

**Please fax to:**  
**The SA Association of Consulting Engineering**  
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**SAACE Management Information Survey: February 1999**

All questions have to be completed for the six-month period from **1 July 1998 to 31 December 1998**, unless stated otherwise.

**SECTION A: GENERAL QUESTIONS**

1. What is your total number of employees?

2. Please give an indication of the breakdown of employees:

Category	%	Employed from a previously disadvantaged background %
Partners/ Directors		
Other engineers		
Other technical staff		
Other staff		

3. Of the total, if any, percentage people employed from a PDI background, please indicate the breakdown (%)

Category	%
Women	
Black	
Indian	
Coloured	
Disabled	

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

**R**

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, period January 1999 to June 1999?

**R**

7. 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	
	<b>TOTAL</b>	<b>100%</b>

7.1. If other, please specify ,



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

Province	% of Income
Gauteng	
Kwazulu Natal	
Western Cape	
Eastern Cape	
Northern Cape	
Mpumulanga	
Free State	
Northern Province	
North West	
African Countries	
International	
<b>Total</b>	<b>100%</b>

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

Client	% of Income
Central government	
Provincial government	
Local government	
Parastatals	
Private Sector	
Other	
<b>Total</b>	<b>100%</b>

9.1. If other, please specify ,

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## SECTION B: Economic Cycle Indicators

10. During July 1998 – December 1998, the tempo of consulting activity within your firm was:  
(Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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11. During January 1999 – June 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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12. During July 1998 – December 1998, competition for work was: (Mark with X)

Very low	Low	Keen	Very keen	Fierce
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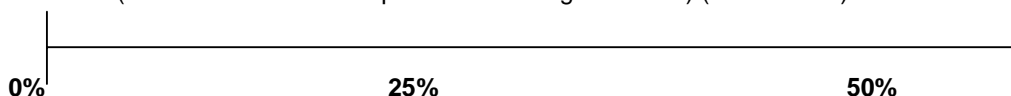
13. During July 1998 – December 1998, profit margins were: (Mark with X)

Unsatisfactory	Satisfactory	Good	Exceptional
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14. During July 1998 – December 1998, the developing trend of profit margins were (Mark with X)

Receding	Static	Improving
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15. Profitability as a percentage of total turnover over the past 6 months (Jul-98 – Dec-98) was (incl directors' fees and partners' drawings as costs) (Mark with X)



## SECTION C: Product Cycle Indicators

16. 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

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

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

18. Of the intended increase in employment figures during the next six months, if any, please indicate the percentage 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	

19. Please indicate what percentage of your total turnover is paid towards affirmable business enterprises.

	%
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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?

<b>R</b>
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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		

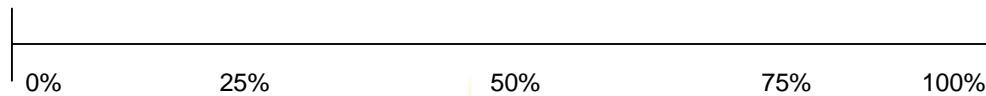
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### SECTION E: Capacity Utilisation

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		
	More than 30 days	More than 60 days	More than 90 days
Central government			
Provincial government			
Local government			
Private sector			

***You are welcome to attach a detailed schedule listing your defaulting clients. This is optional.***

**Thank you for your time in completing the survey**