

# CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) - 2017

## *EDITING AND CODING INSTRUCTIONS*

The following instructions are intended to help you in the editing and coding of the 2017 questionnaire. While performing the editing and coding operations any inconsistencies, difficulties or doubtful situations should be reported for clarification. Codes are to be entered in red in the boxes provided.

### **Cover page**

If two questionnaires have been used for the same household, attach them together and write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Make sure that the household identification information has been entered on both questionnaires.

### **Serial Number**

Insert serial number of questionnaires. Serial number are found on cover of file.

### **To verify correct entry in the box for the following:**

**Reference Month**                    01, 02, 03, ....., 12

### **Geographical District**

Port Louis	11
Pamplemousses	12
Rivière du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaine Wilhems	17
Moka	18
Black River	19
Rodrigues	01

**PSU-RDI code**                    1 to 4

**Rotation Group**                    A, B, C, ... , X

Check if rotation group is well written – it should be alphabetical.

**PSU Number**

Check that the **first digit of the PSU** code is the same as the **second digit of the district** code in Mauritius.

**Year of listing**

Check that the year of listing is a four-digit figure. Year of listing should be **'2016'**.

**Enumeration Area**

Check that the **first two digits of the EA** code are the same as **the district** code.

**Sample Number** 1, 2, 3, ..., 9.

**Household Number** 01, 02, 03, ....., 10

**Interview round** 1, 2, 3, 4. **Note** that for 1 whole batch, interview round should be .

**Previous interview**

Check the month and year of previous interview as follows:

0117 for January 2017

0217 for February 2017, etc. If no previous interview, leave blank.

**Household selected 1**

**Replacement 2**

**Religion**

00 No religion

01 Buddhist

02 Chinese

10 Adventist

11 Assemblée de Dieu

12 Bahai

13 Christian

14 Christian Tamil

15 Church of England

16 Evangelic

17 Mission Salut et Guérison

18 Pentecotiste Church

19 Presbyterian (Church of Scotland)

20 Roman Catholic

21 Témoin de Jehovah

22 Other Christian

30 Ahir	44 Sanatanist
31 Aryan	45 Sanatanist, Hindi speaking
32 Arya Samajist	46 Sanatanist, Marathi speaking
33 Arya Samajist, Hindi speaking	47 Sanatanist, Tamil speaking
34 Arya Samajist, other	48 Sanatanist, Telegu speaking
35 Bengali	49 Sanatanist, Other
36 Baboojee	
37 Hindu	50 Tamil and Tamil Hindu
38 Kabir Panthis	51 Telegu and Telegu Hindu
39 Marathi & Marathi Hindu	52 Vaish
40 Puranic	53 Vedic
41 Rabidass	54 Other Hindu
42 Rajput	
43 Ravived	
60 Admadhya	63 Muslim
61 Islam	64 Other Muslim
62 Mohamedan	
70 Other	99 Not Stated

**Supervisors & Senior supervisor's code:** As per list provided by Cartography unit

**Supervisor/SS** Please check correct entry for date, month and year of each visit

**Edited and coded by** Enter the code assigned to you as a coder. Please use this code throughout the year.

Priya 1	Davedee 2	Daya 3	Artee 4
Sharmila 5	Meneesha 6	Shazia 7	Kajal 8
Ursula 9	Leena 10		

- Response details** Please check:
- i. Format for date, month and year of each visit
  - ii. change in the ref no of household if there has been a replacement
  - iii. the status of the final visit should be 1 for ‘completed’

**Duration of interview** Check that the figure is in minutes

## MODULE I

### Demographic and educational characteristics of household members

Check that all columns have been correctly filled in for every member of the household.

If there are more than 12 persons in the household, ensure that a second questionnaire has been used. Write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

#### **1.3 Reason for presence of new household member/absence of member formerly present**

New (1 <sup>st</sup> interview)	1	Member missed	6
Same	2	Split household	7
Marriage	3	Deceased	8
Newborn	4	Left/Divorced/Separated	9
Join in	5		

#### **1.4 Identity Card**

Note that the first digit is alphanumeric and that the next 6 digits are the date, month and year of birth of the respondent.

To check the year of birth and age reported at 1.6.

Only the ID number should be entered in boxes provided. If date of birth is entered, this should be strike off. Note all boxes are filled.

#### **1.5 Relationship to head of household**

Head of household	1	Father / mother of head	6
Spouse of head	2	Father / mother in law of head	7
Son/daughter of head	3	Other relative of head	8
Son/daughter in law	4	Non-relative	9
Grandchild	5		

- For other relative – check if relationship has been specified.
- ‘**Other relative**’ should not be specified in Q1.5

**1.6 Age**

0 year (babies under 1 year )	00
1 year - 97 years	01,...., 97
98 years and over	98

**CHECKS:**

- If age  $\geq 60$  check in transfer income in old age pension is included and if member has worked in the past (Q2.38=1) check in pension from former employer is included.
- If age  $< 60$  and member is female & widowed check in transfer income if widow's pension is included

**1.10 Level of education (Pre-primary, Primary and Secondary)**

Leave code box empty if 'Never' or 'CNYS' in column **1.9**

**Preprimary 01****Primary**

Standard I	11	Standard V	15
Standard II	12	Standard VI(completed but not passed/now in std VI)	16
Standard III	13	Standard VI passed / CPE / PSLC	17
Standard IV	14		

**Secondary**

Form I Aca	21	Form I Prevoc (Year I)	22
Form II Aca	23	Form II Prevoc (Year II)	24
Form IIIAca	25	Form III Prevoc (Year III)	26
Form IVAca	27	Form IV Prevoc (Year IV)	32
Form V (completed but not passed/now in form V)			28
Form V passed (SC or equivalent)			29
Form VI (completed but not passed/now in form VI)			30
Form VI passed (HSC or equivalent)			31

For handicapped children attending specialised school, enter **'99'**.

**CHECKS:**

- Std VI , FV and FVI check if P or NP has been specified
- FI to FIV check if ACA or PREVOC has been specified

## 1.12 Qualification/Course (Other educational qualifications)

Please refer to "National Standard Classification of Education, NSCED-97" comprising a 4-digit coding scheme, based on ISCED-97.

The first digit represents level of education and the last three digits represent field of education.

**Note: If only the field of study has been inserted and there is no indication of the level of the training received, ask for advice to determine level.**

Leave code box empty if circled 5 for 'Never' in column 1.11

## PLACE OF RESIDENCE

**Place of residence** – Ensure Q1.13 – Q1.15 is filled for all members present in the household. For persons who have left/deceased Q1.13-Q1.15 should not be filled.

**Q1.13** - To ensure only answer is circled.  
Follow skip. If coded Yes (1) go to Module II (Q 2)

**Q1.14** - Verify if one code has been circled.  
Follow skip. If coded Yes (1) go to Module II (Q 2)

**Q1.15** - Verify if one code has been circled.  
If coded "1" - check if at Q2.5 if person is working abroad  
If coded "2" - check if at Q1.11 person is studying abroad

## MODULE II

### Labour Force

Check that a column has been filled in for each person **aged 12 years or more**, listed on **page 3 & 4**.

The serial number of the person (as per page 3 & 4) should be inserted at the top of the corresponding column, on each page.

In this part of the questionnaire, provision has been made for 6 persons. In the case of a household with more than 6 members aged 12 years or more, an additional questionnaire has been used. Ensure that the questionnaires are attached together, '*Continued in 2<sup>nd</sup> questionnaire*' written on first questionnaire and *identification information same on both*.

**In this section, editing should be performed column-wise, i.e., the information for a person be checked as a whole. Very often, inconsistencies can be corrected after**

**analysing the answers to several questions. Similarly, information not clearly stated, can often be deduced or estimated from answers to other questions. For example, relationships exist between nature of business and occupation, occupation and salary, etc.**

For example a person working in Central government:

Q2.5 should be coded "1"

Q2.8 should be "3"

Q2.11 should be "3" or "4"

If a question does not apply to a person, the answer space for that question should have been struck off. For example, if at question 2.1 '1' for 'Yes' has been circled, questions **2.2 to 2.4** do not apply to that person. If you are not sure whether there should have been an answer to a particular question or a space be struck off, ask for advice.

In addition to the codes listed here, the following coding manuals will also have to be consulted:-

- (1) National Standard Industrial Classification of Economic Activities (NSIC Rev. 2) for Q2.9 & Q2.16
- (2) National Standard Classification of occupations (NASCO-08) for Q2.10

**2** Verify if one code has been circled, i.e, either 1 for self and 2 for proxy for each member aged 12 years and over (as per pages 3&4)

**2.1 Worked or not during reference week**

If '1' - 'Yes' is circled, strike out questions 2.2 to 2.4.

**2.2 Other activities carried out during reference week**

Verify that only one code has been circled. If '1'-'Yes' is circled, strike out questions 2.3 and 2.4.

**2.3 Whether away from work during reference week**

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.4 to 2.28.

**2.4 (a) Why away from work during reference week**

Verify that only one code has been circled.

Check if Q2.20 is "0" and 2.20(c) has same answer circled as Q2.4(a)

**(b) How long away from work**

Number of weeks should be recorded in box

To confirm is it number of weeks person has not work or number of weeks person has not worked since reference week.

### Part B - Nature of work

Questions 2.5 to 2.17 should have been completed for all persons having jobs (Circled '1' at 2.1 or 2.2 or 2.3). Check for missing information before inserting codes and query if necessary.

#### 2.5 Name of establishment

This question is meant to identify the sector in which the respondent is working. Code are as follows:-

Central Government (Ministries and Departments of Ministries)	1
Local Government - Municipal Councils	2
Local Government - District Councils	3
Publicly owned and controlled enterprises	4
Privately owned business - Export Oriented Enterprise (EOE)	5
Privately owned business - Other	6
Private household services	7
EBU	8
Abroad	0

If a respondent is working abroad – code “0” – check if at Q1.15 code “1” is circled.

If person is working abroad and information is available – to be coded

#### Consult lists provided to ensure correct sector code

In some cases, the name of the employer has been entered, refer to question 2.7 (kind of activity) to decide whether it is a sugarcane plantation, private enterprise or private household and allocate appropriate code. If a sugar estate name has been entered but activity at question 2.7 is animal farming or crop cultivation, enter crop “7” for Private Household.

#### 2.6 Is the establishment located in the country?

Verify that only one code has been circled.

#### 2.7 Where work place is located?

Verify that only one code has been circled.

Cross check with Q2.5

#### 2.8 Number of persons working at place of work

Verify that only one code has been circled.

This question determines the size of the establishment where the respondent works. Please cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been circled. Ensure that ‘3’ is circled if code at Q2.5 is ‘1’ or ‘2’ or ‘3’ or ‘4’ or ‘8’ which includes all government departments, sub-offices of municipalities and district councils, irrespective of size reported.



**2.9 Kind of work/activity**

Insert appropriate code by using the new coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).

**2.10 Occupation**

Insert appropriate code by using the new coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).

In some cases, it will be necessary to refer to other questions (e.g. columns 1.10 or 1.12 - Qualifications, question 2.9 - Kind of economic activity, etc.) to be able to assign appropriate occupation code.

**2.11 Employment Status**

Verify that only one code has been circled.

If '6' has been circled, check whether the answer entered can be allocated to code 1 to 5.

**2.12(a) Do you contribute to NPS?**

To check that only those working in the private sector answered 'Yes', i.e. code is from 5 to 7 at Q2.5.

Private sector employees contribute 3% of their basic wage while employer contribute 6% of employee wage. Check salaries above Rs 15000, contribution to NPS is a fixed amount of Rs 471.

To check that those working in the public sector answered 'No', i.e. code is from 1 to 4 and 8 at Q2.5. Please seek assistance for the non-financial public corporations.

*NOTE: For code 4, in some Parastatal Organisation some officers contribute to NPS only while some contribute to Civil Service family Pension Scheme and PRB 2008.*

**2.12 (b) Contribution of employer to NPS?**

For all those answered 'Yes' at 2.12(a), 2.12(b) should also be 'Yes' if answer to 2.11 is '3'.

For Employer or Own Account Worker or contributing family worker Q2.12(b) should be NA

For all those answered 'No' at 2.12(a), 2.12(b) should be 'No' for all those working in the public sector - 1 to 4 at 2.5.

**2.13 Length of service with present employer**

Enter length of service in months. If less than one month, enter '000'.

**2.14(a) Monthly income**

If answer at 2.16(a) - (e) is in the form of a range, enter the mid-point of the range given. If respondent is a contributing family worker (refer to question 2.11), or has not derived an income for any other reason, enter '0'.

*NOTE: Please verify answer(s) at 2.14 (b) or 2.14 (c) or 2.14(d) or 2.14 (e) should be less than 2.14 (a).*

2.16 (e) is applicable to contributing family worker and those who reported to be away from work at 2.4(b) and those at 2.15 reported less than one month, amount should be '0' whereas for employees, employer and own account worker, record a '-'

**2.15 Secondary job**

Verify that only one code has been circled. If '2'-'No' is circled, strike out questions 2.16 and 2.17.

**2.16 Activity at second place of work**

Code as per instructions for question 2.9.

**2.17 Employment status in second job**

Code as per instructions for question 2.10.

**Part C - Hours of work**

**2.18(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.14) for the whole week in the code box. It may happen that a person has not worked at his/her main job but has worked at a secondary one, enter '00' here and the number of hours worked for secondary job at 2.19(a).

If number of hours is >99 enter 99

**2.18(b) Usual hour worked**

Checked if usual hour worked is entered. The hours worked should exclude overtime

**2.18(c) Why worked for less than normal hours at main job**

If total number of hours at 2.18 (a) is less than that of 2.18 (b), verify that only 1 code has been circled at Q2.180 (c) , otherwise, ensure that this question has been stroke off.

**2.19(a) Hours of work at other job(s)**

If 'Yes' at question 2.15, that is, the respondent has another job, this question should have been filled in. Enter the total number of hours worked at the secondary job. If respondent has a second job but did not work there during the reference week, enter '00'.

If number of hours is >99 enter 99

**2.19(b) Usual hour at second job**

Ensure usual hour do not include overtime.

**2.19(c) Why worked for less than normal hours at other job(s)**

Same instructions as 2.18 (c)

**2.20 Total actual hours (at main and other job)**

Verify sum of total hours is 2.180a+2.19a

**2.21 Available for extra hours**

Verify that only one code has been circled.

**2.22 Number of extra hours (at main and other jobs)**

The consistency of the hours given should be checked especially if 2.18(c) and 2.19 (c) have been filled in for that member.

**2.23 Available for additional work**

Verify that one code has been circled for all employed persons who has worked or not worked during reference week.

### **Part D - Self-employed**

**2.24 Type of ownership of enterprise**

Refer to questions 2.11 and 2.17, if circle '1' for employer or '2' for own account worker, question 2.24 should have been filled in.

Verify that only 1 code has been circled.

Verify if '6' has been circled, check whether codes 1 to 5 cannot be allocated according to description given.

**2.25 Whether enterprise's expenditure separate from owner's household's ones**

Verify that only one code has been circled.

**2.26 Whether enterprise's assets separate from owner's household's ones**

Verify that only one code has been circled.

**2.27 What type of accounts do you keep for your enterprise?**

Verify that only one code has been circled.

**2.28 Number of persons who are engaged in this enterprise**

For each of the 10 categories of workers listed, enter number of workers in code box.

**Where a dash (-) entered for Nil, enter '00' in code box.**

### **Part E - Unemployment**

**2.29 Looking for work during the past 4 weeks**

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.30 & 2.31.

**2.30 Steps taken during the past 4 weeks to obtain work**

Multiple answer possible

Verify that only one code has been circled on each line.

- 2.31 Duration of job search**  
Enter duration in months. If duration of job search is less than one month, enter '00'.  
Strike out questions 2.32 & 2.33.
- 2.32 Available to work during the reference week**  
Verify that only one code has been circled. If 'No', strike out questions 2.33 - 2.35.
- 2.33 Reason for not looking for work**  
Verify that only one code has been circled.  
  
For permanent disability and temporary illness check if illness is specified.
- 2.34 Availability for work**  
Verify that only one code has been circled. If 'No', strike out question 2.35.
- 2.35 Willing to accept.....**  
These are independent questions.  
Verify that only one code has been circled on each line. Strike out question 2.36.
- 2.36 Reason for not available to work**  
Verify that only one code has been circled.  
  
For permanent disability and temporary illness check if illness is specified
- 2.37 Main source of income or support to meet daily needs**  
Verify that only one code has been circled.  
Need to verify with figures at 5.6
- 2.38 Whether worked in the past**  
Verify that only one code has been circled.  
If no, strike out questions 2.39 to 2.50.
- 2.39 When worked for the last time**  
Enter duration in months. If less than a month, enter 000.  
If number > 120, ensure the number is recorded here and strike out questions 2.40 - 2.50.
- 2.40 Kind of work/activity at last place of work**  
Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).
- 2.41 Occupation at last place of work**  
Insert appropriate code according to the coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).
- 2.42 Employment Status**  
Verify that only one code has been circled.  
If '6' has been circled, check whether the answer entered cannot be allocated to code 1 to 5.

**2.43 Reason for leaving last job**

Verify that only one code has been circled.

**Part F – Registration at Employment Information centre  
(Applicable to member 16 – 65)**

Verify age as per demography page 3 & 4

Ensure that questions 2.44 to 2.46 are struck off for all those below 16 years and above 65 years.

**2.44 Registered at Employment Information Centre**

Verify that only one code has been circled by all members in the selected household (worked or not worked or never worked) **between aged 16 and 65 years inclusive.**  
If No go to Q2.47

**2.45 Length of registration at the Employment Information Centre**

Record number of months for registration at the Employment Information Centre

**2.46 Aware of the following facilities offered by the Employment Information Centre?**

- (i) Placement of jobseekers
- (ii) Employment counseling
- (iii) Registration of jobseekers

Check for person who are registered (Q2.45), they should be aware of registration of jobseekers

**Part G – Employment Training Programmes  
Part applicable to persons between 16 and 65 years.**

**2.47 Aware of the following:**

- (i) Youth Employment Programme (YEP)
- (ii) Back to work Programme (BTWP)
- (iii) Dual training Programme (DTP)
- (iv) Service to Mauritius Programme (STM)

Verify that one code has been circled for each (i) – (iv)  
If NO to all , go to Q3.1

**2.48 If Yes, in which programme have you registered?**

- (v) Youth Employment Programme (YEP)
- (vi) Back to work Programme (BTWP)
- (vii) Dual training Programme (DTP)
- (viii) Service to Mauritius Programme (STM)

Verify that one code has been circled for each (i) – (iv)  
If NO / NA to all , go to Q3.1

**2.49 Have you obtained permanent employment upon completion of training & placement under these programme**

Verify that one code has been circled

**2.50 Advise other jobseekers to register & participate under these training programmes**

Verify that one code has been circled

## **MODULE III**

### **Section 1. ENERGY EFFICIENCY**

**3.1 Measures to reduce energy consumption at home**

For all 12 items, check that either code 1 or 2 or 3 has been circled.  
For “other, specify” if nothing is specified, it should be “No”

**3.2(a) Availability of air conditioner in household?**

To verify if one answer is circle  
If No go to Q3.3

**3.2(b) Which measures you take while using air conditioner?**

To verify if one answer is circle for each row  
If code “1” is circled for Other, ensure it is specified

**3.3 Alternative to air conditioning**

To verify if one answer is circle for each row

**3.4(a) Use of LED lamps/tubes**

To verify if one answer is circle  
If NO go to Q3.5

**3.4(b) Opinion on LED lamps/tubes**

To verify if one answer is circle for each row

**3.5 Energy efficiency label**

To verify if one answer is circle for each row

**3.6 Renewable energy.**

Verify only one answer is coded at each row

## Section 2: HOUSING AND LIVING CONDITIONS

### 4.1a Type of building

To verify if only one answer is circle for this question

### 4.1b Principal material of construction used

To verify for each row one answer is circle for “Roof” & one for “Wall”

**Check consistency**

**e.g Wall of iron sheet and Roof of concrete slabs - WRONG**

**Verify for Other**

### 4.1c Problem of leaking roof

To verify if only one answer is circle for this question

### 4.1d Number of each type of room occupied

To check if total equals to each type of rooms (i – viii)

### 4.1e Type of Tenure

To verify if only one answer is circle for this question

If Rented check

- Q4.1f & Q4.1g are strike
- At Q5.2(3) there is an amount

### 4.1f Major Improvement done during the last 12mths

To verify if only one answer is circle for this question

### 4.1g Monthly rent payable if housing unit was rented unfurnished

Amount should be entered in box

### 4.2 Type of fuel used for cooking & bathing

Code are entered in terms of ranking

“NIL” should be entered for any type of fuel not being used

### 4.3a If household own the following

To verify if only one answer is circle for this question

### 4.3b If household own the following

**Verify if number has been entered.**

**Questions 3.5 to 3.14 is applicable for household members aged 5 years and over.**

Check that a column has been filled in for each person **aged 5 or more**, listed on **page 3 & 4**. The serial number of the person (as per page 3&4) should be inserted at the top of the corresponding column on each page.

**3.5 Make use of a mobile phone during the last 3 months**

Verify that one code has been circled

**3.6 Own a mobile phone**

Verify that one code has been circled

**3.7 Can use a computer**

Verify that one code has been circled and follow SKIP

**3.8 Frequency of using computer.**

Verify if only one code has been circled and follow SKIP if not using computer

**3.9 Where use a computer**

Verify that on each line only one code has been circled. Be careful for members who are of school age and have access to computer at school, and those who are working and have access at work.

**3.10 Use of Internet**

Verify that one code has been circled and follow SKIP if not using internet.

**3.11 Often in using Internet**

Verify that only one code has been circled. If coded 1, check that questions 3.11 and 3.12 have not been coded.

**3.12 Where use internet and for which purpose use internet**

Verify that only one code has been circled on each line.

**3.13 Purposes of using internet**

Verify that only one code has been circled on each line.

**3.14 - 3.15 IT qualification and followed computer courses**

All members who have filled in this section should complete these two questions. Verify that only one code has been circled for each question. Note that qualification at 3.14 can be cross checked with 1.12 if the highest qualification is in ICT.

**Questions 3.16 & 3.17 is applicable for household members aged 12 years and over.**

Check that a column has been filled in for each person **aged 12 or more**, listed on **page 3&4**. The serial number of the person (as per page 3&4) should be inserted at the top of the corresponding column on each page.



**3.16 Own smartphone**

Verify that one code has been circled. If answer is NO skip to Q4.1.

To check if yes at 3.1, yes should also be recorded at Q3.1(2) of which smart phone

**3.17 Purpose of using smartphone**

Verify that on each line only one code has been circled

Check if Q3.16 is coded yes and Q3.13 (coded yes ) for at least 1 purpose, then Q3.1(2) mobile should be available, Q3.4(a) should be YES, Q3.4(b) circled for smart phone and 3.4( c) should have at least one answer and Q3.12 (7) should be coded YES,

**MODULE III - Questionnaire B2****Section1 : Access to Finance****3.1 Do you or any member hold a bank account**

Check if

- one answer is circled
- If Yes number of members holding an account should be specified
- Number of account should be equal to or less than the number of member in household
- If Yes, check skip (go to Q3.2)

**3.1 (a) Reasons for not holding a bank account**

(Multiple answer possible)

**3.2 Do you or any member of your household hold any of the following?**

Check if each row has an answer

**3.3 Do you or any member have a private pension plan**

Check if code is circled

**3.4 Make use of credit/debit cards or use mobile phones to effect payments**

Check if code is circled

**3.5 Any other insurance policy besides motor vehicles**

Check if code is circled

**3.6 In the event household runs short of money, how do you meet your expenses**

(Multiple answer possible)

**3.7 Sources of long term financing**

(Multiple answer possible)

**Section 2. SAFETY & SECURITY****4.1 Face to face contacts with police officers on duty in the last 12 months**

Verify that only one code has been circled. If 'No', strike out question 4.3.

**4.2 Where had contacts and level of satisfaction**

Verify that only one code has been circled on each line.

**4.3 Police assistance and level of satisfaction**

Verify that one code has been circled on each line.

**4.4 Phoned on emergency lines**

Verify that only one code has been circled. If No go to Q4.6

**4.5 Rate the time taken by police to answer phone**

Verify that only one code has been circled.

**4.6 Awareness of Community Policing Forums/talks**

Verify that only one code has been circled. If circle 3, strike out question 4.7 and go to Q4.8.

**4.7 Satisfaction with outcome of Community Policing Forums**

Verify that only one code has been circled.

**4.8 Performance of Police Force**

Verify that only one code has been circled on each line.

**4.9 Crime level**

Verify that only one code has been circled on each line.

**4.10 During the last 12mths , own a vehicle**

Verify that only one code has been circled. If No go to Q4.16

**Theft/attempted theft of vehicle, vehicle parts & accessories**

**4.11-4.14** Verify that one code has been circled for each question. Strike off irrelevant questions pertaining to answers whereby instruction on skip has been given. Be careful as there are many skip here. Also check that other vehicle has been specified.

**4.15** Verify that one code has been circled on each line for each question.

**Burglary/attempted burglary (dwelling)**

**4.16-4.19** The first set of answers in the first column pertains to household burglary and the second set in the second column to attempted household burglary. Please check first column and then second one.

Please verify that one code has been circled for both columns for 4.16.

For 4.17-4.19, please verify that appropriate code has been circled and beware of skip instructions!

Verify that one code has been circled on each line at 4.18 & 4.19.

**Q4.20 Is household equipped with alarm system?**

Verify that one code has been circled and if No go to Q4.23

**Q4.21 Monthly expenditure on maintaining alarm system**

Code amount in box (In RED)

**Q4.22 Is Household been victim of theft/attempted theft since installation of the security alarm system**

Verify if one code is circled

**Personal theft**

- 4.23-4.26** Verify that only one code has been circled at 4.23. If no, strike out questions 4.24-4.26.  
Verify that only one code has been circled at 4.22. Beware of skip instructions!  
Verify that one code has been circled on each line at 4.25 & 4.26 as per skip instructions.

**B1 & B2**

**Household Income and Expenditure**

(Refer to questions 4 in B1 or questions 5 in B2)

**5.1 Total household expenditure**

Add item-wise expenditure at question 4.2 (5.2). This total should not exceed amount entered at question 4.1(5.1).

Second code box is for consumption expenditure, obtained by subtracting items 17 and 18 at question 4.2(5.2) from total at question 4.1(5.1).

**5.2 Item-wise household expenditure**

If no expenditure incurred for a listed item, put dash. Particular attention should be paid to recurrent expenditure items (food, travelling and payment of bills). If no amount entered for such items and no explanation provided, verification needed. Similarly, if expenditure on education is Nil, check if there are no students in the household (Module I).

B1 & B2 - check item 17(i) with 2.14 (a) (page 9)

**5.3 Tax**

If no expenditure incurred for a listed item, put dash.

**5.4 Rent payable**

Verify the amount given and check for its consistency. Crosscheck with item 5.2(3), 4.2(3)

**5.5(i) Major improvement done during the last 12mth**

Verify if answer is circled

**5.5(ii) Monthly rent if rented unfurnished**

## 5.6 Income from employment

Refer to questions 2.11 and 2.19 on page 8 & 9.

For a respondent reported as 'EPE' at question 2.11, his/her income from work should have been entered at question 2.19 and at least that amount entered again at question 4.6(5.6), line 1. If the person has more than one paid job, amount entered at 4.6(5.6), line 1 should include income from all the paid jobs

For persons reported as 'EPR' or 'OAW' at question 2.11, income should be entered at question 2.19 and on second line of question 4.6(5.6).

Verify the total - line 4 of question 4.6(5.6).

## 5.7 Income from property

Make sure that the correct serial number of the person has been entered. Leave code boxes empty for nil entries. Total should be entered if at least one item of property income has been reported.

## 5.8 Transfer Income

Make sure that the correct serial number of the person has been entered. Refer to **page 3 & 4, age, sex and marital status** columns. All persons aged 60 years or more and widows (female) receive pension.

Leave code boxes empty for 'nil' entries. Enter total if there is at least one item of transfer income reported.

SUM total of 4.6(5.6), 4.7(5.7) and 4.8(5.8). If that sum is less than 4.1(5.1), query if there is no explanation given.