

# Application of the *Quality Management System* in Official Statistics

## Statistical Work Quality Assessment Questionnaire (2017)

*Dear Directors of the Censuses;*

Greetings,,,

This questionnaire aims to evaluate the quality of statistical work in various censuses implemented by the *Department of Statistics* (DoS) in view of the utmost importance of the obtained data in planning for the development programs of the decision makers. Therefore, this questionnaire has been prepared and designed in line with international standards, recommendations and best practices and the Jordanian Official Statistical Practices Charter in accordance with the need to focus on quality control in statistical data production.

### First: Census Introductory Data

|   |  |  |
|---|--|--|
| 1 | <b>Census Title</b>  |  |
| 2 | <b>Census Periodicity:</b><br>1 – Every 5 years<br>2 – Every 10 years<br>3 – Other, specify(.....) |  |
| 3 | <b>Targetted Categories</b>  |  |
| 4 | <b>Data Release Date</b>   |  |
| 5 | <b>Census Objectives</b>   |  |
| 6 | <b>Geograohic Extent of the Census</b>   |  |
| 7 | <b>Census Stages</b>   |  |

|           |  |  |
|-----------|--|--|
| <b>8</b>  | <b>Sections and Components of the Census Questionnaire</b> |  |
| <b>9</b>  | <b>Legal Basis of the Census</b>                           |  |
| <b>10</b> | <b>Reference Period</b>                                    |  |
| <b>11</b> | <b>Work Team Members:</b>                                  |  |

## Second: Data Quality Procedures In Statistical Censuses

| <b>No.</b>   | <b>Preprocess Title</b>  | <b>Yes</b> | <b>No</b> | <b>Proof attached</b> |
|--|--|------------|-----------|-----------------------|
| <b>Preparations for the Census and Data Collection</b> |  |            |           |                       |
| <b>1</b>   | Has the frame been updated?  |            |           |                       |
| <b>2</b>   | Has the questionnaire been reviewed and modified (if necessary)?                 |            |           |                       |
| <b>3</b>   | Have the enumerators in this Census been trained?                                |            |           |                       |
| <b>4</b>   | Has the ability of trainers of the enumerators been tested?                      |            |           |                       |
| <b>5</b>   | Has the ability of enumerators to complete the census questionnaire been tested? |            |           |                       |
| <b>6</b>   | Has the accuracy degree of the field data completion been measured?              |            |           |                       |

|  |   |  |  |  |
|--|---|--|--|--|
| 7                                      | Has the data entry process been tested by the IT Directorate?   |  |  |  |
| 8                                      | Has the training of technical staff “edit / coding” been carried out in the Department of Statistics?                                       |  |  |  |
| 9                                      | Has the data entry staff been trained in the Department of Statistics (if any)?   |  |  |  |
| <b>Data Processing in the Division</b> |   |  |  |  |
| 10                                     | Has the database checking and error-correction process been carried out?  |  |  |  |
| 11                                     | Has the results extracted by the Division been matched with those extracted by the IT Directorate?  |  |  |  |
| 12                                     | Have the census results been compared with results of previous censuses?  |  |  |  |
| <b>Data Dissemination</b>              |   |  |  |  |
| 14                                     | Has the preparations process of reporting or publications’ materials been completed?  |  |  |  |
| 15                                     | Are the reporting and publications editing standards compatible with the technical writing standards of the Department of Statistics (DoS)? |  |  |  |
| 16                                     | Has the dissemination process been completed in time as   |  |  |  |

|  |          |  |  |  |
|--|----------|--|--|--|
|  | planned? |  |  |  |
|--|----------|--|--|--|

**Note: The questionnaire should be completed for each census implemented by the (DoS).**