

CODING GUIDELINES

LARGE MANUFACTURERS' SURVEY

• GENERAL

1. Use of coding lists:

- (a) The coding lists accompanying the guidelines are based primarily on responses during the Greater Johannesburg study. In some of the lists, for example where reasons must be given, three columns are used with the first column containing the code and the second column containing the broad categories according to which the specific responses in the third column are classified. To ensure relevance to the Durban study as far as the third column of such lists is concerned the following procedure should be followed:
 - (i) If a response is more or less identical to a response in the third column of the coding list, the response in that column of the coding list should be ticked when it is encountered the first time. The corresponding code in the first column should be used to code the response.
 - (ii) If the response differs materially from responses in the third column of the coding list, but still relates to a broad category in the second column it should be written down in the third column of the coding list opposite the broad category concerned. The corresponding code in the first column should be used for coding purposes.
- (b) If the response does not relate to any of the broad categories in column two a new code should be assigned to the response, with the new broad category described in column 2 and the response recorded in column 3.

NB: *Responses ticked/inserted in the third column will be typed in italics to indicate that these responses were encountered during the Durban Survey.*

- 2. **Amounts:**
 - (a) If insufficient coding blocks have been provided to code an amount use the codes 9, 99, 999, etc to fill all the relevant coding blocks
 - (b) If the coding blocks provided are more than the number required to code a particular amount, the excess coding blocks to the left of the amount could be filled with '0' (zero's) or left open
 - (c) R'00 and R'000: Code in hundreds and thousands respectively
- 3. **Year:** If only two coding blocks are provided, code last two digits of year only, for example for 1999 code '99'.
- 4. **Codes beginning with '0':** All digits, including the '0' or multiples of '0', should be coded.

5. **Percentages:** If the percentage is 100 and only two coding blocks have been provided code as 99.
6. **Card classes:** Code questionnaire number in blocks provided with each card class.
7. **Non-responses:** Responses of 'CONFIDENTIAL' and 'REFUSED' and also responses of 'DON'T KNOW' and 'NOT APPLICABLE' to questions where these two responses are not listed in the questionnaire as possible responses and the required response have a numerical value (eg R100) are normally left uncoded.
8. **Responses to 'Other (specify)':**

Responses will not be coded but typed only. The relevant questions are the following:

Questionnaire 1: Questions 1.11 to 1.15, 1.19, 1.24, 1.26, 1.36 and 1.38 to 1.39.

Questionnaire 2: Questions 2.11, 2.13 and 2.17.

Questionnaire 5: Questions 5.9 to 5.11.

Questionnaire 6: Questions 6.5, 6.10, 6.12 to 6.13, 6.16, 6.18, 6.27 (Name of labour act), 6.28, 6.36 and 6.42.

Questionnaire 7: Questions 7.6, 7.11 to 7.12 and 7.16.

Questionnaire 8: Questions 8.11 to 8.12.

9. **NON-RESPONSES / RESPONSES OF '0' OR 'NIL'**

(a) A question in table format:

(i) If the question has been completed partially by a respondent the matter can generally be dealt with as follows:

- If a 'NIL' / '0' has been filled in a cell code it as '0'
- If a cell or cells have been left open, code it as '0'

(ii) If the question has not been completed at all regard it as a refusal (missing value)

NB: Possible lists to determine whether the matter should not be dealt with in a different way:

- If the information is required for a particular year (eg 2000 or 2001), test against the date operations commenced before the response is coded as '0'.
- If the information is required by employment category (eg the number of vacancies) determine whether the establishment has such an employment category before the response is coded as '0'.

- (b) A question requiring a single response:

If it is a question requiring a simple response only and the question has not been filled in, regard it as a refusal (missing value).

10. **Comments not coded:**

The comments with regard to the following questions will not be coded but typed only:

Questionnaire 1: Question 1.13 and 1.14

Questionnaire 4: Question 4.6

Questionnaire 5: Question 5.24

Questionnaire 6: Question 6.28

• **CODES/CODING LISTS TO BE USED (REFER TO THE ANNEXURE FOR A DESCRIPTION OF THE CODING LISTS USED)**

QUESTIONNAIRE 1: GENERAL ISSUES

1. Area Coding list A (Suburbs)

2. Sector:

Description of sector	Code
Food processing and beverages	0
Textiles	1
Paper and furniture	2
Chemical products	3
Iron and Steel	4
Metal products	5
Electrical and electronic machinery	6
Vehicles and automotive components	7
Leather and footwear	8
Non-metallic mineral products (other)	9

3. Size of establishment:

Size	Code
Large 1 : 50 – 99 workers	1
Large 2 : 100 – 199 workers	2
Large 3 : 200+ workers	3

4. Question 1.9 : Coding list E (Products manufactured)
 5. Question 1.11 : 'Other' – Code 11
 6. Question 1.12 : Blocks 38-39 not used

7. Question 1.12 : 'Don't know – Code 9
8. Question 1.13 : 'Other' – Code 09
9. Question 1.14 : 'Other' – Code 10
10. Question 1.15 : Code 100 % as '99'
Block 73 not used
11. Question 1.16 : ***If NO, go to question 1.18***
12. Question 1.17 : Coding lists A (suburbs), B (cities/towns), C (provinces) and D (other countries)
13. Question 1.19 : Code 100 % as '99'
Block 114 not used
14. Question 1.20 : ***If NO, go to question 1.23***
15. Question 1.21 : ***If YES, go to question 1.23***
16. Question 1.23 : ***If NO, go to question 1.25***
17. Question 1.24 : 'Other' – Code 03
18. Question 1.25 : Explanation – Coding list F
'Not applicable' – Code 03
19. Question 1.26 : 'Other' - Code 06
20. Question 1.28 : ***Go to questions 1.32 if the establishment does not export or import***
21. Question 1.30 : ***If NO, go to question 1.32***
22. Question 1.31(a): Code 100 % as '99'
23. Question 1.31(b): Code in R'000
24. Question 1.33 : 'Don't know' – Code 3
25. Question 1.34 : ***If NO or DON'T KNOW go question 1.36***
26. Question 1.35(a): Code 100 % as '99'
27. Question 1.36 : 'Other' - Code 08
28. Question 1.37 : Percentage - Round off to the nearest full figure in the **first and second rows**
- Round off to the nearest decimal in the **third row**
Level - Round off to the nearest decimal in the **fourth row**
- Round off to the nearest full figure in the **fifth row**
Exchange rate in last row – Round off to the nearest full figure
Digits 208-211 (last four blocks) not used
29. Question 1.38 : 'Other' – Code 09
30. Question 1.39 : 'Other' – Code 11

QUESTIONNAIRE 2: PRODUCTION RELATED ISSUES

1. Question 2.6 : Coding list E
Use two digits for each column, namely products, percentage, main raw material, purpose and number of years.
Total: Percentages need not add up to 100 %.
2. Question 2.7 : Coding list G
3. Question 2.8 : Coding list H
4. Question 2.9 : Block 46 – code the number circled in the second column
Last six blocks (3 x 2 blocks) – coding list G
5. Question 2.11 : 2000: First three blocks
2001: Last three blocks
6. Question 2.12(a): Calculate and code number of days in last three blocks

If NO for both 2000 and 2001, go to question 2.14

7. Question 2.13 : Blocks 109 – 110 not used
8. Question 2.15 : Code to the nearest R1 million
9. Question 2.16 : Code to the nearest R1 million
10. Question 2.17 : Amounts – Code in R'000

QUESTIONNAIRE 3: FINANCIAL RELATED ISSUES

1. Question 3.6 : If response is stated in terms of the prime rate, calculate the applicable rate(s) taking % as the prime rate
2. Question 3.9 : Code in R'000 (Values for 2 000 to the left of column 2 and values for 2001 to the right of column 3)

QUESTIONNAIRE 4: PURCHASE RELATED ISSUES

1. Question 4.7 : Coding lists A (suburbs), B (cities/towns), C (provinces) and D (other countries)
If no inputs/raw materials are imported, skip the remaining questions
2. Question 4.9 : Coding list I
3. Question 4.10 : 'Don't know' – Code 999

QUESTIONNAIRE 5: SALES / MARKETING RELATED ISSUES

1. Question 5.7 : ***If NO, go to question 5.10***
2. Question 5.8 : Coding list J
3. Question 5.9 : 'Other' – Code 9.
Blocks 63-64 not used
Go to question 5.11
4. Question 5.10 : 'Other' – Code 04
5. Question 5.11 : Blocks 89 and 93 not used
6. Question 5.12 : Coding lists A (suburbs), B (cities/towns), C (provinces) and D (other countries)
7. Question 5.13 : Calculate and code number of days
8. Question 5.14 : ***If NO go to question 5.23***
9. Question 5.15 : Percentages – if 100 % code as '99'
10. Question 5.16 : % of annual exports – code 100 % as '99'
Check the classification into regions before coding - coding list D (countries)
Code in respective cells
11. Question 5.18 : Blocks 77-78 not used
12. Question 5.19 : ***If NO, go to question 5.23***
13. Question 5.20 : Code first four blocks in each row for US\$ per TEU
Code last three blocks in each row for US\$ per ton
14. Question 5.25 : ***If NO skip the rest of the questionnaire***

QUESTIONNAIRE 6: HUMAN RESOURCES RELATED ISSUES

1. Question 6.5 : Blocks 32-33 not used
2. Question 6.6 : Number of vacancies – 'at this time' and 'a year ago' (second and third, and fourth and fifth digits of each row respectively)
Main reasons for vacancies – Coding list K (last two digits of each row)

3. Question 6.9 : ***If NO go to question 6.11***
4. Question 6.10 : Blocks 101-102 not used
5. Question 6.11 : ***If NO go to question 6.15***
6. Question 6.12 : 'Other' – Code 08
7. Question 6.13 : Blocks 120-121 not used
8. Question 6.15 : X In-house training:
 - Number of programmes: 18 digits (9 x 2)
 - Number of workers trained: 36 digits (9 x 4)
 X Outside training (the same as in the case of in-house training)
 X How many trainees left: 27 digits (9 x 3)
9. Question 6.16 : 'Other' – Code 07
10. Question 6.17 : Code in R'000 in first four blocks of each row.
 Use last block in each row for 'Don't know' responses
If NO outside training is undertaken, go to question 6.19
11. Question 6.18 : Block 172 not used
12. Question 6.20 : ***If 'NIL' skip question 6.21***
13. Question 6.23 : ***If 'NIL' to question 6.23, go to question 6.27***
14. Question 6.27 : Block 223 not used
 Use blocks 195, 202, 209, 216 and 224 for circled responses in columns 2 to 5
 Code elements affecting employment in the remaining two blocks of each row – coding list L
15. Question 6.29 : Full-time (first four blocks) and part-time (next four blocks)
 Don't recall – last block
16. Question 6.30 : 3 digits per column (8 x 3 = 24)
 Total not coded
17. Question 6.32 : Code rates / costs rounded off to the nearest R1 (2, 6 and 2 digits per employment category for 1st, 2nd and 3rd rows respectively)
18. Question 6.33 : ***If ANSWER to question 6.33 is 'NIL' go to question 6.36***
19. Question 6.35 : Code retrenchment costs rounded off to the nearest R1 (6 digits per employment category)
20. Question 6.36 : Block 153 not used
 Code 100 % as '99'
21. Question 6.37 : Only code % living within 35km of the plant
 Code 100 % as '99'
22. Question 6.38 : Code in R'000
23. Question 6.39 : Code in R'000
24. Question 6.40 : ***If NO or DON'T KNOW go to question 6.42***
25. Question 6.42 : Blocks 206-207 not used
 Code 'Not applicable' as 'Don't know'
26. Question 6.43 : Coding list D
27. Question 6.44 : Coding list M
28. Question 6.45 : Coding list N

QUESTIONNAIRE 7: ADMINISTRATIVE / LEGAL RELATED ISSUES

1. Question 7.5 : 'Not applicable' – Code 3
2. Question 7.6 : 'Other' – Code 06
3. Question 7.7 : 'Don't know' – Code 3
 'Not applicable' – Code 4
4. Question 7.8 : Code in R'000
5. Question 7.9 : Code in R'000

6. Question 7.10 : Use blocks 35 and 37 for establishments started before 1996 and blocks 36 and 38 for those started in 1996 or later
If NONE go to question 7.14
7. Question 7.10 : (1st row – Number): ‘Don’t know/Refuse’ – Code 99
8. Question 7.11 : Blocks 41-42 and 44-45 not used
9. Question 7.12 : Blocks 57, 60, 63 not used
10. Question 7.14 : ***If ‘NONE’ was needed, go to question 7.17***
11. Question 7.16 : Blocks 79-80, 82-83, 85-86 not used

QUESTIONNAIRE 8: PART RELATED ISSUES

1. Question 8.6(a)+(b): ***If NO to both questions 8.6(a) and 8.6(b) stop coding***
2. Question 8.7(a)+(b): Coding list E (Products manufactured) – First two blocks of each row
Code 1, 2 or 3 for 3rd block of each row
Number of tons / containers or units in last six blocks of each row
3. Question 8.8 : Code 100 % as 99
4. Question 8.10 : Coding list O
5. Question 8.11 : ‘Other’ – Code 09
Blocks 108-109 and 112-113 not used
6. Question 8.12 : Percentage – First two blocks
Code 100 % as ‘99’
7. Question 8.13 : Coding list P
8. Question 8.15(b): Coding list Q
9. Question 8.17 : Coding list R
10. Question 8.18 : Coding list S

CODING LISTS**LARGE MANUFACTURERS' SURVEY**

Coding list	Description of list
A	Names of suburbs in Ethekwin Municipality Area
B	Names of cities and towns
C	Names of provinces
D	Names of countries
E	(a) Products manufactured (b) Main inputs / raw materials used (c) Purpose / use / application of final product
F	Effect of high interest rates on establishments
G	Main advantages of present location (Q2.7) Main reasons for choice of location (Q2.9)
H	Main disadvantage of present location
I	Effect of duties/taxes on establishment
J	Business/trade associations
K	Main reasons for vacancies
L	Main elements of Acts affecting employment
M	The way firm is coping with the HIV/AIDS problem
N	Policies and programmes put in place to deal with the HIV/AIDS epidemic
O	Main areas of concern regarding the Port of Durban
P	Constraints on the optimal vessel size type used in the Port of Durban
Q	Ports used for comparative purposes
R	Major strengths / competitive advantages of the Port of Durban
S	Major weaknesses / competitive disadvantages of the Port of Durban