

CONFIDENTIAL

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ST. KITTS-NEVIS
DEPARTMENT OF STATISTICS
QUARTERLY INDUSTRIAL SURVEY

1. Name of Establishment:

2. Address of Establishment:

PLEASE READ THE FOLLOWING

AUTHORITY: The data in this survey is collected under the authority of the **Statistics Act, Chapter 23.31 of 2002**. It will be held in strict confidence, and used for statistical purposes only.

PURPOSE: The Quarterly Industrial Survey Forms are used to gather data on quarterly production indicators of the Manufacturing sector.

COMPLETING and FILING of REPORTS: This survey form consists of seven sections, which are presented on three information pages with related explanatory notes. Please read these notes before completing the report. Your answers should be written in or type written.

A completed copy of this form should be returned to the above-mentioned address with in 15 days of the end of each quarter, and it is advisable to keep a copy for your files.

If you need any clarification or should you have any comments on improving this survey , please do not hesitate to contact us.

Identification of Responsible Officer:

Name:

Position:

Telephone:

Date:

5. Raw Materials Imported for a Period:

Item	Country of Origin	Unit	Quantity	Value EC (\$)

6. Value of Raw Materials Consumed During Period:

Imported EC (\$):

Local EC (\$):

7. MARKET

(a)

Commodity/ Product	Exports			
	Destination	Unit	Quantity	Value EC (\$)
				\$ -

(b)

Commodity/ Product	Domestic Sales		
	Unit	Quantity	Value EC (\$)
			\$ -

QUARTERLY INDUSTRIAL SURVEY

EXPLANATORY NOTES

Quarterly Period	Quarterly data should be recorded on a calendar basis: January to March, April to June, July to September, and October to December
Address of Establishment	Physical address of business, including addresses to which mail should be sent (e.g. P.O. Box no. and email address).
Identification of Responsible Officer	This is a reference person who would provide the information requested on a regular basis. The job title and contact number (including extension) of this contact person should also be included.
Persons Employed:	This includes working proprietors, unpaid workers and employees.
Operatives	Operatives are persons who are directly involved in the production process; these persons include line workers and supervisors.
Other Employees	This group of persons includes managers and other administrative staff, cleaners, and other personnel not directly involved in the production process.
Total Wages & Salaries Paid During Quarter	Gross cash payments to employees, including overtime payments, bonuses, fees, commissions, cost of living allowances, vacation and sick pay. Include the employers' contributions to pension insurance and other schemes on behalf of employees, as well as the cost of meals, housing, and other benefits not recovered from the employees.
Name of Commodity	Itemize list of goods produced, including related quantities and values
UNIT	This refers to the unit of measurement in which output is recorded e.g. number of pieces, cases, cubic yards, rolls, etc.
Raw Materials Imported	Record of the raw materials by type imported for use in the production process. This is to be recorded in terms of quantity, value and country of origin.
Raw Materials Consumed	The value of raw materials- imported and from local sources- used in the production process during the quarter.
Domestic Exports	These are products shipped to other countries after undergoing significant transformation through processing in the local manufacturing industry. Domestic exports should exclude scraps and raw materials being shipped abroad.
Destination	Country or countries to which products are exported
Domestic/Local Sales	Data relating to the sale of products with in the Federation of St. Kitts and Nevis