

Codebook

Medium and Large Establishment Survey 2014

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GENERAL INFORMATION

Basic

Note that the survey has a cross section as well as a panel component. The panel refers to information collected for the same firms in 2002/03 and in 2013/14.

First wave data refer to firms with at least 50 full-time employees (FTEs). The threshold full-time employee was lowered to at least 46 FTEs for the 2013/14 survey.

Weight 1 is the sector-weight for firms with at least 50 FTEs. Weight 2 is for firms with at least 46 FTEs.

The dataset contains data for firms that do not qualify as either panel or as cross-section. Refer to the joint **cs2** and **panel** variables to remove firms that do not qualify as appropriate. The firms that qualify for the cross-section (i) manufacturing; (ii) have at least 46 FTEs and (iii) are in eThekwin. Thus data for id 680 have been entered but it is a large design house that does very little production but manages other producers instead. It thus does not meet the aforementioned criterion (i).

The reference to id 357 refers to incomplete data provided. (Refusal to continue to complete the questionnaire from head office but authorisation to use the data already given.)

Own variable produced for ease of use: size_class

Note that some data was obtained through a pilot survey with a distinct questionnaire – set as missing in the main questionnaire dataset when no equivalence.

General Coding

- All Yes/ No responses are coded as:

1- Yes

2- No

This is in keeping with the 2003 coding for Yes/No responses.

- All filter and other relevant questions have a “Not Applicable” option coded as “-4” and a “Refuse to Answer” option coded as “-3” (which mainly apply to questions in Module 2). These codes remain consistent throughout the database unless otherwise specified. Careful attention must be paid to filter questions and the “N/A” code should be appropriately used. **Note that in some cases N/A is specified as no comment or no more comment to distinguish missing answers.**

- This codebook has been written in conjunction with a qualitative codebook. Both the quantitative and qualitative codebook should be used closely with the questionnaire as well as the database. All qualitative responses have been entered in the SPSS database by means of numeric codes. See the qualitative codebook to identify numeric codes and their corresponding themes/subthemes.

- Sector

0- Food processing and beverages

1- Textiles

2- Paper and furniture

3- Chemical products

4- Iron and steel

5- Metal products

6- Electrical and electronic machinery

7- Vehicles and automotive components

8- Leather and footwear

9- Non- metallic mineral products & miscellaneous other products

- **Unusual basic codes (e.g. Does not know) listed in value code but also refer to qualitative code book.**

Module One

Coding by variable

- Q1_6a: Indicate the status of the establishment - **Circle (O) one**

Response options	Coding
Head office/holding company	1
Branch	2
Subsidiary	3
Independent unit	4
Other, Specify	5

- If “Other” is selected, enter code 5 for 1.6a and a qualitative code for “specify” in 1.6a1.
- See qualitative codebook. **Note some additional options specified with independent units**

- Q1_6b: Does the establishment have a parent company?

Coding	
1	Yes
2	No

- Q1_6c: If YES, state area where the parent company is located?

Coding	
1	In KZN
2	Elsewhere in SA
3	Outside SA

Country if outside SA:

If “Outside SA” is selected, enter code 3 for 1.6c and the relevant country code for 1.6d. For country codes see qualitative codebook **but data already entered for ease of use.**

- Q1_7: In what year did this plant start production at this location?

Enter the 4 digit year.

- Q1_8: When did the present owner(s) of this establishment take over in this capacity?

Enter the 4 digit year

- Q1_9: How many full-time employees does this establishment have?

This variable is NOT split into categories. Enter the real number of employees in this establishment.

- Q1_10a: Describe the legal status of this establishment. Q1_10b: JSE or another stock exchange?

	Q1_10a	Q1_10b	
	Circle (O) one	Circle (O) if listed on -	
		JSE	Another stock exchange
	Coding		
Sole proprietor	1	1	2
Closed corporation	2	1	2
PTY Limited – Private company	3	1	2
Personal Liability Company	4	1	2
Public Company (Ltd)	5	1	2
State-owned Company	6	1	2
Subsidiary/division of larger enterprise	7	1	2
Other (Specify) _____ q1_10c	8	1	2

Each status has a responding code. Enter the code corresponding to the legal status of the establishment.

Variable Q1_10b was set up in the same way as the 2003 questionnaire, which assumes that if you are listed on the JSE then you cannot be listed on another stock exchange. Therefore only one response option is allowed - enter either 1 or 2. If the respondent fails to circle any option in the “JSE” or “Another stock exchange” we enter it as missing (.). The “N/A” option can also be used here if necessary. If the “Other” option is selected, enter code 8 for 1.10a and the relevant qualitative code for 1.10c. See qualitative codebook.

Note we have a case of a firm reporting being a private company but listed on JSE (data entered as reported).

- Q1_11: Describe the ownership structure of this establishment:

Ownership structure	% of ownership at present	
Type of private ownership		
Domestic		Example
Individual resident(s) of South Africa	Q1_11a	75
Domestic company	Q1_11b	25
Local bank/institutional investor	Q1_11c	0
Foreign		
Non-resident(s)	Q1_11d	0
Foreign company	Q1_11e	0
Foreign bank/institutional investor	Q1_11f	0
Type of government ownership		
Central government - IDC	Q1_11g	0
Central government - Other	Q1_11h	0
Other (Specify) _____ Q1_11j	Q1_11i	0

Each type of ownership is a variable.

The actual raw value should be entered in the corresponding variable.

Variables where no data is entered should be coded as 0. This is to ensure that the entire column adds up to 100% - see the example.

- The table above shows the variable code for each variable.
- If the “Other” option is selected, enter relevant code for 1.11i and the relevant qualitative code for 1.11j.
- See qualitative codebook

- Q1_12: Does a ‘previously disadvantaged individual’ (PDI) or companies controlled by PDIs (African, Asian/Indian, Coloured) own a part of this establishment?

Coding	
1	Yes
2	No

If YES to question 1.12

- Q1_13a: what percentage of the total does the PDI own?
 - Percentage response required. If the respondent writes 0 it implies that 0% is owned by the PDI. If “No” to 1.12 select “N/A” option
 - Do not know: own code
- Q1_13b: when did the PDI become owner/part-owner of this establishment?
 - Numeric response required, if “No” to 1.12 select “N/A” option, otherwise it is coded as missing.
- Q1_14: What type of products does this establishment produce? (List the **main product** – e.g. spices, garden chair)
 - See qualitative codebook for product codes.

- Q1_15: Categorise the following in terms of their significance for changes in establishment strategy since 2008/ or since establishment started operating if set up after 2008? (**Circle (O) relevant answer for each option**)

Focus Area	Variable name
Bypass intermediaries for the sales of products	Q1_15a
Develop new/more remote markets	Q1_15b
Bypass intermediaries in sourcing inputs	Q1_15c
Taken control of logistics/Tightened control of logistics costs	Q1_15d
Taken steps to control/reduce energy costs	Q1_15e
Engaged in equipment investment	Q1_15f
Accelerated skills and training development	Q1_15g
Investments in marketing	Q1_15h
Engaged in internal reorganisation processes (process upgrading)	Q1_15i
Other, specify	Q1_15j1
Specify	Q1_15j2
Other, Specify	Q1_15k1
Specify	Q1_15k2

- Each focus area is a variable.
- Enter the corresponding response for each variable. Eg: Q1_15a - 4 (indicating reduced focus area)
- If the “Other” option is selected, enter relevant code for 1.15j1 and 1.15k1, and the relevant qualitative code for 1.5j2 and 1.15k2.

See qualitative codebook. **Data already entered for ease of use.**

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Coding	
1	Major change
2	Moderate change
3	Not undertaken / NA
4	Reduced focus area

- Q1_16a: What major elements in the **global** arena have been influencing the establishment's ability to expand since 2008/OR since establishment started operating if set up after 2008?
 - Enter qualitative code for each element, (1.16aa1, 1.16aa2, 1.16aa3, 1.16aa4).
 - If for example only 2 elements are listed, the remaining variables are coded using "N/A". If no elements were selected, code all variables in this question as missing unless otherwise stated.
 - See qualitative codebook.

- Q1_16b: What three major elements within the **national** arena have been influencing the establishment's ability to expand since 2008/OR since establishment started operating if set up after 2008?
 - Enter qualitative code for each element, (1.16bb1, 1.16bb2, 1.16bb3, 1.16bb4, 1.16bb5).
 - If for example only 2 elements are listed, the remaining variables are coded using "N/A". If no elements were selected, code all variables in this question as missing unless otherwise stated.
 - See qualitative codebook.

- Q1_16c: What three major elements within the **provincial** arena have been influencing the establishment's ability to expand since 2008/OR since establishment started operating if set up after 2008?
 - Enter qualitative code for each element, (1.16cc1, 1.16cc2, 1.16cc3).
 - If for example only 2 elements are listed, the remaining variables are coded using "N/A". If no elements were selected, code all variables in this question as missing unless otherwise stated.
 - See qualitative codebook.

- Q1_16d: What three major elements within the **local** arena have been influencing the establishment's ability to expand since 2008/OR since establishment started operating if set up after 2008?
 - Enter qualitative code for each element, (1.16dd1, 1.16dd2, 1.16dd3, 1.16dd4).
 - If for example only 2 elements are listed, the remaining variables are coded using "N/A". If no elements were selected, code all variables in this question as missing unless otherwise stated.
 - See qualitative codebook.

- Q1_17a: Rate each of the potential obstacles to an expansion of your activities on a scale ranging from 1 = major problem to 3 = not a problem

Potential obstacle		Variable name
1	Regulations for expanding your current business and/or starting...	Q1_17a1
2	Export regulations/procedures	Q1_17a2
3	Import regulations/procedures	Q1_17a3
4	Availability of technical/vocational labour skills	Q1_17a4
5	Labour regulations & relations (LRA, BCEA, EEA, Skills Act)	Q1_17a5
6	Compliance with Competition rules & procedures	Q1_17a6
7	Administrative charges	Q1_17a7
8	Changes in government policies (e.g. inconsistency in policy)	Q1_17a8
9	Environmental regulations	Q1_17a9
10	HIV/AIDS	Q1_17a10
11	Crime and theft	Q1_17a11
12	Transport infrastructure provision & quality	Q1_17a12
13	Cost of Transport	Q1_17a13
14	Telecommunication & ICT infrastructure provision and quality	Q1_17a14
15	Cost of Telecommunication & ICT	Q1_17a15
16	Energy provision & quality	Q1_17a16
17	Cost of Energy	Q1_17a17
18	Water provision & quality	Q1_17a18
19	Cost of Water	Q1_17a19
20	Cost of capital/credit	Q1_17a20
21	Depreciation or weakening of Rand/Dollar exchange rate	Q1_17a21
22	Markets are dominated by established firms	Q1_17a22
23	Mergers and acquisition procedures	Q1_17a23
24	Low rates of economic growth in South Africa	Q1_17a24
25	Corruption in government	Q1_17a25
26	Private sector corruption*	Q1_17a26
27	Inefficiencies in national government	Q1_17a27

28	Inefficiencies in provincial government	Q1_17a28
29	Inefficiencies in local government	Q1_17a29
30	Other, Specify	Q1_17a30
31	Specify	Q1_17a31

Coding	
1	Major problem
2	Moderate problem
3	Not a problem
4	Not Applicable [relevant in parts]

- Each Potential obstacle is a variable in this question. Enter the corresponding response for each variable.
- Eg: Q1_17a1 - 1 (indicating “Major problem”)
- **Please Note:** In the questionnaire there are 4 response options:

1. Major problem
 2. Moderate Problem
 3. Not a Problem
 4. Not Applicable for some options and where N/A emerged from discussion with respondent (e.g. logistics arrangements dealt with by customers for transport cost)
 - In the 2003 questionnaire the options “Not a problem” and “Not applicable” were captured as one entry. For this data set we split them where 3- Not a problem and 4- Not Applicable.
 - If the “Other” option is selected, enter relevant code for 1.17a30 and the relevant qualitative code for 1.17a31.
 - See qualitative codebook
- Q1_17b: Additional comment on any of the obstacle mentioned above:
 - Enter qualitative codes for 1.17b1, 1.17b2, 1.17b3, 1.17b4, 1.17b5.
 - See qualitative codebook.
 - Q1_17c: If you have ranked private corruption as a major problem, explain briefly
 - Enter qualitative codes for 1.17c.
 - See qualitative codebook.
 - Q1_17d: If you have ranked corruption in government as a major problem, explain briefly
 - Enter qualitative codes for 1.17c.
 - See qualitative codebook.
 - Q1_18: What is the BEE level of your establishment?

Coding	
BEE level no	_____
N/A	99

- Enter the actual BEE level.
- N/A is coded as 99, if left blank code set as missing.

- Q1_19: Has the BBBEE Act had any effect on your establishment?

Coding	
Yes	1
No	2

- Q1_20: If YES to Question 1.19 above, has the following occurred in this establishment? **(Circle the relevant answer for each question and comment.)**

Question	Yes	No	Comment	
Coding for each variable	1-Yes, 2- No		Qualitative code	
Re/Structure to meet BBBEEE requirements	Q1_20a1		Q1_20a2	99
BBBEE has imposed costs on your establishment	Q1_20b1		Q1_20b2	100
Benefitted from the BBBEE Act	Q1_20c1		Q1_20c2	101

- See qualitative codebook for codes on comments.

- 1_21a: In terms of enhancing the performance of your establishment, to what extent is further progress still required by the Municipality in the various areas listed in the table below?
(Circle (O) from the list below and add under other if required. Specify other areas not listed in the table as appropriate to your establishment.)

Area for further progress	Extremely important	Moderately important	Not important
Coding for each category	1	2	3
New Infrastructure	Q1_21aa		
Maintenance of the existing infrastructure (e.g. road maintenance/development, electricity, water)	Q1_21ab		
Investment support and facilitation	Q1_21ac		
Sector-specific support	Q1_21ad		
Other, Specify:	Q1_21ae1		
Specified	Q1_21ae2		
Other, Specify:	Q1_21f1		
Specified	Q1_21f2		

- See qualitative codebook for codes on “specify”

- Q1_21b: What comments would you make about the manner in which eThekwin Municipality deals with your business queries?
 - Enter qualitative codes for 1.21b1 and 1.21b2.
 - See qualitative codebook. Data codes already entered in dataset.
- Q1_21c: Are local rates a problem for your establishment?

Coding	
1	Yes
2	No

- Q1_21d: If YES, in what ways?
 - Enter qualitative codes for 1.21d1, 1.21d2 and 1.21d3.
 - See qualitative codebook.
- Q1.22: From your experience, which are the most important areas where progress is still required by central

government? (Circle (O) the appropriate response for each area listed in the table and suggest additional areas as appropriate.)

Area for further progress	Extremely important	Moderately important	Not important
Codes	1	2	3
New infrastructure	Q1_22a		
Maintenance of the existing infrastructure (e.g. National roads, ports and power stations)	Q1_22b		
Address high cost of utilities such as electricity	Q1_22c		
Provide timely, accurate and relevant information for growth of local businesses	Q1_22d		
Provide adequate sectoral support mechanisms & measures	Q1_22e		
Promote competition	Q1_22f		
Support small firms to set-up and expand	Q1_22g		
Support new firms to set up and expand	Q1_22h		
Promote efficient skills development systems	Q1_22i		
Promote access to government tenders	Q1_22j		
Other, Specify:	Q1_22k1		
Specify	Q1_22k2		
Other, Specify:	Q1_22l1		
Specify	Q1_22l2		

- See qualitative codebook for codes on “specify”. Codes already entered in database.

- Q1_23a: Evaluate the incentive programmes available to medium and large producers listed below:

Are you	If you are aware of the programme -	
	Is it used by	If it is used by your establishment

	aware of this programme ?		your establishment?		If used: Number of years used	Importance for your establishment			Administrative and other costs		
	Yes	No	Yes	No		Essential	Useful	Not useful	Prohibitive costs not worth using again	Costs are High	Reasonable costs
Coding for each category	1	2	1	2		1	2	3	1	2	3
Grants for R&D projects	Q1_23aaa1		Q1_23aaa2		Q1_23aaa3	Q1_23aaa4			Q1_23aaa5		
R&D Tax Incentives	Q1_23aab1		Q1_23aab2		Q1_23aab3	Q1_23aab4			Q1_23aab5		
Grant for feasibility Studies	Q1_23aac1		Q1_23aac2		Q1_23aac3	Q1_23aac4			Q1_23aac5		
Export marketing & Investment Assistance Scheme (EMIA)	Q1_23aad1		Q1_23aad2		Q1_23aad3	Q1_23aad4			Q1_23aad5		
Capital expenditure incentive	Q1_23aae1		Q1_23aae2		Q1_23aae3	Q1_23aae4			Q1_23aae5		
Enterprise Investment Programme (EIP)/Manufacturing Investment Programme	Q1_23aaf1		Q1_23aaf2		Q1_23aaf3	Q1_23aaf4			Q1_23aaf5		
Automotive Investment Incentive	Q1_23aag1		Q1_23aag2		Q1_23aag3	Q1_23aag4			Q1_23aag5		
Foreign Investment Grant	Q1_23aah1		Q1_23aah2		Q1_23aah3	Q1_23aah4			Q1_23aah5		
Manufacturing Competitiveness Enhancement Programme	Q1_23aai1		Q1_23aai2		Q1_23aai3	Q1_23aai4			Q1_23aai5		
Clothing & Textile Competitiveness Improvement Programme	Q1_23aaj1		Q1_23aaj2		Q1_23aaj3	Q1_23aaj4			Q1_23aaj5		
Other, specify	Q1_23aak1		Q1_23aak2		Q1_23aak3	Q1_23aak4			Q1_23aak5		
Specify	Q1_23aaki										

- The table above shows the variable name for each variable and the response code that should be filled into each variable.
- The “N/A” code can be used here if necessary. For example, if the respondent is not aware or does not use a particular incentive programme, then all other variables relating to that incentive programme (no. of years used, importance, and admin costs) should be coded as N/A.

- See qualitative codebook for “specify” codes.

5 variables have been created for each type of incentive programme:

- Programme Awareness
- Is it used
- Number of years used
- Importance for your establishment
- Cost for establishment to use this programme

Eg: Q1_21aa1: 1 (Yes)

Q1_21aa2: 1 (Yes)

Q1_21aa3: 5 (indicating 5 years)

Q1_21aa4: 2 (useful)

Q1_21aa5: 3 (Reasonable costs)

- Q1_23b: Are there any additional comments you would like to add on incentive programmes available to firms in your sector?
 - Enter qualitative codes for 1.23bb1 and 1.23bb2, 1.23bb3.
 - See qualitative codebook.

- Q1_24a: Is your investment capital fully funded from internal sources?

Coding	
1	Yes
2	No

- Q1_24b: **IF NO TO QUESTION 1.24(a)**, list the percentage of the establishment's current financing from each of the following source for your investment capital:

Source	Percentage (%)	Example
Internal sources	Q1_24ba	75
Loan from a local South African bank	Q1_24bb	25
Loan from a foreign bank	Q1_24bc	0
Loan from partner establishment or parent establishment	Q1_24bd	0
Shares issued on the stock exchange	Q1_24be	0
Share issue not listed on the stock exchange	Q1_24bf	0
Loan from another investor/other investors or another company/other companies	Q1_24bg	0
Loan from the IDC*	Q1_24bh	0
Other, Specify: _____	Q1_24bi	0
Specify	Q1_24bi1	0
Total=	100	100

- The actual raw value should be entered in the corresponding variable. Variables where no data is entered should be coded as 0. This is to ensure that the entire column adds up to 100% - see the example.
- If the "Other" option is selected, enter relevant code for 1.24bi and the relevant qualitative code for 1.24bi1.
- See qualitative codebook.

In some cases total do not add up to 100% - data entered as reported.

- Q1_24c: Is your working capital **fully** funded from internal sources?

Coding	
1	Yes
2	No

- Q1_24d: **IF NO TO QUESTION 1.24(c)**, list the percentage of establishment's current financing from each of the following source for your working capital:

Source	Percentage (%)	Example
Internal sources	Q1_24da	75
Loan from a local South African bank	Q1_24db	25
Loan from a foreign bank	Q1_24dc	0
Loan from partner establishment or parent establishment	Q1_24dd	0
Shares issued on the stock exchange	Q1_24de	0
Issued shares not listed on the stock exchange	Q1_24df	0
Loan from another investor/other investors or another company/other companies	Q1_24dg	0
Loan from the IDC*	Q1_24dh	0
Other, Specify: _____	Q1_24di	0
Specify	Q1_24di1	0
Total=	100	100

- The actual raw value should be entered in the corresponding variable. Variables where no data is entered should be coded as 0. This is to ensure that the entire column adds up to 100% - see the example.
- If the "Other" option is selected, enter relevant code for 1.24di and the relevant qualitative code for 1.24di1.
- See qualitative codebook.

In some cases total do not add up to 100% - data entered as reported.

- Q1_24e: * **IF NO LOAN FROM THE IDC AT PRESENT:** Has this establishment ever applied for a loan from the IDC?

Coding	
1	Yes
2	No

Note answers provided in spite of filter. So, filter not always followed through.

- Q1_24f: **IF YES TO QUESTION 1.24(e):** when was the last that such an application was made?
- Enter the four digit year.

Note answers provided in spite of filter. So, filter not always followed through.

- Q1_24g: **IF YES TO QUESTION 1.24(e),** Was the application successful?

1 Yes	2 No	3 Don't yet know
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Note answers provided in spite of filter. So, filter not always followed through.

- Q1_24h: What comments would you make about the role of the IDC for your establishment/for establishments in your sector?
- Enter qualitative codes for 1.24h1 and 1.24h2, 1.24h3.
- See qualitative codebook.

Note answers provided in spite of filter. So, filter not always followed through.

- Q1_25: Has your establishment expanded its operations (output) since 2008?/OR since the establishment started operating if set up after 2008?

Coding	
1	Yes
2	No

- Q1.26a: **If YES TO QUESTION 1.25, what expansion strategies were undertaken?**

Type of expansion	Circle (O) all relevant
Coding	1- Yes, 2- No
Expansion through acquisition/merger	Q1_26a1
Expansion through starting / adding a new production facility	Q1_26a2
Expansion through increasing employment in current production facility	Q1_26a3
Expansion through investment in plant and machinery	Q1_26a4
Other, specify:	Q1_26a5
Specify	Q1_26a6

- If the “Other” option is selected, enter relevant code for 1.26a5 and the relevant qualitative code for 1.26a6.
- See qualitative codebook.

Note: Some answers to some pilot questionnaire options brought into the dataset (p1_26a: expansion through new operations)

- Q1_26b: **If YES TO QUESTION 1.25**, how was the expansion pursued?

Type of expansion	Circle (O) all relevant
Codes	1- Yes, 2- No
Expansion in existing markets	Q1_26b1
Expansion in new markets	Q1_26b2
Expansion within South Africa	Q1_26b3
Expansion through exports in Africa	Q1_26b4
Expansion through exports outside Africa	Q1_26b5
Other, specify: _____	Q1_26b6
Specify	Q1_26b7

- If the “Other” option is selected, enter relevant code for 1.26b6 and the relevant qualitative code for 1.26b7.
- See qualitative codebook.

- Q1_27: **If NO TO QUESTION 1.25**, what is the main reason why not?

- Enter qualitative codes for 1.27.
- See qualitative codebook.
-

- Q1_28: What are your expectations for the following indicators over the next two years relative to 2012? (**Circle (O) the relevant answer for each indicator.**)

Indicator	Markedly worsening/very poor	Worsening/po or	No change	Good/ improved	Do not know
Codes	1	2	3	4	5
The annual sales of the establishment	Q1_28a1				
The establishment’s average margin	Q1_28a2				
South Africa’s GDP growth	Q1_28a3				

- Q1_29: What would it take to expand to a scale of operation which would enable you to increase your workforce by at least 10 percent? (**Circle ALL that apply and comment.**)

	Circle (O)	Comments
Codes	1- Yes, 2- No	Qualitative codes
Sustained increase in the market demand for my products/services	Q1_29a1	Q1_29a2
Interest rates must fall in real terms	Q1_29b1	Q1_29b2
Wages must decline in real terms	Q1_29c1	Q1_29c2
Have to export more	Q1_29d1	Q1_29d2
Need cheaper imports	Q1_29e1	Q1_29e2
Labour regulations must be more flexible for large businesses	Q1_29f1	Q1_29f2
Need a greater supply of skilled workers	Q1_29g1	Q1_29g2
Competition from foreign firms must decline	Q1_29h1	Q1_29h2
Nothing would work/not possible	Q1_29i1	Q1_29i2
Other, Specify:	Q1_29j1	Q1_29j2
Specify	Q1_29j3	
Other, Specify:	Q1_29k1	Q1_29k2
Specify	Q1_29k3	

- See qualitative codebook for codes on comments and “Other, specify”. **Comments kept blank when none provided.**

- Q1_30: What would it take for your establishment to make an additional capital investment of at least 10 percent next year? (**Circle ALL that apply and comment.**)

	Circle (O)	Comments
Codes	1- Yes, 2- No	Qualitative codes
Sustained increase in the market demand for my products/services	Q1_30a1	Q1_30a2
Interest rates must fall in real terms	Q1_30b1	Q1_30b2
The exchange rate must stabilize	Q1_30c1	Q1_30c2
Have to export more	Q1_30d1	Q1_30d2
Need to feel more confident about the future of the South African economy	Q1_30e1	Q1_30e2
Crime and violence must decrease to make investments less risky	Q1_30f1	Q1_30f2
Labour relations must be more flexible and real wages must fall	Q1_30g1	Q1_30g2
Need a greater supply of skilled workers	Q1_30h1	Q1_30h2
The investment climate (rate of return/risk) in South Africa in relation to foreign economies must improve significantly	Q1_30i1	Q1_30i2
There is nothing that allows such option	Q1_30j1	Q1_30j2
Other, Specify:	Q1_30k1	Q1_30k2
Specify	Q1_30k3	
Other, Specify:	Q1_30l1	[No comment provided]
Specify	Q1_30l2	

- See qualitative codebook for codes on comments and “Other, specify”.

- Q1_31: What competitive advantages does your establishment enjoy as a result of being located in South Africa?
 - Enter qualitative codes for 1.31a, 1.31b, 1.31c, and 1.31d.
 - See qualitative codebook.

- Q1_32a: List the main products manufactured by this establishment in order of importance and indicate for how long each has been manufactured for (in years):

List a maximum of THREE products manufactured or assembled at this plant?	Approximate % of total turnover	Main raw material/inputs used to produce each product	Purpose/use/application of final product	Number of years manufactured
1. Sheet metal products	70 %	Steel	Components for buildings	15
2. Furniture	30 %	Metal	Garden furniture	8
Variable name				
1. Q1_32aa1	Q1_32aa2	Q1_32aa31 Q1_32aa32 Q1_32aa33 Q1_32aa34	Q1_32aa41 Q1_32aa42	Q1_32aa5
2. Q1_32ab1	Q1_32ab2	Q1_32ab31 Q1_32ab32 Q1_32ab33	Q1_32ab41 Q1_32ab42	Q1_32ab5
3. Q1_32ac1	Q1_32ac1	Q1_32ac31 Q1_32ac32	Q1_32ac41 Q1_32ac42	Q1_32ac5
Enter products manufactured code	Enter %	Enter raw materials code	Enter use of final product code	Enter numeric value
	TOTAL Q1_32ad			

- For codes on “products manufactured”, “Raw materials/inputs”, and “Purpose/use/application” see qualitative codebook. More than one raw material and more than one purpose specified at times. **Codes already entered in dataset.**

- Q1_32b: Has the list of main products manufactured or assembled at the plant changed since 2008/OR since the establishment has started its operations if less than 5 years old?

Coding	
1	Yes
2	No

- Q1_32c: **IF YES to Q1_32b**, how has the list of products manufactured or assembled changed since 2008/ OR since the establishment has started its operations if less than 5 years old?
 - Enter qualitative codes for 1.32c1 and 1.32c2
 - See qualitative codebook but N/A if Q1_32b=2, NO.
- Q1_32d: **IF YES to Q1_32b**, Explain briefly why these changes have been made/occurred:
 - Enter qualitative codes for 1.32d1, 1.32d2 and 1.32d3
 - See qualitative codebook but N/A if Q1_32b=2, NO.
- Q1_33a: Does this establishment provide services (i.e. repairs, design, installation, maintenance) to other customers and / or firms (manufacturing and others)?

Coding	
1	Yes
2	No

- Q1_33b: **IF YES to Q1_33a**, How has this pattern of service provision changed since 2008?
 - Enter qualitative codes for 1.33b.
 - See qualitative codebook but N/A if Q1_33a=2, NO.

- Q1_34: What kind of product development changes have taken place at the establishment since 2008/OR since the establishment started operating if set up after 2008? (**Circle (O) the relevant answer for each focus area and specify market focus.**)

Focus Area	Major Change	Moderate Change	No - Not undertaken/ not applicable	Reduced focus area	Market focus	
					Domestic	Foreign
Codes	1	2	3	4	1- Yes -4 No as N/A	
Introduction of completely new products to the market	Q1_34a1				Q1_34a2	Q1_34a3
Focus shifting onto less complex / more basic products	Q1_34b1				Q1_34b2	Q1_34b3
Adaptation of existing product(s)/introduction of new product(s) to improve environmental or sustainability performance of the enterprise	Q1_34c1				Q1_34c2	Q1_34c3
Significant improvements of the quality or technical specifications of your products	Q1_34d1				Q1_34d2	Q1_34d3
Focus on offering new <u>services</u> (e.g. professional services) to other firms in same sector	Q1_34e1				Q1_34e2	Q1_34e3
Focus on offering new <u>services</u> (e.g. professional services) to firms in other sectors	Q1_34f1				Q1_34f2	Q1_34f3
Shift of activities significantly away from production and toward services	Q1_34g1				Q1_34g2	Q1_34g3
Other, specify: _____	Q1_34h1				Q1_34h2	Q1_34h3
Specify	Q1_34h4					

- If the “Other” option is selected, enter relevant code for 1.34h1/1.34h2/1.34h3 and the relevant qualitative code for 1.34h4.
- See qualitative codebook.

- Q1_35: Please indicate the main production challenges experienced by the establishment.
(Circle (O) the relevant answer for each focus area.)

Focus Area	A Problem Area	Not a Problem Area	Comments
Codes	1	2	Qualitative codes
Insufficient skills of existing workforce	Q1_35a1		Q1_35a2
Low labour productivity	Q1_35b1		Q1_35b2
High absenteeism	Q1_35c1		Q1_35c2
High staff turnover	Q1_35d1		Q1_35d2
Difficulty to adapt to new technology brought into the establishment for production purposes	Q1_35e1		Q1_35e2
Quality control issues (for own production)	Q1_35f1		Q1_35f2
Difficulty in dealing with fluctuations in order size	Q1_35g1		Q1_35g2
Problems in the maintenance of equipment	Q1_35h1		Q1_35h2
Issues in quality of product from suppliers required as inputs	Q1_35i1		Q1_35i2
Other, specify:	Q1_35j1		Q1_35j2
Specify	Q1_35j3		

- If the “Other” option is selected, enter relevant code for 1.35j1/1.35j2 and the relevant qualitative code for 1.35j3.
- See qualitative codebook.

- Q1_36a: Please list the **main advantages** of your present location:
 - Enter qualitative codes for 1.36a1, 1.36a2, 1.36a3, 1.36a4 1.36a5 and 1.36a6.
 - See qualitative codebook.
- Q1_36b: Please list the **main disadvantages** of your present location:
 - Enter qualitative codes for 1.36b1, 1.36b2, 1.36b3 and 1.36b4.
 - See qualitative codebook.
- Q1_37a: If you should decide to expand your existing production capacity, where would the expansion/new plant be located?

Choice of location	Circle (O) one*
Codes	1- Yes, 2- No
Same premises	Q1_37a1
Within the same industrial area as at present	Q1_37a2
Different industrial area in Durban	Q1_37a3
Elsewhere in KZN	Q1_37a4
Elsewhere in South Africa	Q1_37a5
Specify Province	Q1_37a6 See Province Codes
Outside South Africa	Q1_37a7
Specify country:	Q1_37a8 See Country Codes
Not applicable	Q1_37a9

- Each variable in this question is a “Yes/No” variable.
- For Province and Country codes see the qualitative codebook. Data codes already entered.

Note that Not Applicable option was not offered to the pilot firms in the relevant question

***: NOTE THAT WE HAVE CASES WHERE MORE THAN ONE OPTION HAS BEEN PUT FOWARD**

- Q1.37b: **If ANSWER IS ELSEWHERE** (e.g. code 3, 4, 5, and 6 in the table above), state the main reasons for the choice of that location.
 - Enter qualitative codes for 1.37b1, 1.37b2, and 1.37b3.
 - See qualitative codebook.
- Q1_38a: What kind of labour shift did production employees in this establishment predominantly follow in 2011 and in 2012? (**Circle (O) kind of shift for each year and indicate the length of each shift in hours.**)

Kind of shift	In 2011	What was the length of each shift in hours?	In 2012	What was the length of each shift in hours?
Codes	1- Single shift 2- Double shift 3- Triple shift 4- Other		1- Single shift 2- Double shift 3- Triple shift 4- Other	
Kind of shift	Q1_38aa1	Q1_38aa2	Q1_38ab1	Q1_38ab2
<i>Other Specified</i>	<i>Q1_38aa3</i>		<i>Q1_38ab3</i>	

- The database caters for instances where more than one shift is used.
- If the “Other” option is selected, enter relevant code for 1.38aa1/1.35bb2 and the relevant qualitative code for 1.38aa3/ 1.38ab3.
- See qualitative codebook.
- Q1_38b: What workweek do production employees in this establishment follow? (**Circle (O) one option.**)

Coding	1. Less than 5 days	2. 5 days	3. 6 days	4. 7 days
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Note: Additional code added for “It varies depending on order” – answer coded 10

- Q1_39a: Does this establishment subcontract/outsome some of its activities?

Coding	
1	Yes
2	No

- Q1_39b: **IF YES TO Q1_39a**, Does this establishment subcontract/outsome some of its **production activities**?

Coding	
1	Yes
2	No

Note: Data entered as provided – so include a few inconsistent responses

- Q1_40: **IF YES TO Q1_39a**, Rate the reason(s) why this establishment **OUTSOURCES/SUBCONTRACTS** part of its **PRODUCTION** process. (Circle (O) the appropriate response for each reason put forward and suggest additional reasons as appropriate).

Reason	Extremely important	Moderately important	Not important
Codes	1	2	3
Gives the establishment flexibility to respond to temporary surges in workload	Q1_40a		
Allows for a reduction in production costs	Q1_40b		
Allows the establishment to respond to any temporary need for specific skills not available internally	Q1_40c		
Minimizes labour discipline problems	Q1_40d		
The establishment subcontracts when its own equipment breaks down or is being serviced	Q1_40e		
Subcontractors produce quality products	Q1_40f		
It strategically allows access to competitive capabilities not available at the firm (e.g. access to alternative technologies, helps secure new markets, etc.)	Q1_40g		
Other	Q1_40h		
Specify	Q1_40i		

- If the “Other” option is selected, enter relevant code for 1.40h and the relevant qualitative code for 1.40i.
- See qualitative codebook.

Note: Include some responses by firms that do not subcontract production.

- Q1_41: **IF YES TO Q1_39a**, Do you give preference to firms owned by previously / historically disadvantaged individuals (PDIs /HDIs) when you outsource/subcontract?

Coding	
1	Yes
2	No

Note: Includes information for firms that do not subcontract production.

- Q1_42a: Has the establishment introduced electricity efficiency measures or invested in new technologies to help reduce electricity consumption at the establishment **in 2011 or in 2012**?

Coding	
1	Yes
2	No

- Q1_42b: **IF Q1_42a YES**, What were the interventions/measures put into place OR what type of investments have been made specifically in this regard?

Measure/interventions	Circle (O) all relevant
Codes	1 - Yes, 2 - No
New technologies/motors/machinery	Q1_42b1
New metering systems and sub-metering	Q1_42b2
Changes to factory floor arrangement	Q1_42b3
Change in operating time/production shifts have been altered	Q1_42b4
Changes to the building / retrofitting of existing building(s)	Q1_42b5
On-site electricity generation from alternative sources of energy (e.g. cogeneration, etc.)	Q1_42b6
Other	Q1_42b7
Specify	<i>Q1_42b8</i>

- If the “Other” option is selected, enter relevant code for 1.42b7 and the relevant qualitative code for 1.42b8.
- See qualitative codebook.

- Q1_43a: Has the establishment introduced water saving measures or made investment in new technologies to help reduce the water consumption in the establishment **in 2011 or in 2012?**

Coding	
1	Yes
2	No

- Q1_43b: **IF Q1_43a YES** What were the interventions/measures put into place OR what types of investments were made specifically in this regard?

Measure/interventions	Circle (O) all relevant
Codes	1-Yes, 2-No
New technologies/motors/machinery	Q1_43b1
New metering systems and sub-metering	Q1_43b2
Changes to factory floor arrangement	Q1_43b3
Change in operating time/production shifts have been altered	Q1_43b4
Changes to the building / retrofitting of existing building(s)	Q1_43b5
Other	Q1_43b6
Specify	<i>Q1_43b7</i>

- If the “Other” option is selected, enter relevant code for 1.43b6 and the relevant qualitative code for 1.43b7.
- See qualitative codebook.

- Q1_44a: Are you aware of the green energy efficiency fund (or GEEF)?

Coding	
1	Yes
2	No

Note: Cases of DNK answers.

- Q1_44b: **IF Q1_44a YES** Has the establishment made an application to the green energy efficiency fund (or GEEF)?

Coding	
1	Yes
2	No

Note: Filter not always applied.

- Q1_44c: Has your establishment used any other funding programme for energy efficiency or cleaner production since 2008/OR since the establishment started production?

Coding	
1	Yes
2	No

- Q1_44d: **IF YES TO QUESTION Q1.44(c)** which other funding programme has been used?
 - Enter qualitative codes for **1.44d1** and **1.44d2**.
 - See qualitative codebook.

- Q1_45: How do you view the following as barriers to further investment in resource saving technologies?

Potential obstacle	Major problem	Moderate problem	Not a problem	Do not know
Codes	1	2	3	4
Access to information	Q1_45a			
Cost of technologies	Q1_45b			
<u>Long pay-off</u> period of resource efficient/saving technologies	Q1_45c			
Quality of service providers	Q1_45d			
Quality of available technologies	Q1_45e			
Other	Q1_45f1			
Specify	<i>Q1_45f2</i>			

- If the “Other” option is selected, enter relevant code for 1.45f1 and the relevant qualitative code for 1.44f2.
- See qualitative codebook.

Notes:

- Pilot version of the question offered a N/A option. Valid for firms that have not engaged in any resource-saving change.
- Some respondents specified DNK.

- Q1_46a: Indicate this establishment's relationship with other tiers of industry for the purchases listed in the table. **(Circle (O) all relevant answers.)**

Purchase pattern	In-house or firms within the same group	Other large firms in South Africa	Small (incl informal) firms in South Africa	Foreign firms (Small or large)	Not applicable	Comments, if any
Codes	1-Yes, 2-No					Qualitative codes
Purchase of raw materials mostly from	Q1_46aa1	Q1_46aa2	Q1_46aa3	Q1_46aa4	Q1_46aa5	Q1_46aa6
Purchase of semi-processed inputs mostly from 2	Q1_46ab1	Q1_46ab2	Q1_46ab3	Q1_46ab4	Q1_46ab5	Q1_46ab6
Purchase of components mostly from 3	Q1_46ac1	Q1_46ac2	Q1_46ac3	Q1_46ac4	Q1_46ac5	Q1_46ac6

- Each tier of industry is a variable with a Yes/No response.
- If for instance the firm does not purchase semi- processed inputs, all tiers for that category are coded as “No” and the “Not Applicable” category is coded as “Yes”.
- For codes on comments see qualitative codebook.

- Q1_46b: Does this establishment import goods and services?

Coding	
1	Yes
2	No

- Q1_46c: **IF YES TO Q1_46b**, Did this establishment import finished goods to be sold (directly or indirectly) in 2012?

Coding	
1	Yes
2	No

- Q1_46d: When did imports of finished goods begin?
 - Enter the four digit year.
- Q1_46e: Explain briefly what has motivated imports of finished goods?
 - Enter qualitative codes for **1.46e1** and **1.46e2**.
 - See qualitative codebook.
- Q1_47: Approximately what percentage of this establishment's TOTAL inputs (excluding production machinery and equipment) was imported in 2011 and in 2012? (**Write 'O' if no input was imported.**)

Year	% imported
2011	Q1_47a
2012	Q1_47b

- Enter the percent imported in each year.
- If the firm does not import, code as "N/A".

Note: Code introduced for DNK and for "Very Little" answers.

- Q1_48: What factors influence your choice of foreign as opposed to national (including local) input suppliers?
 - Enter qualitative codes for 1.48a, 1.48b and 1.48c.
 - See qualitative codebook.

- Q1_49: What happens to your imports (if applicable) and to your production when the Rand strengthens (e.g. against the \$USD - the Rand is strong when it is at around R8=\$1 USD)? **(Comment on Imports and on Production if applicable – i.e. when the establishment imports or is affected by other firms importing competing products even if it does not import.)**

- Q1_49a: Imports
 - Enter qualitative code =

- Q1_49b: Production
 - Enter qualitative code

- Q1.50: What happens to your imports (if applicable) and to your production when the Rand weakens (e.g. against the \$ USD - the Rand is weak when it is at around R10=\$1 USD)? **(Comment on Imports and on Production if applicable – i.e. when the establishment imports or is affected by other firms importing competing products even if it does not import.)**

- Q1_50a: Imports
 - Enter qualitative code

- Q1_50b: Production
 - Enter qualitative code

- Q1_51: Where does the establishment buy its **three most important inputs**? If any of these inputs is imported, what is the percentage (%) that is imported from the main foreign countries?

Area	Origin of inputs		
In the Durban municipal area	Q1_51a		
Codes	1-Yes, 2-No		
Elsewhere in KZN 18	Q1_51b		
Codes	1-Yes, 2-No		
If elsewhere in South Africa, list province(s) in this next column 19	Q1_51c1	% Input imported* In 2011	% Input imported* In 2012
	Q1_51c2		
	Q1_51c3		
Codes	Enter Province code	Enter percent	
If outside of South Africa, list country(ies) and % of the input value imported in 2011 and in 2012 from each input 20	Q1_51d1	Q1_51d1a	Q1_51d1b
	Q1_51d2	Q1_51d2a	Q1_51d2b
	Q1_51d3	Q1_51d3a	Q1_51d3b
	Q1_51d4	Q1_51d4a	Q1_51d4b
Codes	Enter Country code		

Province & Country codes entered in dataset.

- Q1_52a: What approximate share of total material input costs was with various material inputs listed in the table below in 2011 and in 2012?

	2011	2012
Codes	Enter percentage for each variable	
Raw Materials	Q1_52aa1	Q1_52aa2
Semi-processed inputs	Q1_52ab1	Q1_52ab2
Built up components	Q1_52ac1	Q1_52ac2
<i>TOTAL</i>	Q1_52ad1 <i>100%</i>	Q1_52ad2 <i>100%</i>

- Q1_52b: What have been the trends, since 2008, about the various types of inputs used at the establishment, that is, in terms of the relative share of raw materials, semi-processed inputs and components?
 - Enter qualitative code for 1.52b1, 1.52b2 and 1.52b3.
 - See qualitative codebook.

- Q1_53a: Indicate which of the categories of the sales market you sell to and who do you compete with? (**Circle (O) ALL the relevant answers.**)

Tier of business	Sale of products to	Competition in products' markets with -
Codes	1-Yes, 2-No	
In house and other firms under the same ownership as this firm:		
- that manufacture		
- that are involved with wholesaling or retailing (including direct sales)		
Other large/medium-sized firms in SA		
- In the same industry		
- In other manufacturing sectors		
- that act as Wholesalers, retailers & other intermediaries		
Small and informal firms in SA		
- that are involved with manufacturing		
- that act as wholesalers/retailers or as intermediaries		
Foreign firms		
- that manufacture		
- that act as wholesalers, retailers or as intermediaries		

- Q1_53b: What have been the main changes affecting your channels of sales since 2008/OR since the establishment has been set up if less than 5 years old? (**Please explain briefly.**)
 - Enter qualitative code for 1.53b1, 1.53b2 and 1.53b3.
 - See qualitative codebook.

- Q1_54: Where does the establishment sell its three most important products?

Area	Destination
Greater Durban	Q1-54a
Elsewhere in KZN	Q1-54b
Codes	1-Yes, 2-No
Elsewhere in South Africa	Q1-54c
Codes	1-Yes, 2-No
Elsewhere in South Africa, list province(s) in this next column	Q1-54c1
	Q1-54c2
	Q1-54c3
Codes	Enter province codes
Outside South Africa	Q1-54d
Codes	1-Yes, 2-No
<i>Country</i>	<i>Q1-54d1</i>
	<i>Q1-54d2</i>
	<i>Q1-54d3</i>
<i>Codes</i>	<i>Enter country codes</i>

- For this question the database is set up slightly different to the questionnaire.
- The database base first asks if the firm sells its three most important products in a region and then asks the respondent to specify.

Province & Country codes entered in database.

Note: Countries not asked in the questionnaire. Data entered on spontaneous responses annotated in original questionnaires. So, few answers.

- Q1_55: Is this establishment a member of any business or trade association or professional body?

Coding	
1	Yes
2	No

- Q1_56: **If YES**, list the three most important business or trade associations or professional body:
 - Enter the qualitative code for **1.56a**, **1.56b** and **1.56c**.
 - See qualitative codebook.
- Q1_57: **IF YES TO Q1_55**, Does any of the associations of which this establishment is a member perform any of the following functions? (**Circle (O) ALL that applies.**)

Codes	1-Yes, 2-No
Helps members acquire important inputs	Q1_57a
Helps members get technical information	Q1_57b
Accredits members to suppliers or customers	Q1_57c
Helps members enter export markets	Q1_57d
Helps members get market information	Q1_57e
Accredits suppliers or customers to members	Q1_57f
Disseminates tender information	Q1_57g
Lobbies politicians/government on behalf of members	Q1_57h
Other	Q1_57i1
Specify	Q1_57i2
Other	Q1_57j1
Specify	Q1_57j2

- If the “Other” option is selected, enter relevant code for 1.57i1 and 1.57j1, and the relevant qualitative code for 1.57i2 and 1.57j2.
- See qualitative codebook.

- If the respondent responds to this question Q1_58 becomes “N/A” but filtered not followed through by one respondent for Q1_57.

- Q1_58: **IF NOTO Q1_55, e.g. ...** If this establishment does not belong to any business association/body, specify the reasons why not. (Circle (O) one or more option from the list below.)

Codes	1-Yes, 2-No
There is no association of relevance to our line of business	Q1_58a
Existing associations provide no tangible benefits to their member	Q1_58b
Membership of existing associations is too expensive	Q1_58c
Other	Q1_58d1
Specify	Q1_58d2
Other	Q1_58e1
Specify	Q1_58e2

- If the “Other” option is selected, enter relevant code for 1.58d1 and 1.58e1, and the relevant qualitative code for 1.58d2 and 1.58e2.
- See qualitative codebook.

- Q1_59a: Does the establishment export goods or services?

Coding	
1	Yes
2	No

Note: One case of inconsistency on export.

- Q1_59b: **IF Q1_59 IS YES**, When did the establishment start exporting?
 - Enter the 4 digit year
 - If firm does not export code as “N/A”.

- Q1_60a: **IF Q1_59 IS YES**, Approximately what percentage of annual production and of annual sales was exported **in 2010, in 2011 and in 2012?**

	% of annual Production	% of annual Sales
2010	Q1_60aa1	Q1_60aa2
2011	Q1_60ab1	Q1_60ab2
2012	Q1_60ac1	Q1_60ac2

- Enter the percentage for each variable.
- Q1_60b: **IF Q1_59 IS YES**, What major factors influence the level of exports as a share of total sales?
 - Enter the qualitative codes for **1.60b1**, **1.60b2** and **1.60b3**
 - See qualitative codebook.
- Q1_60c: **IF Q1_59 IS YES**, What factors influence the choice of market regions?
 - Enter the qualitative codes for **1.60c1**, **1.60c2**, **1.60c3** and **1.60c4**
 - See qualitative codebook.

- Q1_61: **IF Q1_59 IS YES**, Provide information on the percentage distribution of direct and indirect exports by destination for 2011 and 2012:

Regions of export	% of annual exports		List the 3 countries receiving most of your exports
	2011	2012	
Codes	Enter percentage		Enter country codes
SADC*	Q1_61a1	Q1_61a2	Q1_61a31
			Q1_61a32
			Q1_61a33
Rest of Africa	Q1_61b1	Q1_61b2	Q1_61b31
			Q1_61b32
			Q1_61b33
Western / Central / Eastern Europe	Q1_61c1	Q1_61c2	Q1_61c31
			Q1_61c32
			Q1_61c33
Asia	Q1_61d1	Q1_61d2	Q1_61d31
			Q1_61d32
			Q1_61d33
Australasia	Q1_61e1	Q1_61e2	Q1_61e31
			Q1_61e32
			Q1_61e33
North America	Q1_61f1	Q1_61f2	Q1_61f31
			Q1_61f32
			Q1_61f33
Rest of the Americas	Q1_61g1	Q1_61g2	Q1_61g31
			Q1_61g32
			Q1_61g33

Regions of export	% of annual exports		List the 3 countries receiving most of your exports
	2011	2012	
Codes	Enter percentage		Enter country codes
Middle East	Q1_61h1	Q1_61h2	Q1_61h31
			Q1_61h32
			Q1_61h33
Total	100%	100%	

Note: Russian Federation to possibly reclassify as region. Considered as in Asia by one respondent.

Country codes entered in database.

- Q1_62: IF Q1_59 IS YES, Evaluate the special facilities for exports listed below:

	Are you aware of this programme?		If you are aware of the programme -								
			Is it used by your establishment?		If used: how many years has it been used for?	If it is used by your establishment			Administrative and other costs (including delays in obtaining benefits) for your establishment to use this facility		
						Essential	Useful	Not useful	Prohibitive costs not worth using again	Costs are high	Reasonable costs
Codes	1	2	1	2	Enter number of years	1	2	3	1	2	3
Export credit facility – pre-shipment	Q1_62a1		Q1_62a2		Q1_62a3	Q1_62a4			Q1_62a5		
Export credit facility - post shipment	Q1_62b1		Q1_62b2		Q1_62b3	Q1_62b4			Q1_62b5		
Export credit guarantee	Q1_62c1		Q1_62c2		Q1_62c3	Q1_62c4			Q1_62c5		
Forward forex cover	Q1_62d1		Q1_62d2		Q1_62d3	Q1_62d4			Q1_62d5		
Other	Q1_62e1		Q1_62e2		Q1_62e3	Q1_62e4			Q1_62e5		
Specify	Q1_62e6										

- The table above shows the variable name for each variable and the response code that should be filled into each variable.
- The “N/A” code can be used here if necessary. For example, if the respondent is not aware or does not use a special export facility, then all other variables relating to that export facility (no. of years used, importance, and admin costs) should be coded as N/A.
- See qualitative codebook for “specify” codes.

5 variables have been created for each type of incentive programme:

- Programme Awareness
- Is it used
- Number of years used
- Importance for your establishment
- Cost for establishment to use this programme

Eg: Q1_62a1: 1 (Yes)

Q1_62a2: 1 (Yes)

Q1_62a3: 5 (indicating 5 years)

Q1_62a4: 2 (useful)

Q1_62a5: 3 (Reasonable costs)

Note: Filters not always followed through.

Note: Years used = 145 as specified by respondent

- Q1_63: **IF Q1_59 IS NO**, Did the establishment export in the past?

Coding	
1	Yes
2	No

- Q1_64: **If this establishment exported in the past but no longer exports**, what factors have caused this change?
 - Enter qualitative codes for 1.64a, 1.64b and 1.64c.
 - See qualitative codebook.

- Q1_65a: How do your goods reach the following markets? (**Circle (O) the relevant answers for each main region but select the not applicable option in the last column if not exporting to the region mentioned in the first column.**) (Also circle (O) what is your preferred logistic strategy option, even if currently not used or not available).

	Logistics option				Not Applicable
	Road	Rail	Sea freight	Air freight	
Codes	1 - Yes -4 – N/A or No				
National	Q1_65aa1	Q1_65aa2	Q1_65aa3	Q1_65aa4	Q1_65aa5
Africa	Q1_65ab1	Q1_65ab2	Q1_65ab3	Q1_65ab4	Q1_65ab5
Europe			Q1_65ac1	Q1_65ac2	Q1_65ac3
Rest of the world			Q1_65ad1	Q1_65ad2	Q1_65ad3
Preferred	Q1_65ae1	Q1_65ae2	Q1_65ae3	Q1_65ae4	Q1_65ae5

- If for example the firm does not transport goods to Africa, each variable in the category of Africa is coded as “N/A” and the “Not Applicable” category (Q1_65ab5) is coded as 1 (Yes).
- Q1_65ae5 applies when customers/clients take care of transport.
- Q1_65b: Please comment on your preferred logistics option:
 - Enter qualitative codes for **1.65b1**, **1.65b2** and **1.65b3**.
 - See qualitative codebook

- Q1_65c: If you USE SEA FREIGHT, to what extent are the freight rates a factor limiting export access/growth by your establishment? (**Circle (O) the relevant answers.**)

Codes	1 = A significant growth/access constraint	2 = A minor growth/access constraint	3 = No significant influence on export market access	4 = N.A.
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Note: N.A. for goods that move by sea in Q1_65b as marine operator manufacturer.

- Q1_65d: If you USE AIR FREIGHT, is air freight a growing or stable element of the establishment logistics' strategies? (**Circle (O) the relevant answer.**)

Codes	1 Yes	2 No	3 N.A.
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- Q1_65e: Which airport do you use for the goods?

Codes	1 King Shaka	2 O R Tambo	3 Don't know	4 Other
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Note: Code altered in database as per responses.

- Q1_65f: What factors influence your choice of airport?
 - Enter qualitative codes for 1.65f1 and/or 1.65f2.
 - See qualitative codebook.

- Q1_66a: How many government/parastatal tenders did your establishment submit / bid for in 2011 and in 2012?

Tenders	Number	
	2011	2012
Codes	Enter actual number	
Total submitted	Q1_66a1	Q1_66a2
- Awarded	Q1_66b1	Q1_66b2
- Not awarded	Q1_66c1	Q1_66c2

- Q1.66b: What percentage of the sales of this establishment was to government or to state-owned enterprises in 2011 and in 2012?

Year	% sale to government / SOEs
Codes	Enter percentage
2011	Q1_66ba
2012	Q1_66bb

- Q1_67a: Do you find that statutory reporting (Examples of required reporting are WSP (Work place skills plan) to the DHET (Department of Higher education and Training), Employment Equity to the DoL (Department of Labour), or reporting to SARB (the South African Reserve Bank) for dividend remittances, etc.) places an unreasonable burden in terms of regulatory compliance on your establishment?

Coding	
1	Yes
2	No

- Q1_67b: **IF Q1_67a IS YES**, Of the statutory reporting requirements, which are the most burdensome? (Examples of required reporting are WSP (Work place skills plan) to the DoHET (Department of Higher Education and Training), employment equity to the DoL (Department of Labour), reporting to SARB (the South African Reserve Bank) for dividend remittances, etc.) **(Please specify the requirement as well as the Department or Agency involved.)**

Requirement	Agency/ department
Q1_67ba1	Q1_67ba2
Q1_67bb1	Q1_67bb2
Q1_67bc1	Q1_67bc2
Q1_67bd1	Q1_67bd2

- Enter qualitative code for each variable.
- See qualitative codebook.

- Q1_67c: **IF Q1_67a IS YES**, What do you find are the main problems associated with reporting?
 - Enter qualitative codes for **1.67c1**, **1.67c2**, **1.67c3** and **1.67c4**.
 - See qualitative codebook.

- Q1_68a: Has this establishment been the victim of any criminal activities in 2011 and in 2012?

Codes	1-Yes, 2-No
2011	Q1_68a1
2012	Q1_68a1

- Q1_68b: Were the following problem areas **in 2011 and in 2012**? (Circle all the problem areas experienced in the table below).

If more than one option is selected, rank the three most important areas of criminal and fraudulent activities affecting your activities in 2011 and in 2012 (Use 1=most important, 2=second most important and, if applicable, 3=third most important).

Problem area	Problem experienced	Rank
Codes	1-Yes, 2-No	Numeric Value
Break-ins and property theft	Q1_68ba1	Q1_68ba2
Vandalism	Q1_68bb1	Q1_68bb2
Stock shrinkage	Q1_68bc1	Q1_68bc2
Equipment lost due to theft	Q1_68bd1	Q1_68bd2
Lack of compliance with rules/regulations by other businesses which affects the overall competitive environment (e.g. competitors sell counterfeit goods, breach of intellectual properties/trademark rules, etc.)	Q1_68be1	Q1_68be2
Breach of rules and regulations by government officials that affects the competitive environment	Q1_68bf1	Q1_68bf2
Bylaw transgressions	Q1_68bg1	Q1_68bg2
Mis-interpretation of rules and regulations by government officials (e.g. customs) that affects the competitive environment	Q1_68bh1	Q1_68bh2
Other	Q1_68bi1	Q1_68bi2
Specify	<i>Q1_68bi3</i>	

Note: Rank above 3 specified by respondents

Module Two

NOTE: SOME AFTER TAX DATA EXPLICITLY SPECIFIED BY RESPONDENTS IN PARTS OF MODULE

DATA ENTERED AS PROVIDED

- Q2_5a: Did your establishment make a net profit/net loss or breakeven in the following years/ OR since the establishment started operating if set up after 2008? **(Circle (O) the applicable answer for each year listed in the table.)**

Year	Net Profit	Net Loss	Breakeven	Not applicable (if firm not operating in year)
Codes	1	2	3	4
2008	Q2_5a1			
2009	Q2_5a2			
2010	Q2_5a3			
2011	Q2_5a4			
2012	Q2_5a5			

- Q2_5b: How did the net profit/net loss of this establishment in 2012 compare to the situation in 2011? (**Circle (O) the applicable response in the first and / or the second table.**)

Q2_5b1			
Net profit		Net loss	
Increased	Decreased	Increased	Decreased
1. By less than 10 %	5. By less than 10 %	9. By less than 10 %	13. By less than 10 %
2. By between 10 % and 20 %	6. By between 10 % and 20 %	10. By between 10 % and 20 %	14. By between 10 % and 20 %
3. By between 20 % & 50 %	7. By between 20 % & 50 %	11. By between 20 % & 50 %	15. By between 20 % & 50 %
4. By more than 50 %	8. By more than 50 %	12. By more than 50 %	16. By more than 50 %

Q2_5b2		
Other situations	Net profit / Net profit to net loss	Net loss / Net loss to net profit
	17. Net profit stayed roughly the same	19. Net loss stayed roughly the same
	18. Net profit turned into a loss	20. Net loss turned into a profit

- This question is split into two parts (Q2_5b1 and Q2_5b2)
- Only one response option can be selected for each part.
- If the respondent selects only an option from only one part in the whole question, the part not answered is coded as “Other option”.

NOTE: IMPORTANT DISCREPANCIES EMERGER WHEN LOOKING AT ACTUAL PROFIT/LOSS DATA IN THE MODULE. CONSTRUCTED: iq2_5b VARIABLE USING ACTUAL DATA FOR 2011 AND 2012 PROVIDED IN Q2_8.

- Q2_5c: How did the net profit/net loss of this establishment in 2012 compare to the situation in 2008? (**Circle (O) the applicable response in the first and / or the second table.**)

Q2_5c1			
Net profit		Net loss	
Increased	Decreased	Increased	Decreased
1. By less than 10 %	5. By less than 10 %	9. By less than 10 %	16. By less than 10 %
2. By between 10 % and 20 %	6. By between 10 % and 20 %	10. By between 10 % and 20 %	15. By between 10 % and 20 %
3. By between 20 % & 50 %	7. By between 20 % & 50 %	11. By between 20 % & 50 %	14. By between 20 % & 50 %
4. By more than 50 %	8. By more than 50 %	12. By more than 50 %	13. By more than 50 %

Q2_5c2		
Other situations	Profit / Profit to loss	Loss / Loss to profit
	17. Profit stayed roughly the same	19. Loss stayed roughly the same
	18. Profit turned into a loss	20. Loss turned into a profit

- This question is split into two parts (Q2_5c1 and Q2_5c2)
 - Only one response option can be selected for each part.
 - If the respondent selects only an option from only one part in the whole question, the part not answered is **coded as “N/A”**.
- Q2_6: How much would it have cost this establishment to **replace** all its machinery and equipment (including vehicles) with NEW items at the end of 2012?
 - Enter the actual value in Rands

- Q2_7: How much did this establishment spend on NEW machinery, equipment, vehicles, land and buildings (capital investment) in 2011 and in 2012? **(Please insert “0” in the table if the answer is none.)**

	2011	2012
	In Rand	In Rand
New domestic machinery and equipment	Q2_7a1	Q2_7a1
New imported machinery and equipment	Q2_7b1	Q2_7b2
Land and buildings and physical facilities (e.g. roads, drainage, etc.)	Q2_7c1	Q2_7c2
New vehicles	Q2_7d1	Q2_7d2
Other capital investment	Q2_7e1	Q2_7e2
Specify	<i>Q2_7e3</i>	
TOTAL	Q2_7f1	Q2_7f2

- Enter the actual value in Rands for each variable.
- See qualitative codebook for *2_7e3*.

- Q2_8: Please provide the following information on sales and expenses: **(Please insert “0” in the table if the answer is none.)**

Sales and expenses	Value in Rand	
	2011	2012
Total sales (in Rand)	Q2_8a1	Q2_8a2
Purchases of material inputs into production, excluding utilities (in Rand)	Q2_8b1	Q2_8b2
Expenditure on utilities (in Rand), i.e. electricity, water, etc.	Q2_8c1	Q2_8c2
Labour costs (in Rand), i.e. wages and salaries, allowances, bonuses and other benefits	Q2_8d1	Q2_8d2
Goods transport costs (excluding rent/lease of vehicles) (in Rand)	Q2_8e1	Q2_8e2
Rent/lease of vehicles (in Rand)	Q2_8f1	Q2_8f2
Rent for machinery and equipment (in Rand)	Q2_8g1	Q2_8g2
Rent for land or buildings (in Rand)	Q2_8h1	Q2_8h2
Telecommunication & postal services (in Rand)	Q2_8i1	Q2_8i2
Royalty or license fees (in Rand)	Q2_8j1	Q2_8j2
Interest charges and other financial fees (in Rand)	Q2_8k1	Q2_8k2
Net profit (in Rand)	Q2_8l1	Q2_8l2
Net Loss (in Rand)	Q2_8m1	Q2_8m2

- Enter actual value for each variable in Rands.
- In the database Net profit/ Net loss has been split into separate variables.
- If for instance a Net profit was made, enter “N/A” in the Net loss variable and vice versa.

- Q2_9: What was the total wage bill for production employees in 2011 and in 2012? (**Answer in Rand.**)

Year	Rand
2011	Q2_9a
2012	Q2_9b

- Enter actual value for each variable in Rands.

- Q2_10: How much did this establishment spend on security (e.g. guards employed directly or supplied through an outside contractor, alarm systems, etc.) in 2011 and in 2012? (**Answer in Rand.**)

Year	Rand
2011	Q2_10a
2012	Q2_10b

- Enter actual value for each variable in Rands.

- Q2_11: How much did this establishment spend on training in 2012? (**Answer in Rand.**)

	Rand
In-house training	Q2_11a
Outside training*	Q2_11b

- Enter the actual value for each variable in Rands.

Note: Specific alternative answer coded (e.g. “not measured” has code 99)

- Q2_12: Has the establishment achieved its targets in 2011 and in 2012 with regard to the items listed in the table? **(Circle (O) the relevant answer for 2011 and for 2012 and comment.)**

Item	2011		2012		Comments
	Yes	No	Yes	No	
Codes	1	2	1	2	
Revenue	Q2_12a1		Q2_12a2		Q2_12a3
Production volumes	Q2_12b1		Q2_12b2		Q2_12b3
Operating expenses	Q2_12c1		Q2_12c2		Q2_12c3
Profit	Q2_12d1		Q2_12d2		Q2_12d3

- Enter the relevant code for each variable.
- For codes on comments see Qualitative codebook.

Module Three

- Q3_5: Please provide information about the level of difficulty you experience in recruiting new entrants and in filling vacancies in the table below: **(Circle (O) the appropriate response for each employee category)**

Employee category	How difficult is it to find employees? (Circle (O) one option per employee category)			
	Extremely hard	Moderately hard	Not hard at all	Not applicable
Codes	1	2	3	4
Managers (e.g. CEO, finance manager)	Q3_5a			
Professionals (e.g. health & safety engineers, clothing designer, HR officer)	Q3_5b			
Technicians and associated professionals (e.g. fuel cell technician, clothing manufacturing technician, miller, controller, sales consultant)	Q3_5c			
Clerical support workers (e.g. secretary, receptionist, salary clerk, dispatcher)	Q3_5d			
Service employees (e.g. watchman, shop and market sales representatives)	Q3_5e			
Craft and related employees (e.g. moulder, cutter, fitter, mechanics)	Q3_5f			
Plant and machine operators and assemblers (e.g. metallurgical plant operator, sewing machinist, seed bagger)	Q3_5g			
Labourers and related occupations (e.g. meat packer, clothing factory worker)	Q3_5h			

- Enter the relevant code for each variable

- Q3_6: For the **LARGEST CATEGORY OF PRODUCTION EMPLOYEES**, indicate the establishment's recruitment preferences. (Circle ONE answer in each section. The Sections are Section A, Section B, and Section C.)

Recruitment Category	Recruitment preference
A. Age group (Circle one option): Q3_6a	
▪ 16-24	1
▪ 25-45	2
▪ 46 and above	3
▪ No age preference	4
B. Gender (Circle one option): Q3_6b	
▪ Men	1
▪ Women	2
▪ No gender preference	3
C. Qualifications and experience (Circle one option or specify an option): Q3_6c	
▪ Relevant work experience only	1
▪ Primary education only	2
▪ Secondary education only	3
▪ Vocational education only	4
▪ Tertiary education only	5
▪ Both work experience and primary education	6
▪ Both work experience and secondary education	7
▪ Both work experience and vocational education	8
▪ Both work experience and tertiary education	9
▪ Other	10
▪ Specify	<i>Q3_6c1</i>

- Enter one code for each variable.
- If "other" is selected, code as 10 and enter qualitative code for "specify"
- For "specify" codes, see qualitative codebook. **Code information entered in database.**

- Q3_7: Does this establishment engage **individuals on a temporary basis** to undertake specific tasks within the establishment?

Coding	
1	Yes
2	No

- Q3_8: **If YES to question 3.7**, specify the importance of each reason listed in the table below rate for the establishment in the hiring of TEMPORARY STAFF / in engaging the services of INDIVIDUALS ON A TEMPORARY BASIS. (Circle (O) the appropriate response for each of the reasons put forward.)

Reasons	Most important	Moderately important	Not important
Codes	1	2	3
To lower the fixed non-wage cost per staff member	Q3_8a		
To respond to temporary market fluctuations	Q3_8b		
To complete particular or exceptional tasks (e.g. maintenance shutdown)	Q3_8c		
To lower the cost of administrative compliance	Q3_8d		
Other	Q3_8e		
Specify	Q3_8f		

- Enter relevant codes for each variable.
- See qualitative codebook for “Specify” codes.

- Q3_9: What channel/channels do you use to employ temporary staff/to engage individuals on a temporary basis? (**Circle the relevant answer for each channel listed below and report all other channels under Other.**)

Channel	Yes	No
Codes	1	2
Direct (e.g. direct individual hiring/contract)	Q3_9a	
Indirect: via an employment agency/bureau	Q3_9b	
Through intern or trainee programme intakes	Q3_9c	
Other	Q3_9d1	
Specify Other 1	Q3_9d2	
Other	Q3_9e1	
Specify Other 2	Q3_9e2	

- Enter relevant codes for each variable.
- See qualitative codebook for “Specify” codes.

- Q3_10: Please identify the skill category most applicable to your temporary employees in 2011 and in 2012? (**Circle (O) the relevant answer for each year.**)

	Highly skilled	Semi-skilled	Low levels of skills
Codes	1	2	3
2011	Q3_10a		
2012	Q3_10b		

- Enter relevant codes for each variable.
- Q3_11: Does this establishment subcontract/outsource some of its activities?

Coding	
1	Yes
2	No

- Q3_12: **If YES to question 3.11**, specify the task(s) that are outsourced / subcontracted by the establishment.

Circle (O) one or more	
Codes	1-Yes, 2-No
Administrative (e.g. HR, financial, accounting, legal, bookkeeping)	Q3_12a
Maintenance of plant and machinery	Q3_12b
Transport	Q3_12c
Marketing	Q3_12d
General services such as cleaning, security, etc.	Q3_12e
Production	Q3_12f
Training	Q3_12g
Other	Q3_12h
Specify	<i>Q3_12i</i>

- Enter relevant codes for each variable.
- See qualitative codebook for “Specify” codes.

- Q3_13: How many employees did the establishment have in the past 5 years? **(Enter the numbers of full, part-time and temporary / casual employees but circle the ‘not applicable’ option if the establishment was not operating in any of the years specified in the table. Provide estimates for temporary/casual employees if appropriate/**

Year	Full-time	Part-time	Temporary/ casual	Not applicable
2012	Q3_13a1	Q3_13a2	Q3_13a3	Q3_13a4
2011	Q3_13b1	Q3_13b2	Q3_13b3	Q3_13b4
2010	Q3_13c1	Q3_13c2	Q3_13c3	Q3_13c4
2009	Q3_13d1	Q3_13d2	Q3_13d3	Q3_13d4
2008	Q3_13e1	Q3_13e2	Q3_13e3	Q3_13e4

- Enter actual value for each variable.
- Please note that “N/A” is coded as -4 for this entire question and not 1 as indicated in the questionnaire.
- If for example the firm did not start operating in 2008, then all variables in that year will be coded as -4.

- Q3_14: In which work areas are ‘previously disadvantaged individuals’ or PDIs employed at management level in this establishment? (**Circle (O) ALL that apply**). What is the gender of these PDIs? (**Circle (O) the relevant answer(s)**). Please specify their race in the last column of the table.

		Gender	Race	Race	Race
Codes	1-Yes, 2-No	1-Male, 2-Female, 3-Both	1-African, 2-Coloured, 3-Indian, 4-White, 5-Asian		
General manager	Q3_14a1	Q3_14a2	Q3_14a3	Q3_14a4	Q3_14a5
Production	Q3_14b1	Q3_14b2	Q3_14b3	Q3_14b4	Q3_14b5
Human resources	Q3_14c1	Q3_14c2	Q3_14c3	Q3_14c4	Q3_14c5
Finance	Q3_14d1	Q3_14d2	Q3_14d3	Q3_14d4	Q3_14d5
Marketing	Q3_14e1	Q3_14e2	Q3_14e3	Q3_14e4	Q3_14e5
On the board	Q3_14f1	Q3_14f2	Q3_14f3	Q3_14f4	Q3_14f5
Other	Q3_14g1	Q3_14g2	Q3_14g3	Q3_14g5	Q3_14g6
Specify	<i>Q3_14g4</i>				

- Enter the relevant code for each variable.
- Please note the missed sequence for “other”.
- See qualitative codebook for codes on “specify”.

- Q3_15: How many employees did this establishment have in 2012 for each of the following occupational categories in terms of race and gender? (*NOTE: A foreign national is someone who does not have permanent residence status in South Africa.*)

Occupational levels	SOUTH AFRICAN MALE				SOUTH AFRICAN FEMALE				FOREIGN NATIONALS		Total
	Africans/Blacks	Coloured	Indians/Asians	White	Africans/Blacks	Coloured	Indians/Asians	White	Males	Females	
Top management	Q3_15a1	Q3_15a2	Q3_15a3	Q3_15a4	Q3_15a5	Q3_15a6	Q3_15a7	Q3_15a8	Q3_15a9	Q3_15a10	Q3_15a11
Senior management	Q3_15b1	Q3_15b2	Q3_15b3	Q3_15b4	Q3_15b5	Q3_15b6	Q3_15b7	Q3_15b8	Q3_15b9	Q3_15b10	Q3_15b11
Professionally qualified and experienced specialists and mid-management	Q3_15c1	Q3_15c2	Q3_15c3	Q3_15c4	Q3_15c5	Q3_15c6	Q3_15c7	Q3_15c8	Q3_15c9	Q3_15c10	Q3_15c11
Skilled technical & academically qualified workers, junior management, supervisors, foremen & superintendents	Q3_15d1	Q3_15d2	Q3_15d3	Q3_15d4	Q3_15d5	Q3_15d6	Q3_15d7	Q3_15d8	Q3_15d9	Q3_15d10	Q3_15d11
Semi-skilled	Q3_15e1	Q3_15e2	Q3_15e3	Q3_15e4	Q3_15e5	Q3_15e6	Q3_15e7	Q3_15e8	Q3_15e9	Q3_15e10	Q3_15e11
Unskilled	Q3_15f1	Q3_15f2	Q3_15f3	Q3_15f4	Q3_15f5	Q3_15f6	Q3_15f7	Q3_15f8	Q3_15f9	Q3_15f10	Q3_15f11
TOTAL	Q3_15g1	Q3_15g2	Q3_15g3	Q3_15g4	Q3_15g5	Q3_15g6	Q3_15g7	Q3_15g8	Q3_15g9	Q3_15g10	Q3_15g11
TOTAL PERMANENT	Q3_15h1	Q3_15h2	Q3_15h3	Q3_15h4	Q3_15h5	Q3_15h6	Q3_15h7	Q3_15h8	Q3_15h9	Q3_15h10	Q3_15h11
TOTAL TEMPORARY	Q3_15i1	Q3_15i2	Q3_15i3	Q3_15i4	Q3_15i5	Q3_15i6	Q3_15i7	Q3_15i8	Q3_15i9	Q3_15i10	Q3_15i11

- Enter the relevant code for each variable.
- All row (demographic) and column (Occupational levels) totals must add up.
- Also note that “Total permanent” and “Total temporary” must equal to “Total” (shaded in grey).

**NOTE: DATA PROVIDED BY RESPONDENTS DID NOT TRIANGULATE BETWEEN ROW & COLUMN TOTALS
PROBLEMATIC DATA – ORIGINL DATA SUBJECTED TO MINIMUM CORRECTIONS**

**PILOT DATA ENTERED SEPARATELY: PILOT DATA DO NOT DISTINGUISH BETWEEN TOP MANAGEMENT
AND SENIOR MANAGEMENT UNLESS SPECIFIED BY RESPONDENT**

- Q3_16: What are the costs related to the appointment of new entrants that fall in the category of ‘labourers and related occupations’?

NB: Hourly wage & non-wage rates = $\frac{\text{Annual wage costs}}{1920 \text{ (i.e. number of hours per annum)}}$ (Rounded off to the nearest Rand)	Labourers and related occupations
Provide the average hourly wage rate to ENTRY level employees in your establishment that fall under the category of labourers & related occupations / low level of skills category (in RAND per hour)	Q3_16a
List the average hourly non-wage rate applicable to ENTRY level employees that fall under the category of labourers & related occupations / low level of skills category in your establishment (in RAND per hour)	Q3_16b
What is the hiring cost of an ENTRY level worker in the specified category? (in RAND)	Q3_16c

- Enter actual value for each variable.

Note: Data largely entered as provided. Correction where obvious adjustments, e.g. when yearly rather than hourly data given.

- Q3_17: How many employees (across all employee categories) were retrenched in 2012:
- Enter actual value.
- Q3_18: In which categories were the employees retrenched in 2012? (**Circle all relevant categories**).

	Category
Codes	1-Yes, 2-No
Highly skilled employees	Q3_18a
Semi-skilled employees	Q3_18b
Employees at low level of skills	Q3_18c

- Enter relevant code for each variable.

- Q3_19: What is the main labour relation challenge at this establishment? **(Circle (O) one option).**

Codes	Establishment level collective dispute	Individual dispute	Industry-wide dispute	No Challenge
	1	2	3	4

- Enter one code for this variable.

- Q3_20: Which of the following labour relations instruments or agreements apply to this establishment? **(Circle (O) one or more option/s)**

Codes	1-Yes, 2-No
No agreement	Q3_20a
Establishment/ company/plant level collective agreement	Q3_20b
Sector/industry level collective agreement (bargaining council)	Q3_20c
Sector determination (as per ministerial prerogative)	Q3_20d

- Enter relevant codes for each variable.

- Q3_21: What proportion of your workforce is unionised?
- Enter percentage

- Q3_22: What do you see as the 3 main problems and 3 main advantages associated with collective bargaining?

Problems	Advantages
Q3_22a1	Q3_22b1
Q3_22a2	Q3_22b2
Q3_22a3	Q3_22b3
Q3_22a4	Q3_22b4

- Enter relevant code for each variable.
- See Qualitative codebook.

- Q3_23a: Does the establishment have particular schemes or arrangements in place to motivate employees to enhance productivity?

Coding	
1	Yes
2	No

- Q3_23b: **IF YES TO Q3_23a**, What are those schemes?
 - Enter qualitative codes for **Q3_23b1**, **Q3_23b2** and **Q3_23b3**.
 - See qualitative codebook.
- Q3_24: How many strikes, lockouts and stay-aways did this establishment experience in 2012?
 - Enter actual value (number).

- Q3_25: **IF NON ZERO NUMBER TO Q3_24** How did these events (e.g. strikes, stay-aways, etc.) disrupt production in 2012?

Codes	Severely	Moderately	No impact
	1	2	3

- Q3_26: Has your establishment been affected by industrial disputes in other sectors in 2012?

Coding	
1	Yes
2	No

- Q3_27: **IF YES TO Q3_26**, How did these events (e.g. industrial disputes in other sectors) disrupt production in 2012?

Codes	Severely	Moderately
	1	2

- Q3_28: As a result of South Africa’s labour laws and regulations, does this establishment ... **(please read the list of effects below, circle (O) the one answer for each effect listed and comment.)** (Note that the labour laws and regulations are as defined in the Labour Relations Act, the Basic Conditions of Employment Act, and the Employment Equity Act.)

Effect	Yes	No	Please Comment
Codes	1	2	Qualitative codes
Hire fewer employees	Q3_28a1		Q3_28a2
Use more machinery instead of hiring more labour to expand production	Q3_28b1		Q3_28b2
Hire employees on a temporary rather than permanent basis	Q3_28c1		Q3_28c2
Rely (more) on sub-contracting	Q3_28d1		Q3_28d2
Assist to improve labour relations	Q3_28e1		Q3_28e2
Increase labour productivity	Q3_28f1		Q3_28f2
Other	Q3_28g1		Q3_28g2
Specify	Q3_28g3		

- Enter relevant codes for each variable.
- See qualitative codebook for “specify” codes.

- Q3_29a: Does the establishment have interns?

Coding	
1	Yes
2	No

- Q3_29b: Does the establishment have learners (as in learnerships)?

Coding	
1	Yes
2	No

- Q3_30: **If YES to QUESTION 3.29(a) AND/OR YES to QUESTION 3.29(b)**, how many interns and/or how many learners were in the establishment in 2011 and in 2012?

Number of interns		Number of learners	
In 2011	In 2012	In 2011	In 2012
Q3_30a1	Q3_30a2	Q3_30b1	Q3_30b2

- Enter actual value for each variable.

- Q3_31: Describe the establishment's training programmes in 2012:

	Occupation - specific training			Joint
	Highly skilled emp	Semi-skilled emp	Emp at low level of skills	Common training courses for several occupational categories
A. IN-HOUSE TRAINING				
Codes	1-Yes, 2-No			
On-the-job training Circle (O) ALL that apply	Q_31a1	Q_31a2	Q_31a3	Q_31a4
How many employees were trained in these programmes in 2012? [NUMBER]	Q_31b1	Q_31b2	Q_31b3	Q_31b4
B. OUTSIDE TRAINING				
Codes	1-Yes, 2-No			
Outside training Circle (O) ALL that apply	Q_31c1	Q_31c2	Q_31c3	Q_31c4
How many employees were trained in these programmes in 2012? [NUMBER]	Q_31d1	Q_31d2	Q_31d3	Q_31d4

- Enter relevant code for each variable.
- Enter actual numeric value for questions asking how many employees were trained.

IF OUTSIDE TRAINING UNDERTAKEN BY THE ESTABLISHMENT IN 2012:

- Q3_32: For 2012, rate each **outside training** source listed in the table below for the establishment.

Source	Most important	Moderately important	Not important
Codes	1	2	3
Universities of Technologies	Q3_32a		
Other universities	Q3_32b		
Business partners (other firms)	Q3_32c		
FET colleges	Q3_32d		
Private training providers (excluding FET colleges)	Q3_32e		
Other:	Q3_32f		
Specify	<i>Q3_32g</i>		

- Enter the relevant code for each variable.
- If “Other” is not selected code Q3.32f, code Q3.32f and Q3.32g as N/A.
- For “specify” codes see qualitative codebook.

- Q3_33: What factors influence the demand for training at this establishment? (**Circle (O) one option for each factor listed in the table**).

Factor	Extremely important	Moderately Important	Not Important
Codes	1	2	3
Regulatory compliance (e.g. health and safety, equity plan, skills development plan)	Q3_33a		
Productivity and quality enhancement	Q3_33b		
Technology (upgrading plant and machinery)	Q3_33c		
Customer specifications	Q3_33d		
Enhancement of labour relations	Q3_33e		
Improvement of staff retention	Q3_33f		
Other	Q3_33g1		
Specify	Q3_33g2		

- Enter the relevant code for each variable.
- If “Other” is not selected code for Q3_33g1 and Q3.33g2 is set to N/A.
- For “specify” codes see qualitative codebook.

- Q3_34: How do you evaluate the impact of the training programmes?

- Enter qualitative codes for Q3_34a, Q3_34b, Q3_34c and Q3_34d.
- See qualitative codebook for codes.

- Q3_35: In selecting individuals for training, what criteria is used for selection and how important do you consider these criteria to be? (**Circle (O) one option for each factor listed in the table.**)

Factor	Extremely important	Moderately Important	Not Important
Codes	1	2	3
The line manager/supervisor indicates that the person requires training in a particular area	Q3_35a		
The line manager/supervisor indicates that the person has been working well and deserves to go on this training	Q3_35b		
There is a rotating system to ensure that everyone ultimately accesses training	Q3_35c		
The training is linked to the employment equity plan of the company	Q3_35d		
The training is linked to the establishment's skills development plan	Q3_35e		
The individual expresses an interest in attending the training	Q3_35f		
Each individual has a personal development plan and this determines what training the person attends	Q3_35g		
Other	Q3_35h1		
Specify	<i>Q3_35h2</i>		

- Enter the relevant code for each variable.
- If “Other” is not selected Q3_35h1 and Q3.35h2 as N/A.
- For “specify” codes see qualitative codebook.

- Q3_36: Which SETA is the establishment registered with?
 - Enter SETA code for Q3_36.
 - For SETA codes see qualitative codebook.
Information entered in database for recognizable SETAs. See codebook for other codes.
- Q3_37: What do you see as the 4 main benefits and as the 4 main disadvantages of the SETA training system in the training commitments made by the establishment?

Benefits	Disadvantages
Q3_37a1	Q3_37b1
Q3_37a2	Q3_37b2
Q3_37a3	Q3_37b3
Q3_37a4	Q3_37b4

- Enter qualitative codes for each variable.
- For qualitative codes see qualitative codebook.

- Q3_38: Do you find the resignation of recently trained employees a problem?

Coding	
1	Yes
2	No

- Q3_39a: What is/are the reason(s) for not training workers over and above those who were trained in 2012? (as reported in the 2012 table for question 3.31).

Reason	Circle (O) one or more option(s)
Codes	1-Yes, 2_No
Firm has sufficiently trained workers who do not require further training	Q3_39a1
Formally trained workers get trained and leave	Q3_39a2
Formal training programmes are expensive	Q3_39a3
Further formal training is not relevant because of the nature of work	Q3_39a4
Present demand for products does not justify any further investment in training	Q3_39a5
Many of the existing/new workers do not have the basic qualifications to be properly trained	Q3_39a6
Training programmes provided by the SETAs do not meet our needs*	Q3_39a7
Other	Q3_39a81
Specify	<i>Q3_39a82</i>

- Enter the relevant codes for each variable.
- If “Other” is not selected (entered as NO=2) code for Q3_39a82 is set as “N/A”
- For codes on “Specify” see qualitative codebook.

- Q3_39b: *** If training programmes provided by the SETAs do not meet the needs of the establishment reported in the table above, please explain:**

- Enter qualitative codes for *Q3_39b1* and *Q3_39b2*.
- For qualitative codes see qualitative codebook.

- Q3_40: What was the rate of absenteeism of the workforce in 2012?
- Enter percentage.
- Q3_41: What are the main reasons for absenteeism (outside leave arrangements) at the establishment?
- Enter qualitative codes for Q3_41a, Q3_41b and Q3_41c.
- See qualitative codebook.

- Q3_42: What was the impact of absenteeism on production in 2012?

Codes	Severe	Moderate	No impact
	1	2	3

- Q3_43: What measures has your establishment recently implemented to control absenteeism?
- Enter qualitative code for Q3_43a, Q3_43b, Q3_43c and Q3_43d.
- See qualitative codebook
- Q3_44: How has the rate of absenteeism of the workforce changed at the establishment since 2008? (**Circle (O) one answer**).

Codes	Increased markedly	Increased	No change	Decreased	Decreased markedly	Don't know
	1	2	3	4	5	6

- Enter relevant code.

- Q3_45: Have employees at the establishment died or retired due to ill-health as a result of HIV/AIDS in the last 2 years? **(Circle (O) one answer)**

Codes	1 Yes	2 No	3 Don't know
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- Enter relevant code.

- Q3_46: **IF ANSWERED YES TO Q3_45**, How many employees died and/or retired due to ill-health as a result of HIV/AIDS in the last 2 years?

In 2011:

In 2012:

- Enter actual number for each variable.
- Set as N/A if No or Don't know in Q3_45.

- Q3_47a: What would you consider the impact of HIV/AIDS to currently be on the establishment's operations? **(Circle (O) one answer.)**

Codes	Severe	Moderate	No impact	Don't know
	1	2	3	4

- Enter relevant code.

- Q3_47b: What would you consider the impact of diseases other than HIV/AIDS to currently be on the establishment's operations? **(Circle (O) one answer).**

Codes	Severe	Moderate	No impact	Don't know
	1	2	3	4

- Enter relevant code.

- Q3_48: As a result of HIV/AIDS, has your company done any of the following? (**Circle (O) one answer for each effect.**)

Effect	Yes	No	Don't know	Comments (optional)
Codes	1	2	3	
Hired fewer employees	Q3_48a1			Q3_48a2
Used more machinery instead of hiring more labour to expand production	Q3_48b1			Q3_48b2
Hired employees on a temporary rather than permanent basis	Q3_48c1			Q3_48c2
Relied (more) on sub-contracting	Q3_48d1			Q3_48d2
Made a conscious effort to hire what was perceived to be 'less at risk' labour	Q3_48e1			Q3_48e2
Reduced company benefits	Q3_48f1			Q3_48f2
Other	Q3_48g1			Q3_48g2
Specify	Q3_48g3			

- Enter relevant code for each variable.
- For codes on "comments" and "specify" see qualitative codebook.

- Q3_49: What are the policies and programmes that the establishment has put in place to deal with the HIV/AIDS epidemic?
 - Enter qualitative codes for q3_49a, q3_49b, q3_49c and q3_49d.
 - See qualitative codebook.