

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

## Statistical Work Quality Assessment Questionnaire (2017)

*Dear Directors of the Surveys and Studies;*

Greetings,,,

This questionnaire aims to evaluate the quality of statistical work in various surveys and studies conducted by the *Department of Statistics* (DoS) in view of the importance of the obtained data in planning for the development programs managed by 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: Survey Introductory Data

1	<b>Survey Title</b>	
2	<b>Survey Periodicity:</b> 1 – Annual 2 – Bi-annual 3 – Quarterly 4 – Monthly 5 – Other, specify(.....)	
3	<b>Targetted Categories ( Sample Size)</b>	
4	<b>Data Release Date</b>	
5	<b>Survey Objectives</b>	
6	<b>Geograohic Extent of the Survey</b>	
7	<b>Survey Stages</b>	

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

## Second: Data Quality Procedures in Statistical Surveys

<b>No.</b>	<b>Preprocess Title</b>	<b>Yes</b>	<b>No</b>	<b>Proof attached</b>
<b>Preparations for the Survey and Data Collection</b>				
<b>1</b>	Has the frame been updated?			
<b>2</b>	Has the Sample design been selected?			
<b>3</b>	Has the questionnaire been reviewed and modified (if necessary)?			
<b>4</b>	Have the enumerators in this Survey been trained?			
<b>5</b>	Has the ability of trainers of the enumerators been tested?			
<b>6</b>	Has the ability of enumerators to complete the survey questionnaire been tested?			
<b>7</b>	Has the accuracy degree of the field data completion been			

	measured?			
8	Has the data entry process been tested by the IT Directorate?			
9	Has the training of technical staff “ edit / coding” been carried out in the Department of Statistics?			
10	Has the data entry staff been trained in the Department of Statistics (if any)?			
<b>Data Processing in the Division</b>				
11	Has the database checking and error-correction process been carried out?			
12	Have the results extracted by the Division been matched with those extracted by the I T Directorate?			
13	Have the survey results been compared with results of previous years?			
<b>Data Dissemination</b>				
14	Has the preparations process of reporting or publications’ materials been conducted?			
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 survey implemented by the (DoS).**