

**Please fax to:
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SAACE Management Information Survey: June 1999

All questions have to be completed for the six-month period from **1 January 1999 to 30 June 1999**, unless stated otherwise.

SECTION A: GENERAL QUESTIONS

1. What is your total number of employees?

2. Please give a breakdown of employees:

	Category	Number (Total must equate to total given in question 1)	Number of people employed from previously disadvantaged background (by category)
A	Partners/ Directors		
B	Other engineers		
C	Other technical staff		
D	Other staff		
E	Total		

3. Of the total percentage people employed from a previously disadvantaged background, please indicate the breakdown. *Please note the purpose of this question is to prepare the industry for the pending employment equity plan.*

	Category	Number
A	Women	
	% Non-white	
B	Black	
C	Indian	
D	Coloured	
E	Disabled	

4. What was the firm's gross salary bill for the past 6 months (including directors' fees and monthly partners' drawings)?

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5. What was the total value of the firm's gross income for the past 6 months?

R

6. What is the projected gross income for the next 6 months?

R

7. What percentage of your total turnover represents business with affirmable business enterprises

R

8. What type of work did your company engage in during the past six months? (%)

	Description	% of Income
A	Acoustics	
B	Agriculture	
C	Architecture	
D	Building services	
E	Chemical	
F	Civil	
G	Development	
H	Dispute Resolution	
I	Electrical	
J	Electronic	
K	Environmental	
L	Geotechnical	
M	Industrial	
N	Land Surveying	
O	Marine	
P	Mechanical	
Q	Mining	
R	Multidisciplinary / Professional	
S	Process Engineering	
T	Project Management	
U	Quantity Surveying	
V	Structural	
W	Town Planning	
X	Transportation	
Y	Other	
	TOTAL	100%

- 8.1 If other, please specify ,

9. Income distribution per province, during the past 6 months (%)

	Province	% of Income
A	Gauteng	
B	Kwazulu Natal	
C	Western Cape	
D	Eastern Cape	
E	Northern Cape	
F	Mpumulanga	
G	Free State	
H	Northern Province	
I	North West	
J	African Countries	
K	International	
	Total	100%

10. Income distribution per client , during the past 6 months (%)

	Client	% of Income
A	Central government	
B	Provincial government	
C	Local government	
D	Parastatals	
E	Private Sector	
F	Other	
	Total	100%

10.1 If other, please specify ,

SECTION B: Economic Cycle Indicators

11 During January 1999 – June 1999, the tempo of consulting activity within your firm was: (Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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12 During July 1999 – December 1999, the next 6 months, the tempo of consulting activity within your firm is expected to be: (Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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13 During January 1999 – June 1999, competition for work was: (Mark with X)

Very low	Low	Keen	Very keen	Fierce
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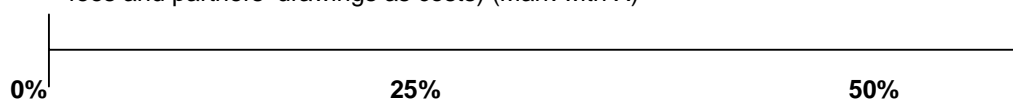
14 During January 1999 – June 1999, profit margins were: (Mark with X)

Unsatisfactory	Satisfactory	Good	Exceptional
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15 During January 1999 – June 1999, the developing trend of profit margins were (Mark with X)

Receding	Static	Improving
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16 Profitability as a percentage of total turnover over the past 6 months was (incl directors' fees and partners' drawings as costs) (Mark with X)



SECTION C: Product Cycle Indicators

- 17 Over the past six months, were your business indicators receding, static or improving?
(Mark with X)

	Indicator	Receding	Static	Improving
A	Enquiries			
B	Pre-feasibility study / proposal preparation			
C	Preliminary planning			
D	Detailed planning and design			
E	Tender adjudication and appoint contractor			
F	Construction or execution			

SECTION D: Human Resources

- 18 Do you see employment figures changing in the following categories over the next 6 months? (Mark with X)

	Type of personnel	Decrease	Static	Increase
A	Engineers			
B	Other technical staff			
C	Support staff			

- 19 Of the intended increase in employment figures during the next six months, please indicate the % breakdown of people from a previously disadvantaged background.

	Type of personnel	% of Previously disadvantaged individuals
A	Engineers	
B	Other technical staff	
C	Support staff	
D	Other	

- 20 Do you experience problems recruiting the right people? (Mark with X)

	Type of personnel	YES	NO
A	Engineers		
B	Other technical staff		
C	Support staff		
D	Previously disadvantaged engineers		
E	Previously disadvantaged technicians		

- 21 What was your firm's total expenditure (salaries and direct training cost) on "in-house" training during the past 6 months?

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22 What was the total amount, which your firm has committed to bursaries, during the past 6 months?

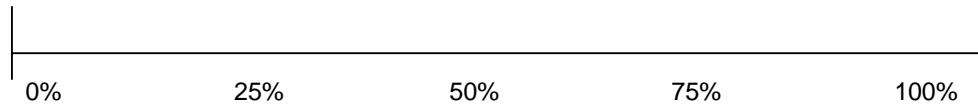
	Recipients	Number	Value
A	Previously disadvantaged students		
B	Other		

SECTION E: Capacity Utilisation

23 How many hours has your company worked during the past six months (normal time = 40 hours per week)?

Short Time	Normal Time	5 hours overtime	10 hours overtime	10 + hours overtime

24 What has the utilisation of your technical staff been for revenue producing work over the last six months? (Mark with X)



25. How will your capacity utilisation change over the next 6 months? (Mark with X)

Increase	Static	Decrease
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SECTION F: Non-payment of accounts by clients

26. What is the total rand value of fees outstanding for work already completed?

Client	Period outstanding		
	30 days	60 days	90 days
Central Govt			
Provincial Govt			
Local Govt			
Private sector			

Thank you for completing the survey