

# MANUFACTURING: UTILISATION OF PRODUCTION CAPACITY SURVEY



P 4 0 0 2 2 6 5

Questionnaire for the month .....

↓ When contacting Stats SA please quote this number

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↑ Please correct any errors in the above address label

### Purpose of the survey

The Utilisation of Production Capacity Survey is a quarterly survey covering a sample of private manufacturers and public corporations operating in the South African economy. The results of the survey are used by the private sector in analyses of comparative business and industry performance. The results provide vital information to compose coincident business cycle indicators and are used to formulate monetary policy. The results of the survey are published quarterly in statistical release P3043 - Manufacturing: Utilisation of production capacity by large enterprises.

### Collection authority

The information required is collected under section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. The provision of the information sought is compulsory.

### Confidentiality

According to section 17 of the Statistics Act, 1999 (Act No. 6 of 1999) your completed questionnaire remains confidential to Statistics South Africa (Stats SA).

### Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA not later than **ten days after the end of the month concerned.** We recommend that you keep a copy to consult in the event of a query.

### Help available

If you have problems completing this questionnaire, or find that it will be difficult for you to meet the due date, please contact us at:

- Contact person      Nico Venter
- Telephone number    (012) 310 8669/310 8478
- Fax number            (012) 310 8184
- (012) 310 8676
- email address        isaacv@statssa.gov.za
- Postal address:      Statistics South Africa  
Private Bag X44  
Pretoria  
0001

*Person whom Stats SA should contact if any queries arise regarding this questionnaire.*

Name		Telephone number	(      )
Position or title		Fax number	(      )
Signature		email address	
Date			

### *Please note*

**For this survey:**

- The data are collected on the basis of an individual manufacturing establishment. A manufacturing establishment is defined as any premises used in connection with or for the manufacturing, processing, making or packing of goods or articles.
- **The questionnaire must cover a period of one calendar month.** Particulars must be submitted for the month under consideration.
- In view of the nature of the information called for, this questionnaire should be completed at a senior managerial level.

## Utilisation of production capacity during this month

### *Definitions*

- 100% utilisation = full utilisation which can **feasibly** be attained by your establishment with its **current fixed assets** and **without significantly increasing unit costs** as a result thereof, for example by working **overtime** or **additional shifts** except if this is in accordance with the general practice of your industry.
- **Current fixed assets** are the existing buildings, plant, machinery and equipment in use, ready for use or undergoing repairs at the end of the month. (Exclude plant and machinery, not yet installed, and capital work in progress).
- **Without significantly increasing unit costs** means -
  - production with normal downtime for repairs and maintenance;
  - all classes of labour being available and/or there being scope for overtime or additional shifts to the extent that this is in accordance with general practice in your industry; and
  - adequate supplies of raw materials, necessary transport, etc. being available.

1. **What is the current level of utilisation of production capacity of your establishment?**  
(please tick the appropriate box)

100% .....	<input type="checkbox"/>
95% to less than 100% .....	<input type="checkbox"/>
90% to less than 95% .....	<input type="checkbox"/>
85% to less than 90% .....	<input type="checkbox"/>
80% to less than 85% .....	<input type="checkbox"/>
70% to less than 80% .....	<input type="checkbox"/>
60% to less than 70% .....	<input type="checkbox"/>
50% to less than 60% .....	<input type="checkbox"/>

2. If percentage utilisation is less than 50%, please state the percentage .....  %  
and the reasons .....
- .....
- .....

3. **Could your establishment increase this level of utilisation of production capacity?**

Yes .....

No .....

4. **If your answer to Question 3 is Yes, indicate below up to three important problems which, if solved, could enable your establishment to increase the level of production to 100%.**

**Up to three reasons for under-utilisation in order of importance**

*Notes*

- Indicate the **most important problem** by ticking the block  1 .
- Indicate the **second most important problem** by ticking the block  2 .
- Indicate the **third most important problem** by ticking the block  3 .
- Mark only those applicable.

*Defintions*

- **Skilled employees:** Persons who have undergone training in and/or outside their work environment and who are in possession of a minimum level of secondary education to qualify for their occupation. Employees in this category require at least two years teaching or training after grade 12.
- **Semi-skilled employees:** Persons who acquired their expertise after a relatively short training period (single days or weeks) after which the required tasks should be efficiently performed. They must possess basic literacy and numeracy prior to training, but primary education is sufficient as the entry requirement for training.
- **Unskilled employees:** Persons who have not undergone any formal training or of whom no minimum level of education is required.

Shortage of raw material ..... 

1	2	3
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Shortage of labour:

    Skilled employees ... 

1	2	3
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    Semi-skilled and unskilled employees ..... 

1	2	3
---	---	---

Insufficient demand ..... 

1	2	3
---	---	---

Other reasons (e.g. strike action, low productivity levels of employees, employees' transport problems, materials/products) ..... 

1	2	3
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Please specify .....  
 .....

**Comments**

5. To minimise queries from Stats SA regarding the data provided, please provide comments on:

- Significant differences between monthly figures.
- Any unusual circumstances (e.g. seasonal fluctuation) affecting the data provided.
- Changes in this business/organisation (e.g. takeover, merger, new location, expansion, close-down).
- Any other difficulties with the completion of the questionnaire.

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6. Please provide an estimate of the time taken to complete this questionnaire.

Reading .....	<i>hours</i>	<i>minutes</i>
Collecting information .....	<i>hours</i>	<i>minutes</i>
Completing the questionnaire .....	<i>hours</i>	<i>minutes</i>

7. Please indicate your preferred way of reporting the information contained in this questionnaire.

Mail		
Fax		Fax number .....
email		email address .....

**Please ensure that the front page is completed.**

**Please retain a copy for your records.**

*Thank you for completing this questionnaire*

*For office use only*

0 .....

1 .....

2 .....

3 .....

