _____		+
- _____		+
10. Corporate income before tax		+
Subtotal	=	
11. (-) Subsidies		-
Total gross value added	=	

IV. B. CHECK FOR ACCURACY AND CONSISTENCY DATA:

Total of direct production material (III. A.)	
+ Total of other materials and supplies (III. B.)	+
+ Total of energy and water (III. C.)	+
+ Total of commission fees (III. D.)	+
+ Total of business services purchased (III. E.)	+
+ Total of gross value added (IV. A.)	+
Subtotal	=
- Total annual gross revenue output (II. B.)	-
- Sales tax (IV. A. B.)	-
= + Difference	+

If the difference from this identity appears as significant, indicate briefly the major reasons:

1) Please explain the particular depreciation policy being followed:

EXPLANATORY NOTES

Ad V. A.: - Primary operative shops, units or departments are those engaging in manufacturing proper, such as preparation of raw material, fabrication, inspection and packaging. Use conventionally acceptable terms to describe individual shops. Distinction of shops is desired to be detailed enough to provide a sketch of the structure of production line or lines.

If any workers on the regular payroll engage in off-site production, i.e. the putting-out system or homeworkers, specify the number of such workers separately.

- The heading supervisory staff and foreman (in V.A. and V.B.) includes the technical personnel (engineers or similar) who might be classifiable as "non-operative staff" (see VI.A.) in terms of their salary status, but who are attached to specific operative shops for most of the year. This Profile study is interested in assessing the skill requirements for each specific operative shops. Only those engineers who engage in managerial desk work and research and development may be classified in V.C.
- In a sense, all workers in primary shops are machine operators in one or another way. However, in this context those persons who actually operate machines and equipment are considered as machine operators.
- Other operatives are those workers who are engaged primarily in manual operations, material handling or in some other manual processes, which require only small hand tools.
- If a significant portion of the establishment's work is operated seasonally, please report the number of seasonally employed persons separately for each shop by indicating their number in parenthesis, that means it is included in the total. Indicate also the approximate duration of the season of each shop, if seasonally operated.

Ad V. B.: - Auxiliary operative units should be so distinguished. In a small factory, not many of such specialized units may exist, but efforts should be made to isolate particular persons who are specialized in those auxiliary operations from the rest of the workers classifiable under V.A., even if their actual status is not subject to such functional classifications.

- Repair and maintenance: It is especially important for the purpose of this Profile study to have the repair and maintenance crew properly identified. Even if no specialized unit is instituted, the staff and operatives who are mostly occupied in equipment repair activities should be so isolated and entered here. If the establishment relies on outside firms for repair and maintenance of equipment, the annual cost of such services purchased should be included in Section III.B.2. When similar services are purchased regularly on a contract and commission work basis, they should be entered in III.D. (and preferably so noted in the available space).
- Utility control includes such units as boiler room, generator section etc. if not already included in V.A.
- Tooling shop: Tooling constitutes a crucial factor in the industries using metal-working equipment. The person or unit specialized in tooling (including tool designing staff), if any, should be indicated here.
- Other units in addition to those already listed should be specified here (e.g. material, production or inspection control clerk and other auxiliary workers not elsewhere classified).

Ad V. C.: - Production management includes executive and managerial staff, department heads, and general plant supervisors not classified under V.A. or B.

- An entry for research and development should be made only if there exists a separate unit for research and development. This category is reserved for a unit that undertaken research and development that is not immediately related to current production.
- Sales unit includes, if any, those persons whose work is done in the field and away from the premises of the establishment but who are considered employees of the establishment. Ordinarily an entry should be made here only if an internal departmentalized sales unit exists.

Ad V. D.: - Operative workers in this context include those classified in V. A. and V. B.

Ad 1.: - Normal work hours include

- short resting periods
- other occasional idle time

but exclude

- lunch hours.

Ad 3.: - Annual (actual) average work-hours per worker can be affected by

- overtime
- seasonal labour
- part-time labour
- number of shifts.

V. MANNING TABLE AND WORKING TIME

Shops	Number of employees and workers (annual average)				
	Supervisory staff and foremen	First shift		Second shift	Third shift
		Machine operators	Other operatives		
V. A. PRIMARY OPERATIVE SHOPS:					
-					
-					
-					
-					
-					
-					
-					
-					
-					
-					
-					
Total for primary operative staff:					
V. B. AUXILIARY OPERATIVE UNITS:					
	Supervisory staff	Other workers and employees			
		First shift	Second shift	Third shift	
- Repair and maintenance					
- Utilities control					
- Product and material storage					
- Tooling shops					
- Off-site transport					
- Guards, cleaners and similar labourers					
- Other units ()					
Total for auxiliary operative staff:					
V. C. AUXILIARY NON-OPERATIVE UNITS:					
- Production management			x	x	
- Research and development			x	x	
- Sales unit			x	x	
- Accounting			x		
- General administration				x	
- Other departments ()			x	x	
Total for auxiliary non-operative staff:			x	x	

V. D. WORKING TIME:

- Normal work-hours per day per operative worker
- Normal work-days per year per operative worker
- Annual () actual
() average work-hours per operative worker
- In case the establishment was functioning less than 12 months within the year of reference, please indicate the months during which it was not in operation:

First shift	Second shift	Third shift	Hours
			hours
			days
			hours

EXPLANATORY NOTES

Ad VI.: - The structure of labour market and effective occupational categories vary among different countries. The categories referred to here are believed to be the least sophisticated and it is requested to comply with this classification as much as possible.

- Monthly gross wages and salaries refer to one-twelfth of the annual gross income inclusive of

- income tax
- social security contributions
- family allowances
- regular piece-work premiums
- non-monthly 'bonus' type incomes,

but exclusive of payments 'in kind' such as

- working clothes
- housing subsidies, etc.

- In this table, all the employees and workers are to be cross-classified according to their functional categories and their monthly income brackets. The six income brackets may be standardized in each country and the expert team engaged in the profile studies shall provide a pre-fixed grouping. Generally, it is suggested that the six brackets be established to reflect the generally applicable standards for

- (1) unskilled and unexperienced
- (2) semi-skilled or experienced in unsophisticated routines
- (3) skilled and experienced in relatively sophisticated routines
- (4) highly skilled and on jobs requiring a degree of initiative and supervisory responsibility
- (5) professionally qualified staff for technical and managerial control
- (6) executive staff.

Ad VI. A.,

B, and C.: - The distinction between non-operative and operative workers in this section is primarily connected with the status of personnel which affects more or less unambiguously the scales and patterns of remuneration. It may thus not necessarily be identical with the functional distinction given in Section V (Manning Table), although possible gaps should be limited to certain types of personnel (e.g. engineers and technicians).

- Whenever there exist any distinct skill or functional categories not readily indicated in the table but representing especially important types of personnel in the establishment (or firm), show them separately under other specific categories.

VI. MONTHLY GROSS WAGES AND SALARIES

Functional categories	Monthly gross income (group 1)						2)
VI. A. LOCAL NON-OPERATIVE STAFF:							
1. Managers (general and assistant)							
2. Engineers							
3. Technicians (or assistant engineers)							
4. Accountants							
5. Sales officers							
6. Clerks and typists							
7. Other specific categories (if any)							
-							
-							
-							
VI. B. LOCAL OPERATIVE WORKERS:							
1. Factory supervisor							
2. Foremen							
3. Key-machine operators							
4. Electricians, mechanics and other industrial craftsmen in auxiliary operative units							
5. Truck drivers							
6. Other full-time operatives							
7. Unskilled operatives (guards, cleaners etc.)							
8. Part-time operatives							
9. Other specific categories (if any)							
-							
-							
-							
VI. C. FOREIGN EMPLOYEES:							
1. Managerial staff							
2. Engineers, trainers and other technical staff							
3. Other non-operative workers							
4. Foremen and other skilled operative workers							
5. Unskilled workers							
6. Other specific categories (if any)							
-							
-							
-							
Total							

1) The income brackets will be provided by the expert team.
 2) Please leave this column blank.

EXPLANATORY NOTES

Ad VII.: - This section relates to the existing physical fixed capital assets in the establishment (or firm) whether purchased new or second hand or produced by the establishment's own facilities.

- In the case of a branch establishment, which is dependent on the central office for the book-keeping of the data on assets, attempts should be made to produce the best estimates possible on the basis of the branch's own inventory records as well as the records as may be kept at the firm's central office.

- Both total original purchase and replacement value of each specific type of fixed capital assets should be given.

- The original purchase value refers to the value effective at the time of installation and not the depreciated value.

- The replacement value is defined here so as to provide an idea as to how much it would cost if the existing asset were replaced by new functional equivalents. The age of the asset and the speed at which the wholesale price of similar assets has been rising in the past will thus be the major factors responsible for the gap between original purchase and replacement value. In some cases the fire insurance value may provide a basis for arriving at a sensible estimate for the replacement value. Even rough estimates are acceptable for our purposes.

If the physical asset is so old that its functional equivalent can no longer be found in today's market write simply "obsolete" under replacement value.

If a given type of equipment involves two or more units of different age, indicate the average age.

Ad VII. B.: - The value of buildings should be accounted together with construction work involved, but exclude insofar as possible

- value of land (VII.A)
- value of operative auxiliary facilities (VII.D).

Ad VII. C.: - For the purpose of this study each major process equipment should be itemized with a view to indicating the core processing equipment that is crucial in determining the capacity of each processing shop, and the quality of the products processed. For this purpose, it is advisable to select and list major items in order of the primary operative shops as described in V.A. Such listing will be facilitated by distinguishing specialized processing equipment (to be listed under VII.C.1) from common type equipment (to be listed under VII.C.2).

- Note that the capitalized value of process equipment would include
- duties and taxes paid at the time of its purchase
 - transport and installation service costs. It is desirable to separate, if only by approximation, the transport and installation costs from the purchase price of the equipment and indicate it in VII.C.4.

Ad 1.: - Specialized machines and equipment are those which are designed specifically for the use in a particular industry and are typical for the manufacturing of the group of products considered.

EXPLANATORY NOTES

Ad 2.: - Common type of machines and equipment, no matter if custom made, the type which can be widely used in many industries with limited modifications, such as

- transporting solids (cranes, conveyers, hoists etc.)
- power-drivers purchased separately
- industrial pumps, compressors, blowers, etc. of general types
- dressed lumber, tanks and other containers
- weighing, cleaning, packaging equipment of general types
- machines and equipment in auxiliary facilities (e.g. power-driven hand tools, metal-working, welding, cleaning machines for repair and maintenance shops)

- It is preferable to group major types of common equipment for each processing step.

Ad 3.: - Hand tools and small apparatuses refer here only to those which are considered as capitalized assets; miscellaneous hand tools and machine accessories treated similarly to consumable supplies should be excluded from here (see III.B.2).

Ad 4.: - Cost of installation relates to the part of the capitalized cost of equipment that occurred at the installation phase of machinery and equipment. It consists of the cost of labour and technical services as well as transportation and installation materials. These costs may not be readily available in older establishments. However, please attempt to provide an estimate of these costs wherever possible, and especially when such installation cost is believed to be an important part of the equipment value.

Ad VII. E.: - Other fixed capital assets include all remaining items which are nowhere else listed (intangible capital assets; firm's organizational costs, capitalized patents, etc.)

Ad VII. F.: - The estimate of the total capacity power involved in all primary process equipment is reported here.

Ad 1.: - For electric motors and furnaces, estimates in kilowatt are preferred.

$$1 \text{ kW} = 1,36 \text{ HP} = 102 \text{ kgm/s}$$

$$1 \text{ HP} = 0,735 \text{ kW} = 75 \text{ kgm/s}$$

Ad 2.: - The nominal installed capacity of generators is sometimes given in kVA, which is equivalent to kW.

EXPLANATORY NOTES

Ad VIII. A.

and B.: - The annual average of inventories and liquid assets may be estimated from the records relating two or more points of time during the year (monthly, quarterly or half-yearly). If the records are available only for a particular date in the year considered, strike out "average" and indicate the date.

Ad VIII. B.: - If the object of this study is a branch establishment of a company, the branch's own liquid assets may not clearly be distinguishable from those of the parent company. Items like accounts receivable, prepaid expenses and cash on hand and in bank as relevant for the branch's operation should be indicated insofar as possible. The accounts receivable in the form of the outstanding claims between the establishment and its parent company or other branches of the same company should be estimated and included here. If a reasonable estimate of liquid assets is not available, such a branch establishment is urged to indicate at least the view of its management concerning the desired working capital (in VIII.C).

Ad VIII. C.: - The desired working capital should be filled out in the case of an establishment as well, assuming as though it were an independent firm. Total working capital requirements may or may not deviate much from the total value of actual inventories and liquid assets. What is asked here is a diagnostic review of what ought to be considered as the normal working capital requirements for the current scale of production under the normally expected conditions of market in the country or region considered.

- The equivalent number of months refers to the magnitude of the desired working capital relative to the normal monthly allowances for respective items.

EXPLANATORY NOTES

Ad IX. A.: - If no specific future plan is envisaged, but if the management feels that there are some serious bottlenecks calling for investment in not too distant future, such a view should be stated in IX.D.2.

Ad 4.: - One man-year is the equivalent of one person working full time for a 12-month period (in accordance with the normal annual working hours as mentioned in V.D.1 and 2).

Ad IX. B.: Ad 1.: - Criteria for rating: external conditions:

- (a) Excellent - Readily available and reliable and not likely to become a bottleneck in the foreseeable future.
- (b) Fair - Somewhat sufficient for the present scale and type of operation but some minor expenditures, as chargeable to the cost accounts of the establishment, have been made or should be made to cover shortcomings in order to achieve the desired level of production activity.
- (c) Poor - Inadequate or unreliable; the present scale of operation is already constrained by this factor; or the establishment has been relying to a significant extent upon its own capital assets or expenditures to cover shortcomings to make the present scale of operation possible.
- (d) Insignificant - Irrelevant for the operation of the establishment (or firm).

IX. OTHER INFORMATION

IX. A. FUTURE PLAN:

Are major capital investments planned in the next five years? () yes () no

1. If yes; proposed investment period: -

2. Approximate amount of investment: (000)

3. Type of investment: (Check the relevant cell)

	<u>Product mix</u>	<u>Process machinery and equipment</u>	<u>Other primary production facilities</u>	<u>Auxiliary production facilities</u>	<u>Administrative and welfare facilities</u>
Replacement investment for		(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)
New additions to	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Technological improvement of	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)

4. Are these investments likely to be accompanied by an increase or decrease in man-years? () yes () no

a. If yes; how many man-years?

	First shift	Second shift	Third shift	
Primary operatives				man-years
Auxiliary operatives				man-years
Management and administration				man-years

IX. B. EXTERNAL CONDITIONS:

1. Use the following key to describe external conditions:

- (a) excellent
- (b) fair
- (c) poor
- (d) insignificant

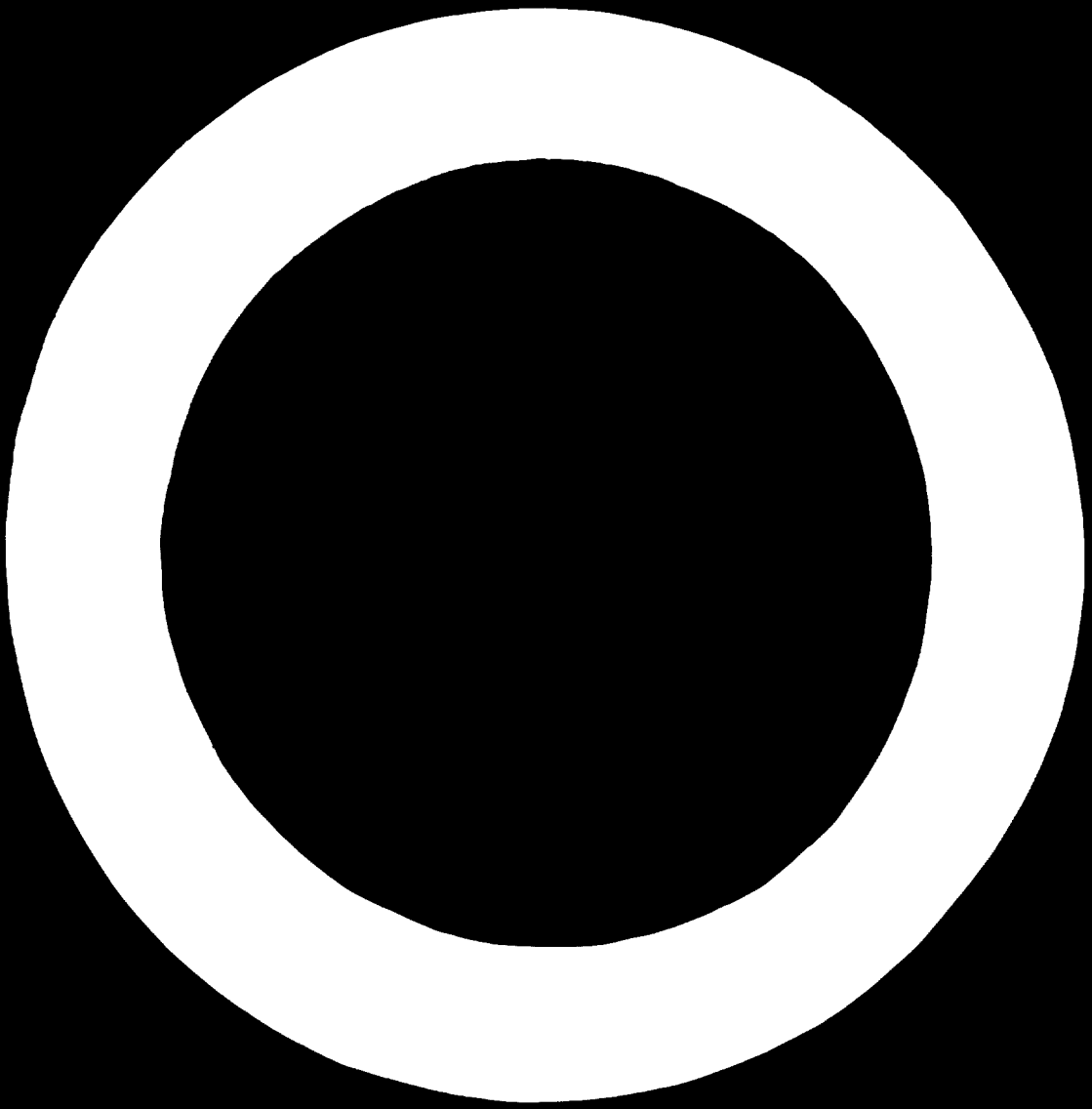
<u>Transport</u>		<u>Outlets</u>		<u>Community</u>	
External long distance	(<input type="checkbox"/>)	Electricity	(<input type="checkbox"/>)	Residents	(<input type="checkbox"/>)
Internal long distance	(<input type="checkbox"/>)	Water	(<input type="checkbox"/>)	Health and recreation	(<input type="checkbox"/>)
Local and city	(<input type="checkbox"/>)	Gas	(<input type="checkbox"/>)	Education	(<input type="checkbox"/>)

2. If any of the above is rated "poor" describe the extent to which it adds to the enterprise's current operating costs: _____

IX. C. GOVERNMENTAL POLICIES:

1. Specific governmental policy measures, federal or local, particularly affecting the profitability of the enterprise: _____

2. Desirable and reasonable policy measures which, if effected, would affect more favourably the viability of your enterprise and related activities: _____



IX. D. PERFORMANCE IN THE PAST YEARS:

1. Recent production history:

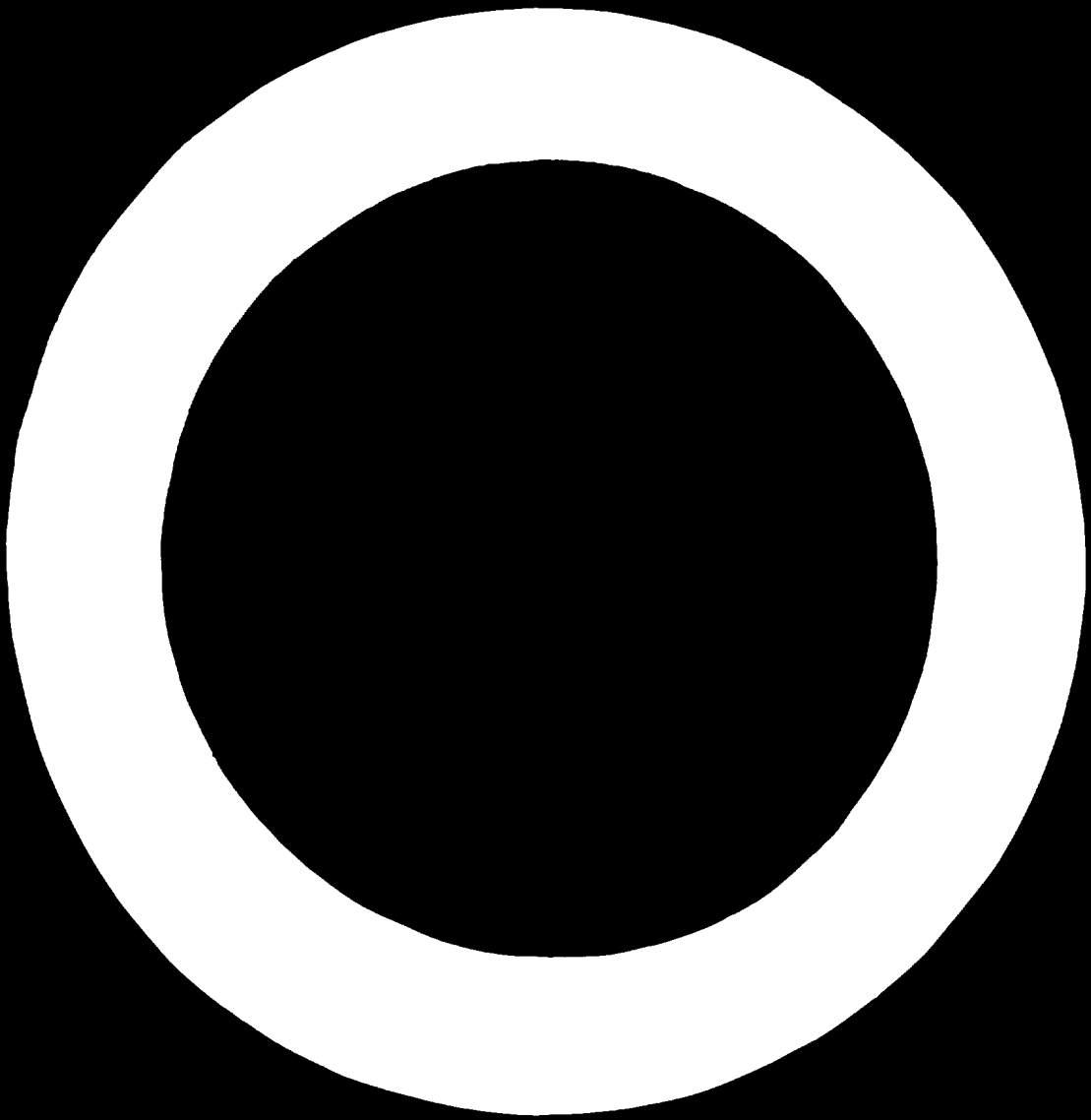
	1963	1964	1965	1966	1967	1968
Total output in 000						*
Total number of persons						*
Total exports in 000						*

2. Bottlenecks:

- Describe the major bottlenecks in the past years: _____

- How solved? _____

- Current problems: _____



PART II

EVALUATION
(EXPERT'S REPORT)

	Page
A. <u>General Evaluation</u>	28
B. <u>Technological Characteristics of Production</u>	34
C. <u>Market Conditions</u>	40
D. <u>Checkpoints for the Data given in Part I</u>	41

- This Expert's Report is designed to facilitate
 - (i) the checking of the consistency and adequacy of the data compiled in Part I; and
 - (ii) to obtain additional information that is not asked for in Part I and can normally be acquired through the expert's discussion with the managerial and technical personnel of the establishment (or firm) considered.
- It is advisable that the expert team completing this Part II will discuss it point by point with the production manager, sales supervisor and technical personnel, in order to get the necessary insight into the actual operational features of the establishment (or firm).
- In the process of checking the consistency and adequacy of the data supplied in Part I, the expert will find it necessary to produce his own estimates or guesses wherever the personnel of the establishment is hesitant to provide sensible answers. If the estimates or guesses are extremely crude approximations, attach (*) in front of such figures or statements.
- The expert's own evaluation of the structural and functional features of the establishment (or firm) considered will be facilitated also by going through various monographs published by the firm, such as advertisements on merchandises, price lists, public relational materials, annual financial reports, etc.

EXPLANATORY NOTES

Ad A.1 - This section is a supplement to section I.A. of the Establishment Scheme (Part I).

Ad A. 1.1 - Centralised and decentralized refer particularly to the extent to which a given branch establishment keeps own business accounting in a manner comparable to an independent firm. A branch establishment that lacks autonomy with respect to managerial routines and is entirely dependent on the parent company's central office for the recording and analysis of its business transactions is not by itself suitable to be the object of this Profile study. The data on such an establishment (which will normally be complete only for the physical aspects of productive activities) should be supplemented by Part III. Enterprise Summary Data (Enterprise Scheme).

Ad A. 2. Ad (a): - The description of technical advantages or disadvantages may be given only to the extent that they are directly relevant for the reporting unit considered.

COUNTRY:

KIND OF ACTIVITY:

YEAR OF REFERENCE: from 19 to 19

EXHIBIT NUMBERS:

NUMBER OF ESTABLISHMENT:

A. GENERAL EVALUATION

A. 1. OBJECT OF STUDY:

This study relates to:

- | | Year |
|---|----------------------|
| () A one-establishment enterprise, founded in
(enterprise - one establishment) | <input type="text"/> |
| () A branch of a centralized multi-establishment enterprise
classifiable in the <u>same</u> industry group, founded in
(enterprise - <input type="text"/> establishment + central office) | <input type="text"/> |
| () A branch of a centralized multi-establishment enterprise
classifiable in <u>more than one</u> industry group, founded in
(enterprise - <input type="text"/> establishment + central office) | <input type="text"/> |
| () A branch-establishment of a fairly decentralized multi-
establishment enterprise, founded in
(parent company - this branch-establishment + <input type="text"/> other
establishments + central office) | <input type="text"/> |

If 2nd, 3rd or 4th reporting unit is applicable, please answer also A.2.b.

A. 2. RELATIONSHIPS WITH OTHER FIRMS OR ESTABLISHMENTS:

(a) Explain technical advantages or disadvantages connected with the participation of foreign capital:

- Skilled personnel: _____
- Equipment and machinery: _____
- Patterns and know-how: _____
- Supply of production materials: _____
- Market of products: _____

EXPLANATORY NOTES

Ad (b): - The relation of the reporting unit to other sister branches of the same parent company can be rated as follows:

- A - very advantageous, i.e. the functional interdependence between the reporting establishment and other sister establishments provides significant advantages, without which the operation of this establishment would be practically jeopardized.
- B - helpful but not crucial, i.e. there exists some degree of interdependence between this and other establishments but it is not so crucial to the survival of this establishment. Even if such a sister establishment were not existent, other competitive enterprises would offer more or less comparable transaction terms.
- C - without special advantage, i.e. except for a kind of financial and managerial ties normally existing between sister establishments of the same company, the relation brings no special advantages.
- D - disadvantageous, i.e. the functional solidarity with the particular sister establishment stems from particular historical circumstances rather than from the enterprise's policy for operational efficiency and is actually resulting in more disadvantages than advantages.

Ad A, 3.1 - This data should be extracted from the latest National Industrial Census in the country considered. This reference data is needed in order to evaluate the basic performance of this establishment in relation to the relevant national average data. In the boxes enter the year of reference of the census, the code number (both national standard and international standard) of the industrial branch under which this establishment is classifiable. 3-digits are preferred for industrial classification code.

Ad (a)

and (b): - The criteria of classification, ranges of size classes and other available data categories will vary from country to country. Row headings (size classes) will be indicated as available from the census. For the column headings, if the data for any of the particular categories shown in the table is not available, substitute any other category for which tabulated census data is available, and so indicate.

For example,

- annual shipments, instead of gross production value
- capital stock, instead of fixed physical capital assets
- net or gross factor income (i.e. value added exclusive of indirect taxes), instead of net or gross value added (inclusive of indirect taxes)
- Distinction between gross and net for value added relates to depreciation allowances.
- Number of statistical units refers to the number of either establishments or enterprises as referred to by the national census.

(b) If A.1. 2nd, 3rd or 4th reporting unit is applicable, please indicate the relation of the reporting establishment to the other sister establishments:

- A - very advantageous
- B - helpful but not crucial
- C - without special advantage
- D - disadvantageous

Establishment number	Kind of activity (major products)	Number of persons employed	Relation of the reporting establishment to sister establishment (A, B, C or D)	
			Supply of your raw material	Outlet of your products
1			()	()
2			()	()
3			()	()
4			()	()
5			()	()
6			()	()
60			()	()

A. 3. DATA OF NATIONAL INDUSTRY CENSUS:

Year of Census:

196

National Industrial Classification:

ISIC-codes:

Characteristics of () establishments
 () enterprises by size class:

(a) Size classes by number of employed persons:

Size classes ^{1/}	Number of statistical units	Wages and salaries (000)	Gross value added (000)	Net value added (000)	Gross production value (000)	Fixed physical capital assets (000)
up to						
-						
-						
-						
-						
-						
over						

(b) Size classes by () gross production value
 () gross value added:

Size classes ^{1/}	Number of statistical units	Number of employed persons	Wages and salaries (000)	Fixed physical capital assets (000)	Gross value added (000)	Gross production value (000)
up to						
-						
-						
-						
-						
-						
-						
over						

EXPLANATORY NOTES

Ad A. 4.1 - Please give for the major products a brief description of any special characteristics with regard to

- commercial brand name
- patent involved
- grade or quality (relative to competitive products on the market)
- extent of serial production
- exportability
- terms of delivery (normal lag between orders and deliveries), etc.

- When some products had to be grouped together for the tabulation in II.A, describe the major components of that product group and indicate the unit prices of particularly important major components.

- When numbers, pieces, boxes, etc. are used, please indicate the standard volume in physical terms involved in each of such units.

Ad A. 5.1 - For description of major production materials of crucial importance for the production line in the establishment, give a brief description of their special features with regard to

- quality or standardization
- sources of supply
- terms of availability
- tax burdens
- import restrictions, etc.

- Make sure that the crucially important materials are all satisfactorily represented by the tabulated data in III.A. If not, write here whatever additional specifications may be considered as useful from the professional standpoint.

Ad A. 6.1 - The expert team's view regarding the over-all characteristics of the establishment (or firm), which are not considered as being well reflected in any of the sections of the study, should be summarized. In particular,

- position relative to competing firms in the country
- position relative to complementary industries in the country
- possibilities for further process integration, vertical or horizontal;
- possibility for being merged with any other firm or establishment;
- possibilities for further specialization or branching away of any department
- desiderata in terms of economies of scale from the engineering standpoint
- desiderata in terms of financial structure
- any particular shortcomings with respect to managerial capacity and policies, etc.

EXPLANATORY NOTES

Ad B.: - The section technological characteristics of production is a supplement to Part I especially relating to the structural and functional features of major production processes of the establishment (or firm) considered.

Ad B. 1.: - State specific formalized programmes currently in operation for labour training, also describe the methods and duration of in-plant training given to newly recruited workers for the advancement of their skills. An estimate of the annual expenses in terms of

- in-plant personnel costs
- costs of utilization of any outside training facilities

will be greatly appreciated.

Ad B. 2. Ad (a): - Describe distinctive characteristics of the production process and jobs involved in primary operative shop as listed in V. A.

- the core process involved in each shop (indicate which of the alternative technologies applicable to a similar process in modern practice is actually in use in the establishment e.g. dry or wet process)
- kind of activity involved (e.g. coating, welding, polishing, anodizing, assembling, etc.)
- rated capacity of the shop by hour or by day
- current utilization rate (approximate percentage rate).

Ad (b): - Describe the major types of machinery and equipment as listed in VII. C. with regard to

- type and model (if it is a meaningful indication of the technology embodied in the equipment)
- supplier country
- daily running time (especially for the items which are not normally run continually)
- rating capacity (in terms of quantity or pieces per time unit).

EXPLANATORY NOTES

Ad B. 3.1 - Mechanization (supplement to V.A.) should be applied according to the following definitions:

- A = most advanced technology, i.e. it represents the most advanced technology that is applicable today to the particular process considered.
- B = considerably high standard, i.e. highly advanced though it is still inferior to what would be possible with today's most advanced technology.
- C = moderate standard, i.e. the technology of the particular operative shop is rather conventional or traditional but is sufficient for catering for today's market in the country or region considered.
- D = appreciably short of today's standard, i.e. the production facilities of the particular shop can still be maintained effectively but are liable for noticeable degree of difficulty in competing with other firms in the country or region.
- E = almost outdated, i.e. the production facilities of this shop ought to be replaced by newer ones.

Ad B. 4.1 - Capacity output and utilization is a supplement to II.A.

- Ad (a): - Make sure that nominal capacity outputs of specific products are indicated under II.A. The requirements for relieving those nominal capacity outputs are to be indicated in B.4.(c) and (d).
- 1-shift operation for all the operative and non-operative shops would simply be not actually feasible or desirable from the point of view of production costs. The expert team should check if the underlying assumption on labour shifts is reasonable in the light of the current normal practice in the industry and in the country or region considered.

- Ad (c): - In addition to the total required increase in man-years for the operative shops as a whole and for the non-operative shops as a whole, indicate the particular shops for which the full capacity operation is likely to call for man-years input radically different from the actual one.

B. 3. MECHANIZATION AND AUTOMATION:

Rating of mechanization:

- A - most advanced technology
- B - considerably high standard
- C - moderate standard
- D - appreciably short of today's standard
- E - almost outdated

Rating of automation:

- I - fully automated
- II - partly automated
- III - not automated

Major primary operative shops	Mechanization	Automation
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()
	()	()

B. 4. CAPACITY OUTPUT AND UTILIZATION:

(a) Estimate the total annual nominal capacity output corresponding to the sum in II.A. for the total annual gross revenue outputs: (000)

Thus, the actual over-all capacity utilization rate for the year of reference is considered as being about %

(b) In case the actual capacity utilization is rated as rather low, please indicate the major reasons:

- Supply of raw materials: _____
- Supply of labour: _____
- Demand for your products: _____
- Technological bottlenecks: _____
- Seasonal fluctuations: _____

(c) Assuming that the actual capacity were fully utilized, the required increase in labour in terms of man-years would be:

	First shift	Second shift	Third shift	(man-years)
- Operative shops:				(" ")
				(" ")
				(" ")
				(" ")
				(" ")
				(" ")
				(" ")
Total				(" ")
- Non-operative shops:				(" ")
				(" ")
				(" ")
Total				(" ")

EXPLANATORY NOTES

Ad B. 4. Ad (d): - The question relates to the case when the actual capacity underutilization is caused by any capacity bottlenecks in the major production line(s). The full capacity output shown in B.4.(a) may or may not be estimated by assuming that the bottlenecks in any part of the production facilities be all cleared. Consequently, the rate of increase in output to be expected when a capacity-balancing investment has taken place may or may not be larger than the estimate given in B.4.(a) above.

Ad B. 5.: - It is important that the transactions between this establishment and other branch establishments of the same parent company which are analogous to contract and commission work be indicated here and that the cost of such work equivalent to the commissions be indicated in terms of appropriate inter-firm accounting prices. In such cases, make sure that such revenues or costs be properly entered in II.A or III.B.

- Contract and commission work is divided in two types:

Ad (a): - Work performed by the reporting establishment (or firm) on the materials supplied by customers (= contractors).

Ad (b): - Work performed by subcontractors on the materials supplied by the reporting establishment (or firm).

Ad (iv): - The extent of dependency of the subcontractors on this establishments:

- () completely dependent = The subcontractor works solely or primarily for this establishment as though it were an integral part of this establishment.
- () overwhelmingly dependent = This establishment's orders account for over 50% of the subcontractor's total annual proceeds.
- () fairly dependent = This establishment's orders account for less than 50% of the subcontractor's total annual proceeds.
- () practically independent = This establishment's orders account for a small part of the subcontractor's total annual proceeds.
- () long-term = There is a semi-permanent or long-term agreement between the subcontractor and this establishment.
- () short-term = There is a short-term or occasional agreement on contract work.

- (d) Is the actual utilization of capacity constrained by the lagging installed capacity of any particular shops or processes, in the sense that a modest expansion of such shops or processes would result in a significantly higher over-all capacity utilization than that indicated above? () yes () no

If yes, indicate that particular part of the production facilities:

As to the possible expansion of that part of production facilities, check the applicable and fill in the blank box:

- () a total value of investment expenditure of approximately (000) would be enough to make that part of the production facilities technologically balanced with the rest; the total production would then become higher than the actual level.
- () implying a total value of investment expenditures of approximately (000) the technologically flexible minimum increase in the capacity of the given shop(s) is so large that the over-all capacity would become unbalanced unless the remaining part were also expanded more or less significantly. Admitting such an unbalance, however, the above investment expenditures would make it possible to increase the total production over the actual level by about %.

B. 5. CONTRACT AND COMMISSION WORK:

- (a) Has this reporting unit performed any commission work on the materials supplied by contractors? () yes () no

(i) If yes, major materials which are received from the contractors: _____

(ii) Type of processing work performed on those materials by this reporting unit: _____

(iii) Total commission received annually: (000)

(iv) Organizational features:

- Term of contract: Indicate the number of contractors (establishments or firms) in parenthesis.

Commission work is based on

- () long-term
() short-term agreements.

- (b) Have any subcontractors performed commission work on the materials supplied by the reporting unit? () yes () no

(i) If yes, major materials which are supplied to subcontractors: _____

(ii) Type of processing work performed on those materials by the subcontractors: _____

(iii) Total commissions paid annually: (000)

(iv) Organizational features:

- Term of contract: Indicate the number of subcontractors (establishments or firms) in parenthesis

The subcontractors are

- () completely dependent
() overwhelmingly dependent
() fairly dependent
() practically independent

upon the reporting unit in terms of their annual revenue outputs.

- Commission work is based on

- () long-term
() short-term agreements.

EXPLANATORY NOTES

Ad C. 1: - The section relates to the market conditions of the products which are manufactured by the establishment (or firm). If the reporting unit is a branch establishment of an enterprise and is dependent on the sales department of the enterprise for marketing of its products, attempt should be made to obtain information from a relevant department or branch of the parent enterprise.

Ad C. 1.1: - Packaging and relabelling alone are not considered as a manufacturing activity except in the case of the industries specialized in bottling, canning and the like. Note that the revenues from re-sales and the cost of materials purchased for re-sales should not be counted in annual production and material consumption in Part I.

Ad C. 2.1: - Indicate the important types of final users of the major products of the establishment (or firm)

- General consumers (household) and/or
- Industrial users (specify major types of industries).

Ad C. 3.1: - Explain here briefly the types and methods of the sales organization. In particular the extent to which

- own sales agents are contributing
- market research services are utilized
- production is programmed to orders, etc.

Ad C. 4. Ad (a): - Give the characteristics of the minimum size of market that would be required for this establishment (or firm) in its present scale of production to operate profitably. If the products are consumer goods, indicate roughly

- the required minimum (or approximate) size of population and its average income level.

- If the products are producer goods, specify

- the types of industries which consume these products
- the approximate minimum scale of the major using industry.

Ad (b) Ad (i): - Indicate if the establishment is faced with the competition with other domestic producers.

Ad (ii): - Indicate if the major products of the establishment are competitive enough internationally or regionally to initiate or maintain or increase the exports in some foreign countries.

Ad (iii): - Explain any differential export price policies and their connexion with collateral benefits (import licences, export subsidies, etc.)

Ad (iv): - Describe any specific problems in competing with imported products with regard to product quality and price. Indicate the tariff rates or other protective policies being adopted to protect the domestic production from competitive imports.

Ad C. 5.1: - Indicate, for example,

the extent to which the currently accessible market is limited by the location of the establishment and the available transport facilities.

Evaluate if the desirable policy measures as suggested in E.C.2. are really reasonable and worth receiving the attention of the government authorities in connexion with their industrialization policies.

C. MARKET CONDITIONS

C. 1. RE-SALES:

Was the establishment (or firm) engaged also in selling goods on which no substantial processing has been carried out by you? () yes () no

If yes, describe the major products for re-sale of the establishment (or firm) in detail:

C. 2. CONSUMERS OF PRODUCTS:

C. 3. SALES ORGANIZATION:

C. 4. MARKET AND COMPETITION:

(a) Extent of the market: _____

(b) Conditions of actual market:

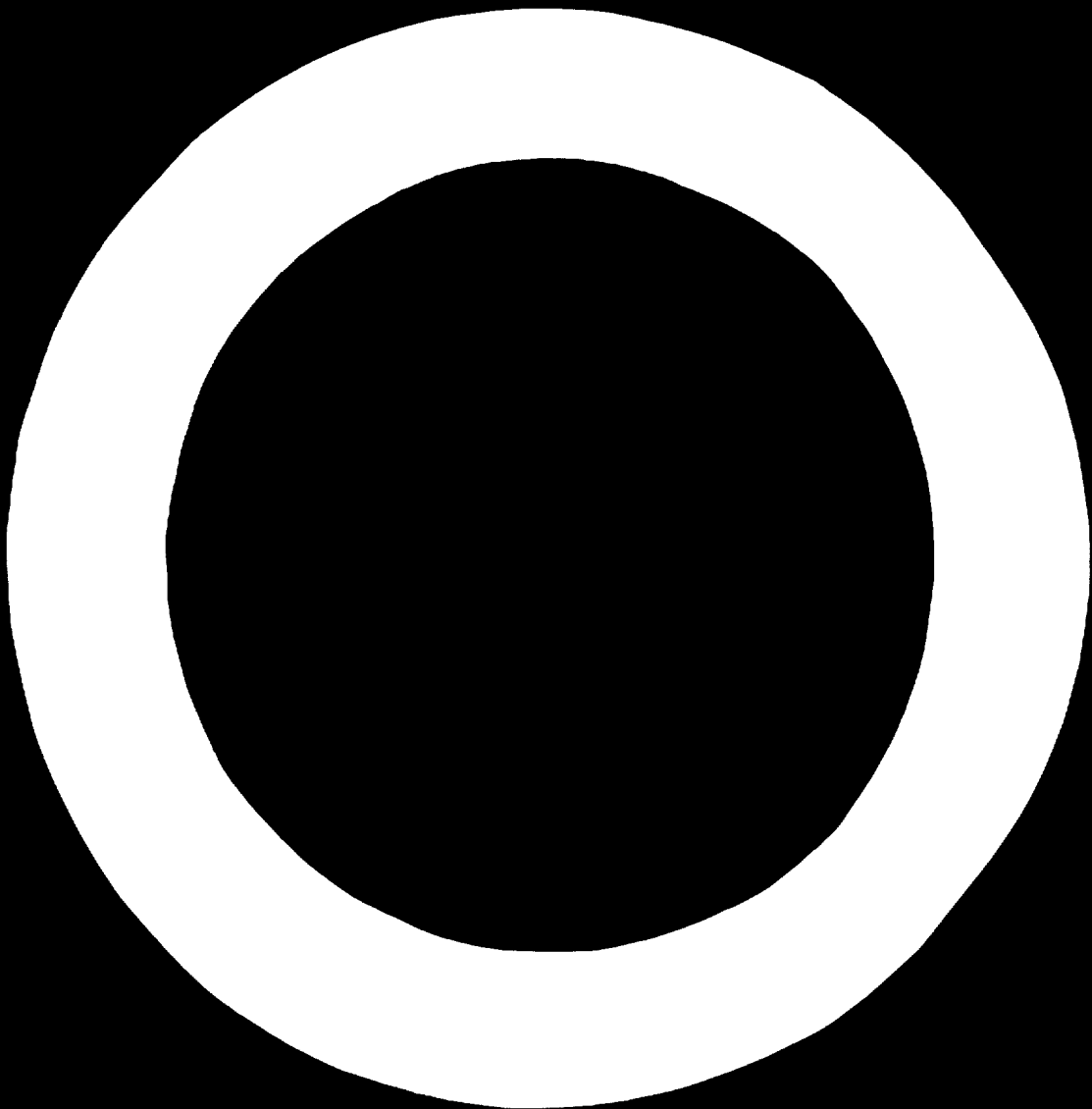
i) Share in domestic market: _____

ii) Prospects of exports: _____

iii) Export price policy: _____

iv) Competition with imported products: _____

C. 5. OTHER ASPECTS:



B. CHECKPOINTS FOR THE DATA GIVEN IN PART I

If you consider the following item as answered, please check yes on the right side.

Sec II. A.1

1. Examine if the enumeration of specific products or groups of products is sufficiently detailed. The total value of other non specified products should not exceed 30% of the total production output.
2. If any product is produced at a level significantly lower than the output level listed under nominal capacity output, indicate the reasons. Indicate clearly the number of shifts assumed in estimating the capacity output and the feasibility of the shift assumption:

3. If any of the products in II.A. or materials in III.A. are referred to in terms of their commercial brand name, give their specifications in normal descriptive terms in A.4. of this expert's report.

Sec II. A.

and II. B.1

4. The figure on contract and commission work, if indicated, should correspond to that reported in B.5.(a)iii) in this expert's report.
5. In case the total annual gross revenue output shown in II.A. significantly differs from that in II.B. please indicate reasons:

Sec III. A.

and III. C.1

6. If import duties should be already included in the value of purchase, attach the symbol "plus" to the heading of the import duties column. Otherwise, attach "of which".

Sec III. B.1

7. This figure, if indicated, should correspond to the fee for contract and commission work reported under B.5.(b)iii) in this expert's report.

Sec III. E.

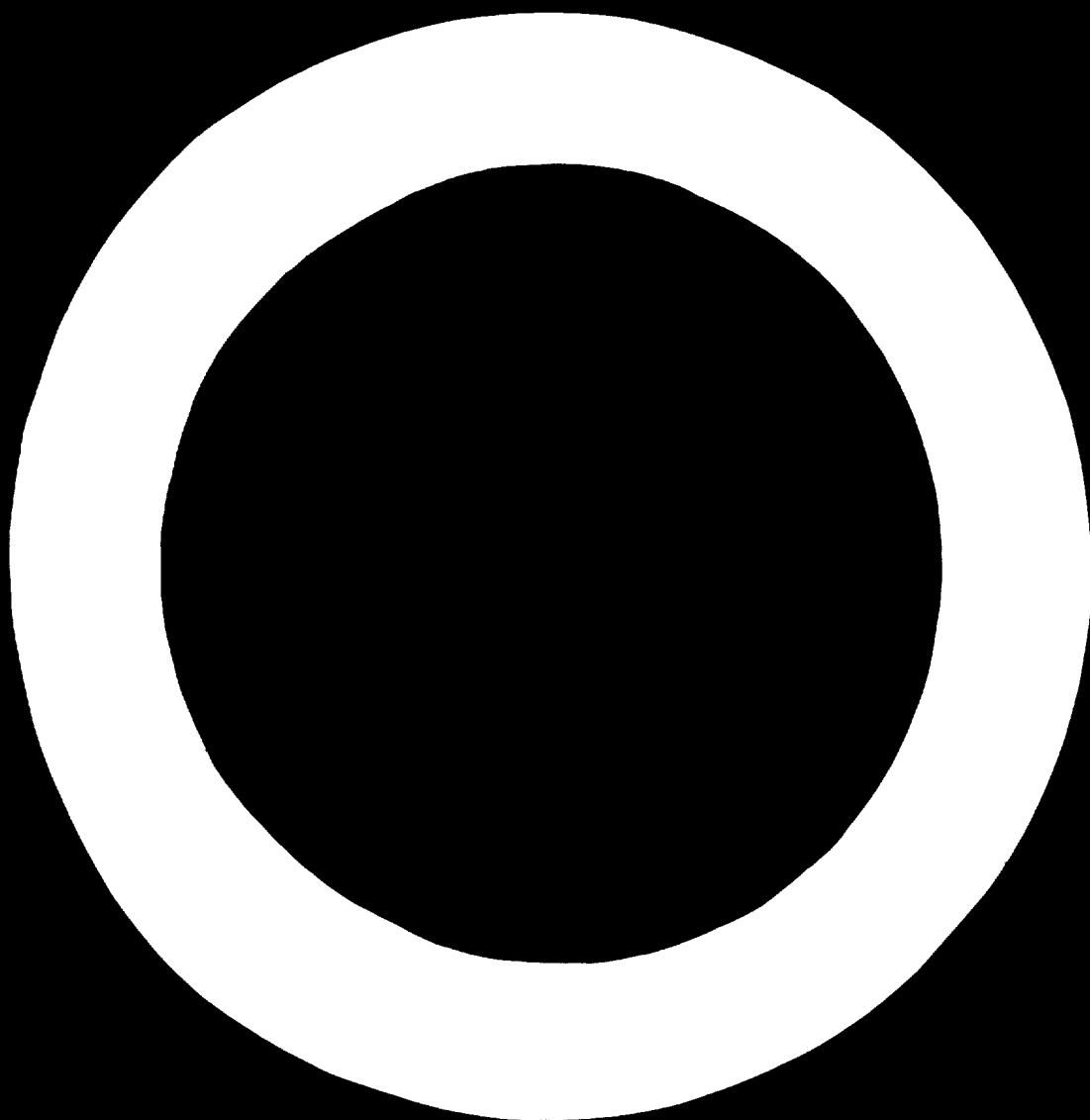
A.1

8. Make sure that labour training services purchased, if any, are included here and such costs are shown in B.1. of this expert's report separately.

Sec IV. A.

A.1

9. Make sure that any special depreciation policy adopted is described in the footnote.



Part IV.A

IV.A.1

10. In the event that the corporate income before tax, which is based on the actual output-cost accrual relationship, varies significantly from the actual profit statement, inquiry should be made with regard to the major reasons for the difference and indicated here:

Part V.A.a

VA.a.1

11. If the number of employees and workers in any shop is considered as being excessively large or excessively small, relative to the given production level, enter appropriate comments here:

12. Make sure that the number of seasonal workers, if any, is indicated in parenthesis.

13. The total number of employees and workers should equal the total number of persons employed by the establishment shown in IV.A.1 and 2, which in turn should be close to the sum of VI.A, B, and C.

Part V.B

VA.B.1

14. If the () annual or () actual average work-hours per operative worker prove very much different from the normal expectation indicated from the data in V.B.1 and 2, indicate major reasons (e.g. strike, temporary shut-down, seasonal work, overtime in specific shops, etc.):

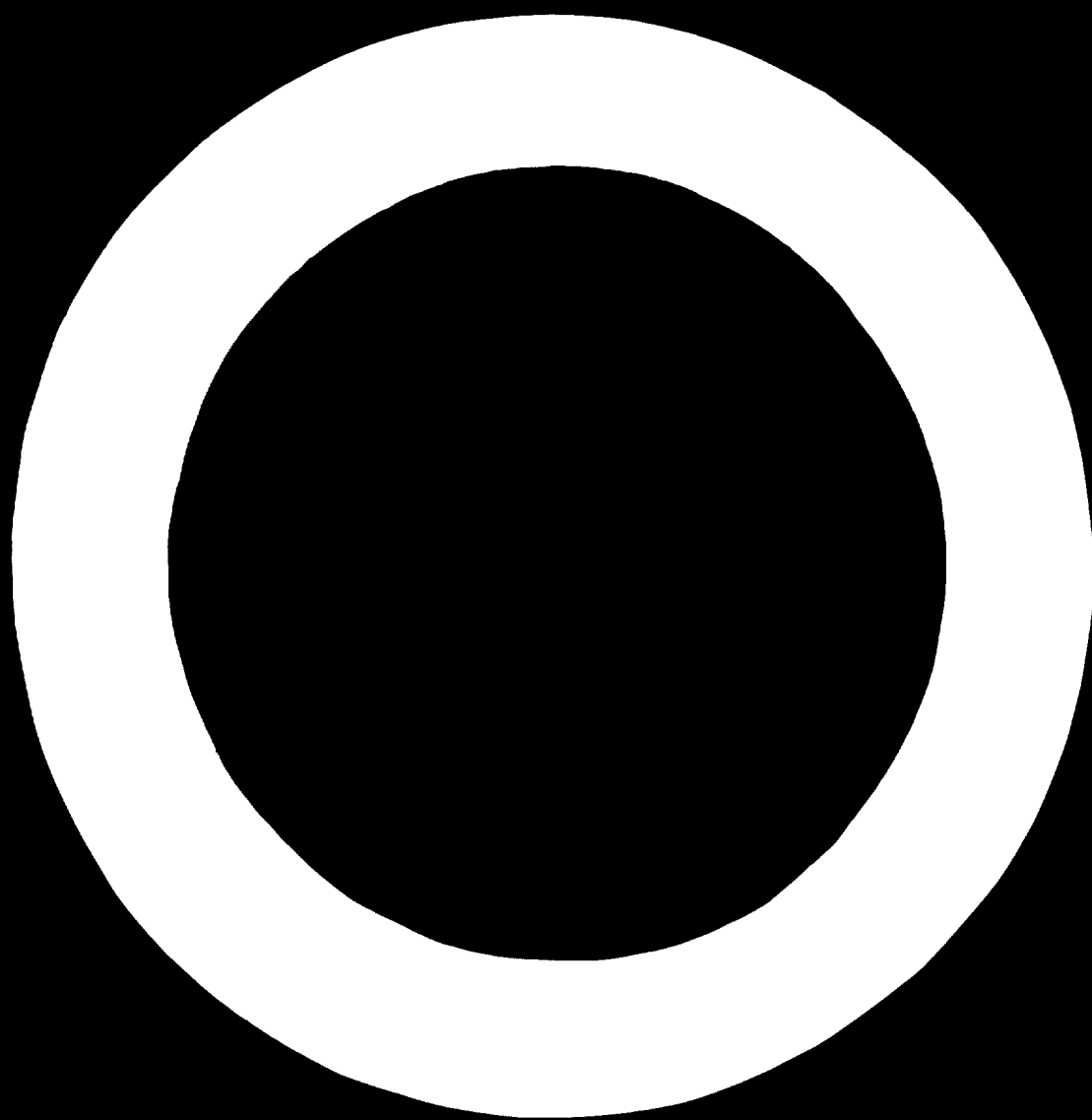
VA.B.2

15. In case this is applicable, make sure that the wages and salaries of the seasonal workers (as distinguished from the regular workers) are entered in the parenthesis attached to IV.A.1 and 2. Note that those parenthesized figures, if any, should be included in the total.

Part VII.C.1

16. Verify if the itemized major machines and equipment are identified in conventional technological terms and, if necessary, in terms of its make and model type.

17. Compare the total of original purchase value in this section with the present book value of machinery and equipment shown in the balance sheet. The former will normally be larger than the latter. If the former is smaller than the latter, it might be an indication of poor coverage of the data presented in this section.



See VI. F.1

18. Past experience has indicated that respondents tend to make errors in estimating the total capacity of installed motors. A plausibility check should be made by comparing the total capacity of installed motors reported in VII.F. with the total kWh consumed as reported in III.C.1.

Purchase + consumption of internally generated electricity (III.C.1) - Total capacity of installed motors (VI.F.1)

average
running
hours per
year

19. If the resulting figure seems unreasonable, that is, the average running hours are extremely higher or lower than what one would normally expect under the current operating conditions, inquiry should be made of the technical personnel of the plant for possible explanations:

See VIII. A.1

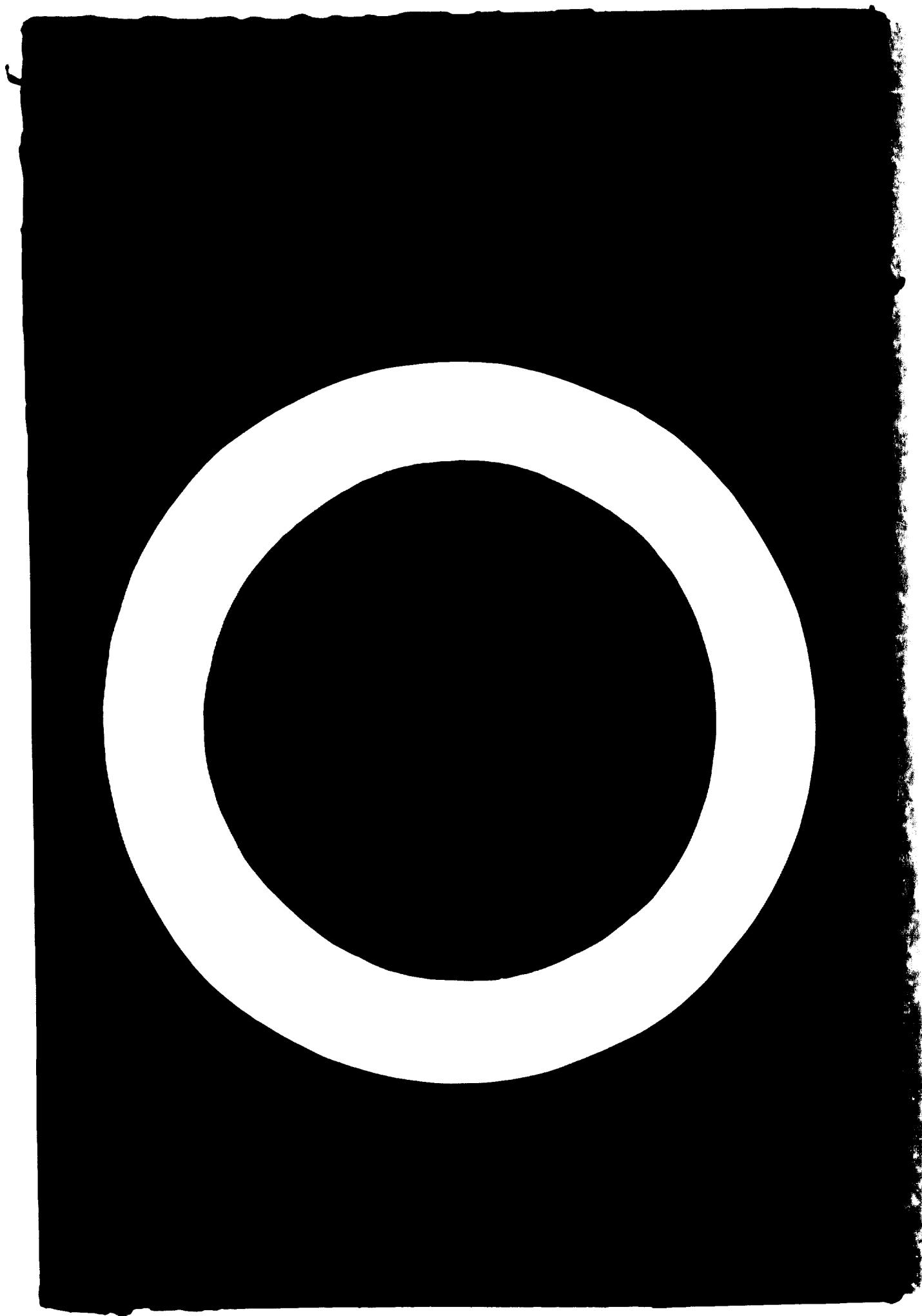
20. If inventories in any part should be considered as being excessively large or small (e.g. finished products in relation to sales or production materials in relation to total consumption of input materials), make inquiry at the establishment for any particular comments:

21. Indicate the terms of valuation involved in the recorded inventory of finished products:

Inventories are valued on the average at the price which is of ex-factory sales price.

See II. B.1

22. Make sure that the time series data as requested here are properly filled in. If any drastic changes in the trend occurred within the few years prior to 1963, it is advisable to extend the tabulation to cover the additional years in the past.



PART III

ENTERPRISE SUMMARY DATA
(ENTERPRISE SUMMARY)

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- This Inventory Scheme is designed to provide crucial control totals for the parent enterprise as a whole, when its two or more branch establishments are covered in this Profile study (Part I and II).
- The data for this form should be given separately for individual establishments. If the enterprise does not have separate records for each establishment for some reason, attempts should be made to produce the best possible (*) estimate. The data for those establishments for which Part I and II is not conducted may be aggregated and presented in total figures.
- See the General Note given on page 3 of this form.

EXPLANATORY NOTES

- M I.A.1 - Kind of activity:** Indicate the primary product group or the industry under which the enterprise is classifiable (e.g. in terms of the National Industrial Classification code).
- Year of reference should be the same as that referred to for Part I compilation.
 - The major products or groups of products should be given in order of importance for every establishment involved in the enterprise, even those establishments which are not covered by Part I and II.

- M I.B.1 - Please enumerate and briefly describe all major expansion or replacement investments since 1955.**
- Type of investment may refer to

- product mix
- process machinery and equipment
- other primary or auxiliary production facilities
- administrative or welfare facilities.

I. GENERAL DESCRIPTION

I. A. COUNTRY:
KIND OF ACTIVITY:
YEAR OF REFERENCE: from 19 to 19

EXHIBIT NUMBER:
ESTABLISHMENT: 1 -

OBJECT OF STUDY:
 This summary data relates to establishments of the same parent enterprise all being
 () classifiable in the same industry group
 () classifiable in more than one industry groups.

Number of establishment	Kind of activity	Major products
1		
2		
3		
4		
5		
6		
C O		

I. B. HISTORY OF FOUNDATION AND INVESTMENT:

Year

1. Year in which the enterprise was founded

2. Has a significant expansion or replacement investment taken place in particular establishments since 1955? () yes () no

If para. I. C. 2. yes:

Number of establishment	Investment period	Approximate amount invested (000)	Type of investment
1	-		
2	-		
3	-		
4	-		
5	-		
6	-		
C O	-		

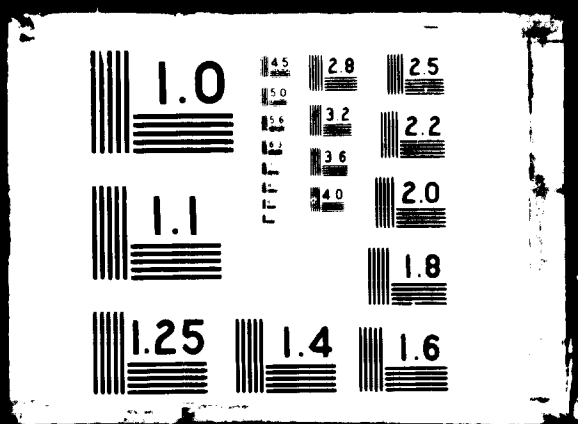
3. The total amount of investment expenditures within the enterprise during the year of reference was: (000)



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EXPLANATORY NOTES

Ad II. B.: - Total annual gross revenue current will not normally equal the revenue from annual sales as recorded in the sales records or firm's profit and loss statement since the gross revenue current is defined as the value of annual production excluding the special revenues arising from those business transactions not connected with the current productive activities.

From the annual sales of products the following items should be excluded

- revenue from re-sales
- sales of scrapped capital assets
- other special revenues not connected with the establishment's (or firm's) current productive activities.

- Change in inventories is the increase + or decrease (-) in the value of finished marketable products and work-in-process from the beginning to the end of the 12-month period considered.

- See also the explanatory notes for the relevant items given in Part I, page 7.

- It is expected that the annual gross revenue current as calculated in II.B. will be very close to the similar sum obtained at the bottom of the table of III.A.

Ad IV. A.: - See the explanatory notes for the relevant items given in Part I, page 11.

II. ANNUAL PRODUCTION
II. B. CALCULATION OF ANNUAL PRODUCTION:

	Number of establishment						Total
	1	2	3	4	5	6	
Total revenue from annual sales of products							
+ Commission received from contract and commission work							
+ Value of change in inventories							
Total annual gross revenue output							
Total revenue from re-sale							

IV. VALUE ADDED
IV. A. CALCULATION OF VALUE ADDED:

	Number of establishment						Total
	1	2	3	4	5	6	
1. Annual wages							
2. Annual salaries							
3. Social security contributions							
4. Non-wage and non-salary payments							
5. Annual depreciation							
6. Rents payable on borrowed capital assets							
7. Interests on loans and royalties paid							
8. Sales tax							
9. Other indirect business taxes							
10. Corporate income before tax							
Subtotal							
11. (-) Subsidies							
Total gross value added							

EXPLANATORY NOTES

Ad IV. B.: - See the explanatory notes for the relevant items given in Part I. page 9-11.

Ad VI.: - Average monthly gross earning per person can be an approximate estimate and refer to one twelfth of the overall annual wages and salaries per person for each establishment.

See also explanatory notes in Part I. page 15.

- Number of applicable persons employed relates to the total number of employees and workers for each establishment as shown in IV.A. and V. in Part I.

IV. B. CHECK FOR PRODUCTION AND CONSUMPTION DATA:

	Number of establishments					Total
	1	2	3	4	5	
	in 000					
Direct production material (III.A.)						
+ Other materials and supplies (III.B.)						
+ Energy and water (III.C.)						
+ Commission fees (III.D.)						
+ Business services purchased (III.E.)						
+ Gross value added (IV.A.)						
= Subtotal						
- Annual gross revenue output (IV.B.)						
- Sales tax (IV.C.)						
= ± Difference						

V. MONTHLY AVERAGE WAGES AND SALARIES

	Number of establishment					Total
	1	2	3	4	5	
	in 000					
a. Local non-operative staff (VI.A.)						
- Average monthly gross earnings per person						
- Number of applicable persons employed						
b. Local operative workers (VI.B.)						
- Average monthly gross earnings per person						
- Number of applicable persons employed						
c. Foreign employees (VI.C.)						
- Average monthly gross earnings per person						
- Number of applicable persons employed						

EXPLANATORY NOTES

Ad VII.: - The original purchase value refers to the value effective at the time of installation and not the depreciated book value.

Ad VIII. A.: - The annual average inventories may be estimated from the records relating to two or more points of time during the year (monthly, quarterly, half-yearly and yearly). If the records are available only for a particular date of the year considered strike out "average" and indicate the data for each establishment.

VII. FIXED CAPITAL ASSETS

	Number of establishment						Total
	1	2	3	4	5	6	
	Total original purchase value (in 000)						CO
Land							
Buildings							
Process equipment							
Auxiliary facilities							
Other fixed capital assets							
Total of fixed capital assets							

VIII. WORKING CAPITAL

VIII. A. INVENTORIES (average)

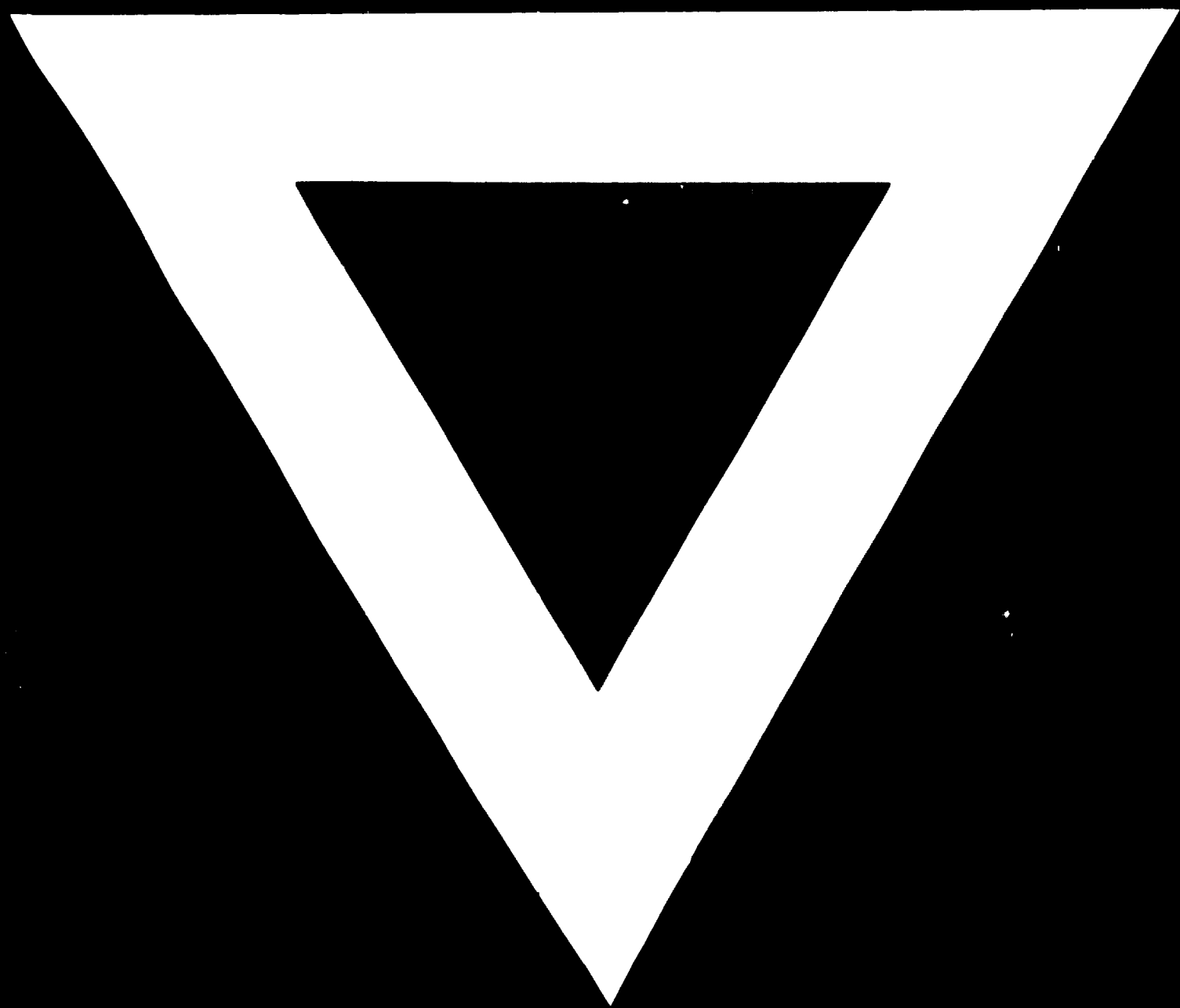
	Number of establishment						Total
	1	2	3	4	5	6	
	Inventories in COC						CO
Production materials							
+ Other materials and supplies							
+ Work-in-process							
+ Finished products							
Total inventories average							

EXPLANATORY NOTES

Ad IX. A.: - In type of investment indicate whether the investment is intended to change or add to

- product mix
- process machinery and equipment
- other primary or auxiliary production facilities
- administrative or welfare facilities.

Ad IX. E.: - Write under other remarks whatever additional specifications may be considered as useful from the viewpoint of the enterprise as a whole.



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