

Data quality assurance in statistical surveys

No	Process	Yes	No	Attach evidence
1	Questionnaire review			
2	Researcher training			
3	Testing researchers' ability to fill questionnaire			
4	Testing trainer's ability to train			
5	Monitoring the accuracy of filling questionnaires in the field			
6	Training auditors and encoding staff			
7	Training data entry staff			
8	Checking data entry software			
9	Auditing data entry			
10	Obtaining survey results within the division			
11	Matching calculated results with computer results			
12	Preparing reports			
13	Compliance with reporting procedures (technical criteria)			
14	Meeting deadline for publishing			