



Republic of Ghana

# 2003 NATIONAL INDUSTRIAL CENSUS

DRAFT

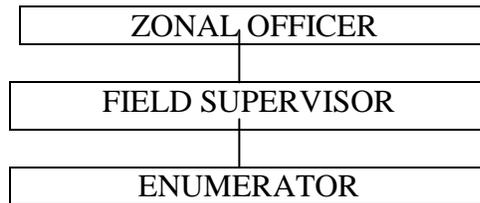
**FIELD SUPERVISOR'S MANUAL**

**GHANA STATISTICAL SERVICE  
BOX 1098, ACCRA.**

## **PART A: YOUR ROLE AS A SUPERVISOR.**

### **1. Your Status in the Industrial Census**

As a field supervisor, you play a vital role in the census field operations. The chart below shows your position in the field work.



### **2. Your Main Task In The Industrial Census**

You are required to supervise a number of enumerators who will work directly under you during the field work. During the period, enumerators are to enumerate all establishments engaged in mining and quarrying, manufacturing, construction and the production and distribution of electricity, gas and water to obtain some basic data. To ensure good quality data from the field, it is your duty to see that enumerators carry out this assignment efficiently.

#### **TO ACHIEVE THIS,**

##### **a. YOU MUST MASTER THE ENUMERATORS MANUAL**

The Enumerator's manual contains detailed information about the census as well as instructions showing how enumerators should go about the actual enumeration in the field. You can do a good supervision work only if you yourself understand very clearly what the enumerators are being asked to do. This means that you have to read the Enumerator's manual several times and get a clear understanding before starting your supervisory work. This way, you will be able to help enumerators when they approach you with problems.

##### **b. YOU MUST COMMAND THE CONFIDENCE OF YOUR ENUMERATORS.**

As a leader of the team, your enumerators will turn to you whenever they come across any difficulties. If enumerators have no confidence in your ability, they will be reluctant to approach you with problems and your appointment as field supervisor will be worthless. It must be pointed out however that you should not confuse enumerators by giving wrong directions to them. Whenever you are in doubt, it will be helpful to admit your uncertainty rather than to offer wrong answers. You must turn to your Zonal Officer whenever you are confronted with a problem regarding your assignment.

c. YOU MUST CO-OPERATE WITH ENUMERATORS

You are going to work as a team in the field .The success or otherwise of the work also depend on how well you co-operate with the enumerators working under you. You must not be harsh on them and do not give cause to grumble at your leadership.

d. YOU MAY CALL FOR REPLACEMENT OF ENUMERATORS.

Only enumerators who are trained and efficient are to conduct the enumeration. If during the enumeration any of your enumerators fall sick, or is proven to be inefficient, report it to your zonal officer immediately who will either give you a substitute or advise you how to deal with the situation.

**PART B: YOUR DUTIES BEFORE THE ENUMERATION.**

**1. Training Of Enumerators**

Before the actual field work begins, you will assist in organizing training sessions, to distribute and collect documents and to undertake any other task which will facilitate the smooth running of the training programme. Some enumerators may feel reluctant to raise points which they did not comprehend in class. You must assist in solving their individual problems by giving personal attention to such enumerators and coach them if it becomes necessary. Enumerators have been instructed to contact you whenever they do not understand anything in the Enumerator's Manual. You must therefore be prepared to receive enumerators, to help them solve any difficulty they may have. Hence the need to know the Enumerator's Manual thoroughly.

**2. Checking The Boundaries Of Enumeration Zones**

Enumerators are expected to visit their Enumeration Zones and check the boundaries and localities within each E.Z. before the actual enumeration. You should accompany all the enumerators during this inspection of E.Z. boundaries so that each enumerator is certain about his/her area of enumeration. Remember to consult your Zonal Officer if you come across any discrepancies or errors which you cannot resolve yourself during the field check.

**3. Preparation Of Itinerary**

You should prepare an itinerary for visiting the enumerators in the field. A copy of that itinerary should be given to your Zonal Officer. Each Enumerator is also expected to study his/her E.Z .thoroughly and work out the order in which work would be carried out. These should be made available to the Supervisor and the Zonal Officer.

#### **4. Help In Publicizing The Industrial Census.**

During the inspection of E.Z. boundaries with your enumerators, you are expected to explain to opinion leaders and all those who care to know about the objectives of the census. Failing to do this may make enumeration difficult.

#### **5. Distribution Of Kits**

You will have to collect documents and materials to be used by the enumerators in your Supervision Area. You are expected to distribute these documents and materials to your enumerators later. Make sure that they have in possession, everything they will need in the field.

The Enumerator's Satchels will contain the following items:

- News Bulletin on the Industrial Census
- Enumerator's Summary Sheets
- Enumeration Zone maps together with its description
- Pre-List of Establishments
- Identity Card
- Letter of Introduction
- Receipts for items received (Form )
- Two black pens
- One Flat File
- One Clip board

The Supervisor's Satchel will also contain the following items:

- The specified number of questionnaires
- News Bulletin on the industrial census
- Identity Card
- Medicaments
- Receipts for items received (Form )
- Supervisor's Summary Sheet
- Two black pens
- One Flat file
- One Clipboard

#### **6 Supervisors Materials Receipts (Forms )**

You must complete the appropriate part of Form whenever you receive any materials/items from your Zonal Officer.

## **PART C: WHAT TO DO DURING ENUMERATION**

### **1. Always Keep In Touch With Your Enumerators**

To ensure a successful and complete enumeration, you should keep in touch with your enumerators constantly so that you check their work and also help them solve problems they may encounter. Ensure that they are in the field at the prescribed time, that they perform their duties and that they are always in possession of the necessary documents. Collect all completed questionnaires and submit them to the Zonal Officer after the necessary checks have been done.

### **2. Maintain Effective Control Over Enumeration**

You must follow these instructions very strictly. If you do so, you will not fail in your task of supervision.

- a. You must check coverage to ensure that no establishment which is in scope and or enterprise in each Zone is omitted.
- b. Review all completed questionnaires to ensure that there are no missing entries and that the entries are correct.
- c. Check also that the entries are consistent, i.e. they agree with each other and that they make sense.
- d. You must also check entries in the Enumerator's Summary Sheet against entries on the questionnaires.

### **3. Action To Be Taken After Enumerator's Unsuccessful Visits**

Whenever you call on an enumerator, obtain from him all the establishments/enterprises which he/she has not been able to enumerate after making three visits. Try to do all you can to help the enumerator to obtain the necessary information. Do not allow the enumerator to ignore any establishment simply because of a difficulty. Remember that all establishment/enterprises in scope must be enumerated. Sometimes, visits may have to be done by both yourself and the enumerator.

When you have exhausted all means of obtaining enumeration and still no results is forthcoming, contact your Zonal Officer for advise.

#### 4. **Stock Of Materials**

During the enumeration, you will be given a stock of the Census materials so that if any of your enumerators runs short of supply you can readily replenish his/her stock. If your own stock runs short, contact your Zonal officer immediately for new supplies. Do not wait until your materials completely run out before contacting your Zonal Officer for more . You must keep a record of the distribution of materials you make during the enumeration. After the enumeration you will be asked to account for all materials given to you.

#### 5. **Report On Your Enumerators**

You are requested of an assessment on your enumerators performances and report on them. This will guide us to replace lazy enumerators.

### **PART D: WHAT TO DO AFTER ENUMERATION**

#### **1. Taking Over Industrial Census Materials From Each enumerator**

You must collect all the remaining questionnaires and Enumerators Summary sheets including completed, spoiled, cancelled and unused ones, from the enumerators, and hand them over to your Zonal officer.

You must examine these materials carefully and

- a) Check for errors which may have been committed by the enumerator. Send him/her back to the field for corrections if there is the need.
- b) Check that the number of questionnaires completed for each establishment/enterprise tallies with the summaries made by the Enumerator. In case of any discrepancies, try to find out the source and make amends.
- c) Check for all the call-backs which have not been carried out. Find out the reasons and if necessary have them checked by you personally. Inform your Zonal officer if you cannot do this. This is very important as it will help to ensure that all establishments in the area have been enumerated.

#### **2. Fill in the Field Supervisor's Control Form**

After the final thorough check, fill in the Supervisor's Control form (Form NIC/03/02). This is intended to be a record of your check.

### 3. **Careful Handling of Documents**

Careful handling of documents particularly the questionnaires has been requested of all enumerators. This applies equally to you. Handle them with care and deliver all of them safely to your Zonal Officer. When handing over the documents to the Zonal officer he/she will check them over with you, and you must make sure that you obtain his signature.

### 4. **Issue of Certificate of Completion**

It should be noted that the team's work will be considered complete only when work of all the enumerators in the supervisory area is completed. It may therefore be prudent to encourage team members to try hard to finish work on schedule. You may also ask some members of your team to assist others if it becomes necessary. When you are certain that work in your supervisory area is complete, issue a certificate of completion to all your members. You yourself also require a certificate of completion from your zonal officer. All these certificates will have to be endorsed by the Zonal Officer before payment of your last batch of field allowance will be made.

## **PART E: QUESTIONNAIRE SCANNING REQUIREMENTS**

### 1. **How to take good care of the questionnaire**

The National Industrial Census questionnaire has been automated for optical recognition. It is therefore necessary to handle it with care in order not to distort recognition.

The following instructions must therefore be followed in administering the questionnaire:

1. The Reference Block at each corner of the page must in no way be tampered with.
2. Do not use cello tape at any time to put the pages together
3. Do not tamper with the form ID (9007) at the bottom right hand corner of the pages
4. If for any reason, you have to re-staple the pages together, do not staple on any of the reference blocks
5. Do not replace a sheet or sheets in a questionnaire
6. Do not fold the questionnaire
7. Do not spill oil or water on the questionnaire

### 2. **How to fill the questionnaire**

The Industrial Census Questionnaire is a 6-page questionnaire and has 19 sections, Section A through to Section S.

Also on the right hand corner of each page, there is a Reference Number field that must be filled. For each questionnaire, the reference number must be the same on all the pages. The reference number, which will be formed by the enumerator, will be used to match up

all pages for a particular questionnaire. In other words, the reference number field is used as a “PAGE LINK” field for a questionnaire.

The reference number must be unique within an Enumeration Zone.

**Black pen must be used to fill the entire questionnaire.**

3. **Section A: Identification of Field Personnel**

A1 – A3: Must be filled by enumerator

A2—Enumerator number. This is a 3-digit number assigned to the enumerator during the enumerator training.

A4—A7: Must not be filled by the enumerator.

4. **Section B:--Identification of Establishment**

B1—Establishment name

Mandatory

Leave an empty box in-between words

B2—Establishment Code

Mandatory

Must be the same as the last 3-digits in the reference number

Must be assigned sequentially by the enumerator

Must be unique within all establishments covered by the enumerator

B3—Region

Mandatory

Only one response is required

Shade the appropriate bubble as shown on the front page of the questionnaire

B4—District name

Mandatory

Fill as in B1

B5—District Code

Mandatory

Must be 2 digits Codes from 1 to 9 should be prefixed with 0

B6—Town Name

Mandatory

Must be filled as in B1

B7—Town Code

Mandatory

B8—Establishment Zone

The area or zone assigned to the enumerator. There seems to be even a newer terminology for Industrial Zone, i.e. Enumeration Zone.

B9—EZ Code (Establishment Zone Code)

Mandatory

**Note:** B2, B5, B7 and B9 must be filled by the enumerator before submitting the questionnaire to the supervisor.

B10—Industry Type

Mandatory

Only one response is allowed

Bubble the right response

B11-B15

Must be filled one character or digit per box.

Leave an empty box in-between words or numbers

B16-B17—Telephone Numbers

The first 4 boxes are for the Area Codes

Fill the first 4 boxes right adjusted

The last 7 boxes must be filled left adjusted

B18—Fax Number

No Area code is required

Must be filled left adjusted

5. **Section C:--Organisation**

C1—Form of Organisation

Mandatory

Only one response is allowed

If the response is option 3, then complete the Appendix [Section J – S]

C2-C12—Details of Head office

Depends on C1

If the response to C1 = 1, then C2-C12 must be filled

Must be filled exactly the same way as in B11-B18

C13—Type of Ownership

Mandatory

Only one response is allowed

Shade the correct bubble as shown on the front page of the questionnaire

C14—Owner's Nationality & Gender

Depends on C13  
Must be filled only when C13 is not “**State-Owned**”  
Only one response is required

C15—Type of legal Organisation  
Mandatory  
Only one response is allowed

6. **Section D:--Industrial Activity**

D1, D3 and D5—Description of the 3 principal activities. For instance,  
“**manufacture of carpets and rugs**”.  
D1 is mandatory whilst D3 and D5 are only filled when there is more than one  
activity. Do not for example fill in D1 as “Manufacture of carpets” and D3 as  
“Manufacture of rugs”

D2, D4 and D6 **MUST NOT BE FILLED** by the enumerator.

7. **Section E:--Accounting Records**

E1—Type of Accounting records kept  
Mandatory  
Only one response is allowed

E2—Where are the accounting records kept?  
Must be answered only when E1 = 1  
Only one response is allowed

E3—When does the accounting year end  
Must be answered only when E1 = 1 or E1 = 2  
Specify the day in the first 2 boxes and the month in the last 2 boxes

E4—Year of Commencement  
Mandatory  
4-digit year. For instance 1998

E5—Number of months of operation during the last 12 months  
Mandatory  
Must be filled right adjusted

8. **Section F:--Number of persons engaged**

F1—Total number of persons engaged  
Mandatory  
Must be filled right adjusted

F2—Total by Nationality  
Mandatory  
Ghanaians plus Non-Ghanaians boxes must sum to F1  
Must be filled right adjusted

F3—Males by Nationality  
Mandatory  
Must be filled right adjusted

F4—Females by Nationality  
Mandatory  
Must be filled right adjusted

9. **Section G:--Skill Levels of Persons engaged**

G1—G5—Fill the appropriate boxes right adjusted.

**Note:** The Males and Females for each question must be equal to the Total filled for that particular question. That is  $G1C = G1A + G1B$

10. **Section H:--Number of persons engaged over last 12 months**

H1—H4  
Mandatory  
Must be filled right adjusted

11. **Section I:--Contact Person**

I1—Name of contact person  
Mandatory  
Leave one empty box in-between names. For instance, there should be an empty box between the first name and the surname.

I2—Designation  
Mandatory  
Must be filled left adjusted

I3-I4—Telephone Numbers  
Fill as in B16 and B17

I5—Fax Number  
Fill as in B18

I6—Email Address  
Must be filled left adjusted

I7---Information Desk's E-mail Address  
Must be filled left adjusted

I8—Signature of contact person  
Mandatory

I9—Company Stamp  
Must not extend to the email box

12. **Section J—S - Details of Subsidiary Establishments**

This depends on C1. C1 must be 3 for these sections to be filled. Or if C1 = 3, Sections J - S must be filled.

**Note:** If for a genuine reason, the questionnaire must be left behind for the respondent to fill, then the enumerator must completely fill the front page before leaving the questionnaire behind.