REPUBLIC OF GHANA

2010 POPULATION AND HOUSING CENSUS

FIELD SUPERVISOR'S RECORD BOOK

**2010 POPULATION
AND HOUSING
CENSUS**
Get Involved, Get Counted!

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**STATISTICAL SERVICE, ACCRA
28TH AUGUST, 2010**

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CHAPTER 1

THE PURPOSE OF THE FIELD SUPERVISOR'S RECORD BOOK

1.1 Purpose of Record Book

This book is intended to be a record of your supervisory work and summary of the work of the Enumerators under your charge, the difficulties they encountered and the methods you suggested for overcoming them. Remember that the final responsibility for the accuracy and completeness of the Census in your Supervisory Area (SA) rests with you. It is likely that some of the Enumerators may have misunderstood part of the instructions and others may have neglected to make the required entries on the questionnaires or in the Enumerator's Visitation Record (EVR) Book. It is your duty to detect any error in time and get the Enumerators to correct them while still in the field. It is also important to keep a record of these errors and the corrective instructions issued by you. This will assist the Census Secretariat in analysing and assessing the reliability and accuracy of the Census results.

1.2 Visit the Problematic EAs. First

You should check the work of the Enumerators in the field. You should ensure that they are in possession of the necessary documents, that they are in the field at the prescribed time and that they are performing their duties satisfactorily. While visiting them, you should carry with you a supply of documents (particularly questionnaires and extra black pens) for the use of the Enumerators in case they need them.

You are already familiar with the performance of your Enumerators and with the difficulties in each of the EAs. Ensure that you visit the problematic areas first, starting on the second day of enumeration (i.e. 28th September, 2010). You should visit each Enumerator at least twice a week. A problematic area should be visited more often. In towns and other areas where communication is easier, contacts with each Enumerator could be arranged every other day.

You must also make sure that you arrange your visits in advance. (See Field Supervisor's **Manual section 2.7** - Preparation of Itinerary). Before Census Night you must ask the Enumerator to prepare his itinerary for the coverage of his/her EA so that you may know where you are likely to find him on each day. You should inform your DCO/SFS about your own movements so that they can contact you should the need arise. On no account should you leave your base unattended.

1.3 Summary of Checks to be carried out during First Field Visit

On your first visit you should enter in this Record Book on the pages provided for **"Field Supervisor's Notes"**(A-D) the following information separately for **each** Enumerator:

a.   List the names of persons in households in a few randomly selected houses (three in rural E.As and three in urban E.As) for check of coverage.
b.   Note the number of houses/structures he has enumerated up to date;
c.   The number of persons he has enumerated up to date;
d.   Record types of inconsistent wrong and vague entries he has made;
e.   Record the most common items he has left blank on the questionnaires;
f.   Record the problems he raised during your visit.

CHAPTER 2

CHECK OF COVERAGE DURING FIELD VISIT

2.1   What is the purpose of the Check of Coverage?

This "Check of Coverage" in the field is aimed at measuring the extent to which the Enumerator has been able to cover completely the following:-

a.   All the localities in the area assigned to him/her;
b.   All the houses or compounds in (a) above
c.   All persons in households within houses/structure, all outdoor sleepers, i.e. persons sleeping in markets, parks, etc., inmates of institutions, and persons in hotels, rest-houses, etc. in (a) above.

It should be emphasised that enumeration should not stop until you are satisfied that all persons to be enumerated in all the EAs have been completely covered.

2.2   Field Procedures

a.   You may recall that before Census Night (**26th September, 2010**) you should have checked (in rural areas) the Enumerator's list of localities on PHC 2 (a copy of which is in your possession) to make sure that it includes all the villages and hamlets in the EA. You should also during your field visit ensure that the Enumerator has covered all the villages and hamlets located in that part of the EA which he has enumerated at the time of your visit.

b.   In urban EAs which are parts of single localities, you should make sure that all the houses/structures have been listed in the EVR before enumeration commences. In rural areas you should ensure that the Enumerator lists all houses/structures in each locality before he enumerates persons in each locality. The coverage of houses may be a difficult problem in some localities. The Enumerator is therefore likely to omit some houses particularly in areas where houses and compounds or even entire hamlets are situated in the forest or where small huts are situated in courtyards between large buildings, etc.

To ensure that no house/structure is omitted you must:-
i.   compare houses/structures
ii.   On your field visit select ten or more consecutively listed houses/structures and compare them with those recorded in the EVR.   Ensure that all those house(s) that are on the path, street or road are listed. If one or more are missing on the list, discuss this with the Enumerator. If more than two are missing then inform DCO/SFS.
iii.   Make a special check on the houses situated near the boundary between two EAs to ensure that they fall within the EA assigned to the Enumerator.

c.   To ensure that all persons in the houses and compounds have been enumerated, you should carry out a random check. You should walk through the EA and randomly select a few houses/structures (**three in rural EAs and three in urban EAs) scattered over the EA for re-listing** of persons in the households in those houses/structures.   Do your listing of persons in these selected houses or compounds before administering the questionnaire to one household in each

selected house. You should note that in rural EAs with more than one locality you should select these houses/structures from more than one locality.

d. house/compound

Write down in your Record Book on the pages headed **"Field Supervisor's Notes A. Check of Coverage**" the names of the persons (usual members and visitors) who spent the census night in the household.

Enter these houses and explain to **any responsible person** in the house the purpose of your visit and:-

i.   Identify the various households in the house/structure.

ii.   Census night in the households on Census Night;

iii.   You should first write the serial numbers of the house/structure and for each household the serial number of the household before the names of household members are recorded.

iv.   Enumerate **one household** within the house/compound listed

v.   Boldly label on top of this questionnaire **RE-ENUMERATION**

vi.   Compare your information with those in the Enumerators EVR and the questionnaires.

vii.   You should resolve any differences in coverage by going back to the house/structure with the Enumerator.

viii. After resolving any differences you should keep the re-enumeration questionnaire in your satchel.

CHAPTER 3

CHECK OF QUESTIONNAIRES DURING FIELD VISIT

3.1 First Stage Check (Cancelled Questionnaires)

Ensure that rejected questionnaires have been crossed out and "CANCELLED" written in block letters on the outer cover of the questionnaire. Attach the cancelled questionnaire to the transcribed questionnaire. Also check that all writings on the questionnaire are in block letters and legible.

3.2 Second Stage Check (Check Questionnaires with entries in the EVR)

Check all questionnaires with the EVR to ensure:
a.   A line has been completed for each house/structure or location of outdoor sleepers visited. This will be done by comparing the serial numbers of houses/structures or location of outdoor sleepers of completed questionnaires with the serial numbers entered in the EVR. Note particularly that for each house/structure, etc., for which the EVR indicates enumeration has been completed, columns 4-10 have been filled out. The completed questionnaires should be in the Enumerator's satchel.

b.   The number of households for each house/structure tallies with the number of households entered for those houses/structures in the EVR.

c.   The number of questionnaires used for each completed house/structure been entered in the EVR.

d.   The number of persons (male and female) enumerated in the houses/structures tallies with those recorded in the EVR.

e.   There is an explanation for missing entries in the Remarks column of the EVR.

3.3 Third Stage (Missing Front Page Entries A01 – A20)

First check that all writing is in block letters and that all Front Page entries have been recorded on each questionnaire used. For instance, if more than one questionnaire is used for a household the front page entries and the reference numbers, should be filled out for each questionnaire. Ensure that all codes are written out correctly and clearly. Number of questionnaires used should be recorded in A15b.

3.4 Fourth Stage (Check for Missing Entries on the Household Roster in A16a)

Scrutinise the Household roster in A16a and make sure all entries have been made
   a.   You should scrutinize every line of member listed in the household roster. Ensure that:-

   i.   The total number of usual members (male and female) present on census night (status A) is written in A17 in two digits.

ii.   The total number of visitors (male and female) present on census night (status B) is written in A18 in two digits.

iii. The total number of usual members (male and female) absent (status C) is written in A19 in two digits;

b.   Check whether the dates when enumeration started A13 and ended A14 in the household have been recorded.

3.5   Fifth Stage (missing, vague, wrong individual and household entries)

Check all the questionnaires for missing individual entries. This is actually a rapid visual scrutiny, which should be carried out by looking through the columns of the questionnaire from top to bottom. Note that there should be an entry for every person up to last page for individual entries (where applicable).

For all entries make sure what is marked agrees with the person ID. For P01 and PO2 make sure that dates of birth and age in completed years have been correctly marked for each person enumerated. For usual household members and visitors on census night check with A16a.

E   *Emigration* – **Make** sure that once the '**Yes**' box in EO1 has been marked, all the questions in **E02** (name, sex, etc.) should be answered.

P03   *Nationality* - Ensure that only one box is marked for **each person**. If a box other than Ghanaian by birth and Ghanaian with Dual Nationality (Ghanaian and other) is marked make sure there is a skip to **P06**;

P04   *Ethnicity* - Ensure that the correct code according to the code list has been assigned and entered in the appropriate boxes.

P05   *Birthplace* – Make sure only one box has been shaded.

P06   *Birthplace outside place of enumeration* – This should only be asked for those marked "No" in P05. The code for the appropriate region should be marked.

P07   *Living in this town / village since birth* – Make sure this question is asked of persons marked "Yes" in P05

P08   *Number of years lived in this town or village* – Make sure that this question is asked of for those marked "No" in P05 and "No" in P07.

P09   *Religion* - Ensure that only one box is marked

Note: For P10 – P20 sections, all questions relate to persons with specific ages. Make sure that only eligible members are asked those questions.

P10   *Marital Status* –Make sure only one box is completed for all persons aged **12 years and above**.

P11   *Literacy* – This applies only to persons **11 years and older**. Make sure respondents under 11years do not have entries

P12   *Education* – This applies only to persons **3 years and older**: Make sure only one box is filled.

P12a   If **"Never"** is marked **skip to P13**. If **"Now"** or **"Past"** is marked, **make sure an entry is made for P12b** and **P12c.**

P12b & P12c   **Educational Level and Grade** – Check that **responses given** in **P12c** (highest educational grade) **are consistent with responses in P12b.** The level of school reported in P12b (Nursery, KG, Primary, Middle, JSS/JHS etc) should be consistent with the number of years stated in P12c. Generally, there are maximum number of years at any given level, and the number of years cannot be more than that number, e.g. five (5) years spent in JSS/JHS is well beyond the maximum three (3) years. The grade for Secondary should not be more than 7.

P13   *Type of Activity* - Ensure that this question is answered for all persons aged **5 years and older.** You should check that
- *i.*   if answer in **P13a is 'Yes';** and **'Did not work but had job to go back to'; 1 in P13b 'Unemployed, but worked before**, **and seeking work and available for work' 2 in P13b** no entry is made in P13c.
- *ii.*   if the response in **P13b** is 3 **'Unemployed, seeking work for the first time, and available for work'**, you should skip to P18.

Occupation P14, Industry P15 and P15a, Employment Status P16 and Employment Sector P17
- ♥   Make sure that these questions are answered for the following persons if:

- i.   'Yes' **in P13a and**
- ii.   **'Did not work, but had job to go back to' 1; and, 'Unemployed, but worked before, and seeking work and available for work' 2** in **P13b.**

P14   *Occupation* - Ensure that the precise designations such as Primary School Teacher, Audit Examiner, Auto Mechanic (fitter), Cocoa Farm Labourer, Cocoa Farmer, Textile retail trader, Retail Trader, provisions etc are entered and **not vague** terms like civil servant, hotel employee, business, etc.

P15   *Name and Physical Location*- Make sure the name and the physical location that the respondent works is properly recorded.

P15a   *Industry* - Make sure that the main product or service of the establishment has been described in detail e.g. textile retail trade, cabinet making, hotel services, banking service, primary education, hospital activities, etc.

P16   *Employment Status* - Make sure that **only one box is recorded.**

P17   *Employment Sector* - Make sure that **only one box is recorded** and the code written

   Employment Status should be consistent with Employment Sector e.g. self employed farmer cannot be employed in the public sector.

P18   *Disability* –   Make sure all appropriate circles are shaded. Note that multiple answers are acceptable for this question**.**

P19a   *Ownership of Mobile Phones* - Ensure that all respondents (male and female) aged 12 or more are asked this question.

P19b   *Usage of Internet Facilities at home, internet cafe on phone etc* - Ensure all respondents 12 or more are asked this question.

P20a and P20b   *Children Ever Born and Children Surviving* – These questions refer to children who were born alive. Make sure that only females aged 12 years and older are asked these questions. Also ensure that children surviving are not more than children ever born.

P20c   *Children born in the last 12 months* – Ensure that entries are made **only for females 12-54 years** who **have given birth to a live child** in the last 12 months.

M01   *Mortality* – Make sure that the appropriate circle is shaded.

M02   *Household Deaths Information* - If **'Yes'** is shaded in *M01***,** make sure that the correct information about each household death is recorded in **M02 (i-iv)**. Also make sure that the appropriate response is marked in **M02 (v)** if the deceased is **a female aged 12-54.**

C01   *Household Ownership of Fixed Telephone line* – Make sure that the appropriate box is mark.

C02   *Household Member or Household Ownership of Desktop/laptop computer* - Ensure that the appropriate box is marked.

G01   *Agricultural Activities-* Make sure that if 'Yes' circle is shaded for any of the Agriculture activities, there is a correspondent entry at G02 (number of household members) G03 and G04.

G02   *Number of household engages in agriculture activity*– Ensure that the number of household members engaged in agricultural activities is recorded by sex.

G03   *Type of Crop Farming Activities* – Ensure that the type of crop farming activities are described in detail and correctly coded. Ensure the size, unit of measurement and type of cropping are also completed

G04   *Type and Number of Livestock and fisheries* - Ensure that the type of livestock and fisheries rearing activities are described in detail. Also make sure the appropriate codes and numbers are recorded.

H01 - H015 (Housing Conditions)

H05   Tenure/holding arrangement

H06   Ownership type - Check that responses in HO5 are consistent with responses in H06. For example, owing. HO5, is inconsistent with (5 Private Employer, 6 Other Private Agency and 7 Public/Government Ownership) in HO6

H07a Number of rooms occupied by household

H07b Number of rooms used for sleeping by household
Number of rooms in HO7b i.e. rooms used for sleeping should not be more than number of rooms occupied by household in (HO7a).
Check that only one box is marked for each of these questions.

H07c   Shared sleeping room

H07d   Number of households sharing one sleeping room

Check that those who are marked "1" in H07b, answer H07c. Also ensure that if the "Yes" box is marked in H07c, H07d should also be answered. On the other hand, if the "No" box is marked in H07c; you should skip H07d and go to H08.

3.6   Sixth Stage (Consistency check of Individual Entries)

This is a more detailed examination of the questionnaire in the field. At this stage of editing, you have to make sure that entries are consistent, i.e. they agree with one another and make sense. This is a much more difficult and more time-consuming check than those described above. **It is obvious that you will not be able to check within a short time all questionnaires for consistency. It is expected that you will check all completed questionnaires during each field visit.** On your first visit, check all completed questionnaires thoroughly and discuss any errors if any of the Enumerator. On subsequent visits check first through the old questionnaires to make sure all errors identified have been corrected. Then check the new completed questionnaires. If you adopt this method of checking, you would have checked a lot of each Enumerator's work by the time you check individual entries for consistency.

This method of checking entails comparisons of replies given in respect of the same person to various questions to ensure they agree with one another and "make sense". This means that you must check each column from top to bottom. The following **checks of consistency** must be carried out:-

a.   *Name, Sex and Relationship (A16a)*; e.g. a male cannot be the person stated as a daughter to the head of household;

b.   *Relationship (16a)* - All relationships must be made with reference to the head.

c.   *Age (P02) and Relationship (16a)*, e.g. a 75 year old man cannot be the son of the head of household, aged 40;

d.   *Age (P02) and Marital Status (P10)*: e.g. One year old girl cannot be marked as widowed. This should not be asked of anyone below 12 years.

e.   *Nationality (P03) and Ethnicity (P04)*: - If a person is a non-Ghanaian he/she cannot be marked as a Ga or Akan. In fact there should not be an entry in P04 for non - Ghanaians

f.   *Age (P02) and Education (P12)* - Make sure that every person for whom entries have been made in the Education **P12** is **three or more** years. If you find entries in this column for persons less than three years, refer this error to the Enumerator so that he may correct it on the field. Also, a person aged **ten** years is not likely to be a **university student.**

g.   *Age (P02) and Occupation (P14)* - Make sure that a person's age is consistent with his occupation. For example, a staff Nurse, Midwife or a Secondary School Teacher is not likely to be less than 15 years of age;

h.   *Education (P12a and Occupation (P14)* - e.g. a person who has never been to school should not be recorded as a Surveyor or a Medical Officer;

i.   *Occupation (P14) and Employment Status (16)*, e.g. Medical Officer should not be entered as an apprentice or domestic employee;

j.   *Occupation (P14) and Industry (P15a)* - e.g. A Cocoa Farmer (occupation) cannot have Banking Services as the Industry. Similarly a Surgical Specialist cannot have cocoa farming as industry.

k.   *Type of Activity P13a and Full-time Education (P12a)* - Remember that this question refers to full-time education as defined in the Enumerator's Manual. Ensure that where the "In full time education/student" box has been marked in sub-column P13c; P12a should be "Now" i.e. 2.

l.   *Type of Activity (P13a, P13b and P13C)* – persons with:
   i.   'Yes, in P13a;
   ii.   'Did not work but had job to go back to; 1 in P13b
   iii.   and unemployed worked before, 2 in P13b seeking work and available for work;
   iv.   'unemployed, seeking work for the first time, and available for work' 3 in P13b should have no entries in P13c.

   However, If a person is marked 'Did not work, and not seeking work' in **P13b** make sure the appropriate box is marked in **P13c.**

m.   *Industry P15* – Check name and physical location of establishment (P15) and description of product/service of establishment (P15a) for consistency. Also check that industrial activity is consistent with occupation P14.

n.   **Employment Status (P16) and Sector (P17)** – Ensure responses in P16 (Employment Status) are consistent with responses in P17 (Employment Sector). For e.g. Self employed person (with or without Employees) in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17). Contributing family worker in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).Domestic

Employee (house help) in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).

o. ***Household Deaths (M01 and M02)*** – Make sure that if 'Yes' is marked in M01, entries are made for all sections of M02 (A – E). Also ensure that if the deceased was a female between 12 – 54 years, M02E is completed.

CHAPTER 4

FINAL CHECK AFTER ENUMERATION

4.1   Objectives

The final check will take place after enumeration when the Enumerator hands over to you all the Census documents and after coding occupation (P14) and industrial activity (P15a). This final check should be carefully carried out as it is the last opportunity for you to correct serious errors. In some cases, you will have to send the Enumerator back to the field to correct these mistakes. If the enumeration was very bad **you will have to send another Enumerator to re-enumerate the whole or part of the EA**

We hope, however, that if your Field checks were scrupulously carried out any shortcomings in the work of the Enumerator would have been detected and corrected and there would be no need for re-enumeration. Your final check would then serve as confirmation that the enumeration was satisfactory.

4.2   Scope

The final check will be carried out in the same way as your field checks:-

Detailed Editing of Questionnaires

   i. *Geographic Information*
       Check that the identification information (A01 – A06) has been completed correctly. Ensure that the **Region Name (A01), District name (A02), District type (A03) and Sub-district (A04)** are consistent with their **respective codes in A07** under geographical information.

   ii. *Household Roster (A16a)*
       Ensure that the total number of persons listed in A16a and A16b is consistent with the total number recorded in A17, A18 and A19 when A12 (Type of residence) is 1 or 3.

   iii. *Total Persons (Male and Female) Enumerated (A20)*
        Check that:
        (a) For Households the **TOTAL PERSONS ENUMERATED (A20)** is equal to the number of persons listed on the household roster A16a as status A (usual members present on census night) and status B (visitors present on census night).
        (b) For non-household population, the total number of persons enumerated is equal to the number of persons listed in A16a.

   iv. *Supplementary Questionnaire*
       A supplementary questionnaire is used if there are more than 10 eligible members (Status A and B). Check A15a and A16a to find out if a supplementary questionnaire was used. Compare the **identification information** and question ID number of the **original** and **supplementary questionnaires** to be sure they are the same.

v. Recording in the boxes and shading circles
Check that correct codes are recorded in the boxes and the correct circles are shaded.

vi. Relationship (A16a and A16b)
All relationships must be made with reference to the head of the household. Check description for relationship with the code.

vii. Emigration Outside the country (E01 – E02)
If E01 is Yes (1), then there must be information in E02. Check codes for destination and activity abroad.

viii. Date of birth (P01) and age (P02)
Ensure that the date of birth recorded in P01 is consistent with age recorded in P02.

ix. Nationality (P03) and Ethnicity (P04)
Check P03 (Nationality) to ensure that there is a response for all Ghanaians by birth and Ghanaians with dual nationality in P04 (Ethnicity).

x. Birthplace (P0)and P06
Check that only persons with birthplace outside this town/village (i.e. 'No' in P05) have entries in P06 (Birthplace if born outside town or village of enumeration).

xi. Marital Status (P10) and Date of Birth (P01) and Age (P02)
Check that in P10 there are entries for all persons aged 12 years and older.

xii. Literacy (P11) and Age (P02)
Check that in P11 there are entries for all persons aged 11 years and older. Ensure that there are no entries for persons aged 10 years and younger

xiii. Education (P12) and Age (P02)
Check that in **P12a** there are entries for all **persons aged 3 years and older**.

xiv. School Attendance (P12a), Educational Level (P12b) and Highest Grade (P12c)
Ensure that persons recorded as 'Never Attended School' in P12a (i.e. 1 in P12a) have no entries in P12b and P12c. Only persons **Attending School 'NOW'** (i.e. 2 in P12a) or **Attended School in the PAST** (i.e. 3 in P12a) should have entries in P12b and P12c.

xv. Educational Grade (P12c) and Level (P12b)
Check that responses given in P12c (highest educational grade attended) are consistent with responses in P12b (highest level of school completed). The level of school reported in P12b (nursery, KG, primary, middle/JSS/JHS, etc.) should be consistent with the number of years stated in P12c. Generally, there are maximum

number of years at any given level, and the number of years completed cannot be more than that number (e.g. five years spent in JSS/JHS is well beyond the maximum of 3. The grade for category 7 (Secondary) should not be more than 7) and for middle not more than 4.

xvi. *Type of Activity (P13a, P13b and P13c)*
1. Check that in P13a there are entries for all persons aged 5 years and older. Ensure that there are no entries for persons less than 5 years.
2. Check that if 'in full time education/student' is recorded for a person aged 5 years and older in P13c, the 'Now' option should be marked in P12a, School Attendance.
3. Check that if 'Did not work, but had job to go back to (1) or Unemployed, worked before, seeking for work and available for work (2) is recorded in P13b, there should be entries in P14 (Occupation) P15 and P15a (Industry), P16 (Employment Status) and P17 (Employment Sector).
4. Ensure that persons who respond "did not work and not seeking for work" in P13b (i.e. option 5) have entries in P13c. Note that such persons should have no entries for P14 (Occupation), P15 and P15a (Industry), P16 (Employment Status) and P17 (Employment Sector).
5. Check that there is no entry in P13c if option 1, 2, 3 or 4 is marked in P13b.

xvii. *Occupation (P14)*
a. Check that occupational description is detailed enough for coding.
b. Check if description of Occupation is consistent with industrial activity (P15a), e.g. a maize farmer should not have hospital activities as industrial activity.

xviii. *Industry (P15)*
a. Check name of establishment (P15) and description of product/service of establishment (P15a) for consistency e.g. Bank of Ghana cannot have Hospital Activities as Industrial Activity.
b. Check that occupation is consistent with industrial activity e.g. an orthopaedic Surgeon cannot have maize farming as Industrial Activity.

xix. *Employment Status (P16) and Employment Sector (P17)*
Ensure responses in P16 (Employment Status) are consistent with responses in P17 (Employment Sector).
a. Self employed person (with or without employees) in P16 cannot be in the public sector / semi-public / NGOs / International Organisations in P17).
b. Contributing family worker in P16 cannot be in the public sector/semi-public/NGOs/International Organisations in P17).

c. Domestic employee (househelp) in P16 cannot be in the public sector / semi-public / NGOs / International Organisations in P17).

xx. Disability
Ensure that each question (i.e. a – g) has a response (i.e. either a 'Yes' or 'No'). If a respondent has no disability, then the 'No' circle should be shaded.

xxi.Information Communication Technology (P19a and P19b)
Ensure that there is a response for all persons who are 12 years and older for P19a and P19b.

xxii. Children ever born, Children surviving and Children born in the last 12 months.

P20a – P20b: Children ever born alive and children surviving.
Make sure that only females aged 12 years and older are asked these questions. The number of children surviving (P20b) should never be more than children ever born (P20a).

Also check that the sex of children ever born (P20a) is consistent with the sex of children surviving (P20b).

P20c: Children born in the last 12 months.
Ensure that entries are made **only for females (in A16a) who are aged 12-54 years** and have given **birth to a live child in the last 12 months. If respondent did not give birth to a live birth then ensure that 0 is recorded for both sexes in the boxes provided.**

If there are no births in P20a, then births should not be recorded in P20c.

xxiii. Mortality
Make sure that if 'Yes' is marked in M01, entries are made for all sections of M02.

In M02(E), ensure that ages of maternal deaths are within the specified age range (12 – 54 years). This means maternal deaths for females aged 0–11 and 55+, etc. are outside the specified age range and there should be no entries for such females.

If the response in M02(B) is 1(male), there should be no response in M02(E).

xxiv. Fixed Telephone line (C01)
Check that there is a response i.e. 'Yes' or 'No' circle is shaded for C01.

xxv. Internet Facility (C02)
Ensure that there is a response i.e. 'Yes' or 'No' circle is shaded for C02.

xxvi.   *Agricultural Activity (G01 – G03)*
    Check that there is a response (i.e. 'Yes' or 'No') for each of the categories (a – d) in G01. If there is a 'Yes' response for any of the categories in G01, ensure that G02, G03 and G04 are completed depending on the response(s) chosen in G01a-d.

    If 'No' is recorded for all the categories in G01a-d, check that there are no entries in G02, G03 and G04.

    Check that the names of crops, livestock and fisheries correspond to their appropriate codes.

xxvii.   *Housing Conditions (H01 – H15)*
    Make sure that there is a response for each question except stated otherwise.

    Check that only H01, H02 and H04 are answered if 'vacant housing unit' is recorded as 'type of residence' in A12.

xxviii.   *Tenure/holding arrangement (H05) and ownership type (H06)*
    Check that response in H05 is consistent with H06, e.g., if Owner occupied is recorded in H05, the response in H06 should be **1** i.e. Owned by a household member or **2,** being purchased.

xxix.   *Number of occupied rooms (H07a) and number of Sleeping rooms (H07b)*
    Check that the total number of sleeping rooms (H07b) is not more than the total number of occupied rooms (H07a).

a.   Compare the names of persons enumerated by the Enumerator with the records made by you in the sample check of houses during your Field Checks. (See chapter 2 Section c .ii).

b.   Select a sample of questionnaires in accordance with the scheme outlined in Section 4.3 below. For the selected questionnaires you will carry out the checks of consistency as outlined in Section 3.6.

4.3   Selection of Sample Questionnaire for Scrutiny

Ensure that the questionnaires are arranged in order of serial number of house/ compound, etc., and within each house/ compound, etc., in order of serial number of household, where applicable. Choose every tenth house/structure beginning with the number for the region in the following table:-

Region			Number
Western	…	…	10
Central	…	…	8
Greater Accra	…	…	5
Eastern	…	…	3
Volta	…	…	1
Ashanti	…	…	9
Brong Ahafo	…	…	4
Northern	…	…	2
Upper West	…	…	7

Upper East … … 6

For example, a Field Supervisor in the Upper West Region will choose the 7th (0007), 17th (0017), 27th (0027), etc. houses/structures. You should check all the questionnaires for all households in the selected houses/structures for consistency as outlined in Section 3.6.

4.4   Level of Acceptance

During the field checks you discussed the Enumerator's errors with him and asked him to correct them and to be more careful with his work. During this final check you should follow strict rules which will indicate whether the Enumerator's documents should be accepted or not.

If the errors committed by the Enumerator are few and reparable (i.e. can be corrected in the office) you can accept all the questionnaires and correct them before handing them over the DCO with your comments.

If the errors are many and irreparable (i.e. cannot be corrected in the office) you should ask the Enumerator to go back to the EA and re-enumerate. If the errors are too many then as already indicated you should ask another E-numerator to do the re-enumeration. **You should remember that if you do thorough field checking of Enumerators work during enumeration, you are not likely to find many irreparable mistakes during final check of Enumerator's questionnaires.** You must bear in mind that all missing entries should be filled out before you accept the questionnaires except where the required information is not available due to the absence of the respondent or due to his/her mental disability.

The following are the rules, which should be followed:-
i.   *Record of Errors* - You should keep an accurate record of the irreparable errors (missing, vague, wrong or inconsistent entries) you discover for each Enumerator using the Field Supervisor's Scrutiny Report (PHC 5) (see Appendix 1).

ii.   *Acceptance of Satchel after Check* - Accept the whole satchel if there are not more than 10% of columns (persons) with irreparable errors in your sample of questionnaires.

Note - AN IRREPARABLE ERROR is any of the following:-
    a.   A missing entry which cannot be corrected in the office, e.g. no entry on age, relationship or any other details for which you would have to go back to the field. (The number of such errors should be entered in Column 8 of PHC 5);

    b.   A vague entry i.e. an entry which is inexact, e.g. uncle in relationship column; A16a
    c.   A wrong entry, e.g. Moshie (a tribe) in Nationality Column.

4.5   Arrangement of Questionnaires in Satchel

After accepting the questionnaires for each E.A. and after completing your Field Supervisor Scrutiny Report you should ask the Enumerator to arrange completed questionnaires by serial number of house/structure and within each house/structure by

serial number of household. For e.g. if house/ structure number 0001 has 8 households, house/structure 0002 has only 1 household and structure 0003 has 5 households, make sure that all questionnaires for the 8 households in structure number 0001 are arranged first before arranging questionnaires for structures 0002 and 0003.

CHAPTER 5

HOW TO FILL OUT THE FIELD SUPERVISOR'S
SCRUTINY REPORT (PHC 5)

After you have taken over the satchel from the Enumerator, and after final editing you should complete PHC 5 included in this Record Book.

First write your name, your supervisory Area number and the name of the District you worked in then complete columns 1to 10.

Column 1 Write down the date the Enumerator hands over his/her Census documents to you for checking.

Column 2 Write down the full name of the Enumerator.

Column 3 Copy the EA Code from PHC 2.

Columns 4 Number of persons enumerated in Households,

Column 5 Number of persons enumerated in Group Quarters,

Column 6 Number of Completed questionnaires,

Check the totals in columns 4, 5, 6, 7 and 8 respectively of the Summary page of the EVR for each Enumerator and copy them in these columns.

Column 7 Count and write down the total number of irreparable missing entries on all the questionnaires completed by the Enumerator in accordance with Section 3.5 of the Record Book.

Column 8 Count and write down the total number of columns (persons) which you have checked for inconsistent, vague and wrong entries in accordance with Section 3.6 of the Record Book.

Column 9 Count and write down the total number of columns (persons) with inconsistent, vague and wrong entries found during the sample check. Remember that only irreparable errors (i.e. only errors which cannot be corrected in the office) should be counted.

Column 10 Enter "Accepted" or "Rejected" or any other remarks which will sum up your impressions of the Enumerator's work.

FIELD SUPERVISOR'S NOTES

A.   CHECK OF COVERAGE

E.A. Code ………………………………………………..   Town / Village (Locality) ………………………………………

Date of field visit …………………………………………   Name of Enumerator ………………………………………..

Detailed Address of House / Compound / Structure: ……………………………………………………...………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

20

A.   CHECK OF COVERAGE

E.A. Code …………………………………………………..   Town / Village (Locality) …………………………….………

Date of field visit ……………………………………………   Name of Enumerator …………………………………….…..

Detailed Address of House / Compound / Structure: …………………………………………………...…………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A. CHECK OF COVERAGE

E.A. Code …………………………………………….. Town / Village (Locality) ……………………………….………

Date of field visit …………………………………………….… Name of Enumerator …….………………………………..

Detailed Address of House / Compound / Structure: ……………………………………………………...…………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A.   CHECK OF COVERAGE

E.A. Code ……………………………………………..   Town / Village (Locality) ……………………………………

Date of field visit ……………………………………….   Name of Enumerator …………………………………….

Detailed Address of House / Compound / Structure: …………………………………………………...…………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A.   CHECK OF COVERAGE

E.A. Code ……………………………………………..   Town / Village (Locality) ……………………………………

Date of field visit …………………………………………….   Name of Enumerator …………………………………………..

Detailed Address of House / Compound / Structure: …………………………………………………………...………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A.   CHECK OF COVERAGE

E.A. Code …………………………………………….....   Town / Village (Locality) …………………………….………

Date of field visit …………………………………………….   Name of Enumerator …….…………………………………..

Detailed Address of House / Compound / Structure: …………………………………………………….……………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A. CHECK OF COVERAGE

E.A. Code ……………………………………………..   Town / Village (Locality) ……………………………………

Date of field visit …………………………………………   Name of Enumerator ……………………………………..

Detailed Address of House / Compound / Structure: …………………………………………………..…………………

…………………………………………………………………………………..……………………………………………

List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A. CHECK OF COVERAGE

E.A. Code ……………………………………………….. Town / Village (Locality) ……………………………….………

Date of field visit ……………………………………….… Name of Enumerator ……….…………………………………..

Detailed Address of House / Compound / Structure: ………………………………………………………...……………………

……………………………………………………………………………………………….………………………………………………

List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A.   CHECK OF COVERAGE

E.A. Code ……………………………………………..   Town / Village (Locality) …………………………….…………

Date of field visit …………………………………………….   Name of Enumerator …….………………………………..

Detailed Address of House / Compound / Structure: ……………………………………………………...……………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

A. CHECK OF COVERAGE

E.A. Code ……………………………………………. Town / Village (Locality) ………………………………….………

Date of field visit ……………………………………………. Name of Enumerator ……….……………………………….

Detailed Address of House / Compound / Structure: …………………………………………………….……………………

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List of persons who on Census Night slept in the houses visited by the Field Supervisor (select randomly 3 houses / structures from each Enumeration area [EA]).

Serial No. of House	Serial No. of H/hold	Head of Household	Serial No. of House	Serial No. of H/hold	Head of Household
001	01				

FIELD SUPERVISOR'S NOTES

Name of Enumerator: …………..………...…….……………………………….   EA. No.: ………………………….……….…..

No of Houses Enumerated: ……...…………………….   No. of Persons Enumerated: ……...…………………….

Date: ………………………….. 2010

B.   CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1.   Check for missing individual entries.

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2.   Most common items left blank

Name of Enumerator: …………………...……………………………………. EA. No.: ……………………………………..

No of Houses Enumerated: …….....……………………. No. of Persons Enumerated: …….....…………………….

Date: …………………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. *Check for missing individual entries.*

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. *Most common items left blank*

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Name of Enumerator: ……….……...………………………………. EA. No.: …………………………………..

No of Houses Enumerated: …….....…………………. No. of Persons Enumerated: ……...…………………..

Date: ……………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. Check for missing individual entries.

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. Most common items left blank

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Name of Enumerator: ……….………...…………………………………. EA. No.: ………………………….………..

No of Houses Enumerated: ……..……………………. No. of Persons Enumerated: ……...…………………….

Date: ………………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. *Check for missing individual entries.*

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. *Most common items left blank*

Name of Enumerator: …………………..……………………………………. EA. No.: …………………………………..

No of Houses Enumerated: ……...……………………. No. of Persons Enumerated: ……...…………………..

Date: ………………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1.   Check for missing individual entries.

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2.   Most common items left blank

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Name of Enumerator: ………..………...…………………………………. EA. No.: …………………………….……..

No of Houses Enumerated: …….....…………………. No. of Persons Enumerated: ……...…………………..

Date: …………………………. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. *Check for missing individual entries.*

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. *Most common items left blank*

Name of Enumerator: …………..……...…………………………………. EA. No.: ………………………………………..

No of Houses Enumerated: ……...……………………. No. of Persons Enumerated: …….....……………………..

Date: ………………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. Check for missing individual entries.

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. Most common items left blank

Name of Enumerator: …………..……...………………………………. EA. No.: ………………………….………..

No of Houses Enumerated: ……...……………….. No. of Persons Enumerated: ……...…………………..

Date: ………………………….. 2010

B. CHECK OF QUESTIONNAIRES IN THE FIELD (SEE CHAPTER 3)

1. *Check for missing individual entries.*

Check for missing entries (blank spaces) according to the procedure outlined in Section 3.5 of this Record Book. Make an interrogation mark (?) in each blank space where there should have been an entry. Make a note below the items for which the Enumerator tends to leave blank spaces. This will help you in your final check to concentrate on these items.

2. *Most common items left blank*

FIELD SUPERVISOR'S NOTES

Name of Enumerator: …………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C. CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
1			
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Name of Enumerator: ………………………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C.   CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: .... EA. No.: ....

Date: ....

C. CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: …………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C.   CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: ……………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C. CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: ………………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C. CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: ……………………………………………………………… EA. No.: …………………………..

Date: ………………………………

C. CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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Name of Enumerator: ……………………………………………………………… EA. No.: …………………………..

Date: ……………………………….

C.   CHECK FOR INCONSISTENT, WRONG AND VAGUE ENTRIES (SEE CHAPTER 3)

Make a check for errors of inconsistency using the procedure outlined in Section 3.6 of this Record Book.

QUESTIONNAIRES CHECKED

S/No.	Serial No. of House or Compound / Structure	Serial No. of Household within house	Inconsistent / Wrong / Vague Entries
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FIELD SUPERVISOR'S NOTES

Name of Enumerator: …………….…………………………………… EA. No.: …………………………………..

D.   PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: ……………….………………………………………… EA. No.: ………….…………………………..

D. PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: …………….………………………………………… EA. No.: ……………………………………..

D.   PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: ……………..……………………………………… EA. No.: …………………………………….

D. PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: ………………..…………………………………… EA. No.: ……………………………………..

D. PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: …………….……………………………………… EA. No.: …………………………………..

D. PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: ………………..……………………………………… EA. No.: ………………………………………..

D.   PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

Name of Enumerator: …………….………………………………………… EA. No.: ……………………………………..

D. PROBLEMS RAISED BY ENUMERATOR AND OTHER REMARKS

FIELD SUPERVISOR'S SCRUTINY REPORT
(One line to be filled in for each Enumerator during the handing over of Census documents by the Enumerator)

Name of Field Supervisor: …………………………………………………….. District: …………………………………………..………

Supervision Area No.: ………………………………………………..………

Date	Full Name of Enumerator	EA No. (4 Digits)	Number of Persons Enumerated on		No. of Questionnaires Completed		No. of Irreparable Missing Entries (100% Check)	No. of Columns (Persons) Checked for Inconsistent, Wrong and Vague Entries (Sample Check)	No. of Columns (Persons) with Irreparable Entries (Sample Check)	Remarks
			H/H Pop.	Group Qtrs.	PHC 1A	PHC 1B				
1	2	3	4	5	6a	6b	7	8	9	10

....
Date of Completion of Scrutiny Report

....
Signature of Field Supervisor

2010 POPULATION AND HOUSING CENSUS

FIELD SUPERVISOR'S MATERIALS RECEIPT

Region: ………………… District: ………………………… S.A. No. ……………………….

Item No. (1)	Description (2)	QUANTITIES RECEIVED		Quantities Returned (5)	Remarks (6)
		First (3)	**Additional*** (4)		
A..	**Items to be distributed by Supervisor**				
a.	Supervisor's satchel				For Supervisor
b.	Enumerator's satchels				
c.	Satchel labels				
d.	Identity Cards				
e.	SA Map				For Supervisor
f.	Final EA Description Forms (PHC 2)				
g.	Enumerator's Manuals				
h.	Field Supervisor's Manual				For Supervisor
i.	Field Supervisor's Record Book				For Supervisor
j.	Enumerator's Visitation Record Books				
k	Questionnaires (PHC 1A)				
l.	Questionnaires (PHC 1B)				
m	Certificate of Enumeration (Floating Population)				Urban EAs Only
n.	Call-Back Cards				
o.	Black Ball Pens				
p.	Metal Clips				
q.	Chalk				
r.	Note Books				
s.	First Aid Kit				For Supervisor
t.	EA Enumeration Results Sheets (PHC 3)				
u.	Final Summary Sheets (PHC 4)				
v.	Files				
w.	Rubber Band				
x.	ISCO (structured)				For Supervisor
y.	ISCO (alphabetical)				For Supervisor
z.	ISIC (structured)				For Supervisor
aa.	ISIC (alphabetical)				For Supervisor
B.	**To be Collected**				
1.	Torch Lights				
2. .	Lanterns				

FIELD SUPERVISOR   **DISTRICT CENSUS OFFICER**

I have received from my District Census   I have received from the Field Supervisor
Officer the items stated in Columns 3 and 4.   the items stated in column 5.

Name: …………………………….   Name: …………………………………

Signature: …………………………   Signature: …………………………..

Date: ………………………………..   Date: …………………………………

- Field Supervisor should initial all entries for additional materials received.