

SAACE MANAGEMENT INFORMATION SURVEY: JANUARY 1998

All questions have to be completed for the six month period from *1 July 1997 to 31 December 1997*, unless stated otherwise.

Section A: General Questions

1. What are your total number of employees?

CATEGORY	NUMBER
Partners/Directors	
Other engineers	
Other technical staff	
Other staff	

2. What has been your gross salary bill (directors' fees and monthly partners' drawings included) for the past six months?

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3. What type of work have you been engaged in over the past six months?

TYPE	% OF INCOME (to nearest percent)
Acoustics	
Agricultural	
Building Services	
Chemical	
Civil	
Development	
Electrical	
Electronic	
Environmental	
Geotechnical	
Industrial	
Mechanical	
Marine	
Mining	
Process Engineering	
Structural	
Transportation	
Architecture	
Land Surveying	
Project Management	
Quantity Surveying	
Town Planning	
Multidisciplinary/Professional	
Dispute Resolution	
Total:	100%

4. Percentage income per province

PROVINCE	% OF INCOME (to nearest percent)
Eastern Cape	
Free State	
Gauteng	
Kwazulu-Natal	
Mpumalanga	
Northern Cape	
Northern Province	
North West	
Western Cape	
International	
Total:	100%

5. Which clients are you working for?

CLIENT	% OF INCOME
Central Government	
Provincial Government	
Local Government	
Parastatals	
Private Sector	
Total:	100%

6. What has been your gross income for the past six months?

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7. What is your projected gross income for the next six months?

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Section B: Economic Cycle Indicators

8. During the past six months the tempo of our consulting activity was

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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9. During the next six months the tempo of our consulting activity will be

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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10. During the past six months competition for work was

Very low	Keen	Very keen	Fierce
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11. During the past six months profit margins were

Very low	Low	Satisfactory	Good	Exceptional
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12. and profit margins were

Receding	Static	Improving
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13. Our profitability as a percentage of turnover over the last six months (including directors' fees or partners' drawings as costs) has been (mark with X):

0%	25%	50%
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Section C: Product Cycle Indicators

14. Over the past six months, were your business indicators receding, static or improving? (Please mark with X)

INDICATOR	RECEDING	STATIC	IMPROVING
Enquiries			
Pre-feasibility study / Proposal preparation			
Preliminary planning			
Detailed planning and design			
Tender adjudication and appoint contractor			
Construction or execution			

Section D: Human Resources

15. Do you see employment figures changing in the following categories over the next six months? (Please mark with X)

TYPE OF PERSONNEL	DECREASE	INCREASE
Engineers		
Other technical staff		
Support staff		

16. Do you experience problems recruiting the right people? (Please mark with X)

TYPE OF PERSONNEL	NO	YES
Engineers		
Other technical staff		
Support staff		
Previously disadvantaged engineers		
Previously disadvantaged technicians		

17. What is the total amount which your firm has committed to bursaries in 1997?

RECIPIENTS	NUMBER	VALUE
Previously disadvantaged students		
Other		

18. What was your firm's total expenditure (salaries and direct training cost) on inhouse training during the past six months?

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Section E: Capacity Utilisation

19. How many hours has your company been working over the last six months (normal time = 40 hours per week)?

Short time	Normal time	5h overtime	10h overtime	10+ overtime
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20. What has the utilisation of your technical staff been for revenue producing work over the last six months? (mark with X)

0%	50%	100%
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21. How will your capacity utilisation change over the next six months?

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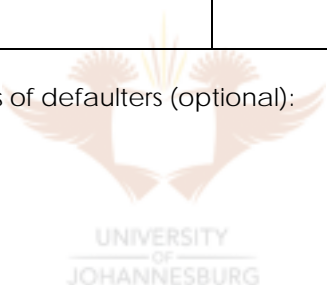
Section F: Non-payment of accounts by clients

22. Please complete the following table if your firm is experiencing problems with the payment of accounts by clients:

Level of Government	60 to 90 days overdue (Rands)	90 to 120 days overdue	More than 120 days overdue
Local Authorities			
Provincial Authorities			
National Departments			
Total in Rands			
% of fees for same period			

23. Please provide names of defaulters (optional):

Local authorities:



Provincial Authorities:

National departments:

Private sector clients:

Your co-operation in completing this form is much appreciated.