



REPUBLIC OF GHANA

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GHANA STATISTICAL SERVICE  
P. O. BOX 1098  
ACCRA

# NATIONAL INDUSTRIAL CENSUS 2003 (CONSTRUCTION)

CALENDAR YEAR 2003 (OR FINANCIAL YEAR INCLUDING AT LEAST SIX MONTHS OF 2003)

## GENERAL INFORMATION

This questionnaire is for all establishments engaged in construction. A questionnaire must be completed for each establishment. An enumerator will visit each establishment and will assist in completing the questionnaire if required. A respondent may complete the questionnaire and return it to the enumerator. A copy of the questionnaire may be retained for the establishment's record.

If book figures are not available, carefully prepared estimates will be accepted.

## INFORMATION SUPPLIED IS CONFIDENTIAL

All information supplied is confidential under the Statistical Service Law, P.N.D.C. Law 135. The information will be used by the Statistical Service in the preparation of statistics in accordance with the Statistical Service Law. Only Statistical Service staff have access to the information in the questionnaire. The information provided cannot be used for purposes of taxation.

**INSTRUCTION FOR COMPLETING THIS QUESTIONNAIRE**

- a. PLEASE COMPLETE ALL PARTS OF EACH QUESTION INCLUDING TOTALS. DO NOT WRITE IN SPACES MARKED "FOR OFFICE USE". READ INSTRUCTIONS ACCOMPANYING EACH QUESTION BEFORE COMPLETING.
- b. Use a dash (-) where the question is applicable but no data is available.
- c. Where the response to a question is zero, print '0'.
- d. If a question does not apply, write N/A (ie. Not Applicable) in the space provided for the question.
- e. All monetary values should be recorded in MILLION CEDIS except where otherwise indicated in a question.
- f. The accounting period covered by this questionnaire should include at least six (6) months of 2003.

**SECTION 1: IDENTIFICATION AND CLASSIFICATION INFORMATION**

ESTABLISHMENT REFERENCE NUMBER

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ENUMERATION ZONE NUMBER

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**1.1: NAME AND PHYSICAL LOCATION OF ESTABLISHMENT**

1.1.1  
NAME OF ESTABLISHMENT: .....

1.1.2  
STREET NAME: .....

1.1.3  
SUBURB/AREA: .....

1.1.4  
EXACT LOCATION: .....

1.1.5  
TOWN NAME: .....

1.1.6  
DISTRICT NAME: .....

1.1.7  
REGION NAME: .....

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**1.2: OTHER INFORMATION**

1.2.1: POSTAL ADDRESS:  
.....

1.2.2: TELEPHONE NUMBER:  
.....

1.2.3: FAX:  
.....

1.2.4: E-MAIL ADDRESS:  
.....

1.2.5: FORM OF ORGANISATION:  
.....

1.2.6: TYPE OF OWNERSHIP:  
.....

1.2.7: NATIONALITY OF OWNERSHIP:  
.....

1.2.8: TYPE OF LEGAL ORGANISATION:  
.....

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1.3 PERIOD OF OPERATION DURING 2003

Mark (X) in the box that applies.

- ☐ 1 Operated throughout 2003.  
(GO TO 1.5)
- ☐ 2 Operated for only part of 2003  
(enter number of months) .....  
(GO TO 1.4)
- ☐ 3 Establishment was idle during 2003  
(GO TO 1.4)

1.4 REASONS FOR NOT OPERATING THROUGHOUT THE YEAR

.....  
.....

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1.5 ACCOUNTING PERIOD

Please state the accounting period  
covered by this questionnaire.

From ....../...../20... to ...../...../20...

1.6: PRINCIPAL CONSTRUCTION ACTIVITY

- 1.6.1: Describe establishment's principal construction activity during the 2003 financial year. (e.g. building of complete buildings, construction of streets and bridges, drilling of wells, etc).

.....  
.....

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- 1.6.2: Other construction activities during the  
2003 financial year.

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1.6.2.1 .....

1.6.2.2 .....

1.6.2.3 .....

- 1.6.3: Is the principal construction activity the same for the 2004 financial year?  
Mark (X) in the box that applies.

☐ 1 YES ☐ 2 NO

If NO, state the principal activity for the 2004 financial year.

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.....

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## PERSONS ENGAGED

State the number of persons engaged in the following categories during the peak period in 2003 and 2004 in blank boxes on the right.

2.1 EMPLOYEES (sum of 2.1.1 and 2.1.2)

All persons working for and paid by the establishment.

*INCLUDE* such persons whether working full-time or part-time.

*INCLUDE* employees on sick leave, paid vacation or holidays.

#### 2.1.1 OPERATIVES (DIRECT CONSTRUCTION WORKERS)

Employees directly engaged in construction or construction related activities in the establishment.

*INCLUDE* persons engaged as masons, carpenters, labourers, working foremen, time keepers, equipment operators, mechanics, paid apprentices and job site record keepers.

*INCLUDE* any supervisory personnel whose function is to record or expedite any step in the construction process.

*EXCLUDE* supervisory employees above the working foreman level.

#### 2.1.2 OTHER EMPLOYEES

Employees other than operatives as defined above, eg. architects, engineers, administrative, clerical and accounts personnel such as salaried managers, clerks, typists and supervisory employees above the working foreman level.

2.2 UNPAID WORKERS (sum of 2.2.1, 2.2.2 & 2.2.3)

#### 2.2.1 WORKING PROPRIETORS AND ACTIVE BUSINESS PARTNERS

Proprietors and partners who are actively engaged in the management of the establishment and are not paid a salary or wage. (Managers and directors of corporations working for pay should be reported with "other employees").

### 2.2.2 LEARNERS

*INCLUDE* all persons undergoing on the job training without pay, including unpaid apprentices.

### 2.2.3 UNPAID FAMILY WORKERS

Family members of any of the owners who work in the establishment without regular pay for at least one third of the normal working period.

## 2.3 TOTAL (sum of 2.1 + 2.2)

[illegible]

### 3. NUMBER OF EMPLOYEES AT THE END OF EACH QUARTER IN 2003

State the number of operatives, (direct construction workers) and other employees at the dates specified below.

**EXCLUDE** all unpaid workers, i.e. working proprietors and active business partners, unpaid family workers and learners.

PAY PERIOD NEAREST TO:	NUMBER OF OPERATIVES (DIRECT PRODUCTION) WORKERS)			NUMBER OF OTHER EMPLOYEES			TOTAL (column 1 + column 2)		
	1			2			3		
	TOTAL	MALE	FEMALE	TOTAL	MALE	FE- MALE	TOTAL	MALE	FEMALE
3.1 31st March									
3.2 30th June									
3.3 30th September									
3.4 31st December									
FOR OFFICE USE									

### 4. WAGES AND SALARIES (CASH) PAID TO EMPLOYEES DURING THE 2003 FINANCIAL YEAR

State all payments in cash to employees for work done during the 2003 financial year.

ALL CASH PAYMENTS (Column 1)

**INCLUDE** wages and salaries, other cash payments, e.g. bonuses and cost of living allowances.

**INCLUDE** wages paid during vacation and sick leave.

**INCLUDE** contributions payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust contributions, taxes, group insurance premium and the like.

GOODS AND SERVICES FURNISHED (Column 2)

**INCLUDE** estimated cost of subsidized housing transport, medical care, free uniforms, goods and the like.

CATEGORY OF EMPLOYEES	WAGES AND SALARIES	
	ALL CASH PAYMENTS (MILLION CEDIS) 1	GOODS AND SERVICES FURNISHED IN KIND (MILLION CEDIS) 2
4.1 Operative (Direct Construction Workers)		
4.2 Other employees		
4.3 TOTAL (sum of 4.1 and 4.2)		

**5. SUPPLEMENTS TO WAGES AND SALARIES DURING THE 2003 FINANCIAL YEAR**

(These items are not included in Question 4).

**INCLUDE** employer's contribution on behalf of employees to the Social Security and National Insurance Trust (SSNIT), private pension plans, workmen's accident compensation plans and insurance premiums on hospital and medical schemes and the like.

(MILLION CEDIS)

5.1	SSNIT	
5.2	Others	
5.3	TOTAL	

**QUESTIONS 6, 7 AND 8 ARE EXCLUDED**

**9. COST OF NEW FIXED ASSETS ACQUIRED DURING THE 2003 FINANCIAL YEAR**

NEW FIXED ASSETS (Column 1)

**INCLUDE** the cost of new fixed assets acquired by the establishment during the 2003 financial year. That is the cost of fixed assets acquired that have not previously been used in Ghana. All assets imported into Ghana are to be entered as new fixed assets, regardless of whether they have been used previously.

SECONDHAND FIXED ASSETS (Column 2)

**INCLUDE** the cost of secondhand fixed assets acquired by the establishment during the 2003 financial year. That is the cost of fixed assets acquired that have previously been used in Ghana.

WORK DONE ON OWN ACCOUNT (Column 3)

**INCLUDE** the cost of work done by own labour force on additions and improvements to existing fixed assets during the 2003 financial year.

FOR OFFICE USE (Column 4)

Do not complete. Leave for office use.

**VALUATION** Value at full cost incurred, that is at delivered cost plus the cost of installation including any fees and taxes but excluding financial costs.

	COST OF ADDITIONS TO FIXED ASSETS (MILLION CEDIS)			FOR OFFICE USE  ASSETS (IN MILLION CEDIS)  (1+2+3) 4
	NEW FIXED ASSETS PURCHASED  1	SECOND HAND FIXED ASSETS PURCHASED  2	WORK DONE ON OWN ACCOUNT  3	
9.1 Land (undeveloped land).	////////////////////		////////////////////	
9.2 Buildings, other construction and land improvements				
9.3 Machinery & equipment (except transport)				
9.4 Transport equipment				
9.5 TOTAL (sum of 9.1 to 9.4)				

### SECTION 3: INPUT COSTS

#### 10. QUANTITY AND COST OF PRINCIPAL MATERIALS PURCHASED DURING THE 2003 FINANCIAL YEAR

Complete a separate line for each principal material purchased. Enter balances of purchases in line 10.10 columns 6, 7 and 8 and total values in line 10.11 columns 6, 7 and 8.

**EXCLUDE** all payments by main contractors for work done by sub-contractors

**INCLUDE** the cost of materials purchased by this establishment for sub-contractors.

**INCLUDE** all raw material, fabricated parts and components, etc. received during the 2003 financial year.

**INCLUDE** materials and components used in own account construction of fixed assets or used by other establishments in construction for this establishment under contract.

**INCLUDE** fuels that enter the products directly or are used to generate electricity.

**EXCLUDE** deductible Value Added Tax (VAT).

**VALUATION** should be in purchasers' prices.

#### DEFINITIONS

**PURCHASERS' PRICES** -- The delivered cost at the establishment including the purchase price, charges for transport, cost of insurance, the value of packaging materials charged for and all taxes and duties on the goods. Discounts or rebates allowed to the purchaser and the value of packaging materials returned to suppliers should be deducted.

Materials of DOMESTIC ORIGIN include all materials produced in Ghana. Materials of FOREIGN ORIGIN include all materials imported into Ghana (i.e. produced in a foreign country) irrespective of whether they were purchased in Ghana or not.

DESCRIPTION OF PRINCIPAL MATERIALS	FOR OFFICE USE		UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 2003 FINANCIAL YEAR				
	MATE- RIAL CODE	UNIT CODE		TOTAL QUANTITY	AVERAGE UNIT PRICE  (CEDIS)	TOTAL DELIVERED COST  (MILLION CEDIS)	ORIGIN OF MATERIALS	
							DOMESTIC	FOREIGN
							DELIVERED COST (MILLION CEDIS) 7	DELIVERED COST (MILLION CEDIS) 8
1	2	3	4	5	6	7	8	
10.1								
10.2								
10.3								
10.4								
10.5								
10.6								
10.7								
10.8								
10.9								
10.10 All other materials purchased not listed individually above and auxillary materials purchased for construction.	///////// ////////							



11. **FUELS PURCHASED DURING THE 2003 FINANCIAL YEAR**

State in delivered cost (purchaser's price).

*INCLUDE* fuel for transport and machines.

*EXCLUDE* (a) fuels produced and consumed in the same establishment.

(b) fuels purchased as raw materials to enter into the products of the establishment as well as fuels used to generate electricity.

TYPE OF FUEL	FOR OFFICE USE UNIT CODE 1	UNIT OF MEASURE 2	QUANTITY 3	DELIVERED COST (MILLION CEDIS) 4
11.1 Diesel oil				
11.2 Petrol				
11.3 Wood	////////////////	////////////////	////////////////	
11.4 Gas (LPG)				
11.5 Charcoal				
11.6 Other (specify) .....	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	
11.7 TOTAL (sum of 11.1 to 11.6)	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	

12. **COST OF GOODS PURCHASED OR CONSUMED AND PAYMENTS FOR INDUSTRIAL SERVICES RENDERED BY OTHERS DURING THE 2003 FINANCIAL YEAR.**

TYPE OF COST	DELIVERED COST AT ESTABLISHMENT (MILLION CEDIS)
12.1 Materials, supplies, etc. purchased (same as 10.11 col. 6)	
12.2 Purchased fuels (same as 11.7 col. 4)	
12.3 Purchased electricity	
12.4 Cost of current repair and maintenance work done for you on your own assets	
12.5 Cost of goods bought to be sold in the same condition as purchased.	
12.6 Cost of hiring plant and equipment (with operator).	
12.7 Contract work done by others on your own materials.	
12.8 TOTAL (sum of 12.1 to 12.7)	

**13. OTHER OPERATING COSTS AND COST OF NON-INDUSTRIAL SERVICES DURING THE 2003 FINANCIAL YEAR**

Enter the following types of individual costs, and **under 13.10** include:

Labour costs not included in compensation of employees, purchases of provisions and supplies for sale in employee facilities. Amount paid for storage or warehousing.

**INCLUDE** Cost of legal, accountancy, consulting, planning, patent and license fees, printing costs, newspaper and periodical subscriptions, cost of representation, entertainment, traveling and subsistence, meetings of governing bodies, shareholders, clearing costs, waste disposal and indirect outlays for purposes of financing the acquisition of fixed assets, e.g. flotation costs and service charges in respect of loans.

**EXCLUDE** Purchase of land and other capital goods.

**EXCLUDE** Dividends and interest paid, donations, bad debts, depreciations and outright purchase of patents and licenses.

DESCRIPTION OF SERVICE	COST (MILLION CEDIS)
13.1 Communication costs (postal, telephone, fax, etc.)	
13.2 Rental payments for buildings and machinery (without operator).	
13.3 Advertising costs	
13.4 Bank charges (excluding interest payments)	
13.5 Interest payments	
13.6 Customs duties	
13.7 Export Levy	
13.8 Value Added Tax (VAT)	
13.9 Research and Development Services	
13.10 All other items not listed individually above. Specify: .....	
.....	
.....	
13.11 TOTAL (sum of 13.1 to 13.10)	

**13b. PAYMENTS TO SUB-CONTRACTORS FOR WORK DONE**

	(MILLION CEDIS)
TOTAL payments to sub-contractors for work done	

**EXCLUDE** cost of raw materials purchased for sub-contractors.

**SECTION 4: OUTPUT OF THIS ESTABLISHMENT****14. VALUE OF CONSTRUCTION WORK DONE DURING THE 2003 FINANCIAL YEAR**

Complete a separate line for each construction activity.

**INCLUDE** works carried out on the basis of contracts with investors including works given out to sub-contractors and on the account of the construction establishment itself.

**INCLUDE** value of construction for which the establishment is a sub-contractor but has been re-subcontracted to others.

**INCLUDE** value of construction done by the establishment during the 2003 financial year for which the establishment has received part payments or no payment.

**EXCLUDE** the value of construction done by the establishment before the 2003 financial year for which payments were received during the 2003 financial year.

**14A. VALUE OF CONSTRUCTION WORK DONE AS A MAIN CONTRACTOR DURING THE 2003 FINANCIAL YEAR**

DESCRIPTION OF CONSTRUCTION ACTIVITY	MILLION CEDIS
14.1 <b>New construction including extensions.</b>	////////////////////////////////////
i Residential buildings	
ii Non-Residential buildings	
iii Other construction work	
iv TOTAL (sum 14.1i, 14.1ii & 14.1iii)	
14.2 <b>Repairs and maintenance</b>	////////////////////////////////////
i Capital repairs (including restorations and conversions)	
ii Current repairs and maintenance	
iii TOTAL (sum 14.2i and 14.2ii)	
14.3 <b>TOTAL (sum of 14.1iv and 14.2iii)</b>	

**14B. VALUE OF CONSTRUCTION WORK DONE AS A SUB CONTRACTOR OR ON OWN ACCOUNT DURING THE 2003 FINANCIAL YEAR.**

DESCRIPTION OF CONSTRUCTION ACTIVITY	MILLION CEDIS
14.4 Value of construction work carried out by construction establishment as a sub-contractor	
14.5 Value of construction work carried out by construction establishment for itself (same as 9.2 col 3)	
14.6 TOTAL (sum of 14.4 and 14.5)	

**14.7 GRAND TOTAL (sum of 14.3 and 14.6)**

C E D I S

15. **VALUE OF CONSTRUCTION DONE AND RECEIPTS FOR INDUSTRIAL SERVICES DURING THE 2003 FINANCIAL YEAR.**

VALUATION should be at ex-factory prices, (defined in question 7)

DESCRIPTION OF ITEM	VALUE (MILLION CEDIS)
15.1 Value of construction (same as 14.7)	
15.2 Receipts for contract work done for others on their materials.	
15.3 Receipts for repair and installation work done for others	
15.4 Other receipts for industrial services	
15.5 Sales of goods sold in the same condition as purchased	
15.6 Value of capital goods produced for use by establishment (same as 9.5 column 3)	
15.7 TOTAL (sum of 15.1 to 15.6)	

16. **INDUSTRIAL CAPACITY UTILIZATION** (Not relevant to Construction).

17. **RECEIPTS FOR NON-INDUSTRIAL SERVICES TO OTHERS DURING THE 2003 FINANCIAL YEAR**

Enter receipts from non-industrial services.

**EXCLUDE** the following: dividends, interest or subsidies received from the sale of used capital goods (included in capital formation).

DESCRIPTION OF SERVICES	VALUE (MILLION CEDIS)
17.1 Receipts for rental or lease of building and machinery.	
17.2 Commissions received	
17.3 Revenue from the operation of employee facilities	
17.4 Receipts for storage of goods, warehousing, cold storage for others.	
17.5 Receipts for transport services rendered to others.	
17.6 All other similar items. (specify) .....	
17.7 TOTAL (sum of 17.1 to 17.6)	

### SECTION 5: ENUMERATOR'S REVIEW

The enumerator will review your form for completeness and accuracy in the following section before having you complete the certification.

a. COMPLETENESS CHECKS

Mark (X) in the box that applies.

Have the following questions been completed?

QUESTION	YES	NO*	QUESTION	YES	NO*
1.3			13.11		
1.5			13b		
1.6			14.3		
2.3			14.6		
4.3			14.7		
9.5			15.7		
10.11			17.7		
11.7					
12.8					

\* If NO explain in "REMARKS"

REMARKS .....

.....

.....

Calculate and enter figures for checks (b, c and d).

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS (MILLION CEDIS)
b. Average annual wage per employee	Question 4.3 col (1 + 2) / question 2.1 col 1a	

c. \* Value of construction and receipts, input costs, wages and salaries.

A

VALUE OF CONSTRUCTION & OTHER RECEIPTS

Question 15.7
.....

B

INPUT COSTS AND WAGES AND SALARIES

Question 4.3 col 1	.....
Question 4.3 col 2	.....
Question 12.8	.....
Total	.....

Is the answer in box A greater than the total in box B?

Mark (X) in the box that applies.

YES

☐

NO

☐

(Explain a "No" in "Remarks")

REMARKS

.....

.....

.....

d. Are the answers to the following questions the same?

Mark (X) in the box that applies

YES NO

(Explain a "No" in "Remarks")

Question 9.5 col 3 and question 15.6
Question 10.11 col 6 and question 12.1
Question 11.7 col 4 and question 12.2
Question 14.7 and question 15.1
Question 14.5 and question 9.2 col 3


REMARKS

.....  
.....  
.....

e. Source of Data

Mark (X) in the box/boxes that applies/apply

☐

Data derived from financial statements

☐

Careful estimates

☐

Other documentary sources

☐

Estimates

If more than one box is marked, indicate in space for remarks the number(s) from each source.

REMARKS

.....  
.....

f. This questionnaire was completed by [Mark (X) in the box that applies].

☐

Respondent

☐

Enumerator

**SECTION 6: CERTIFICATION OF THIS QUESTIONNAIRE**

- A. Thank you for completing this questionnaire. Please enter any comments which would assist in the interpretation of the information given.

COMMENTS: .....  
.....  
.....  
.....  
.....  
.....

- B. NAME OF PERSON SUPPLYING THE INFORMATION TELEPHONE NUMBER

.....

SIGNATURE: .....  
STAMP

DESIGNATION ..... DATE .....

- C. ENUMERATOR'S NAME ..... ENUMERATOR'S NUMBER .....

DATE OF INTERVIEW .....

SUPERVISOR'S NAME ..... SUPERVISOR'S NUMBER .....

DATE CHECKED ..... DATE CHECKED BY REGIONAL CO-ORDINATOR .....

- D. CLERICAL PROCESSING (FOR OFFICE USE)

EDITOR'S NUMBER ..... SIGNATURE AND DATE .....

CODER'S NUMBER ..... SIGNATURE AND DATE .....

VERIFIER'S NUMBER ..... SIGNATURE AND DATE .....

DATE PASSED FOR DATA ENTRY ..... SIGNATURE .....