



THE UNITED REPUBLIC OF TANZANIA



# CENSUS OF INDUSTRIAL PRODUCTION, 2013

INSTRUCTION MANUAL FOR ENUMERATOR



National Bureau of Statistics

Ministry of Finance

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# CHAPTER ONE

## 1.0 Background Information

The Government of the United Republic of Tanzania through Tanzania Statistical Master Plan (TSMP) is working on the improvement of quality of statistics in the country by putting in place a better infrastructure of statistical production. This involves updating of basic data from different household and establishment based surveys including the current Census of Industrial Production, 2013.

Historically, the 2013 Census of Industrial Production is the fourth to be conducted in Tanzania Mainland since independence. The first, second and the third comprehensive Industrial Censuses in Tanzania Mainland took place in 1963, 1978 and 1989 respectively.

The National Bureau of Statistics (NBS) in collaboration with the Ministry of Industry and Trade (MIT) is conducting the Census of Industrial Production, 2013.

## 1.1 Census Objectives

The main objective of the Census of Industrial Production, 2013 is to get data and information from individual establishments that will be useful in providing economic indicators necessary for planning and policy formulation of the industrial sector. Specifically, it aims at updating:

- a) The structure, composition and activities of industrial sector in the economy;
- b) The contribution of the industrial sector to GDP;
- c) The list of commodities to be used to construct Indices of Industrial Production (IIP), Producer Price Index (PPI) and National Accounts of Tanzania;
- d) Information for evidence – based formulation of the sector policy;
- e) Factors influencing the growth and structural changes in the sector;
- f) Marketing information and
- g) The list of establishments to be used as a sampling frame for all industrial establishments based surveys.

## 1.2 Scope and Coverage

This Census of Industrial Production covers the following economic activities as categorised under International Standard Industrial Classification (ISIC Rev.4):-

- a) Mining and Quarrying;
- b) Manufacturing;
- c) Electricity, gas, steam and air conditioning supply; and
- d) Water supply, sewerage, waste management and remediation activities.

### **Mining and quarrying**

This includes the activities relating to extraction of minerals occurring naturally as solids (coal and ores), liquids (petroleum) or gases (natural gas). Extraction can be achieved by different methods such as underground or surface mining, well operation, seabed mining, etc. Also, included are supplementary activities aimed at preparing the crude materials for marketing, for example; crushing and grinding, cleaning, drying, sorting, concentrating ores, liquefaction of natural gas and agglomeration of solid fuels. These operations are often carried out by the units that extracted the resource and/or others located nearby.

This section excludes the processing of the extracted materials (*see section C-manufacturing*), which also covers the bottling of natural spring and mineral waters at springs and wells (*see class 1104*) or the crushing, grinding or otherwise treating certain earths, rocks and minerals not carried out in conjunction with mining and quarrying (*see class 2399*). This section also excludes the usage of the extracted materials without further transformation for construction purposes (*see section F-Construction*), the collection, purification and distribution of water (*see class 3600*), separate site preparation activities for mining (*see class 4312*) and geophysical, geologic and seismic surveying activities (*see class 7110*).

### **Manufacturing**

This includes the physical or chemical transformation of materials, substances, or components into new products, although this cannot be used as the single universal criterion for defining manufacturing (*see remark on processing of waste*). The materials, substances, or components transformed are raw materials that are products of agriculture, forestry, fishing, mining or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing.

Units engaged in manufacturing are often described as plants, factories or mills and characteristically use power-driven machines and materials-handling equipment. However, units that transform materials or substances into new products by hand or in the worker's home and those engaged in selling to the general public of products made on the same premises from which they are sold, such as bakeries and custom tailors, are also included in this section. Manufacturing units may process materials or may contract with other units to process their materials for them. Both types of units are included in manufacturing.

The output of a manufacturing process may be finished in the sense that it is ready for utilization or consumption, or it may be semi- finished in the sense that it is to become an input for further manufacturing. For example, the output of alumina refining is the input used in the primary production of aluminium; primary aluminium is the input to aluminium wire drawing; and aluminium wire is the input for the manufacture of fabricated wire products.

Assembly of the component parts of manufactured products is considered as manufacturing. This includes the assembly of manufactured products from either self-produced or purchased components.

Specialized maintenance and repair of industrial, commercial and similar machinery and equipment is included in manufacturing. However, the repair of computers and personal and household goods and the repair of motor vehicles are not included in this section.

The boundaries of manufacturing and other activities can be somewhat blurry. As a general rule, the activities in the manufacturing section involve the transformation of materials into new products.

### **Electricity, Gas, Steam and Air conditioning supply**

Economic activities included under this section are the activities of providing electric power, natural gas, steam, hot water and the like through a permanent infrastructure (network) of lines, mains and pipes. The dimension of the network is not decisive; also, included are the distribution of electricity, gas, steam, hot water and the like in industrial parks or residential buildings. This section therefore includes the operation of electric and gas utilities, which generate, control and distribute electric power or gas; also, included is the provision of steam and air-conditioning supply. This section excludes the operation of water and sewerage utilities, (typically long-distance) and transport of gas through pipelines.

## **Water Supply; Sewerage, Waste Management and Remediation activities**

This section includes activities related to the management (including collection, treatment and disposal) of various forms of waste, such as solid or non-solid industrial or household waste, as well as contaminated sites. The output of the waste or sewage treatment process can either be disposed of or become an input into other production processes. Activities of water supply are also grouped in this section, since they are often carried out in connection with, or by units also engaged in, the treatment of sewerage.

### **1.3 Data Collection Authority**

The information will be collected in accordance with the Statistics Act, 2002 of the National Bureau of Statistics. However, it is the responsibility of the interviewer to encourage the respondents to voluntarily provide the information requested and penalties will only be applied on extreme cases as stated in the Act.

### **1.4 Confidentiality**

The National Bureau of Statistics shall strictly maintain confidentiality on the collected information as stipulated in the Statistics Act, 2002.

Information collected from the census is strictly confidential as required by law and is not to be disclosed to any person except those who are involved in the survey. Information from individual establishments will be combined and processed to produce a statistical report that will be used for statistical purposes only.

Respondents should be assured that information provided will be used for statistical purposes only. It is also important to bear in mind that, enumerators who fail to comply with the confidentiality regulation will face a high risk of meeting legal action including terminating their contract.

### **1.5 Survey Methodology**

#### **1.5.1 Sample Design**

A sample of establishments is expected to be drawn and used for census purposes for small establishments (i.e., those engaging 1-9 persons). In regions where the planned number will not be attained, all the listed establishments will be covered. However, for all establishments engaging 10 persons or more ( $10^+$ ) will be fully covered.

### **1.5.2 Data Collection**

It is estimated that the actual fieldwork will take 4 months and involve 200 enumerators and 50 supervisors. The distribution of enumerators will be based on the workload in each region. Besides, enumerators will be responsible for the enumeration of both small and large establishments supervised by Regional Statistical Managers.

The training will take two weeks in order to ensure that the concepts involved in industrial statistics are clearly understood. Also, the enumerators/supervisors will be taught how to extract data from the establishments' financial statements (Balance sheets, Profit and Loss A/C, etc).

There will be a Quality Control Group involving senior government officials from the National Bureau of Statistics and the Ministry of Industry and Trade. The census will use direct interview techniques. In case the respondent asks to retain a questionnaire for any genuine reasons, the enumerator must fill in the acknowledgement form indicating the appointment date for interview or collecting the completed questionnaire. The enumerator will distribute questionnaires and introduction letters to the establishments with known addresses obtained from the Census Directory of Establishments. The enumerators are supposed to introduce themselves and provide basic instructions to every respondent on how to fill in the questionnaire.

However, it is advisable that, the enumerator and the respondent work together in completing the questionnaire.

### **1.5.3 Survey Instruments**

The census will use the structured questionnaires together with Enumerators' Instruction Manual. Other survey instruments are:

- a) Identity card;
- b) Pencil;
- c) Blue pen;
- d) Calculator;
- e) Sharpener;
- f) Eraser;

- g) Notebook;
- h) Bags;
- i) List of sampled Establishments;
- j) Control forms;
- k) Acknowledgement forms;
- l) Enumerators' checklist for visits or calls;
- m) Introduction letter;
- n) ISIC Rev.4, English and Swahili versions;
- o) CPC Ver.2.1, English versions;
- p) Region, District and Ward names and codes; and
- q) Information Education and Communication materials (e.g posters, stickers, fliers etc)



## **CHAPTER TWO**

### **2.0 General Concepts and Definitions**

#### **2.1 Industrial Activity**

This means the four major divisions of International Standard Industrial Classification (ISIC) of all Economic Activities: - Mining and quarrying; Manufacturing; Electricity, Gas, Steam and Air Conditioning Supply and Water Supply; Sewerage, Waste Management and Remediation activities.

#### **2.2 Statistical Unit**

It is defined as an economic unit, which engages under a single control; in one or predominantly one kind of industrial activity at a single location i.e. an individual firm. It should be noted that, due to record keeping practices of some firms, it has not been possible in every case to strictly follow the definition of an establishment as stated below. In a few cases, the restrictions especially on location have been relaxed to some extent.

#### **2.3 An Establishment**

The establishment is defined as an enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added/output.

In other words, an establishment can be defined ideally as; an economic unit that engages, under a single ownership or control - that is, under a single legal entity – in one, or predominantly one kind of economic activity, at a single physical location – for example, a mine, factory or workshop. This ideal concept of an establishment is applicable in many of the situations encountered in industrial inquiries, particularly in manufacturing.

#### **2.4 Instructions Manual**

Instructions Manual is a working tool which guides the enumerator on how to collect the required information.

## 2.5 The Census of Industrial Production

The Census of Industrial Production is directed towards collecting data required to provide statistical information for determining the structure and level of each activity in the industrial sector. The information collected will be used for planning and policy formulation as well as to meet the needs of numerous stakeholders.

### **Note to Enumerators:**

#### **Completion instructions**

The instructions provided in Chapter Three are meant to help you to complete the questionnaire. It is therefore important that you read and understand them before completing it. More specific notes have been provided as filling instructions to the questionnaire for your reference.

The enumerator is required to fill in the respective boxes giving the main statistics based on the data provided by the establishment. These statistics are meant for the preliminary editing of the completed questionnaire. In case of any queries, these should be settled with the respondent before leaving the premises of the establishment.

## CHAPTER THREE

### 3.0 Structure of the Questionnaire

#### **Establishment number**

The establishment identification number is determined by combining batch number and sheet number as coded during the listing of establishment's data processing. The first four boxes represent batch number and the last two boxes represent sheet number. These codes will be provided by the respective Regional Statistical Manager and the enumerator will be responsible for filling in the establishment number before administering the questionnaire to the respective establishment.

#### **Name of Establishment and Mailing Address**

The enumerator is required to write full name of the establishment and mailing address commonly used by the owner or as it appears in the Census Directory of Establishments. All the information should be written in capital letters.

#### **Region, District, Ward and Employment Size**

The Region, District and Ward codes shall be coded by the enumerator for each questionnaire. These codes will be provided by RSMs.

Employment size will be coded based on total persons engaged (Sum of code 2.33 + 2.34) for both detailed and short questionnaires and will be recorded after data collection.

Employment size is categorised as follows;

- 1= (1-4 persons engaged)
- 2= (5-9 persons engaged)
- 3= (10-19 persons engaged)
- 4= (20-49 persons engaged)
- 5= (50-99 persons engaged)
- 6= (100-499 persons engaged) and
- 7= (500+ persons engaged)

#### **Regional Statistical Manager's Signature and Mailing Address**

Before sending the questionnaire to the respondent, the Regional Statistical Manager should write his/her full name, mobile number, postal box number, signature, stamp and dispatching date for further communication between the respondent and the RSM.

### **3.1 Section I: Establishment Description** (*Information to be filled in capital letters*)

#### **1.1 Full name of the establishment**

This refers to the registered name of the business entity or the name under which the unit does business. For small units, which do not have business names, the name of the owner or one of the partners will do. Names should be written in full.

#### **1.2 Physical location of the establishment**

This is for capturing information on the physical location of the establishment. The information required includes: name of the region, district, ward, village/street, hamlet/sub-street and the plot number.

#### **1.3 Contact address of the establishment**

Provides the postal address with its respective town/city (*e.g. P.O.BOX 28, KYELA or for new addresses like P.O.BOX 796,18 KIVUKONI ROAD, 11992 DAR ES SALAAM*), office telephone number (+255 22 2122722/3), mobile number, fax number, e-mail address and website if any.

#### **1.4 Full Name of a Contact Person**

Full name of a person, designation and Tel/mobile number should be provided, the person here refers to the officer who is expected to give different correspondence concerning the establishment and specifically for this census.

#### **1.5 Type of the Establishment**

An establishment is divided into three categories as stated in the Census questionnaire:

1. **Single establishment:** This refers to a single entity without branches;
2. **Head office (own or controls other establishments):** This refers to the establishments with more than one branch; and
3. **A branch (owned and controlled by head office):** This category refers to the establishment which is a subsidiary and under the control of a Head Office.

Enumerator is required to fill the correct number in the box provided. If the box is marked 3, he/she has to provide name and telephone number of the Head Office.

## **1.6 Activities of the Establishment**

The main activity of an establishment is its registered activity or activity defined in the foundation regulation or document. If an establishment performs only one activity, this is its main activity. If an establishment performs several activities, the main activity is the one which creates the highest share of output/value added.

Please give a description of the main activity as well as other activities of the establishment. Other activities refer to minor or less important kind of activities in terms of value added/output contribution as compared to the main activity, also provide one subsidiary activity if any.

## **1.7 Product(s) Manufactured**

Provide the name of the final products it renders, e.g. a breweries company produces beer. Beverage Company produces soda (main product) and bottled water (auxiliary product).

## **1.8 Origin of Ownership**

This is determined by the origin of shareholders whether they are nationals, foreigners or joint. Write the correct number in the provided box and if the answer is Joint (3), use the box provided to indicate the percentage share of capital owned by the nationals.

## **1.9 Forms of Ownership**

This represents the status of shareholders whether it is public, private or mixed. The enumerator is required to write the correct answer and if the answer is Mixed (3), the box provided should be used to indicate the percentage of public shares.

In this Manual, *public* refers to; Central Government Ministries, Government Executive Agencies; Local Government (City, Municipal, Town and District Councils); Profit and Non-Profit making Parastatals; and Government Institutions and companies. While *private* refers to: all establishments owned by individuals; Community Based Organizations (CBO), Faith Based Organizations (FBO) and Non-Governmental Organizations (NGOs). *Mixed* is where the ownership is both public and private.

### 1.10 Type of Legal Organisation

Select which type of legal organization the establishment belongs to by writing the correct number in the provided box.

| S/N | Categories                           | Classification  |
|-----|--------------------------------------|---|
| 1   | Sole proprietorship                  | An establishment owned by an individual/proprietor  |
| 2   | Partnership                          | An establishment whereby two or more individuals put their capital together, and set up a business and share the profits. |
| 3   | Public                               | Establishment wholly owned by the Government.   |
| 4   | Parastatal                           | Establishments belonging to companies with some degree of autonomy, in which the Government has a controlling interest.   |
| 5   | Co-operatives                        | Is an autonomous association formed and democratically directed by people who come together to meet common objectives.    |
| 6   | Private company limited by guarantee | Is a private business entity where the shares are held privately and with unlimited liabilities.                          |
| 7   | Private company limited by shares    | Is a private business entity where the shares are held privately and with limited liabilities                             |
| 8   | Other                                | Any other legal organization not listed above   |

### 1.11 Source of Finance

Report the data of the finance by indicating amount of total investments and operating capital at the beginning of the establishment. This involves the finance received from each of the listed category. That is, personal and relatives, loans from banks and other financial institutions, government and any other which has to be specified. *The amount received from each category should be filled in as appropriate in the spaces provided in front of the statement in Thousand Tshs.*

### **1.12 Year the Establishment Started Operation**

Refers to the year in which the establishment started its production operations.

### **1.13 Period to which data in this questionnaire refers**

Data to be reported in this questionnaire should cover the period from January to December of 2013 for those establishments which follow a calendar year. In case the establishment follows a fiscal year, it should provide the period which covers the largest part of the year 2013. For example, if the establishment follows fiscal year starting from October to September and the prepared books of accounts show that October 2012 to September 2013 and October 2013 to September 2014, it is suggested to take a period of October 2012 to September 2013 because it accommodates nine months of the year 2013.

However, for those establishments whose accounting periods follow fiscal year (July to June), the enumerator should take the accounting year July 2012 to June 2013 period since the July 2013 to June 2014 accounting year contains more preliminary data from trial balance sheets while that of July 2012 to June 2013 data is usually complete and does not need any amendments. Please, fill in the provided space the Month and Year for the starting and ending of the period.

## **3.2 Section II: Employment During the Reference Period**

### **2.1 Number of persons engaged including part time workers**

Refers to all persons who during a specified period, worked in or for the establishment i.e. they were attached to it. It includes working proprietors, unpaid family workers and employees (operatives, managerial and professional staff). It includes even those who during the specified period were temporarily absent from work e.g. on sick leave, casual leave or vacation leave. It excludes persons on military leave, pension and other forms of unlimited leave.

In the provided table, the number of persons engaged should be filled in based on their nationality and sex (Male/Female) along with their appropriate codes. For this question, the number of persons engaged required is as at 30<sup>th</sup> June, 2013 and 31<sup>st</sup> December, 2013.

## **2.2 Average number of persons engaged including part time workers**

Average number of persons engaged by sex (male/female) is the arithmetic average of the number of persons engaged for each calendar day of the reference period including holidays and weekends divided by the number of days in the reference period.

The annual average number of persons engaged is defined as an arithmetic average of months (or quarterly) average numbers of persons engaged.

### **2.21/2.22 Working proprietors and partners**

Persons who control the establishment and share in its profits i.e those who own the establishment. It may be a single individual or many persons as in partnership. Working proprietors are those who are actually engaged in the work of the establishment. However, in corporations, there are no working proprietors and the salaried directors are considered to be employees.

From the provided boxes, you are required to fill in the number of working proprietors and partners according to their citizenship and sex.

### **2.23/2.24 Unpaid workers**

Persons like members of religious, prisoners, temporary J.K.T. militia (volunteer and compulsory), family members and the like who work for at least  $\frac{1}{3}$  of the working normal time for the establishment. They work without regular pay or any agreed amount to be paid for the work done.

From the provided box, you are required to fill in the number of unpaid workers according to their citizenship and sex.

### **Employees**

These are persons who during a specified period, they work for pay, either in cash or in kind, under the directions of the establishment. This includes managerial and professional staff, operatives and other employees.



**2.25/2.26      Managerial and professional staff**

This category includes administrative, technical and personnel such as salaried managers and directors, clerks, typists and the like.

From the provided boxes you are required to fill in the number of managerial and professional staff according to their citizenship and sex.

**2.27/2.28      Operatives Skilled**

Operatives are persons who are directly engaged in the production or related activities of the establishment and who receive pay, in cash or in kind, at regular intervals. Therefore, operative skilled are persons with specialized skills, for example, persons engaged in fabricating, processing or assembling, fitters, packers, repairmen, record-keeping personnel, foremen and inspectors.

From the provided boxes, you are required to fill in the number of skilled operatives according to their citizenship and sex.

**2.29/2.30      Operatives non-skilled**

Workers in this group perform routine tasks, either manually or using hand tools and appliances. The group includes such occupations as machine operators, cleaners, constructors, foremen and mining labourers, etc.

From the provided boxes, you are required to fill in the number of unskilled operatives according to their citizenship and sex.

**2.31/2.32      Other employees**

These are persons who do not fall in the above categories, i.e. administration, accounts, sales departments including working directors, managers, supervisors, technicians, engineers clerical staff, office cleaners, attendants, messengers and watchmen.

From the provided boxes, you are required to fill in the number of other employees according to their citizenship and sex.

### **2.33/2.34 Total Persons Engaged**

This is the total labour force and is the sum of all those persons working with or without pay, full or part time, temporary or permanent. Therefore, it is the summation of working proprietors and partners, unpaid workers, managerial and professional staff, operatives and other employees both according to their citizenship and sex (2.21 +2.22 +2.23 +2.24+ 2.25+2.26+ 2.27+2.28+ 2.29+2.30+ 2.31 +2.32)

### **2.35/2.36 Number of outsourced workers paid by subcontractors as at 31 December, 2013**

Number of persons representing the sub-contractor working for interest of the establishment, but get paid by the sub-contracted company.

From the provided boxes, you are required to fill in the number of outworkers according to their citizenship and sex.

## **3.3 Section III: Labour Costs During the Reference Period**

### **3.1 Labour costs**

Are comprised of gross wages/salaries, overtime payments, reimbursement of travel expenses, payments in kind, employers contributions to Social Security Schemes (eg NSSF, PPF, etc), training expenses to employees and other labour costs related to employees.

#### **3.11 Gross wages and salaries paid to employees**

Refers to payments made to workers (employees and part-time workers) for wage. The payments may be in cash or in kind. Wages and salaries in cash include all cash payments such as direct wages and salaries, bonuses, commission pay to sale personnel, gratuities, housing, transport, cost of living and family allowances when paid direct to the employee by the employer.

Cash payments are recorded gross i.e., before any deductions are made for taxes, employee's contribution to social security and pension schemes, life insurance premiums, union dues and other obligations of the employees.

Wages and salaries in cash include payment for sick leave or vacation but exclude payments for military leave and pensions.

Payments in kind cover goods and services furnished to the employee free of charge or at markedly reduced costs to the employees.

### **3.12 Overtime payments**

Extra payment entitled to employee after normal working hours.

### **3.13 Reimbursement of travel expenses**

Payment entitled to employee when he/she has been transferred to another working station e.g. to another region.

### **3.14 Payment in kind**

Benefits given to employees in forms other than cash, is the net cost to the employer for those goods and services (which are clearly and primarily of benefit to the employee as consumers) furnished to the employees free of charge or at markedly reduced cost. It includes food, beverages, tobacco, housing, clothing (not uniforms) and medical expenses. Excluded are recreational facilities.

### **3.15 Employer's contribution to Social Security Schemes**

The item covers payments made by the employer on behalf of his/her employees with regards to social Security Schemes and Pension Funds. This includes contributions by the employer to National Social Security Fund (NSSF), Parastatal Pension Fund (PPF) and other funds of this nature organized by the establishment concerned.

### **3.16 Training expenses**

These include employer's cost for providing training.

### **3.17 Other labour costs**

These include employer's cost for providing services to employees not mentioned above, e.g. uniforms and welfare services, etc.

### **3.4 Section IV: Production Costs During the Reference Period**

This section aims at acquiring information on all production costs during the year 2013 (*Please exclude VAT*).

#### **4.1 Electricity, Water, Gas and Fuel purchased**

This category covers data on energy purchased by the establishment during the year 2013. This gives the unit, quantity and value of each kind of energy purchased as listed in question 4.1. Both the enumerator and the supervisor should understand clearly the energy types purchased as shown in the detailed questionnaire.

#### **4.2 Goods purchased**

These are goods purchased for use by the establishment and other purposes.

##### **4.21 Cost of goods sold as purchased**

Includes the value or sales value of goods that are shipped without any transformation i.e., in the same condition as purchased. This item covers goods sold in the same form as purchased i.e., without further processing or transformation. Please, note that, the sale value of these products is to be reported in item **5.421**

#### **4.3 Raw materials and components**

##### **4.31 Raw materials and components purchased**

This item includes all goods delivered to the control of the establishment and owned by the establishment or the enterprise to which the establishment belongs. Goods are considered received at the time they are entered in the inventory account of the establishment. However, goods received from abroad should be considered received even if the legal title may not have passed. Goods are valued at purchaser's prices which are delivered values at the establishment inclusive of purchase price, transport charges, value of packing materials charged, taxes and duties except deductible Value Added Taxes (VAT).

The items include all the materials that enter direct into the goods produced including raw materials and fabricated parts and components. Also, included are, auxiliary materials consumed during the production process for example; fuel, lubricants, polishes, small tools

and appliances, office supplies, etc. Goods received by the establishment from other establishments of the same enterprises are valued as if they were purchased.

Therefore, the establishment should list all the materials and supplies purchased during 2013 by category either imported or purchased in local markets with their respective quantities and values. If no material imported in Qn. 4.31, **GO TO** Qn. 4.4

#### **4.32 Reasons for importation**

This sub-section intends to collect information from the establishments regarding the factors that are considered as causes for the importation of raw material and components, write the correct number in the provided boxes (Multiple answers are allowed).

#### **4.4 Services consumed**

Services consumed include industrial service, non-industrial service and other expenses. All of them are listed in Part 4.41, 4.42 and 4.5.

#### **4.41 Industrial Services**

It covers receipt for services of an industrial nature rendered to the establishment by other establishment; for example, contract or commission work on the establishment's materials, construction, repair and maintenance work or on other establishment's machinery and equipment, installation work and research and development work of an industrial nature.

#### **4.42 Non-Industrial Services**

These are services which are not directly related to production received by the establishment from external clients

#### **4.5 Other Expenses**

These are expenses for services not mentioned earlier, for example income tax, insurance, etc as shown in codes 4.51 to 4.56.

Therefore, the enumerator should go through and understand the listed service consumed items so as to provide clarification to the respondent. The amount to be recorded in the provided boxes must be in Thousand Tanzania Shillings.

### **3.5 Section V: Output**

This section is intended to collect data and all the information related to output generated by the establishment. VAT and Excise Duties should not be included here.

#### **5.1 Utilization of Production Capacity**

This item measures actual production against installed production capacity of the plant. This table requires the enumerator to ensure that the product descriptions are filled in the appropriate columns along with actual production and installed capacity of the plant. Capacity utilization percentage shall be computed from value of actual productions and installed capacities.

#### **5.2 Reasons for Under-utilization of Capacity**

This sub-section intends to collect information from the establishment regarding the factors that are considered as causes for the under-utilization of the plant capacity. The list of the suggested reasons is provided in the table and these have to be ranked according to importance using the scale 1 – 4 where 1= High, 2= Moderate, 3=Low and 4=Not Applicable. The appropriate scale should be filled in the ranking column.

#### **5.21 Reasons for un-competitiveness in exports**

This question intends to collect information on reasons of un-competitiveness in export for the establishments that indicated facing this problem. That is those with code 1 or 2 or 3 in code 5.213. Please specify the reasons by ranking the most important reason in exports using scale 1 – 4. Where: 1 – High, 2- Moderate, 3 – Low and 4 – Not Applicable).

#### **5.3 Sales from Production**

Quantities and values of main products and by-products produced and sold are to be indicated product wise. Value of other products including fixed assets produced by the establishment for its own use is to be included in the category of *others*. Sales should be valued at producer's prices, i.e. at the establishment prices charged to the customer (ex-factory price).

They include all duties and other taxes imposed on the products when they leave the factory, with the exception of the value-added tax invoiced to the client. Price rebates, discounts, indirect taxes, duty drawback and allowances on returned goods allowed to the customer should be deducted.

## **ADDITIONAL NOTES**

**Indirect taxes:** Taxes paid when buying the goods. They include things like VAT, Excise Duty, and Stamp Duty etc.

**Discount:** Amount of money, which may be taken off the full price.

**Rebates:** Sum of money by which a debt, tax may be reduced. For instance, there is a rebate of Tshs. x if the account is settled before a given date (promptly).

**Duty drawback:** The amount paid to the establishment as duty surcharge.

### **5.31 Major countries of export**

List four major countries to which the establishment exports its products, also provide the respective total output country wise.

### **5.4 Income from services**

It includes industrial and non-industrial services.

#### **5.41 Industrial services**

It covers receipts for services of an industrial nature rendered to others for example contract or commission work done for other establishments on their materials, construction, repair and maintenance work or on other establishment's machinery and equipment, installation work and research and development work of an industrial nature.

The value reported is the total cost charged including the amount charged for materials supplied by the establishment.

##### **5.411 Receipts from contract done for others on their materials**

Contract work consists of the processing, transformation or assembly of materials supplied by the units, which order the work.

##### **5.412 Receipts from repair and installation work done for others**

It is the amount charged for the work done on commission, sub- contract work, repair and maintenance.

### **5.413 Other**

Provide other industrial services if any apart from the above listed together with the receipts.

### **5.42 Non-industrial services**

These are services which are not directly related to production provided by the establishment to the external clients in exchange for fees. The amount of receipts should be filled in the spaces provided in Thousand Tanzanian Shillings.

#### **5.421 Sales of goods sold as purchased**

Value of goods that are sold without any transformation i.e., in the same condition as purchased

#### **5.422 Rents received**

These are payments received for use of establishments' fixed assets such as hiring out plant, machinery, buildings and other assets.

#### **5.423 Receipts from transport services rendered to others**

The amount received by an establishment as a result of rendering transport services to others.

#### **5.424 Value of assets sold**

The amount received from the sale of assets sold in the same form as purchased i.e, without further processing or transformation.

#### **5.425 Receipts from warehousing services**

Amount paid to the establishment on warehouse services rendered to others.

#### **5.426 Others**

Includes all other revenues received by the establishment but not mentioned in the table (e.g. from operation of employee facilities like canteens).

### **5.5 Other receipts**

These are all other receipts not mentioned in the tables above involving the following;



#### **5.51 Interests and dividends received**

Amount received by an establishment on loan granted to others and profit received from all types of shares held by the establishment.

#### **5.52 Insurance premiums received**

Amount received by the establishment from clients for taking care of risks on unforeseen business losses.

#### **5.53 Subsidies received**

These are current unrequited payment that government unit, including non-resident government units, make to enterprises on the basis of the levels of their production activities or the qualities or values of the goods or services that they produce, sell or import.

#### **5.54 Other**

Includes, sales of scrap and refuse and value of electricity sold by the establishment, if any.

### **3.6 Section VI: Value of Inventories**

This section is designed to measure changes in stocks during the enquiry period as well as the level of stocks. Data should be shown on the value of stocks at the beginning and at the end of the accounting period in Thousand Tanzanian Shillings for the following:

#### **6.1 Materials and supplies**

This item should include the value of stocks of all materials, parts and components that are used in the product formation; and other consumable supplies. Materials owned by the establishment, but held by others for processing, should be included, whereas materials owned by others, but held by the establishment for processing should be excluded.

#### **6.2 Fuels**

This section should include the value of all types of fuels in stock during the reference period for industrial use.

### **6.3 Work in progress**

This item refers to the value of all materials which have been partially processed but are not usually sold without further processing. Work in progress of own- construction of fixed assets should be excluded.

### **6.4 Finished goods**

This should include all goods made by the establishment, which have been sold or are ready for sale.

### **6.5 Goods purchased for re-sale**

This item covers the value of any stocks of goods that the establishment has bought with the intention of re-selling in the same form, i.e. without further processing or transformation.

## **3.7 Section VII: Value of Fixed Assets**

This section is designed to provide gross additions to fixed assets. The net depreciated book values of fixed assets as at the beginning and as at the end of the accounting period are to be given by the following categories:

### **7.1 Land**

Land refers to all land used for buildings, shed, etc. and within the premises of the establishment where the economic activity is carried out. If the information is not available separately for land and buildings, the best estimate should be provided.

### **7.2 Buildings and other construction works**

This category also includes factories, offices and warehouses; elevators and other equipment, which form part of the buildings as well as any land improvements. The value of land before improvement is as given in item 7.1

### **7.3 Transport equipment**

All transport equipment used by the establishment should be included here. These involve motor vehicles, tractors, etc.

#### **7.4 Machinery and other equipment**

This item includes all industrial machinery and other equipment such as construction machinery, cranes, fork-lift equipments and the like; power generating machines; metalworking machinery; mining machinery; similar machineries and equipment.

#### **7.5 Computer and other data processing equipments**

This item includes computers and other data-processing equipments, database peripherals, software etc.

#### **7.6 Other**

All other fixed assets not included above such as library and laboratory apparatus are included under this item.

### **3.8 Section VIII: Other Information**

This section intends to provide general and cross cutting issues about the establishment.

#### **8.1 Membership**

**8.11** Refers to subscription of the establishment to an association. It shows whether or not the establishment is a member of any association. Write the correct number in the provided box and if the answer is Yes, indicate the association(s) where relevant, by writing the appropriate numbers provided in 8.12, otherwise skip to Qn. 8.13.

**8.12** If the answer is Yes, the respondent is required to indicate which association(s) is registered with.

**8.13** Indicate if the establishment is aware of the services provided in the listed associations in the questionnaire.

#### **8.2 Registration**

This is to check whether the establishment is registered and licensed.

### **8.21 Does the establishment have a License?**

Please note that this is a sensible question. An enumerator should therefore use diplomacy to find out whether the establishment has an operating permit or not and if the establishment is registered and has a certificate. If the answer is No, go to question 8.23.

**8.22** The information in the certificate should be captured in the provided table by showing the date issued, licence/certificate number, the issuing authority and type of license/certificate.

**8.23** Indicate the reason(s) why the establishment lack certificate/license by writing the correct number in the provided boxes.

### **8.3 Tenure**

This part intends to show whether the buildings where the establishment operates business are owned or rented and to what extent.

#### **8.31 Tenure of buildings occupied for own business**

The enumerator is required to indicate the nature of tenure by indicating if the establishment owns the whole buildings, rented or rented part of the establishment buildings. One of the options should be selected by writing the correct number in the provided box.

#### **8.32 Total area occupied for own business**

Give the area size where the establishment's premises are located including the buildings and the surroundings within the premises. If the exact information is lacking, provide the best estimates. Fill in this information for Floor and Land separately in square meters (M<sup>2</sup>) except land used for other purposes e.g plantations, mining etc.

### **8.4 Quality Management**

Provides information concerning certification authorities, control of purchased materials, existence of a laboratory and total number of Quality Control(QC) staff by following the provided instructions.

The establishment should indicate if the products produced are certified by any of the listed authorities in the questionnaire. The enumerator should write the correct number in the provided box indicating whether 'Yes' or 'No' for questions 8.41 to 8.44.

## **8.5 Marketing**

### **8.51 Marketing for the produced products**

The establishment should indicate the market of its products whether Domestic, International or Both.

### **8.52 Export performance**

Information is required on the main medium of export, country of destination, and percentage of export country wise. Fill in the medium column number in the provided box corresponding to the correct responses as follows; 1= Direct, 2 = through parent establishment, 3= through another intermediary and 4= other, the medium should be specified and placed in the *other* option.

### **8.53 Importance of trade agreements**

This section measures the importance of regional trade agreement (e.g., COMESA, EAC, SADC, etc) and international agreement (e.g., W.T.O). You are required to write the correct number according to the importance of agreement, for question no. 8.531 and 8.532 in the questionnaire.

In evaluating the perceived importance of trade agreements, this part requests for rating the level of importance from scale 1-3 of both Regional and International Agreements where on the scale 1= Very important, 2= Important or 3=Not important.

### **8.54 Three important barriers in expanding the exports**

The establishment should indicate the most important barriers to expanding its business. The answers should be picked from the list in the questionnaire by writing the correct number in the provided boxes alongside the statements provided.

## **8.6 Main Source of Water**

Information on the main source of water used by an establishment should be provided herein. Fill in the correct number in the provided box.

## **8.7 Environmental Management**

An establishment is expected to provide information on how it treats industrial wastes and whether or not it has any environmental management plan. In 8.71 and 8.72 and 8.721, correct numbers should be written in the provided boxes.

Waste here refers to materials generated by the production process that are not prime products (i.e. products produced for the market) and which has no further use and is to be discarded. Indicate whether the establishment has such facilities.

### **Description of the method of treatment:**

***Recycling:** Recycling is defined as the reprocessing of waste material in a production process that diverts it from the waste stream.*

***Incineration:** Incineration is the burning of wastes under controlled conditions.*

***Landfill:** Landfill is the final placement of waste into or onto the land in a controlled or uncontrolled way.*

***Composting:** Composting is a biological process that submits biodegradable waste to decomposition resulting in a product that can be recovered and can be used to increase soil fertility.*

## **8.73 Certificate of Environmental Impact Assessment (EIA)/Audit**

An establishment is expected to provide information on Environmental Impact Assessment (EIA) specifically if it has a Certificate of Environmental Impact Assessment (EIA)/Audit.

## **8.8 Plant Technology**

### **8.81 Current technology status**

For each type of machinery, report the percentage in use by the establishment, the average age and the expected average lifespan of the equipment as appropriate. From the question Manual means the operation of the machine is depending on persons and Semi-automatic part depending on persons and self-driven during production process while Fully automated is full self-driven machine in the production process.

The space provided for source you either write 1 for Imported, 2 for Local and 3 for Both. Imported if the machine is manufactured out of the country and Local means the machine manufacturing within the country. Average age of the machine is calculated as summation of age of each available machine divide by number of machine.

### **8.9 Investment Plan**

The following explanation is for section 8.91 and 8.911, this requires an establishment to state whether it has any investment plans, if the answer is yes, it should state, either replacing old assets or expanding its production capacity, also upgrading technology. If the answer is Yes, then the correct number has to be written in the provided box.

### **8.10 HIV/AIDS (Write the correct number in the provided box)**

#### **8.101 Does your establishment have HIV/AIDS workplace packages?**

This should include all packages (material and moral support) made by the establishment to the staff members for those living with HIV/AIDS.

#### **8.102 What are the methods that you think will reduce industrial sector vulnerability to HIV/AIDS?**

Out of the listed answers, correct ones should be written in the provided box and with respect to other category, another reason not mentioned above has to be specified.

### **8.11 Information technology infrastructure and related services**

This sub-section reports the availability and use of information technology services by the establishment.

#### **8.111 Does your establishment use the following technology?**

An establishment should indicate the availability and use of the infrastructure and services in the respective columns in the provided table by writing in the provided boxes the numbers 1, or 2 whichever is correct. Indicate the quantity of the items in the right most columns where applicable.

#### **8.112 What type of internet connectivity?**

Type of internet connectivity should be identified in this part. Please follow the instructions.

### **8.113 How has the use of modern technology and ICT affected the following?**

This part captures information on how the use of ICT by the establishment affects changes in its different aspects. The numbers 1, 2 or 3 alongside the descriptions and the appropriate codes should be written in the provided boxes to indicate the nature of change (i.e. positive, negative or neutral).

### **8.114 Does the establishment use e – business in the following?**

This part captures information on whether an establishment uses e–business in the description provided. Where an establishment uses it, if Yes, 1 has to be written in the provided boxes and if No then write number 2.

## **8.12 Challenges**

### **8.121 Major challenges facing the establishment**

Please indicate from the provided list, the main challenges that are facing the establishment in relation to production and marketing business environment that was encountered during the reference period. Multiple answers are allowed.

### **8.122 If there is a shortage of qualified labour, mention the exact skills which are lacking in Tanzania**

This question intends to collect information on the shortages of skills in the Tanzanian economy. If there exists, please mention the exact skills in the space provided.

## **3.9 Section IX: Declaration and signature**

The owner of the factory or his representative should sign the completed questionnaire and return it after getting satisfied that the filled in information is completed and accurate. Even in cases where the owner is assisted in the filling in of the questionnaires by the enumerator, he/she should still sign since it is him/her who is legally responsible for completeness and accuracy.



## CHAPTER FOUR

### 4.0 Interviewing Techniques and Procedures

The Enumerator's role is central to the Census of Industrial Production (CIP). The survey needs high quality data and depends on you to obtain this. You will be working closely with your Supervisor, inform him or her of any problems you encounter in the field.

### 4.1 Enumerators and Supervisors Tasks

#### 4.1.1 Enumerator's Role

Enumerator will be responsible for the delivery of the Questionnaire and recovery of completed Questionnaire from each selected establishment. After collection and before leaving establishment premises, check the data contained in the Questionnaire to ensure its correctness. To smoothly accomplish these three tasks namely; delivering, recovering and checking of the data, your working hours must match Establishment operating hours. It is extremely important for you to keep your appointments. If you are asked to visit the Establishment at 9:00 a.m. for example, you must be there a bit earlier, but definitely not later than the agreed time.

At the end of interviews in each area check your Questionnaires to ensure that the work is completed in all sections. You must do this before you exit the area you have been covering. Once completed, hand over your Questionnaires to your Supervisor or RSM for forwarding to the head office.

#### 4.1.2 You and your Supervisor

Your Supervisor is your immediate boss. He or she represents the National Bureau of Statistics and his management team. Hence you should always follow the instructions given to you by him or her. While in the field, your Supervisor will carry out the following checks:

- a) Examining all of your Questionnaires to make sure that each of them has been correctly completed. This does not mean that you are no longer required to check the completeness of the Questionnaires, it is still one of your main responsibilities;
- b) Ensuring that you visited only the Establishments in list given by RSM;
- c) Discussing your work and evaluating your performance; he or she will report your performance to the survey leader; and
- d) Assisting you by taking steps to limit non-response.

You must inform your Supervisor of any difficulties or problems that you encounter. If you do not understand something or you have problems with your respondent, you should ask your Supervisor for assistance or guidance.

#### **4.1.3 Team leader**

Even though each team will be made up of several Enumerators, one will be the Team Leader. The Supervisor will appoint the Team Leader and he or she will have the following responsibilities:

- a) Safeguard the equipment belonging to the team. Although, each Enumerator must take good care of his or her own equipment; and
- b) Ensure that before leaving for fieldwork, he or she has everything in the list of requirements for the team.

It is important to emphasize that the team members should work with team spirit. Field work requires a lot of respect, tolerance and exchange of views among the members, particularly between the leader and the led.

## **4.2 Field Implementation**

### **4.2.1 Non Response**

Extensive efforts will be made to prevent non-response but it is almost inevitable that some will occur. Every such instance must have a supporting reason that can aid in the process of deciding appropriate action after the event. Essential components of these reasons should be sufficient to determine whether the non-responding organization ever existed; whether it operated at all during the reference period; whether there has been any significant change in its operations; and if it is currently operational then, what are the reasons for the non-response, is it lack of Establishment's wisdom; just reluctance to provide data or whatever. All these components help to decide what action to take. Inform your Supervisor on the non-response cases when you come across them so that he or she can take some action.

### **4.2.2 Importance of timetables**

There is definite time to accomplish the data collection task. In fact, there are only four months to cover the data collection for the whole country. There are two major reasons why we cannot extend the data collection period beyond four months. We need to collect data

within the allocated time for region or district. We don't want to see any lags in the whole program. We must exit each area on schedule in order to enter new areas on time.

### **4.2.3 Performance recording**

While in the field, your Supervisor will keep track of your performance. He or she will evaluate your performance by regularly checking the field work summary sheets that you will be filling. These control forms will contain the date of Questionnaire delivery and the number of return visits to the Establishment before collection. The Supervisor will also assess your performance by making return visits to samples of respondents or by checking the quality of the Questionnaire you have collected and edited. You must therefore work diligently and intelligently and use whatever tact you have to collect quality data within the shortest time possible.

## **4.3 Interviewing Procedures**

### **4.3.1 Preparation**

The supervisor will have complete control of the location, movement of all survey documents and assemble workloads for field delivery. Enumerator should prepare field work summary sheets by entering details in his or her notebook; the full name, address details and identification number for each allotted establishment. In addition, enumerator should not leave for field work without carrying extra questionnaires. In case questionnaires have to be left with the respondent for filling in, enumerator should ensure that his or her name is neatly written on the acknowledgment forms.

Apart from Questionnaires make sure you do not leave for field work without the following

- a) Identity card;
- b) Pencil;
- c) Blue pen;
- d) Calculator;
- e) Sharpener;
- f) Eraser;
- g) Notebook;
- h) Bags;
- i) List of sampled Establishments;

- j) Control forms;
- k) Acknowledgement forms;
- l) Enumerators' checklist for visits or calls;
- m) Introduction letter;
- n) ISIC Rev.4, English and Swahili versions;
- o) CPC Ver.2.1, English versions;
- p) Region, District and Ward names and codes; and
- q) Information Education and Communication materials (e.g posters, stickers, fliers etc).

## **4.3.2 Presentation**

### **4.3.2.1 Getting Started**

As soon as you arrive at the premises of the Establishment, show your identity card and introduce yourself to the person in charge and explain the purpose of your visit. For example, while showing your identification card you say, *“Good morning (or Good afternoon) my name is Joseph Adam and I am working with the National Bureau of Statistics (NBS). Currently, the NBS is undertaking a Census of Industrial Production (CIP). Your Establishment has been included in the survey and we seek your cooperation to make the whole exercise successful.”* In your explanation, emphasize to the respondent that, all the collected information will be strictly confidential and will be used only by the National Bureau of Statistics. This is important in over-coming respondent's fear.

### **4.3.2.2 Establishing Relationships with Respondents**

As much as possible, you should use a conversational tone while you are explaining the purpose of the survey to your respondent. You must be fluent. Ask for a brief audience with the person who will be assigned to fill in the Questionnaire, briefly explain what needs to be done. Some Establishments (especially the large ones) however, may require time to complete the Questionnaire but others may be ready to fill it while you are waiting. Be flexible but, to establish a trusting relationship with your respondents, here are some hints to be observed:

- a) Make sure that your personal appearance is excellent;
- b) Show your identification to prove that you are working for the CIP 2013;
- c) Be extremely courteous towards respondents;

- d) Conserve respondents' time by being brief and precise;
- e) If the respondent is too busy to spend time with you, offer to return a time or on a day that is more convenient for the respondent provided it is within the limit of the field work timetable in that area; and
- f) Respondents are not homogenous; you must use tact to overcome each ones' difficulties.

### **4.3.3 The language of the questionnaire**

Most of the large Establishments will be contacted in English therefore; the English Questionnaire will be used. Likewise, the Kiswahili Questionnaire will be used for small Establishments. However, the Enumerator should consider the language that the respondent is more familiar. Such that, it is not necessary for large Establishments to use only English Questionnaire version or for small Establishments using Kiswahili questionnaire version. Both large and small questionnaires are printed in all languages.

#### **4.3.3.1 Delivery**

Before delivering the copies of the Questionnaires to a specific Establishment, check the address and the location to make sure that you are at the correct address, make sure that you have the correct Questionnaire. Your next step is to explain what exactly the respondent is supposed to do. Go through each section with your respondent to see whether it is well understood. Then, demonstrate by completing answers to section 1 (establishment description) at every delivery.

#### **4.3.3.2 Questionnaire Completion and Financial Statements**

Arrange for the completion of the whole questionnaire on the day you deliver it. For some of the large firms, you may find that there are no Audited Accounts (profit and loss accounts and balance sheet) for the reference period. In this case, ask them to use figures from draft accounts; or from anywhere they can get them.

If the respondent can provide his financial statements immediately do not hesitate to offer help, you can sit with him or her and jointly complete the Questionnaire quickly. If that is not possible, make sure you make and note an appointment for revisit. Whatever happens, mark action on your enumerator checklist form.

#### **4.3.3.3 Follow up**

If you leave the Questionnaire remember to make appointment for your next visit. The appointment must specify the day and time; you must keep the appointment you have made. You have a checklist form to note that you have made an appointment. Use your checklist by placing the name of the contact person and agreed date.

If you cannot get the response as agreed, write down reasons for that. Under such circumstances, you have to be more creative and tactful in order to put pressure on the respondent to act. Design any helpful approach to attract response.

#### **4.3.3.4 Questionnaire collection**

After recovering the completed Questionnaire check the precision of the information provided. Before leaving the Establishment premises make sure that each section is completed correctly as required.

#### **4.3.3.5 Queries and revisits**

Revisits may be made during the consistency checks, if you observe anomalies you do not understand or you discover possible errors. The Supervisor may also make return visits for quality control.

#### **4.3.3.6 Questionnaires not completed**

You must return both completed and uncompleted Questionnaire that has been allotted to you. However, preference should be given to completed questionnaire. Some questionnaires will not be recovered by any means, e.g. if the Establishment is closed, refusal, etc. Such Questionnaire are considered as returns. In those Questionnaires, enter ID, name and address and then write “**Dummy Return**” across the front. Give reasons as to why you did not recover the Questionnaire; is it because the respondent could not finish filling in the Questionnaire and you had to exit the area or is it because the respondent posted it to the Headquarters, etc. Whatever the reason write it down on the “**Dummy Return**” and in your notebook.

