# POPULATION AND HOUSING CENSUS

# MALAYSIA 1991

## INSTRUCTION MANUAL

## FOR

## DOCUMENTS 1 AND 2

BU31

# POPULATION AND HOUSING CENSUS

# MALAYSIA 1991

## INSTRUCTION MANUAL

## FOR

## DOCUMENTS 1 AND 2

BU31

# ENUMERATOR'S CHECKLIST

| DATE | | ITEM | TICK "√" IF COMPLETED |
|---|---|---|---|
| STATE A | STATE B | | |
| 3 August 1991 until 12 August 1991 | 1 August 1991 until 12 August 1991 | **Attend Training of Enumerators**<br>■ Make sure that you understand all your duties and responsibilities.<br>　*[Refer : Document 17a, Pages 9 - 10]* | ☐ |
| | | ■ Make sure that you really know your EB boundaries. Make a visit to your EB and identify its boundaries.<br>　*[Refer : Document 13a, Pages 8 - 9*<br>　　　　*Document 17a, Page 14]* | ☐ |
| | | ■ Obtain Quick Count Estimate of LQs.<br>　*[Refer : Document 17a, Page 15]* | ☐ |
| | | ■ Make sure that you understand all the main Census concepts.<br>　*[Refer : Document 13a]* | ☐ |
| | | ■ Make sure that you understand how to ask questions and record the answers.<br>　*[Refer : Document 13a]* | ☐ |
| | | ■ You are to complete the Training Workbook.<br>　*[Refer : Document 14a]* | ☐ |
| | | ■ Conduct Mock Interview to familiarize yourself with the Questionnaire. | ☐ |
| | | ■ Check all Census documents and materials received for your EB are sufficient.<br>　*[Refer : Document 17a, Pages 23 - 28]* | ☐ |
| 13 August 1991 | 13 August 1991 | **Enumeration of Hotels**<br>■ You are to enumerate hotels, lodging house, rest house, etc. if found in your EB.<br>　*[Refer : Document 16]* | ☐ |
| 14 August 1991 | 14 August 1991 | **Conducting Enumeration**<br>■ Make sure that all LQs in your EB have been listed completely and enumerated.<br>　*[Refer : Document 13a, Pages 11 - 19]* | ☐ |
| | | ■ Make sure that each household and its members for the LQs listed have been enumerated completely. | ☐ |
| | | ■ Make sure that the questionnaire has been filled accurately and completely. | ☐ |
| | | ■ Solve problems such as refusal by respondent, nobody at home, vacant living quarters, language and insufficient documents.<br>　*[Refer : Document 17a, Pages 38 - 43]* | ☐ |
| 2? August 1991 until 30 August 1991 | 29 August 1991 until 30 August 1991 | **Duties After Enumeration**<br>■ Check your work.<br>　*[Refer : Document 17a, Pages 45 - 47]* | ☐ |
| | | ■ Return Census documents and materials to the Supervisor.<br>　*[Refer : Document 17a, Page 47]* | ☐ |

# INSTRUCTION MANUAL

# FOR

# DOCUMENTS 1 AND 2

**BANCI 1991**
PENDUDUK & PERUMAHAN
M·A·L·A·Y·S·I·A

# POPULATION AND HOUSING CENSUS MALAYSIA 1991

## INSTRUCTION MANUAL FOR DOCUMENTS 1 AND 2

## CONTENTS                                                    PAGE

CONTENTS                                                          PAGE

```
##############################################################
#                                                            #
#                     CHAPTER A                              #
#                                                            #
#              INTRODUCTION AND CONCEPTS                     #
#                                                            #
#                                                            #
# CONTENTS                                            PAGE   #
#                                                            #
# A1   INTRODUCTION                                          #
#          A1.1  PURPOSE                                1    #
#          A1.2  GENERAL ENUMERATION WORK               1    #
#          A1.3  MAIN CENSUS DOCUMENTS                  2    #
#                                                            #
# A2   MAIN CENSUS CONCEPTS                                  #
#          A2.1  ENUMERATION BLOCK (EB)                 3    #
#          A2.2  LIVING QUARTERS (LQ)                   3    #
#          A2.3  HOUSEHOLD (HH)                         4    #
#          A2.4  CENSUS DAY                             4    #
#                                                            #
##############################################################
```

# CHAPTER A

# INTRODUCTION AND CONCEPTS

## CONTENTS

# CHAPTER A

# INTRODUCTION AND CONCEPTS

## A1 INTRODUCTION

### A1.1 PURPOSE

■ The purpose of this manual is to explain in detail the following points:

- Main concepts and definitions.

- Introduction to Census maps.

- Methods of listing Living Quarters.

- Guide on filling in Documents 1 and 2.

■ This book should be used as the *main reference material* during training and when conducting census enumeration.

■ It is important that you understand fully the contents of this manual before carrying out census enumeration.

### A1.2 GENERAL ENUMERATION WORK

In general, enumeration work for the Population and Housing Census of Malaysia 1991 involves the following activities:

- IDENTIFY your Enumeration Block (EB).

- LIST all Living Quarters (LQ) in your EB.

- ENUMERATE all Households (HH) in each LQ in your EB.

- INTERVIEW and obtain information for each person who stays in a LQ on CENSUS DAY.

1

## A2.1 ENUMERATION BLOCK (EB)

■ An *Enumeration Block* is a surface area which is physically created and usually it consists of specific boundaries such as;

    (a) **Natural boundaries** (for example, river).

    (b) **Administrative boundaries** (for example, mukim or administrative district boundaries).

    (c) **Man-made boundaries** (for example, roads, railway tracks,etc.).

    (d) **Imaginary (straight) boundaries** which relate to a place on the map.

■ In some situations, EBs do not have clear-cut boundaries. The EBs may consist of only a few localities or villages, for example;

    (a) Orang Asli settlements in Peninsular Malaysia.

    (b) Rural areas in Sabah and Sarawak which are inaccessible by road.

## A2.2 LIVING QUARTERS (LQ)

A *Living Quarters* is a place which is structurally *separate* and *independent* and is meant for living. The terms, separate and independent mean the following:

■ **Separate** - A structure is considered separate if it is surrounded by walls, fence, etc. and is covered by a roof.

■ **Independent** - A structure is said to be independent if it has a direct access via a public staircase, communal passageway or landing (that is, occupants can come in or go out of their LQ without passing through someone else's premises).

In general, a LQ can be divided into two categories, that is:

    (i) **Built or converted for living**
       *(for example house, flat, apartment, shophouse, makeshift hut, hotel, hostel, hospital, etc.)*

    (ii) **Not meant for living but used for this purpose on Census Day**
       *(for example, mosque, temple, shed, community hall, etc.)*

## A2.3 HOUSEHOLD   (HH)

A *household* consists of related and/or unrelated persons who usually live together and make the same provisions for food and other essentials of living.

■ **Household Characteristics (HH)**

- This group makes provision for food from part of their pooled resources and makes the same preparation for other basic needs.

- A household can comprise several members or may be a single member only.

- Persons in a HH may be related or unrelated or a combination of both.

- Each LQ is normally occupied by a HH. However, sometimes a LQ may be occupied by more than one HH. This situation normally occurs in urban areas where HHs are forced to share a LQ because of the shortage of accommodation.

## A2.4 CENSUS DAY

■ **CENSUS DAY is on 14 AUGUST 1991.**

■ For the purpose of enumeration, all persons will be enumerated at the place where they stay on 14 August 1991.

■ This enumeration also includes **foreigners** who were here or staying in Malaysia on Census Day.

■ Generally, the majority of persons will be enumerated in their respective houses on 14 August 1991. However, there may occur a small group of persons who **did not stay in their houses** on 14 August 1991 due to specific reasons, such as visiting and spending the night in friends'/relatives' homes, staying in hotels, in transit, etc. Nevertheless these persons are to be <u>enumerated</u> at the place where they were found on Census Day.

■ To avoid the possibility of counting a person **more than once**, a time reference is used. For enumeration purpose, the reference period is taken to be **between 12 midnight, 13 August 1991 and 7 a.m. 14 August 1991. All persons will be enumerated at the place where they were found during this reference period.**

4

| NOTE |
| --- |

■ *MAKE SURE YOU UNDERSTAND ALL THE CONCEPTS MENTIONED ABOVE.*

■ *YOU ARE TO ANSWER THE QUESTIONS IN CHAPTER A OF THE TRAINING WORKBOOK (DOCUMENT 14a).*

```
##################################################################
#                                                                #
#                        CHAPTER  B                              #
#                                                                #
#        INTRODUCTION  TO  ENUMERATION  BLOCK  MAPS              #
#                                                                #
#                                                                #
#  CONTENTS                                           PAGE       #
#                                                                #
#  B1   IMPORTANCE OF ENUMERATION BLOCK (EB) MAPS       7        #
#                                                                #
#  B2   EB MAP DOCUMENTS                                7        #
#                                                                #
#  B3   IDENTIFYING EB BOUNDARIES                       8        #
#                                                                #
#  B4   PROBLEMS OF IDENTIFYING EB BOUNDARIES           9        #
#                                                                #
##################################################################
```

# CHAPTER B

# INTRODUCTION TO ENUMERATION BLOCK MAPS

# CHAPTER B

## INTRODUCTION TO ENUMERATION BLOCK MAPS

### B1    IMPORTANCE OF ENUMERATION BLOCK (EB) MAPS

■ The success of a Census is achieved when every LQ and each person in Malaysia is enumerated. To achieve this objective, an EB map and EB Sketch Map have been prepared for your enumeration area. These maps are very important for:-

    (a) Identifying areas which you are responsible for and to ensure that the census is conducted in a systematic manner.

    (b) Assisting you to identify and cover all the LQs and persons in your EB.

### B2    EB MAP DOCUMENTS

■ To assist you in the identification of EB boundaries you will be given;

    (a) One EB Map
    (b) One copy of EB Map Symbols
    (c) One EB Sketch Map and
    (d) One copy of EB Boundary Description

■ All these documents are found in DOCUMENT 1 (LISTING BOOK). The following is a brief description of the above-mentioned documents:-

    **(a) EB Map (page 36 of Listing Book).**

        (i) EB boundaries are drawn in *red*.

        (ii) EB Number is written within a box, e.g. $\boxed{001}$

        (iii) The map is also drawn to scale and shows the boundaries of the adjacent EBs to your EB.

    **(b) EB Map Symbols (page 37 of Listing Book).**

    In order to know the meaning of symbols shown on an EB map, you are to refer to the key (legend) provided.

**(c) EB Boundary Description (page 38 of Listing Book).**

The EB Boundary Description provides more detailed information on the following:-

(i) How you should identify your EB boundaries.

(ii) An estimate of Living Quarters (LQ) in your EB. For Sabah and Sarawak, the population estimate is also given.

(iii) The name of kampung/locality in your EB and postcode (if available).

(iv) List of institutions/collective living quarters and the number of occupants.

**(d) EB Sketch Map (inside the pocket of Listing Book).**

The EB Sketch Map shows more details of EB boundaries and your area of work. The Sketch Map is *not drawn to scale* and provides additional information such as:-

(i) EB Identifiers

(ii) Land Features and important landmarks

(iii) Location of populated areas

(iv) Sketch Map Symbols

(v) The North direction

## B3 IDENTIFYING EB BOUNDARIES

■ During the training of Enumerators, a special field visit session to identify EB boundaries and your work area has been allocated. The following points must be noted while identifying your EB boundaries and area of work:-

(i) Refer to EB Map and EB Sketch Map.

(ii) Make sure that the boundaries shown on the maps are similar to those on the ground.

(iii) Make sure that adjacent EBs have common boundaries so that no areas overlap or being left out. In the case of areas overlapping or being left out, please inform your Supervisor.

(iv) Make sure that you understand and know your boundaries as well as your area of work.

8

(v) Should you encounter any problem related to EB boundaries, please report to your Supervisor immediately.

```
┌─────────────────────────────────────────────────┐
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓SPECIAL NOTE▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │
├─────────────────────────────────────────────────┤
│                                                 │
│     YOU ARE NOT ALLOWED TO CHANGE YOUR EB BOUNDARY. │
│                                                 │
└─────────────────────────────────────────────────┘
```

## B4   PROBLEMS OF IDENTIFYING EB BOUNDARIES

| Problem (a) | - Landmarks not clear |

■ While identifying your EB boundaries, you may encounter some difficulties of which your EB Map and EB Sketch Map do not reflect an accurate picture of your EB area. This situation may arise since the information used to prepare the EB Map and EB Sketch Map were collected a year or more before Census, such as;

- Road names may have been changed or mis-spelt;

- Houses used as important landmarks for boundary identification may have been demolished or the occupants have shifted out;

- Cart-track may have been tarred or may not be visible anymore on ground.

| *Solution* |

■ You must ask the local residents to determine the above-mentioned changes on the ground which are not reflected on the map.

| Problem (b) | - Administrative Boundary

■ If an EB boundary is an administrative boundary and does not follow any natural features, you may encounter identification difficulties.

| *Solution* |

■ You must seek assistance from local officials such as Ketua Kampung or Settlement Officers and the local people.

| NOTE |
|---|
| ■ *YOU ARE TO ANSWER ALL QUESTIONS IN CHAPTER B OF TRAINING WORKBOOK (DOCUMENT 14a).* |

```
##############################################################
#                                                            #
#                    CHAPTER C                               #
#                                                            #
#             LISTING OF LIVING QUARTERS                     #
#                                                            #
#                                                            #
#  CONTENTS                                          PAGE     #
#                                                            #
#  C1   INTRODUCTION                                  11     #
#                                                            #
#  C2   HOW TO IDENTIFY AND LIST LIVING QUARTERS             #
#          C2.1  GENERAL GUIDELINES                   11     #
#          C2.2  GUIDELINES FOR LISTING IN            12     #
#                URBAN AREAS                                 #
#          C2.3  GUIDELINES FOR LISTING IN            13     #
#                RURAL AREAS                                 #
#                                                            #
#  C3   GUIDELINES FOR A COMPLETE LISTING             14     #
#                                                            #
#  C4   STRUCTURES WHICH NEED TO BE LISTED            15     #
#                                                            #
#  C5   STRUCTURES WHICH NEED NOT BE LISTED           19     #
#                                                            #
#  C6   HOW TO ALLOCATE LIVING QUARTERS NUMBER        19     #
#                                                            #
#  C7   LISTING CARD (DOCUMENT 4)                            #
#       - HOW TO FILL AND PIN THE CARD ON THE LQ             #
#          C7.1  PURPOSE                              21     #
#          C7.2  HOW TO FILL                          21     #
#          C7.3  HOW TO PIN THE LISTING CARD          22     #
#                                                            #
#  C8   AMENDMENTS TO THE EB MAP, EB SKETCH MAP       23     #
#       AND EB BOUNDARY DESCRIPTION                          #
#                                                            #
##############################################################
```

# CHAPTER C

# LISTING OF LIVING QUARTERS

## C1  INTRODUCTION

■ As mentioned in Chapter B, a field work session to identify your EB boundaries will be carried out at the end of the training session. Make sure you understand clearly your EB area and boundaries before you start enumeration work.

■ In order to carry out enumeration work efficiently and effectively, you have to understand some basic important points.

■ **Enumeration of each LQ in your EB** involves the following activities:-

(i)   List LQs by:

(a)  *Assigning LQ Number* and *filling the Listing Card* (Document 4) for the LQ.

(b)  *Filling* the relevant information in the *Listing Book* (Document 1).

(ii)  Interview and obtain information for every person who stayed in the LQ on Census Day. Fill in the information canvassed in **Document 2** (Particulars on Living Quarters, Households and Persons).

■ *Interview should start as soon as you have completed your listing for a particular LQ.*

## C2  HOW TO IDENTIFY AND LIST LIVING QUARTERS

### C2.1 GENERAL GUIDELINES

■ It is important that you identify and visit all LQs in your EB area because the main objective of the Census is to obtain *a total count of LQs, HHs and Persons.*

■ To achieve this objective, it is important that you have a proper system of listing. The following procedures should be adopted;

-  Divide your EB into several parts.

- This division should follow distinct boundaries such as;

    (i) natural boundaries (eg. river)

    (ii) man-made boundaries (eg. roads, foot-paths or railway tracks).


- Listing of LQs should be done part by part.

- List all LQs and parts in a clockwise direction.

- All LQs on your right hand side should be listed first.


## C2.2 GUIDELINES FOR LISTING IN URBAN AREAS

■ For *urban areas*, listing is quite simple. Usually the EB is divided into several parts based on roads, housing blocks and the likes.

■ An example on the listing of LQs in urban areas is shown in *Diagram C1*.
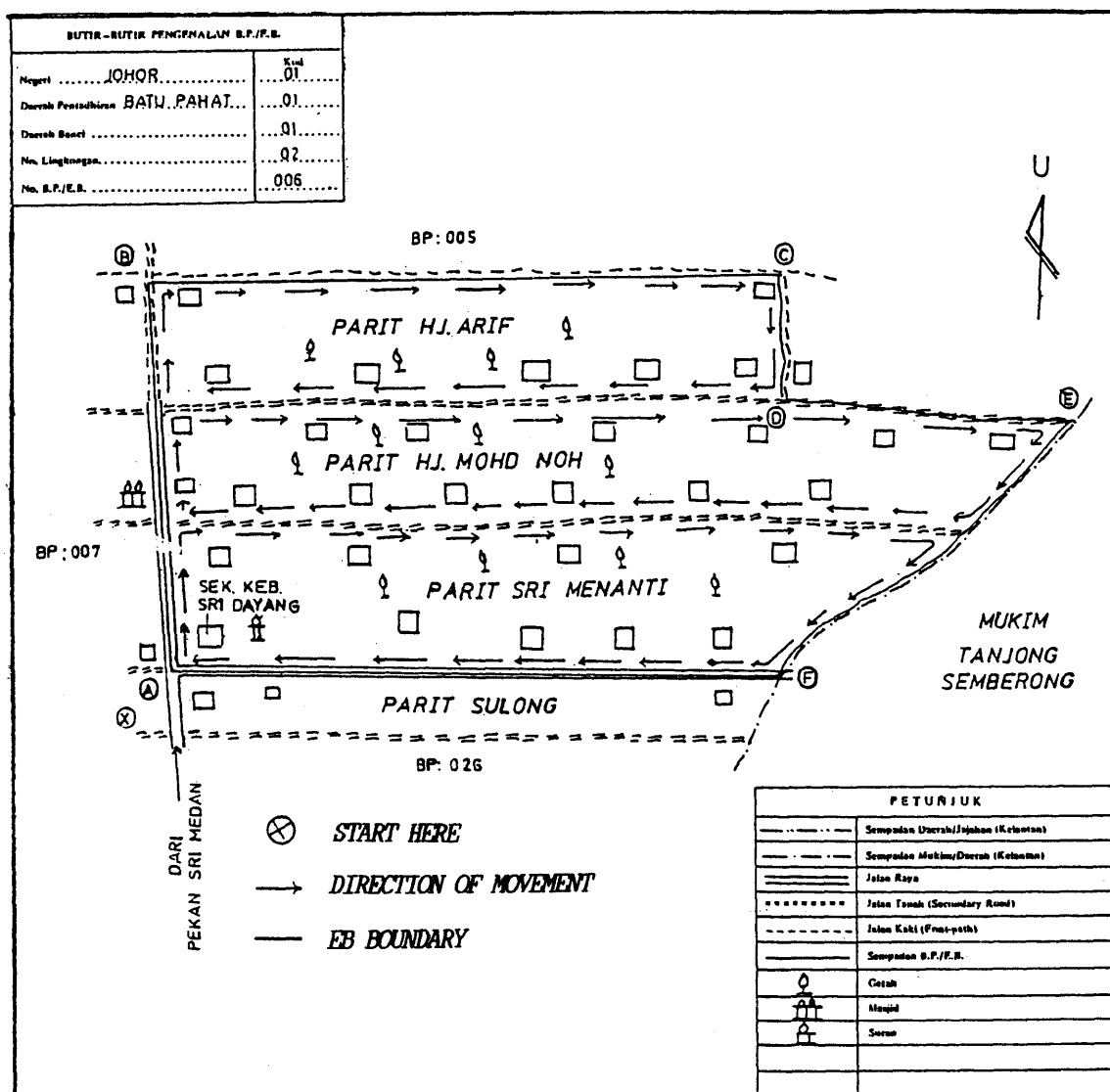

*Diagram C1*



12
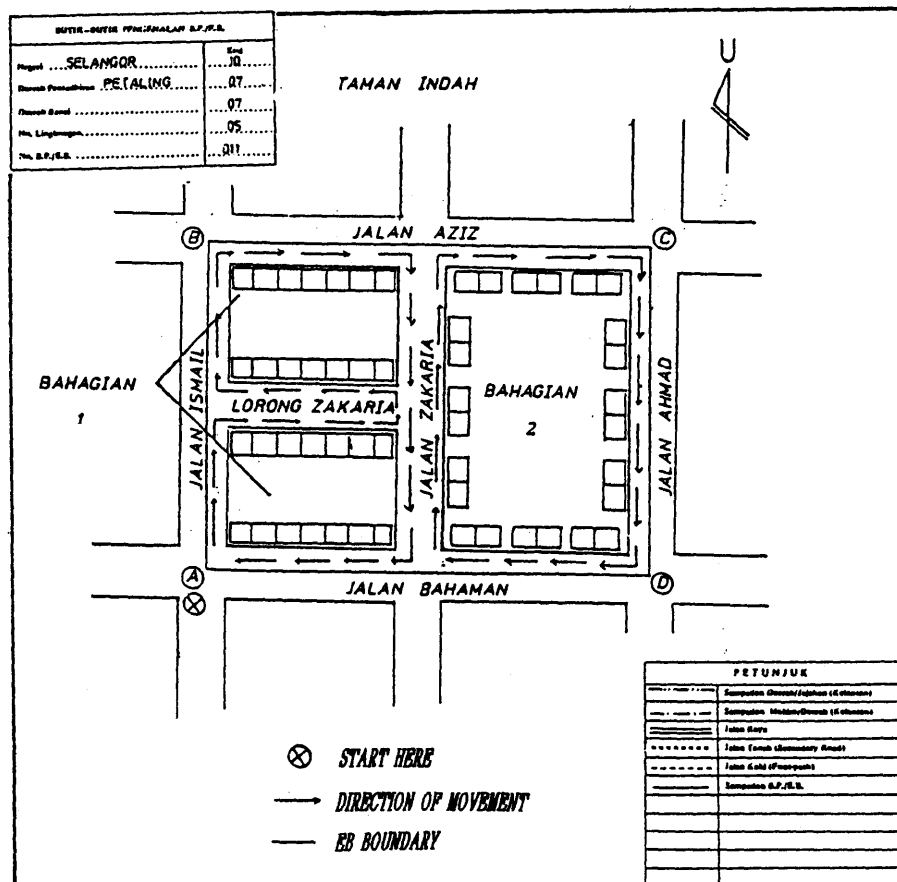
# C2.3 GUIDELINES FOR LISTING IN RURAL AREAS

■ For EBs in rural areas encompassing a huge area and its population is concentrated in a few kampungs/localities, you should list the living quarters in your EB according to a kampung/locality. You should list all the LQs in the first kampung/locality, before you proceed to the second kampung/locality and so on.

■ An example on the listing of LQs in rural areas is shown in *Diagram C2*.

## Diagram C2

```
┌─────────────────────────────────────────────────────┐
│                       NOTE                          │
├─────────────────────────────────────────────────────┤
```

■ For each EB, the list of kampungs/localities is
  provided in column (5) in the Boundary Description
  (page 38 of the Listing Book).

■ Make sure that all kampungs/localities in your EB are
  listed.

■ If there is a new kampung/locality, you have to list
  all LQs in that kampung/locality and update the list
  of kampung/locality on page 38 of the Listing Book.

■ *For Sabah and Sarawak, you also have to fill the
  name of the kampung/locality on the front cover of
  the Listing Book.*

## C3  GUIDELINES FOR A COMPLETE LISTING

■ To ensure a complete listing, you have to bear in mind the
  following points:

   (i)   During listing, make sure that all the *main
         landmarks* shown in the EB Sketch Map of your EB are
         complete to avoid missing out any areas which
         should be covered.

   (ii)  You should walk *along all the foot-paths such as
         beside the river, railway track, etc.* to locate
         your LQs.

   (iii) Look for *"hidden" structures which are used as
         living quarters.*  Such structures include store,
         godown, workshop, dilapidated house, etc.

   (iv)  Locate structures which are *not meant for living
         but were used as such on* CENSUS DAY eg. office,
         school, shop, mosque, temple, etc.

   (v)   You should also ask the local residents whether
         there is any LQ in the area which *appears to be
         vacant* especially in rural areas eg. farms in
         estates, hills, etc.

14

(vi) You must walk *around the LQ structure* and observe clearly whether there are any extensions or partitions at the back of the house especially in urban areas and urban fringes e.g. *squatters, over-crowded settlements*, etc.  If you fail to do so, you may miss part of the LQ, HH and persons which are supposed to be enumerated.

(vii) You must visit *all kampungs/localities* as indicated in your EB Sketch Map or EB Boundary Description.

(viii) You must enquire from the Head of Kampung/local residents on the possibility of another kampung/locality which may *not appear in the list* but exists in your EB area.  You must list all the LQs if there is a new kampung/locality in your EB area.

■ Photos showing specific cases where *structures may possibly be OMITTED* during listing are shown on pages 16 to 18.

## ~4    STRUCTURES WHICH NEED TO BE LISTED

■ During listing, the following structures *SHOULD* be listed:

(a) Structures built or converted for the purpose of living whether occupied or vacant on Census Day, namely;

(i) Detached house, semi-detached, terrace, long house (Sabah and Sarawak).

(ii) Flat/Apartment/Condominium.

(iii) Shophouse or office used for living.

(b) Collective Living Quarters namely;

(i) Hotel, lodging house.

(ii) Educational/Health Institutions. *(eg. hostel, hospital, etc.)*

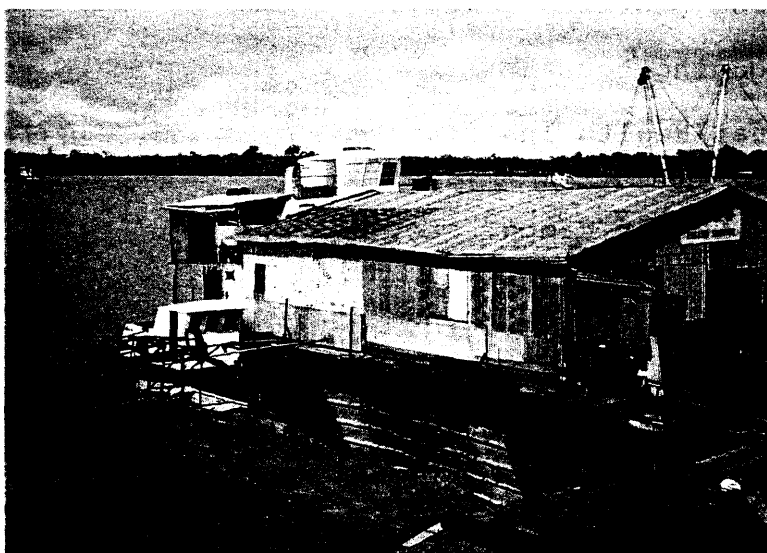(iii) Temporary Labour Camps, etc.

**← PHOTO C1**

Squatter area and over-crowded settlement.

**PHOTO C2 →**

Living quarters behind building.





**◄ PHOTO C3**

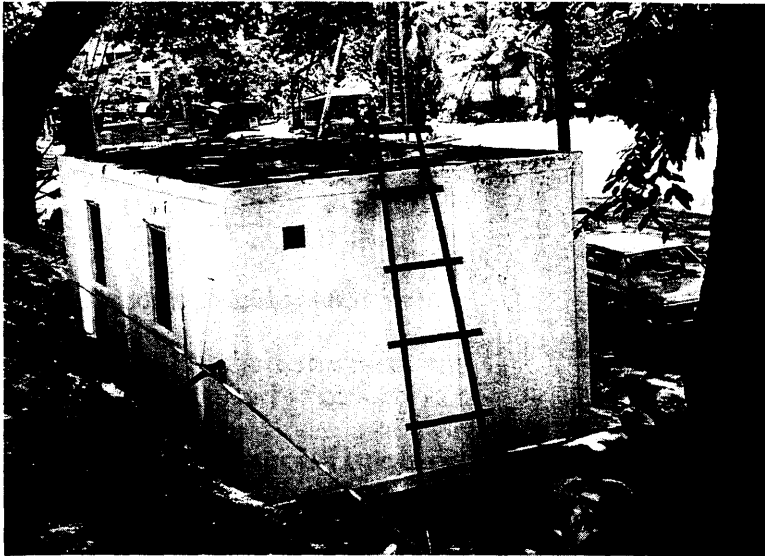Living quarters behind godown.

PHOTO C4

Container used as
Living Quarters

PHOTO C5

Temporary Living
Quarters at construction
site.





PHOTO C6

1. Abandoned building used as
   living quarters.

2. Building under construction
   used temporarily by construction
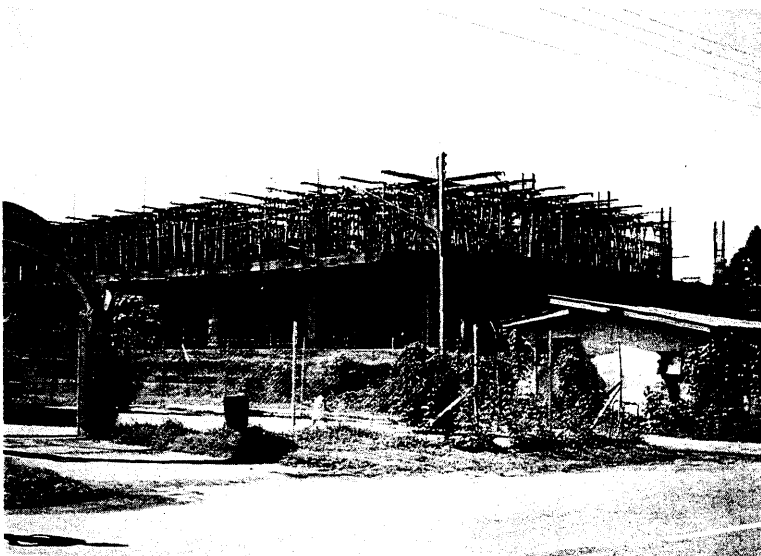   workers.

PHOTO C7

Living Quarters behind stall.

PHOTO C8

Hidden house in rural area.





PHOTO C9

Living Quarters in isolated area/hills.

(c) Structures built or converted which are not meant for living *BUT WERE USED FOR THIS PURPOSE ON CENSUS DAY* namely;

   (i) School, Mosque, Temple, etc.

   (ii) Spaces eg. compound of houses, open verandah, etc.

   (iii) Workshop, garage, store.

(d) Structures under construction or abandoned *BUT* were used for living on Census Day.

(e) Seasonal quarters eg. huts in durian estates occupied by people on *CENSUS DAY*.

(f) Other structures *occupied by people* eg. homes on rafts, motorboats, caves, etc.

## C5  STRUCTURES WHICH NEED NOT BE LISTED

Structures which need **NOT** be listed are as follows:-

(a) Structures under construction or abandoned and were not occupied on Census Day.

(b) Structures such as store, sheds, garage, workshop which were **not used for living** on Census Day.

(c) Shophouse, office, school, mosque, etc. which were **not occupied** on Census Day.

■ Photos showing examples of structures which **NEED NOT BE LISTED** are shown on page 20.

## C6  HOW TO ALLOCATE LIVING QUARTERS NUMBER

■ You have to assign a number to every LQ that you have visited. The number must start from "001" for the first LQ, "002" for the second LQ and so on.

■ The LQ number should be numbered in *ascending order regardless of whether the LQ is occupied or vacant* (whether there are occupants or not during your visit).
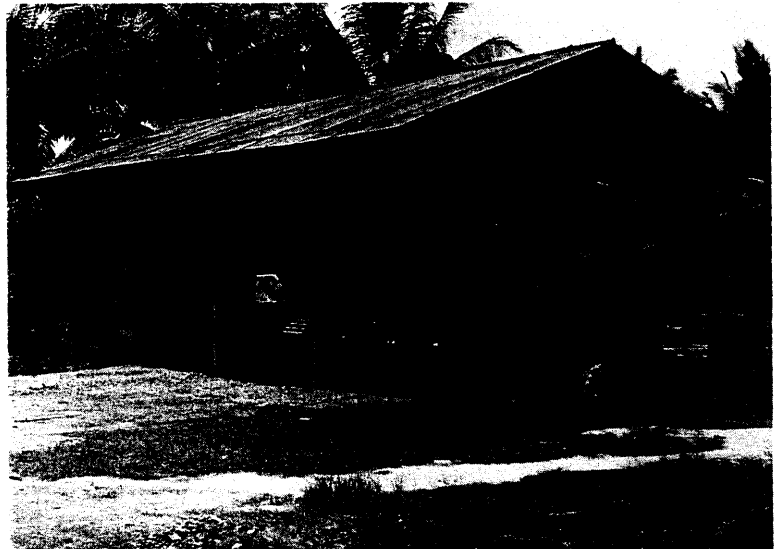
◄ PHOTO C10

Shed for storing fertilisers and was **NOT** used as living quarters on Census Day.
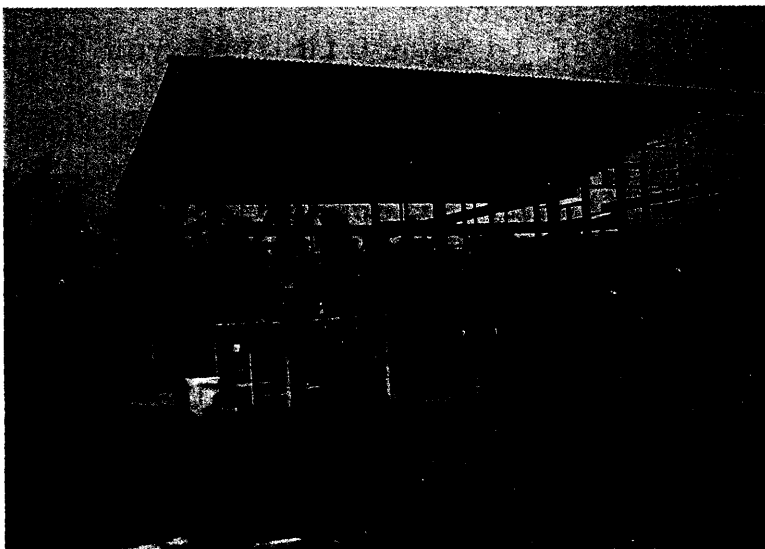
PHOTO C11 ►

Garage and store which were **NOT** used as living quarters on Census Day.





◄ PHOTO C12

Structures under construction which were **NOT** used as living quarters on Census Day.

*Example:*

The first LQ is occupied and its occupant is in during your visit.

2nd LQ vacant.

3rd LQ occupied but there is no occupant during your visit.

4th LQ occupied and its occupant is in during your visit.

**The way to number the LQs is shown in the following diagram;**

| | 1st LQ<br><br>Occupied And With Occupant | 2nd LQ<br><br>Vacant | 3rd LQ<br><br>Occupied But With No Occupant | 4th LQ<br><br>Occupied and With Occupant |
|---|---|---|---|---|
| Situation Of the LQs during visit | | | | |

| | | | | |
|---|---|---|---|---|
| How to assign LQ Numbers | 001 | 002 | 003 | 004 |

■ This LQ Number must correspond with the LQ Number already recorded in the Listing Card (Document 4) and the Listing Book (Document 1). However, note that in the Listing Book (Document 1), the LQ numbers have been pre-printed.

## C7    LISTING CARD (DOCUMENT 4)
### HOW TO FILL AND PIN THE CARD ON THE LQ

### C7.1 PURPOSE

■ The purpose of this Listing Card is to assign a number to every LQ to enable you and your Supervisor to identify and ensure all LQs in your EB area have been listed.

### C7.2 HOW TO FILL

■ You must fill one Listing Card (Document 4) for each LQ listed in the Listing Book (Document 1).

■ The Listing Card comprises two sections i.e front and back. The front portion contains items 1-7 and the back portion contains items 1-3. An example of the Listing Card is shown below:

## EXAMPLE OF A LISTING CARD

### Front Portion

| DOCUMENT 4 |
| LISTING CARD |

POPULATION AND HOUSING CENSUS OF MALAYSIA 1991

1. STATE ___JOHOR___ `0 1`

2. ADMINISTRATIVE DISTRICT ___JOHOR BAHRU___ `0 2`

3. CENSUS DISTRICT NO. ___ `0 6`

4. CENSUS CIRCLE NO. ___ `0 6`

5. ENUMERATION BLOCK NO. ___ `0 6 3`

6. LIVING QUARTERS NO. ___ `0 0 1`

7. LOCALITY (Sabah/Sarawak Only) ___

*(Do Not Remove This Card Till 31.12.1991)*

### Back Portion

| DOCUMENT 4 |
| LISTING CARD |

POPULATION AND HOUSING CENUS OF MALAYSIA 1991

1. ENUMERATION BLOCK NO. ___ `0 6 3`

2. LIVING QUARTERS NO. ___ `0 0 1`

3. LOCALITY (Sabah/Sarawak Only) ___

*(Do Not Remove This Card Till 31.12.1991)*

■ Items 1 to 6 on the front portion and items 1 and 2 on the back portion *should be completed at home (as part of your homework) before you start your work on listing. These particulars should be copied from the front cover of the Listing Book.*

■ Item 7 on the front portion and item 3 on the back portion relating to locality *should be filled in during listing for the states of Sabah and Sarawak only.*

## C7.3 HOW TO PIN THE LISTING CARD

■ After completing all the particulars in the Listing Card, you have to pin it *on a suitable place* using thumb-tacks.

■ Before you pin the Listing Card, the following procedures should be followed;

  (i) Ask prior permission from the occupant of the LQ.

(ii) Be careful when pinning the card and ensure you **do not damage any structure of the LQ.**

(iii) The card should be pinned **prominently** and should be away from the sun and rain, eg. on the pillar/wall beside the main entrance of the LQ, beside the electric meter board, etc.

(iv) The card should be positioned **at a certain height** to avoid children from reaching it.

(v) Explain to the occupant that this card is very important for the purpose of identification and request that he/she does **not remove** the card until 31st December 1991.

---

**NOTE**

Make sure that the LQ number in the Listing Card corresponds to the LQ number in the Listing Book for each Living Quarters which you have listed.

---

## 38 AMENDMENTS TO THE EB MAP, EB SKETCH MAP AND EB BOUNDARY DESCRIPTION

■ If there is any difference between the landmarks of the EB Sketch Map and the EB Boundary Description, amendments should be made accordingly on the various documents, using a pencil, as follows;

(i) Draw and name the road or lane which is not on your map.

(ii) If the road or lane is non-existent or it is an error, cancel it by marking (XXXX.....).

(iii) Should you find new landmarks, you need to draw them on the maps.

(iv) Cancel by marking (XXXX....) any name that has been changed/replaced and write the new name.

(v) If the name of a kampung/locality is missing from the EB Sketch Map or EB Boundary Description, you must enter the information in both these two documents.

(vi) If a different postcode is given, make the necessary correction on your EB Boundary Description.

■ Should there be any major changes, you have to prepare a new EB Sketch Map on page 34 of the Listing Book. When preparing this map, the following points should be considered:

   (i) Names of places, roads, etc have to be included.

  (ii) Landmarks and boundaries must be indicated clearly.

(iii) The boundary description should be updated.

| NOTE |
| --- |
| ■ *YOU ARE TO ANSWER QUESTIONS IN CHAPTER C OF THE TRAINING WORKBOOK (DOCUMENT 14a).* |

```
##################################################################
#                                                                #
#                        CHAPTER  D                              #
#                                                                #
#              PROCEDURES  TO  FILL  DOCUMENT  1                  #
#                      (LISTING  BOOK)                            #
#                                                                #
#                                                                #
#  CONTENTS                                            PAGE       #
#                                                                #
#  D1   INTRODUCTION                                     25       #
#                                                                #
#  D2   FORMAT                                           25       #
#                                                                #
#  D3   HOW TO FILL                                              #
#        D3.1   FRONT COVER OF THE LISTING BOOK          26       #
#        D3.2   INSIDE OF THE FRONT COVER -              27       #
#               DAILY WORK PROGRESS RECORD                       #
#        D3.3   PAGES 1 - 30                             29       #
#        D3.4   SUMMARY                                  34       #
#               (Page 31)                                        #
#        D3.5   ENUMERATOR'S/SUPERVISOR'S DECLARATION    35       #
#               (Page 33)                                        #
#        D3.6   NOTE/REMARK                              35       #
#               (Page 34)                                        #
#        D3.7   LIST OF KAMPUNGS/LOCALITIES              35       #
#               (Page 35)                                        #
#        D3.8   ENUMERATION BLOCK MAP                    35       #
#               (Page 36)                                        #
#        D3.9   MAP SYMBOLS                              35       #
#               (Page 37)                                        #
#        D3.10  ENUMERATION BLOCK BOUNDARY DESCRIPTION   36       #
#               (Page 38)                                        #
#        D3.11  ENUMERATION BLOCK SKETCH MAP             36       #
#               (Pocket inside the back cover)                   #
#                                                                #
##################################################################
```

# CHAPTER D

## PROCEDURES TO FILL DOCUMENT 1
## (LISTING BOOK)

## D1    INTRODUCTION

■ The preceding Chapter C explained how LQ No. should be allocated for each LQ listed, the way to fill the Listing Card and to pin it on each LQ.

■ For each LQ listed, you have to complete information relating to the LQ in the Listing Book (Document 1).

■ The format and procedures to fill the Listing Book will be explained in this Chapter.

## D2    FORMAT

■ This Listing Book is divided into 11 parts.

| | Page | Contents |
|---|---|---|
| (i) | Front cover of the Listing Book. | Name of Enumerator and Supervisor, Identification Particulars and Enumeration Block Summary. |
| (ii) | Inside of Front Cover. | Daily Work Progress Record and Quick Count Estimate of LQs. |
| (iii) | 1 - 30 | Listing of LQs. |
| (iv) | 31 | Summary [LQ, HH and Persons (Census Day)]. |
| (v) | 33 | Enumerator's/Supervisor's Declaration. |
| (vi) | 34 | Notes/Remarks. |
| (vii) | 35 | List of Kampungs/Localities. |
| (viii) | 36 | Enumeration Block Map. |
| (ix) | 37 | Enumeration Block Map Symbols. |
| (x) | 38 | Enumeration Block Boundary Description. |
| (xi) | Pocket inside the back cover. | Enumeration Block Sketch Map. |

# D3 HOW TO FILL

## D3.1 FRONT COVER OF THE LISTING BOOK

*Example:*



POPULATION AND HOUSING CENSUS

MALAYSIA 1991

DOCUMENT 1

LISTING BOOK

NAME OF ENUMERATOR: ...............................      NAME OF SUPERVISOR: .................................

**IDENTIFICATION PARTICULARS**

(To be completed before this book is handed over to Enumerator)

| STATE (Name and Code) | ADMINISTRATIVE DISTRICT/JAJAHAN (Name and Code) | CENSUS DISTRICT NUMBER | CENSUS CIRCLE NUMBER | ENUMERATION BLOCK NUMBER | LOCALITY (Sabah and Sarawak only) |
|---|---|---|---|---|---|
| | | | | | |

**ENUMERATION BLOCK SUMMARY (For Office Use Only)**

| LIVING QUARTERS | | | HOUSEHOLD | PERSON (CENSUS DAY) | | |
|---|---|---|---|---|---|---|
| OCCUPIED | VACANT | TOTAL | TOTAL | MALE | FEMALE | TOTAL |
| | | | | | | |

■ **Name of Enumerator and Supervisor**

These particulars will be filled by the 'Assistant Commissioner of the Census Office.

■ **Identification Particulars**

These particulars have already been filled by the Census Commissioner's Office.

■ **Enumeration Block Summary**

This column is for use only by the Census Commissioner's Office.

**DAILY WORK PROGRESS RECORD**

QUICK COUNT ESTIMATE OF LQs:

| Date (1) | NUMBER OF LQs VISITED | | | |
| --- | --- | --- | --- | --- |
| | Occupied [Documents 2, 3 and 3a have been completed] (2) | Vacant [Documents 2, 3 and 3a have been completed] (3) | Total (4) = (2) + (3) | Occupied But With No Occupants (Revisit will be made) (5) |
| 14 August 1991 | | | | |
| 15 August 1991 | | | | |
| 16 August 1991 | | | | |
| 17 August 1991 | | | | |
| 18 August 1991 | | | | |
| 19 August 1991 | | | | |
| 20 August 1991 | | | | |
| 21 August 1991 | | | | |
| 22 August 1991 | | | | |
| 23 August 1991 | | | | |
| 24 August 1991 | | | | |
| 25 August 1991 | | | | |
| 26 August 1991 | | | | |
| 27 August 1991 | | | | |
| 28 August 1991 | | | | |
| 29 August 1991 | | | | |
| 30 August 1991 | | | | |
| TOTAL | | | | |

■ This format is to record your daily work progress. It helps you to plan your enumeration work and to ensure that the work can be completed within the specified time period.

■ This format is divided into 5 columns as follows:

**Column (1) - Date**

The dates already pre-printed (14 August 1991 - 30 August 1991) refer to the dates of your field visits.

**Columns (2) - (5)**

These columns refer to the number of LQs visited which can be categorised as follows:

**Column (2) - Occupied LQs**

This column is to record the total number of LQs whereby Documents 2, 3 and/or 3a have been **completed.**

27

**Column (3) - Vacant LQs**

This column is to record the number of vacant LQs whereby Documents 2, 3 and/or 3a have been filled.

**Column (4) - Total**

Column (4) is obtained in the following manner:-

Column (2) + Column (3) = Column (4)

**Column (5) - Occupied but with no occupants**

This column is to record the number of LQs which you have visited whereby **Documents 2, 3 and/or 3a have NOT been filled completely** as the occupants were not at home or there were no adults present or for some other reasons.

■ Columns (2) to (5) should be filled immediately after you have completed your field work for each day.

■ In this Daily Work Progress Record, you also have to record the Quick Count Estimate of LQs. This estimate is obtained during the field work session of the Enumerator's Training.

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | | | (10) | (11) | | | | (12) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LQ No. | Full Address/Locality *(Write down the postcode in the boxes provided)* | Tick (√) if card has been printed | Type of LQ Code *(Copy from Document 2, Question A4)* | Occupied or Vacant LQ *(Refer to Document 2, Question A4 and read (√) if Code 1 or (√) if Code 2-7)* | HH No. | Name of Head of Household (HH) *(Obtain from Document 2, Question B1)* | Ethnicity Code of HH Head *(Copy from Document 2, Question C6)* | No. of Persons on Census Day *(Obtain from Document 2, Question B1)* | | | Tick (√) if Documents 1 and 2 have been filled | Date of Visit | | | | Remarks *(Record the reason for vacancy of LQ, also the Date and Time of revisit, etc.)* |
| | | | | | | | | Male | Female | Total | | 1 | 2 | 3 | 4 | |
| 001 | ⬜⬜⬜⬜ | | | | 01 | | | | | | | | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 002 | ⬜⬜⬜⬜ | | | | 01 | | | | | | | | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 003 | ⬜⬜⬜⬜ | | | | 01 | | | | | | | | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 004 | ⬜⬜⬜⬜ | | | | 01 | | | | | | | | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 005 | ⬜⬜⬜⬜ | | | | 01 | | | | | | | | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| | | | | | EXCESS | | | | | | | | | | | |

TOTAL FOR THIS PAGE *(Including Households and Persons in EXCESS columns, if any)*

| Living Quarters (LQ) *(Obtain from Column (5))* | | | HH *(From Column (6))* | | Persons (Census Day) *(Obtain from Column (9))* | | |
|---|---|---|---|---|---|---|---|
| Occupied *(im. 1 )* | Vacant *(im. (3))* | Type *(im. 1 and (3))* | Total | | Male | Female | Total |
| | | | | | | | |

---

■ Format on pages 1 - 30

- There are 30 pages provided with the same format.

- Each page can be used to list 5 LQs.

■ How to fill pages 1 - 30

The way to fill these pages can be divided into two aspects namely:

(i)   To be filled during *FIELD WORK.*

(ii)  To be filled as part of your *HOMEWORK.*

```
┌─────────────────┐
│ :::::::::::::::: │
│ FIELD WORK::::: │
│ :::::::::::::::: │
└─────────────────┘
```

■ *The columns to be filled during field work are columns (1), (2), (3), (11) and (12). Column (1) has been pre-printed.*

Column (1) - LQ No.

- This column is for LQ No.

- It has been pre-printed starting from number 001 to 150. During listing, start from number 001.

- Each page is allocated for 5 Living Quarters.

- This LQ No. is to be transcribed to the relevant column of the Control Particulars in Document 2.

- For a particular LQ, the LQ number in Document 1, Document 2 and Document 4 must be the same.

---

### SPECIAL NOTE

■ Never change a LQ number which has already been printed even though you have cancelled an earlier LQ No. except when an additional Listing Book has been used.

■ Example of cancellation:

| (1) LQ No. | (2) Full Address/Locality (Write down the postcode in the boxes provided) | (3) Tick (√) if cent has been printed | (4) Type of LQ Code (Copy from Document 1, Question A4) | (5) Occupied or Vacant LQ (Refer to Document 1, Question A4 and Question A7) | (6) HH No. | (7) Name of Head of Household (HH) (Obtain from Document 2, Question B1) | (8) Ethnicity Code of HH Head (Copy from Question C3) | (9) No. of Persons on Census Day (Obtain from Document 2, Question B13) Male | Female | Total | (10) Tick (√) if Document 1 and 2 have been filled | (11) Date of Visit 1 | 2 | 3 | 4 | (12) Remarks (Record the reason for visiting of LQ, also the Date and Time of revisit, etc.) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 036 | No 1, Jalan Loke Yew Tg. malim Perak 3 5 9 0 0 | √ | C1 | √ | 01 02 03 04 | YAP SWEE CHEE | 52 | 1 | 1 | 2 | √ | 15 3 | | | | ∈ |
| 037 | No 3, Jalan Loke Yew Tg. malim Perak 3 5 9 0 0 | √ | 01 | √ | 01 02 03 04 | MEHR SANI BIN BAKHR | 01 | 4 | 2 | 6 | √ | 15.3 | | | | |
| 038 | Jalan Loke Yew Tg. malim Perak 3 5 9 0 0 | √ | C1 | X | 01 02 03 04 | | | | | | | | | | | |
| 039 | No 5, Jalan Loke Yew Tg. malim Perak 3 5 9 0 0 | √ | C1 | √ | 01 02 03 04 | Y.P YEC YING | 53 | 2 | 3 | 5 | √ | 15.8 | | | | |

## Column (2) - Full Address/Locality

- Record the *full* address if possible (including house number).

- You should also record the *full address* for vacant LQs.

- Write down the postcode in the postcode boxes provided.

## Column (3) - Tick (√) if a card has been pinned

- Tick (√) if a Listing Card (Document 4) has been pinned for the specific LQ.

- If no card has been pinned, leave this column blank and put a remark in column (12) stating why the card was not pinned e.g "Gate was locked".

## Column (11) - Date of Visit

- This column is divided into 4 sub-columns.

- Each sub-column is to be used for recording the date of first visit and the dates of revisit.

- Revisit should be made based on the following reasons;

    (i)   Nobody was at home or you could not meet with an adult or a reasonably matured person to be interviewed.

    (ii)  To continue your work which has not been completed during an earlier visit.

- At each visit, if the occupant is not in, you have to fill the Revisit Letter (Document 5 or 5a or 5b) and leave it at the LQ concerned. Record the date and time of revisit in Column 12.

- You need to make *4 visits only*. If on the 4th visit and you still could not interview any HH member, then you must obtain the required information from neighbours, Head of Kampung or other person who can assist in providing the information.

31

```
┌─────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░░░░░NOTE░░░░░░░░░░░░░░░░░░░░░░░│
│░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░│
├─────────────────────────────────────────────────┤
│                                                 │
│ ■ Make sure you revisit the LQ at the date and  │
│   time appointed in your Revisit Letter.        │
│                                                 │
│ ■ It is a big mistake on your part if you do    │
│   not revisit at the date and time scheduled.   │
│                                                 │
└─────────────────────────────────────────────────┘
```

**Column (12) - Note**

- This column is for recording a brief remark which is deemed necessary.

- For example, if a LQ is vacant, record the reason for its vacancy such as "just completed", "LQ for rent/sale", "LQ under renovation", etc.

- You can also record the date and time of each revisit you have made.

```
┌───────────────┐
│░░░░░░░░░░░░░░░│
│░HOMEWORK░░░░░│
│░░░░░░░░░░░░░░░│
└───────────────┘
```

■ The shaded/marked columns i.e columns (4) to (10) of the Listing Book should be completed as part of your *daily homework.*

**Column (4) - Type of LQ Code**

- Record the Type of LQ Code in this column.   This code should be copied from the answer for Question A1 of Document 2.

**Column (5) - Occupied or Vacant LQs**

- To fill this column, you have to refer to Question A4 of Document 2.

- Tick (√) in this column if the answer given for Question A4 is Code 1.

- Mark (X) in this column if the answer given for Question A4 ranges from Code 2 to Code 7.   *In this case, make sure nothing is written in columns (7) to (10).*

**Column (6) - HH No.**

- For each LQ, HH No. 01 to 04 have been
  pre-printed.

- If **more than 4 HHs** are found in a particular LQ,
  you must record HH no. 05 and so forth on the
  lines below the title "EXCESS".  If the spaces
  given are still not sufficient, you can use the
  "EXCESS" column in the  following page.  Make sure
  the LQ No. for that LQ having more than 4 HH is
  entered in column (1) of the "EXCESS" section.

**Column (7) - Name of Head of Household (HH).**

- Obtain the name of Head of Household from the
  answer to Question B1 of Document 2.

- Refer the Name of the Head of Household to the HH
  No. in Question K5 of Document 2 and column (6) of
  Document 1.

**Column (8) - Ethnicity Code of the Head of HH.**

- Record the Ethnicity Code of the Head of Household
  in this column.  It must be copied from the answer
  to Question C9 of Document 2.

**Column (9) - No of Persons on Census Day**

- Number of males, females and total should be
  copied from the answer to Question B12 of
  Document 2.

**Column (10) - Tick (✓) if Documents 1 and 2 are
completed.**

- Tick (✓) in this column if Document 1 and Document
  2 have been filled.


■ **TOTAL FOR THIS PAGE**

- The column "TOTAL FOR THIS PAGE" is found at the
  bottom of each page from pages 1 to 30.

- The columns which are shaded/darkened should be
  completed as part of your **HOMEWORK** after you have
  completed the enumeration work for your EB.

- For each page, calculation should be made for
  columns (5), (6) and (9) after you have  completed
  all the information relating to your EB.  This
  calculation is to obtain the counts of the
  following:-

**Number of Living Quarters (LQs)**

    (a)   Occupied - count all those marked (✓)

    (b)   Vacant - count all those marked (X)

    (c)   Total - count all those marked with (✓) and (X).

    **Make sure (a) + (b) = (c)**

**Number of Households (HH)**

Count the total number of HHs recorded including the "EXCESS" section, if any.

**Number of Persons (Census Day)**

Count the following totals:-

    (a)  Male   -  Add up the males in Column (9) (including "EXCESS", if any).

    (b)  Female  -  Add up the females in Column (9) (including "EXCESS", if any).

    (c)  Total   -  Add up the total in Column (9) (including "EXCESS", if any).

    **Make sure (a) + (b) = (c)**

## D3.4 SUMMARY
*(Page 31)*

■ Guidelines to fill the Summary page are given in the Listing Book as shown on page 31.

■ Procedures to fill the "SUMMARY" page are as follows:-

    (i) Transfer figures from column "TOTAL FOR THIS PAGE" found at the bottom of each page (pages 1 - 30) to "SUMMARY" (page 31), by refering to the page number which has already been pre-printed on the left.

    (ii) Then, add up the figures of each column to obtain the overall total for your EB.

    (iii) To make sure you have added up the columns correctly, check the following:

        Column (2) + Column (3) = Column (4)

        Column (6) + Column (7) = Column (8)

■ These columns should be filled as part of your homework after completion of enumeration for the EB assigned to you.

## D3.5 ENUMERATOR'S/SUPERVISOR'S DECLARATION
*(Page 33)*

■ On completion of enumeration work and before handing over the Listing Book and other documents to your Supervisor, you must sign on this page and write down the date.

■ The Supervisor should also sign and record the date after having checked and confirmed the particulars filled by the Enumerators before handing the documents to the District Superintendent.

## D3.6 NOTE/REMARK
*(Page 34)*

■ You can use this page to redraw the EB Sketch Map if there are many changes to your EB area, or to record any information deemed necessary.

## D3.7 LIST OF KAMPUNGS/LOCALITIES
*(Page 35)*

■ This space is for use by the Commissioner of Census Office only.

## D3.8 ENUMERATION BLOCK MAP
*(Page 36)*

■ Enumeration Block Map is found on this page and it shows the location of your EB and adjacent EBs.

■ This map is **drawn to scale**. The scale is shown on the top right-hand corner of page 37.

## D3.9 MAP SYMBOLS
*(Page 37)*

■ To understand the symbols in the Enumeration Block Map on page 36, you have to refer to this page.

## D3.10 ENUMERATION BLOCK BOUNDARY DESCRIPTION
### *(Page 38)*

■ The boundary description for your EB is found on this page. It provides a guide to identify your EB boundaries.

■ It also gives you the estimated number of LQs in your EB as a guide. For Sabah and Sarawak, the population estimate is also given.

■ In addition, the Quick Count Estimate of LQs is also given in Column (5) - Note.

## D3.11 Enumeration Block Sketch Map
### *(Pocket inside the back cover)*

You must use this EB Sketch Map as a guide when you carry out your work. It shows your work area.

## SPECIAL NOTE FOR EB EXCEEDING 150 LQs

The following action should be taken for such cases:

■ Front Cover of the Listing Book

- On the front cover of the first Listing Book,
  write "Book A" and for the subsequent book, write
  "Book B" etc., on the left-hand corner of the
  book.

- In "Book B" and so on, copy the particulars
  from "Book A" (i.e name of Enumerator, Supervisor
  and Identification Particulars).

■ Pages 1 - 30 [Column (1) - LQ No.]

- In the second Listing Book (Book B), cancel LQ
  No. 001 and start with Number 151 and so on.

■ Page 31 (SUMMARY)

- In the "Column Total" at the bottom of page 31 of
  Book A, write down the total for the first book
  (Book A), similarly for the second book (Book B)
  and so on.

- In the "Grand Total" at the bottom of page 31 of
  Book A, write down the grand total of all the
  books (Book A, B and so on) used for that EB. In
  the "Grand Total" of Book B and so on should be
  left blank.

■ EXAMPLE OF THE ABOVE-MENTIONED CASE IS SHOWN ON
  THE FOLLOWING PAGES.

# FRONT COVER OF THE LISTING BOOK

## BOOK A

## BOOK B

## BOOK A

| (1) LQ No. | (2) Full Address/Locality | (3) Tick if card | (4) Type of LQ Code | (5) Occupied or Vacant LQ | (6) HH No. | (7) Name of Head of Household (HH) | (8) Ethnicity Code of HH Head | (9) No. of Persons on Census Day | | | (10) Tick if Document 1 and 2 filled | (11) Date of Visit | | | | (12) Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Male | Female | Total | | 1 | 2 | 3 | 4 | |
| 001 | No.1, Jalan Loke Jew, Tg Malim, Perak 35900 | ✓ | 01 | ✓ | 01 | YAP SWEE CHEE | 52 | 1 | 1 | 2 | ✓ | 14.8 | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 002 | No.3, Jalan Loke Jew, Tg Malim, Perak 35900 | ✓ | 01 | ✓ | 01 | MOHD SANI Bin BPUH | C1 | 4 | 2 | 6 | ✓ | 14.8 | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| ✗ | Jalan Loke Jew, Tg Malim, Perak 35900 | ✓ | 01 | ✗ | 01 02 03 04 | | | | | | | | | | | |
| 004 | No.5, Jalan Loke Jew, Tg Malim, Perak 35900 | ✓ | 01 | ✓ | 01 | YIP YOC YING | 53 | 2 | 3 | 5 | ✓ | 14.3 | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| 005 | No.7, Jalan Loke Jew, Tg Malim, Perak 35900 | ✓ | 01 | ✓ | 01 | ATIMAH A/P P... | C1 | 5 | 4 | 7 | ✓ | 14.3 | | | | |
| | | | | | 02 | | | | | | | | | | | |
| | | | | | 03 | | | | | | | | | | | |
| | | | | | 04 | | | | | | | | | | | |
| | | | | | | EXCESS | | | | | | | | | | |

**TOTAL FOR THIS PAGE** (Including Households and Persons in EXCESS column, if any)

Living Quarters (LQ): 4 | — | 4 | HH: 4

Persons (Census Day): Male 12 | Female 10 | Total 22

## BOOK B

| (1) LQ No. | (2) Full Address/Locality | (3) Tick if card | (4) Type of LQ Code | (5) Occupied or Vacant LQ | (6) HH No. | (7) Name of Head of Household (HH) | (8) Ethnicity Code of HH Head | (9) No. of Persons on Census Day | | | (10) Tick if Document 1 and 2 filled | (11) Date of Visit | | | | (12) Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Male | Female | Total | | 1 | 2 | 3 | 4 | |
| 151 | No.9, Taman Bunga Raya, Tg Malim 35900 Perak | ✓ | 03 | ✗ | 01 02 03 04 | | | | | | ✓ | 26.3 | | | | |
| 152 | No.10, Taman Bunga Raya, Tg Malim 35900 Perak | ✓ | 03 | ✓ | 01 | Ramli b. Hamid | 01 | 3 | 2 | 5 | ✓ | 26.3 | | | | |
| | | | | | 02 03 04 | | | | | | | | | | | |
| 153 | No.11, Taman Bunga Raya, Tg Malim 35900 Perak | ✓ | 03 | ✓ | 01 | Khalid b. Jaffer | 01 | 3 | 3 | 6 | ✓ | 26.5 | | | | |
| | | | | | 02 03 04 | | | | | | | | | | | |
| 004 | | | | | 01 02 03 04 | | | | | | | | | | | |
| 005 | | | | | 01 02 03 04 | | | | | | | | | | | |
| | | | | | | EXCESS | | | | | | | | | | |

**TOTAL FOR THIS PAGE** (Including Households and Persons in EXCESS column, if any)

Living Quarters (LQ): 2 | 1 | 3 | HH: 2

Persons (Census Day): Male 6 | Female 5 | Total 11

# BOOK A

SUMMARY

| Page No. (1) | LIVING QUARTERS (LQ) Occupied (2) | Vacant (3) | Total (4) = (2) + (3) | HOUSEHOLD (HH) Total (5) | PERSON (CENSUS DAY) Male (6) | Female (7) | Total (8) = (6) + (7) |
|---|---|---|---|---|---|---|---|
| 1 | 4 | – | 4 | 4 | 12 | 10 | 22 |
| 2 | 3 | 2 | 5 | 3 | 11 | 7 | 18 |
| 3 | 5 | – | 5 | 6 | 11 | 11 | 22 |
| 4 | 4 | 1 | 5 | 4 | 3 | 4 | 7 |
| 5 | 3 | 2 | 5 | 3 | 6 | 5 | 11 |
| 6 | 5 | – | 5 | 3 | 13 | 12 | 25 |
| 7 | 4 | 1 | 5 | 4 | 7 | 5 | 12 |
| 8 | 4 | 1 | 5 | 4 | 9 | 5 | 14 |
| 9 | 3 | 2 | 5 | 3 | 9 | 8 | 17 |
| 10 | 5 | – | 5 | 5 | 11 | 19 | 30 |
| 11 | 5 | – | 5 | 3 | 15 | 8 | 23 |
| 12 | 4 | 1 | 5 | 4 | 11 | 9 | 20 |
| 13 | 2 | 3 | 5 | 2 | 5 | 6 | 11 |
| 14 | 5 | – | 5 | 5 | 11 | 13 | 24 |
| 15 | 5 | – | 5 | 5 | 7 | 9 | 16 |
| 16 | 4 | 1 | 5 | 4 | 14 | 17 | 31 |
| 17 | 5 | – | 5 | 5 | 9 | 10 | 19 |
| 18 | 5 | – | 5 | 5 | 8 | 12 | 20 |
| 19 | 5 | – | 5 | 5 | 17 | 19 | 36 |
| 20 | 5 | – | 5 | 5 | 8 | 7 | 15 |
| 21 | 5 | – | 5 | 5 | 9 | 11 | 20 |
| 22 | 5 | – | 5 | 5 | 13 | 15 | 28 |
| 23 | 4 | 1 | 5 | 4 | 12 | 10 | 22 |
| 24 | 5 | – | 5 | 5 | 26 | 15 | 41 |
| 25 | 5 | – | 5 | 6 | 17 | 18 | 35 |
| 26 | 4 | 1 | 5 | 5 | 10 | 10 | 20 |
| 27 | 3 | 2 | 5 | 3 | 5 | 5 | 10 |
| 28 | 5 | – | 5 | 5 | 7 | 12 | 19 |
| 29 | 1 | 4 | 5 | 1 | 3 | 2 | 5 |
| 30 | 4 | 1 | 5 | 4 | 11 | 9 | 20 |
| Column Total | 126 | 23 | 149 | 129 | 310 | 303 | 613 |
| GRAND TOTAL (To be completed if more than one book is used) | 128 | 24 | 152 | 131 | 316 | 308 | 624 |

31

# BOOK B

SUMMARY

| Page No. (1) | LIVING QUARTERS (LQ) Occupied (2) | Vacant (3) | Total (4) = (2) + (3) | HOUSEHOLD (HH) Total (5) | PERSON (CENSUS DAY) Male (6) | Female (7) | Total (8) = (6) + (7) |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 1 | 3 | 2 | 6 | 5 | 11 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| Column Total | 2 | 1 | 3 | 2 | 6 | 5 | 11 |
| GRAND TOTAL (To be completed if more than one book is used) | | | | | | | |

31

| NOTE |
| --- |
| ■ *YOU ARE TO ANSWER ALL QUESTIONS IN CHAPTER D OF THE TRAINING WORKBOOK (DOCUMENT 14a).* |

```
####################################################################
#                                                                  #
#                         CHAPTER  E                               #
#                                                                  #
#          GENERAL  INSTRUCTIONS  FOR  FILLING                     #
#                      DOCUMENT  2                                 #
#                                                                  #
#  CONTENTS                                              PAGE       #
#                                                                  #
#  E1   INTRODUCTION                                      43        #
#                                                                  #
#  E2   INTERVIEW  PROCEDURES                             43        #
#                                                                  #
#  E3   FORMAT  OF  DOCUMENT  2                           43        #
#                                                                  #
#  E4   PURPOSE                                           44        #
#                                                                  #
#  E5   HOW  TO  MARK                                     45        #
#                                                                  #
#  E6   SPECIAL  INSTRUCTIONS                                       #
#          E6.1   INSTRUCTION  "GO TO"                    46        #
#          E6.2   INSTRUCTION  "END INTERVIEW"            47        #
#          E6.3   INSTRUCTION  "⟶", " ⌐" OR " ↓"         48        #
#                                                                  #
#  E7   INSTRUCTION  "FOR OFFICE USE ONLY"               49        #
#                                                                  #
#  E8   HOW  TO  SORT  THE  "CONTINUATION PERSON FORM"    50        #
#                                                                  #
####################################################################
```

# CHAPTER E

## GENERAL INSTRUCTIONS FOR FILLING DOCUMENT 2

### E1   INTRODUCTION

- After you have *pinned the Listing Card (Document 4) and listed the LQ by completing the information in Document 1*, proceed with the interview and complete Document 2.

- Document 2 is meant for collecting information relating to LQ, HH and every person who lived in a LQ on Census Day.

- Before filling in Document 2, you need to follow and understand the procedures of marking and entry of information. Failure to do so will jeopardise the success of the Census.

- General guidelines on how to use Document 2 are as follows:

    (i) It should be *filled for each LQ* you have listed whether the LQ is occupied or vacant.

    (ii) *One set of Document 2 should be filled for each HH.*

    (iii) Person particulars in Document 2 should be filled for every person who lived in the LQ on CENSUS DAY.

### E2   INTERVIEW PROCEDURES

- You are required to interview any one of the *adult* members in a Household.

- The person you are interviewing (the respondent) must be one who is able to give the required information for all members in the household.

### E3   FORMAT OF DOCUMENT 2

- This document is divided into several sections as follows:

    - IDENTIFICATION PARTICULARS

    - CONTROL PARTICULARS

    - PART A : LIVING QUARTERS PARTICULARS

    - PART B : HOUSEHOLD PARTICULARS

    - PART C : PERSON PARTICULARS

- For each set of Document 2, Person Particulars c¯n be completed for seven persons only. For a Household with *more than 7 members*, you are required to use the Continuation Person Form (Document 2a).

- If you still find that the Continuation Person Form (Document 2a) is not sufficient, you can detach the last 3 unused sheets from Document 2 which you have filled earlier. These sheets are *perforated* to enable you to tear easily.

- In the case where you make use of the perforated sheets, you should enter the Identification Particulars of your EB in the boxes provided at the top of the right hand corner of the form.

## E4    PURPOSE

- **Identification Particulars**

  This section is for filling in identifier items of your EB.

- **Control Particulars**

  This section is for filling in basic details relating to the LQ. It contains questions K1 - K5.

- **Part A - Living Quarters Particulars**

  This section is for recording particulars of Living Quarters which you are visiting. It contains questions A1 - A9.

- **Part B - Household Particulars**

  This section is for listing and recording particulars of usual members of the HH and visitors who *lived* in that LQ on *Census Day*. It contains questions B1 - B13.

- **Part C - Person Particulars**

  This section is for recording information of each person who lived in that LQ on Census Day. It contains questions C1 - C27.

## E5  HOW TO MARK

■ The following gives the basic guidelines on how to complete this document:-

- In some situations where there is no suitable place to write, the Census Bag can be used as a support for marking or writing down the answers.

- Use pencil which will be supplied to you for marking/writing the answers. **Do not use pen.**

- If you have made a mistake in marking or writing, the following steps should be taken:

    (i) *Do not strike off* the mark or answer.

    (ii) *Erase* the mark or answer by using the eraser provided.

    (iii) The mark or answer must be erased *properly*.

    (iv) Then mark or write the correct answer.

The following shows how to mark properly:-

| | RIGHT | WRONG |
|---|---|---|
| (i) | ☒ | ☒ |
| (ii) | ☑ | ☑ |

**Some questions in this document for example, questions relating to migration, occupation and industry require you to write the answers. Make sure these answers are written clearly.**

■ After you have completed filling in this document, keep it inside the Census Bag.


## E6  SPECIAL INSTRUCTIONS

■ There are some special instructions in Document 2 which must be followed, that is :-

(i) Instruction **"Go to"**

(ii) Instruction **"End Interview"**

(iii) Instruction " ⟶ " or " ⌐ " or " ↓ "

## E6.1 INSTRUCTION "GO TO"

■ The meaning of this instruction is to avoid asking questions which are not relevant.

■ There are 2 types of "Go to" instructions, that is:-

   (i) Go to........ **(Specific section)** and

   (ii) Go to........ **(Specific question)**

■ If you mark code boxes which have such instructions, you are to proceed to the section/question as specified.

*Example (i):* Go to.......... **(Specific section)**

```
┌─────────────────────────────────────┐
│ ▐A8▌ WHAT IS THE TYPE OF TOILET      │
│      FACILITY USED?                  │
│                                      │
│  1 [  ]  Flush system                │
│                                      │
│  2 [  ]  Pour flush                  │
│                                      │
│  3 [  ]  Bucket                      │
│                                      │
│  4 [  ]  Pit                         │
│                                      │
│  5 [  ]  Enclosed space over water   │
│                                      │
│  6 [  ]  None  →  (Go to Part B)     │
└─────────────────────────────────────┘
```

*Note:* If you mark Code 6 (None) in Question A8, *do not ask* Question A9 and proceed directly to Part B, Question B1.

*Example (ii):* Go to.......... **(Specific question)**

```
┌──────────────────────────────────────┐
│ ▐C11▌ HAVE YOU EVER BEEN TO SCHOOL?   │
│       (INCLUDING KINDERGARTEN,        │
│       COLLEGE OR UNIVERSITY)          │
│  1 [  ]  Yes                          │
│                                       │
│  2 [  ]  Never attended → (Go to C15) │
│          school                       │
└──────────────────────────────────────┘
```

*Note:* If you mark code 2 (Never attended school) in Question C11, *do not ask* Question C12, C13 and C14. You are to proceed and ask Question C15.

## E6.2 INSTRUCTION  "END INTERVIEW"

■ There are two types of "End Interview" Instruction

(i) End Interview for this *LQ.*

(ii) End Interview for this *Person.*

■ End Interview for this LQ means you must end the interview as soon as the relevant code box is marked and proceed on to the next LQ.

*Example (i):* End Interview for this *LQ.*

```
┌─────────────────────────────────────────┐
│  ┌──┐                                    │
│  │A4│ IS THIS LIVING QUARTERS            │
│  └──┘ OCCUPIED OR VACANT?                │
│                                          │
│  Occupied                                │
│                                          │
│      ┌──┐  Occupied on Census Day        │
│   1  │  │  (including those without      │
│      └──┘  occupants at time of          │
│            enumeration)                  │
│                                          │
│      ┌──┐  Occupied but without          │
│   2  │  │  occupants on Census Day       │
│      └──┘                                │
│  Vacant                                  │
│      ┌──┐  Newly                         │
│   3  │  │  completed/for──┐              │
│      └──┘  rent or sale                  │
│                                          │
│      ┌──┐  For repair/                   │
│   4  │  │  renovation    ─┤              │
│      └──┘                                │
│                                          │
│      ┌──┐  Holiday resort/   (END        │
│   5  │  │  Rest house    ─→ INTERVIEW    │
│      └──┘                     FOR THIS   │
│                               LQ)        │
│      ┌──┐                                │
│   6  │  │  Dilapidated   ─┤              │
│      └──┘                                │
│                                          │
│      ┌──┐  Others         ─┘             │
│   7  │  │  (Specify)                     │
│      └──┘                                │
│      . . . . . . . . . . . . . . .       │
└─────────────────────────────────────────┘
```

*Note:* If you mark *one* of the code boxes 3 - 7, you are to end the interview for this LQ and proceed to the next LQ.

■ End Interview for this *person* means you must end the interview for this particular person as soon as the relevant code box is marked and proceed on to the next person.

*Example (ii):* End Interview for this *Person.*

```
┌─────────────────────────────────────────────────┐
│  ┌───┐                                           │
│  │C23│ HAVE YOU EVER WORKED BEFORE?              │
│  └───┘                                           │
│   1 ┌──┐ Yes ─┐                                  │
│     └──┘      ├─→ (END INTERVIEW FOR THIS PERSON)│
│   2 ┌──┐ No  ─┘                                  │
│     └──┘                                          │
└─────────────────────────────────────────────────┘
```

Note : If you mark any one box, you must end the interview for this person and proceed to the next person.

## E6.3 INSTRUCTION "——→", "⌐" OR "↓"

■ All the three instructions above direct you to take the the appropriate action.

■ Each arrow gives a different instruction.

*Example (i):* IN PART B

```
┌─────────────────────────────────────────┐
│ TOTAL NUMBER OF ( √) IN B4 AND B9 ——→ │   │
└─────────────────────────────────────────┘
```

Instruction "——→" shows the place where you are required to enter the total of '√ ' in B4 and B9.

*Example (ii):* Questions C5 to C6

```
┌──────────────────────────────────────────┐
│  C5  WHAT IS YOUR DATE OF BIRTH?           │
│                                            │
│     ┌────┬────┬─────────┐                  │
│     │    │    │    │    │                  │
│     └────┴────┴─────────┘                  │
│     Date  Month    Year                    │
│   ⌐  (If no information for C5, ask C6)     │
└──│───────────────────────────────────────┘
   ↓
┌──────────────────────────────────────────┐
│  C6  HOW OLD ARE YOU?                       │
│     (In completed years)                   │
│     [If age is less than 1 year write "00" │
│      If age is 99 years or more write "99"] │
│                                            │
│     ┌────┐                                 │
│     │    │                                 │
│     └────┘                                 │
└──────────────────────────────────────────┘
```

Instruction "⌐" directs you to ask Question C6 if no information is available for C5.

48

*Example (iii):* Question C15



Instruction "↓" directs you to obtain the following information if code box 2 is marked.

```
┌─────────────────────────────────────────┐
│                                         │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓ SPECIAL NOTE ▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│                                         │
├─────────────────────────────────────────┤
│ ■ IF THERE ARE NO SUCH INSTRUCTIONS AS  │
│   SPECIFIED IN E6.1, E6.2 AND E6.3, YOU │
│   SHOULD PROCEED TO THE NEXT QUESTION.  │
└─────────────────────────────────────────┘
```

## E7 INSTRUCTION "FOR OFFICE USE ONLY"

■ This instruction is given in Questions C15, C16, C25 and C26.

An example is shown below:-
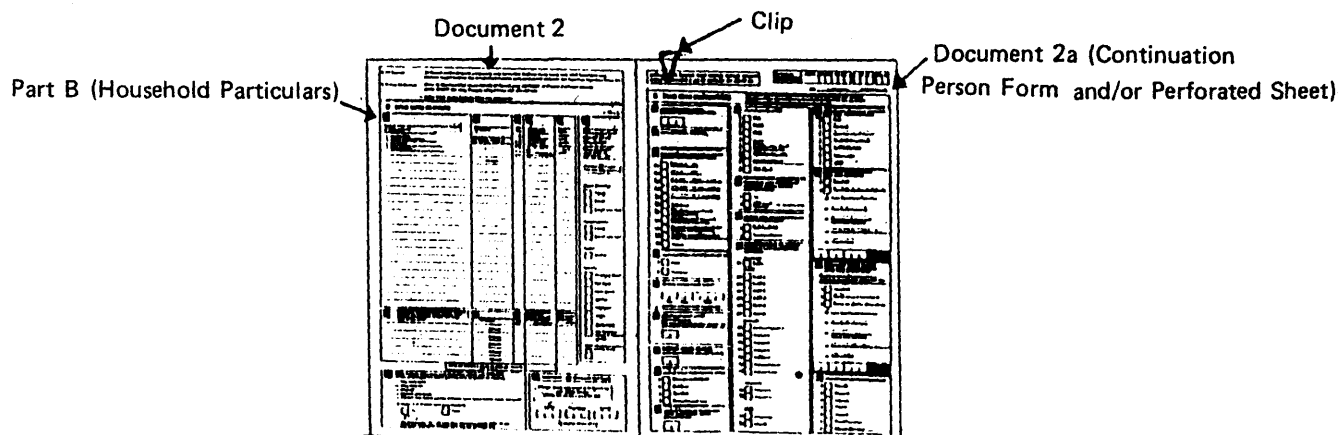
Question C15



■ **DO NOT** write anything in the boxes which contain this instruction.

■ These boxes will be filled in by the staff of Census Processing Centre and coded before the specified documents are processed by computer.

## E8 HOW TO SORT THE "CONTINUATION PERSON FORM"

- For the HH with more than 7 members, the Continuation Person Form (DOCUMENT 2a) should be used.

- Should you use the Continuation Person Forms, *arrange them in order and attach them to the original questionnaire so that none would be misplaced.*

- The method of sorting and attaching the Continuation Person Form is shown in the following diagram.
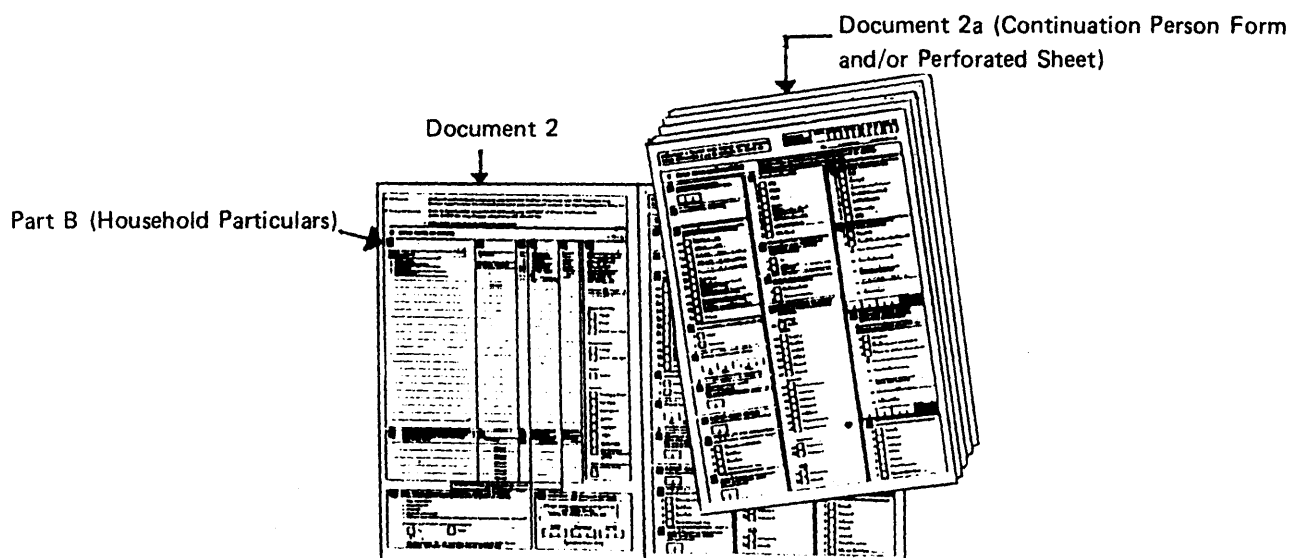


1. Place continuation person form between the first and second sheet of Document 2.



2. Attach in order the continuation person form to Document 2.

---

**NOTE**

- YOU ARE TO ANSWER QUESTIONS IN CHAPTER E OF TRAINING WORKBOOK (DOCUMENT 14a).

---

```
###############################################################
#                                                             #
#                        CHAPTER F                            #
#                                                             #
#            PROCEDURES TO FILL DOCUMENT 2                     #
#    (PARTICULARS ON IDENTIFICATION , CONTROL AND             #
#            PART A : LIVING QUARTERS)                         #
#                                                             #
#                                                             #
# CONTENTS                                         PAGE        #
#                                                             #
# F1   INTRODUCTION                                  51        #
#                                                             #
# F2   IDENTIFICATION PARTICULARS                             #
#         F2.1  FORMAT                               51        #
#         F2.2  PURPOSE                              51        #
#                                                             #
# F3   CONTROL PARTICULARS                                    #
#         F3.1  FORMAT                               52        #
#         F3.2  PURPOSE                              52        #
#         F3.3  QUESTION K1                          52        #
#         F3.4  QUESTION K2                          52        #
#         F3.5  QUESTION K3                          52        #
#         F3.6  QUESTION K4                          53        #
#         F3.7  QUESTION K5                          53        #
#                                                             #
# F4   PART A : LIVING QUARTERS PARTICULARS                   #
#         F4.1  FORMAT                               57        #
#         F4.2  PURPOSE                              58        #
#         F4.3  HOW TO MARK                          58        #
#         F4.4  HOW TO ASK QUESTIONS AND RECORD ANSWERS  58   #
#               QUESTION A1                          59        #
#               QUESTION A2                          71        #
#               QUESTION A3                          72        #
#               QUESTION A4                          73        #
#               QUESTION A5                          76        #
#               QUESTION A6                          78        #
#               QUESTION A7                          79        #
#               QUESTION A8                          80        #
#               QUESTION A9                          82        #
#                                                             #
###############################################################
```

# CHAPTER F

# PROCEDURES TO FILL DOCUMENT 2 (PARTICULARS ON IDENTIFICATION , CONTROL AND PART A : LIVING QUARTERS)

## CONTENTS

# CHAPTER F
## PROCEDURES TO FILL DOCUMENT 2
## (PARTICULARS ON IDENTIFICATION, CONTROL AND
## PART A: LIVING QUARTERS)

## F1   INTRODUCTION

■ This chapter provides a detailed guideline on procedures to fill particulars on Identification, Control and Living Quarters.

## F2   IDENTIFICATION PARTICULARS

### F2.1 FORMAT

```
┌─────────────────────────────────────────────────┐
│            IDENTIFICATION PARTICULARS            │
├─────────────────────────────────────────────────┤
│                                                  │
│  (1)  STATE  .........................    ┌──┬──┐│
│       (Name and Code)                     └──┴──┘│
│  (2)  ADMINISTRATIVE DISTRICT/JAJAHAN            │
│                                           ┌──┬──┐│
│       ............................        └──┴──┘│
│       (Name and Code)                            │
│                                                  │
│  (3)  CENSUS DISTRICT NO. ..........      ┌──┬──┐│
│                                           └──┴──┘│
│                                                  │
│  (4)  CENSUS CIRCLE NO.............       ┌──┬──┐│
│                                           └──┴──┘│
│                                                  │
│  (5)  ENUMERATION BLOCK NO. ........  ┌──┬──┬──┐ │
│                                       └──┴──┴──┘ │
└─────────────────────────────────────────────────┘
```

### F2.2 PURPOSE

■ This section is meant for filling in your EB Identification Particulars.

■ These particulars should be copied from the front cover of Document 1 (Section on Identification Particulars).

■ These particulars should be completed earlier as part of your *Homework.*

## F3  CONTROL PARTICULARS

### F3.1 FORMAT

```
┌─────────────────────────────────────────────────────────┐
│              CONTROL PARTICULARS                         │
│  ┌──┐                                                    │
│  │K1│ ADDRESS                                            │
│  └──┘                                                    │
│  . . . . . . . . . . . . . . . . . . . . . . . . . . .   │
│     START HERE          │         HOUSEHOLD NO.          │
│          ↓              │         (For the second HH.    │
│  ┌──┐ ┌──┬──┬──┐        │  ┌──┐ ┌──┬──┐  and thereafter, │
│  │K2│ │  │  │  │ LQ. NO.│  │K5│ │  │  │  cancel          │
│  └──┘ └──┴──┴──┘        │  └──┘ └──┴──┘  Part A and begin│
│                         │                with Part B)    │
│  ┌──┐ ┌──┬──┬──┐ WHAT IS THE TOTAL NO. OF  ┐             │
│  │K3│ │  │  │  │ PERSONS WHO USUALLY LIVE   │ For Household│
│  └──┘ └──┴──┴──┘ IN THIS LIVING QUARTERS?   ├ 02 and there│
│  ┌──┐ ┌──┐       DO ALL THESE PERSONS       │ after cancel│
│  │K4│ │  │       USUALLY EAT TOGETHER?    ┘  K3 and K4    │
│  └──┘ └──┘                                               │
│         [DETERMINE THE NUMBER OF HHs IN THIS             │
│          LQ. AND ENTER THIS NO. IN K4]                   │
└─────────────────────────────────────────────────────────┘
```

### F3.2 PURPOSE

- This section is meant for filling in the basic information in relation to LQs. It consists of questions K1 - K5.

### F3.3 QUESTION K1  - ADDRESS

- Particulars for K1 should be copied from column (2) of Document 1 (pages 1 - 30) for all LQs concerned.

- This information should be completed as *part of your Homework at the end of each day.*

### F3.4 QUESTION K2  - LQ NO.

- LQ No. should be entered in the box provided  at the beginning of filling in Document 2.

- The number to be recorded should be a *three-digit* and it can be obtained from column (1) of Document 1 (pages 1 - 30).

### F3.5 QUESTION K3  -  WHAT IS THE TOTAL NUMBER OF PERSONS WHO USUALLY LIVE IN THIS LIVING QUARTERS?

- This is the first question in Document 2 that you will ask the respondent.

- You should record the number of persons who usually live in this LQ *including new-born babies.*

- The number to be recorded should be a *three-digit.*

- For LQs comprising *more than one HH*, make sure that the number of persons recorded should cover all HHs in that particular LQ.

---

┌─────────────────────────────────────────────┐
│                SPECIAL NOTE                  │
├─────────────────────────────────────────────┤
│                                             │
│ For institutional LQs (eg. hostels, hospitals, etc.) |
│ all persons living in the LQ on Census Day should be |
│ regarded as usual population.                |
│                                             │
└─────────────────────────────────────────────┘

**F3.6 QUESTION** `K4` **- DO ALL THESE PERSONS USUALLY EAT TOGETHER?**

- The aim of this question is to *obtain the number of HHs in the LQ.*

- To obtain the number of HHs, you have to ask Question K4.

- If the respondent answers *"Yes"*, consider all these persons as belonging to *one Household* and record "01" in the box provided.

- If the respondent answers *"No"* proceed to ask;

┌─────────────────────────────────────────────┐
│ *"How do you make provision for food and other* |
│ *essentials of living?"*                      |
└─────────────────────────────────────────────┘

- If they made separate provision for food and other essentials of living, consider *each individual or group* as one Household by itself. Eg., if in a LQ, there are 2 groups making provisions for food separately, then record "02" in the box provided.

- The number to be recorded should be a *two-digit.*

**F3.7 QUESTION** `K5` **- HOUSEHOLD NO.**

- This number should be a *two-digit.*

- It refers to the HH you are interviewing. If it is the 1st HH, then record "01" in the box provided.

■ For LQs comprising more than one HH and you are interviewing the second HH, then record "02" in the box provided and so on.

■ **For vacant LQs, you should write as follows in the boxes provided:**

CONTROL PARTICULARS

K1 ADDRESS
    *No 9, Tmn Bunga Raya, Tg. Malim, Perak.*

| START HERE | | HOUSEHOLD NO. |
|---|---|---|

K2 | 1 | 5 | 1 |  LQ. NO.

(For the second HH and thereafter, cancel Part A and begin with Part B)

K5 | O | O |

K3 | O | O | O |  WHAT IS THE TOTAL NO. OF PERSONS WHO USUALLY LIVE IN THIS LIVING QUARTERS?

K4 | O | O |  DO ALL THESE PERSONS USUALLY EAT TOGETHER?

For Household 02 and thereafter cancel K3 and K4

[DETERMINE THE NUMBER OF HHs IN THIS LQ. AND ENTER THIS NO. IN K4]

## SPECIAL NOTE - LQS HAVING MORE THAN ONE HH

- A separate Document 2 should be filled for the second HH and subsequent HHs.

- For the second HH and subsequent HHs, the Identification Particulars and information for only K1, K2 and K5 of the Control Particulars need to be filled.

- These particulars should be the same as those which you have filled for the first HH except for K5.

- Boxes for Questions K3 and K4 for the second HH and subsequent HHs should be cancelled.

- For the second HH and subsequent HHs, cancel the whole of Part A (Living Quarters Particulars) and start interviewing from Question B1.

- Example showing how to fill in the Identification, Control and Living Quarters Particulars for the second HH is given in the following page.

| CONTROL PARTICULARS | IDENTIFICATION PARTICULARS |
|---|---|

**K1** ADDRESS
No 19, Jalan Loke Yew, Tg Malim Perak

START HERE
↓

**K2** C|1| LQ. NO.

HOUSEHOLD NO.
*(For the second HH. and thereafter, cancel Part A and begin with Part B)*

**K5** O|2

**K3** [X] WHAT IS THE TOTAL NO. OF PERSONS WHO USUALLY LIVE IN THIS LIVING QUARTERS?

**K4** [X] DO ALL THESE PERSONS USUALLY EAT TOGETHER?
[DETERMINE THE NUMBER OF HHs IN THIS LQ. AND ENTER THIS NO. IN K4]

*For Household 02 and thereafter cancel K3 and K4*

(1) STATE Perak
(Name and Code) — O|8

(2) ADMINISTRATIVE DISTRICT/JAJAHAN
Batang Padang — O|1
(Name and Code)

(3) CENSUS DISTRICT NO. ............... — O|2

(4) CENSUS CIRCLE NO .................. — C|1

(5) ENUMERATION BLOCK NO. ........... — O|6|4

---

**A LIVING QUARTERS PARTICULARS**

- Mark [X] in one of the boxes for Questions A1 – A2, A4 – A9.
- Write the year inside the box that is provided for Question A3.

**A1 TYPE OF LIVING QUARTERS**

i) BUILT OR CONVERTED FOR LIVING

Housing Unit

*House*

.01 [ ] Detached

02 [ ] Semi-detached

03 [ ] Terrace, Row or Link, Townhouse

04 [ ] Longhouse (Sabah & Sarawak only)

*Flat/Apartment/Condominium/Shophouse*

05 [ ] Flat/Apartment/Condominium

06 [ ] Shophouse, Office

*Room (with direct access)*

07 [ ] In Shophouse, Office; In/Attached to House, Factory, Mill, etc.

*Improvised/Temporary Hut*

08 [ ] Improvised/Temporary hut, etc.

*Others*

09 [ ] Others (e.g. mobile unit)
(Specify) ........................

**Collective Living Quarters**

10 [ ] Hotel, Lodging House, Rest House, etc.

11 [ ] Medical Institution (e.g. Hospital, etc.)

12 [ ] Educational Institution (e.g. Hostel)

13 [ ] Charitable, Religious or Social Welfare Institution

14 [ ] Prison, Detention Centre, etc.

15 [ ] Temporary Labour Camp

16 [ ] Others (Specify) ...............

ii) NOT INTENDED FOR LIVING BUT USED AS SUCH ON CENSUS DAY

17 [ ] In a permanent building (e.g. office, school, shop, mosque, etc.)

18 [ ] A living space (e.g. courtyard, open verandah, etc.)

19 [ ] A natural shelter

20 [ ] Others (Specify) ...............

**A2 CONSTRUCTION MATERIAL OF OUTER WALLS**

1 [ ] Brick

2 [ ] Plank

3 [ ] Brick and plank

4 [ ] Others (Specify) ...............

**A3 IN WHICH YEAR WAS THE CONSTRUCTION OF THIS LIVING QUARTERS COMPLETED?**

|_|_|_|_| ...........

**A4 IS THIS LIVING QUARTERS OCCUPIED OR VACANT?**

Occupied

1 [ ] Occupied on Census Day (including those without occupants at time of enumeration)

2 [ ] Occupied but without occupants on Census Day

Vacant

3 [ ] Newly completed/for rent or sale

4 [ ] For repair/renovation

5 [ ] Holiday resort/Rest house *(END INTERVIEW FOR THIS LQ)*

6 [ ] Dilapidated

7 [ ] Others (Specify) ...............

**A5 WHO IS THE OWNER OF THIS LIVING QUARTERS?**

Individual Ownership

1 [ ] Self-owned

2 [ ] Other Individual Owner

Non Individual Ownership

3 [ ] Government/Statutory Body

4 [ ] Private

5 [ ] Others (Specify) ...............

**A6 WHAT IS THE SOURCE OF DRINKING WATER?**

1 [ ] Piped water inside Living Quarters

2 [ ] Piped water outside Living Quarters

3 [ ] Well

4 [ ] Others (including river, drain, canal) (Specify) ...............

**A7 WHAT IS THE TYPE OF LIGHTING USED?**

1 [ ] Electric Lamp

2 [ ] Pressure/Gas Lamp

3 [ ] Oil Lamp

4 [ ] Others (Specify) ...............

**A8 WHAT IS THE TYPE OF TOILET FACILITY USED?**

1 [ ] Flush system

2 [ ] Pour flush

3 [ ] Bucket

4 [ ] Pit

5 [ ] Enclosed space over water

6 [ ] None → (Go to Part B)

**A9 IS THE TOILET FACILITY SHARED WITH ANOTHER LIVING QUARTERS?**

1 [ ] Yes

2 [ ] No

(GO TO PART B)

56

# F4 PART A : LIVING QUARTERS PARTICULARS

## F4.1 FORMAT

| A LIVING QUARTERS PARTICULARS | ● Mark [X] in one of the boxes for Questions A1 – A2, A4 – A9. |
|---|---|
| | ● Write the year inside the box that is provided for Question A3. |

**A1 TYPE OF LIVING QUARTERS**

**i) BUILT OR CONVERTED FOR LIVING**

Housing Unit

*House*

01 ☐ Detached

02 ☐ Semi-detached

03 ☐ Terrace, Row or Link, Townhouse

04 ☐ Longhouse (Sabah & Sarawak only)

*Flat/Apartment/Condominium/Shophouse*

05 ☐ Flat/Apartment/Condominium

06 ☐ Shophouse, Office

*Room (with direct access)*

07 ☐ In Shophouse, Office; In/Attached to House, Factory, Mill, etc.

*Improvised/Temporary Hut*

08 ☐ Improvised/Temporary hut, etc.

*Others*

09 ☐ Others (e.g. mobile unit)
(Specify) . . . . . . . . . . . . . . . . . . . . . . . . . . .

Collective Living Quarters

10 ☐ Hotel, Lodging House, Rest House, etc.

11 ☐ Medical Institution (e.g. Hospital, etc.)

12 ☐ Educational Institution (e.g. Hostel)

13 ☐ Charitable, Religious or Social Welfare Institution

14 ☐ Prison, Detention Centre, etc.

15 ☐ Temporary Labour Camp → *(GO TO PART B)*

16 ☐ Others
(Specify) . . . . . . . . . . . . . . .

**ii) NOT INTENDED FOR LIVING BUT USED AS SUCH ON CENSUS DAY**

17 ☐ In a permanent building (e.g. office, school, shop, mosque, etc.)

18 ☐ A living space (e.g. courtyard, open verandah, etc.)

19 ☐ A natural shelter

20 ☐ Others
(Specify) . . . . . . . . . . . . . . . .

**A2 CONSTRUCTION MATERIAL OF OUTER WALLS**

1 ☐ Brick

2 ☐ Plank

3 ☐ Brick and plank

4 ☐ Others
(Specify) . . . . . . . . . . . . . . .

**A3 IN WHICH YEAR WAS THE CONSTRUCTION OF THIS LIVING QUARTERS COMPLETED?**

☐ | | | ☐ . . . . . . . . . . .

**A4 IS THIS LIVING QUARTERS OCCUPIED OR VACANT?**

Occupied

1 ☐ Occupied on Census Day (including those without occupants at time of enumeration)

2 ☐ Occupied but without occupants on Census Day

Vacant

3 ☐ Newly completed/for rent or sale

4 ☐ For repair/renovation

5 ☐ Holiday resort/Rest house → *(END INTERVIEW FOR THIS LQ)*

6 ☐ Dilapidated

7 ☐ Others (Specify)
. . . . . . . . . . . . . . . .

**A5 WHO IS THE OWNER OF THIS LIVING QUARTERS?**

Individual Ownership

1 ☐ Self-owned

2 ☐ Other Individual Owner

Non Individual Ownership

3 ☐ Government/Statutory Body

4 ☐ Private

5 ☐ Others
(Specify) . . . . . . . . . . . . . . .

**A6 WHAT IS THE SOURCE OF DRINKING WATER?**

1 ☐ Piped water inside Living Quarters

2 ☐ Piped water outside Living Quarters

3 ☐ Well

4 ☐ Others (including river, drain, canal)
(Specify) . . . . . . . . . . . . . . .

**A7 WHAT IS THE TYPE OF LIGHTING USED?**

1 ☐ Electric Lamp

2 ☐ Pressure/Gas Lamp

3 ☐ Oil Lamp

4 ☐ Others
(Specify) . . . . . . . . . . . . . . .

**A8 WHAT IS THE TYPE OF TOILET FACILITY USED?**

1 ☐ Flush system

2 ☐ Pour flush

3 ☐ Bucket

4 ☐ Pit

5 ☐ Enclosed space over water

6 ☐ None → (Go to Part B)

**A9 IS THE TOILET FACILITY SHARED WITH ANOTHER LIVING QUARTERS?**

1 ☐ Yes

2 ☐ No

■ This part contains nine (9) questions, that is Questions A1 to A9 as listed below;

A1 TYPE OF LIVING QUARTERS.

A2 CONSTRUCTION MATERIAL OF OUTER WALLS

A3 IN WHICH YEAR WAS THE CONSTRUCTION OF THIS LQ COMPLETED?

A4 IS THIS LIVING QUARTERS OCCUPIED OR VACANT?

A5 WHO IS THE OWNER OF THIS LIVING QUARTERS?

A6 WHAT IS THE SOURCE OF DRINKING WATER?

A7 WHAT IS THE TYPE OF LIGHTING USED?

A8 WHAT IS THE TYPE OF TOILET FACILITY?

A9 IS THE TOILET FACILITY SHARED WITH ANOTHER LIVING QUARTERS?

## F4.2 PURPOSE

■ This part is to record information relating to Living Quarters such as type of construction material of outer walls, year of construction, occupancy status, ownership and basic facilities such as water supply, lighting and toilet facilities.

## F4.3 HOW TO MARK

■ Answers to Questions A1 and A2 can be obtained by *observation*. For the other questions (Questions A3 to A9) answers are obtained by *interviewing* the respondent.

■ You must mark "X" in *one* of the relevant boxes in Questions A1 - A2, A4 - A9.

■ You should write the year of construction in the boxes provided in Question A3.

■ You should also write briefly on the dotted lines provided beside the code box 'others' and which has the term "specify".

## F4.4 HOW TO ASK QUESTIONS AND RECORD ANSWERS

■ The subsequent paragraphs will explain in detail the purpose and how to ask questions and record answers for the questions in particular.

**A1** TYPE OF LIVING QUARTERS

**i) BUILT OR CONVERTED FOR LIVING**

Housing Unit

*House*

01 ☐ Detached

02 ☐ Semi-detached

03 ☐ Terrace, Row or Link, Townhouse

04 ☐ Longhouse (Sabah & Sarawak only)

*Flat/Apartment/Condominium/Shophouse*

05 ☐ Flat/Apartment/Condominium

06 ☐ Shophouse, Office

*Room (with direct access)*

07 ☐ In Shophouse, Office; In/Attached to House, Factory, Mill, etc.

*Improvised/Temporary Hut*

08 ☐ Improvised/Temporary hut, etc.

*Others*

09 ☐ Others (e.g. mobile unit)
(*Specify*)..............................

Collective Living Quarters

10 ☐ Hotel, Lodging House, Rest House, etc.

11 ☐ Medical Institution (e.g. Hospital, etc.)

12 ☐ Educational Institution (e.g. Hostel)

13 ☐ Charitable, Religious or Social Welfare Institution

14 ☐ Prison, Detention Centre, etc.

15 ☐ Temporary Labour Camp → *(GO TO PART B)*

16 ☐ Others (*Specify*) ..............

**ii) NOT INTENDED FOR LIVING BUT USED AS SUCH ON CENSUS DAY**

17 ☐ In a permanent building (e.g. office, school, shop, mosque, etc.)

18 ☐ A living space (e.g. courtyard, open verandah, etc.)

19 ☐ A natural shelter

20 ☐ Others (*Specify*)................

## PURPOSE

■ The purpose of this question is to obtain the stock or number of LQs by type.

## DEFINITION

■ A chart is provided on page 60 which shows the various categories of LQs and the explanation for each LQ category is given on pages 61 to 65.

# CHART SHOWING THE VARIOUS CATEGORIES OF LIVING QUARTERS

```
┌─────────────────────────────────┐
│    TYPES OF LIVING QUARTERS      │
└─────────────────────────────────┘
```

**(i) HAVE BEEN BUILT OR CONVERTED FOR LIVING**

**(ii) NOT INTENDED FOR LIVING BUT WAS USED FOR THIS PURPOSE ON CENSUS DAY**

---

**HOUSING UNIT**
**[CODE 01-09]**

- House - Detached                                    [CODE 01]
        - Semi-Detached                               [CODE 02]
        - Terrace, Row or Link "Townhouse"            [CODE 03]
        - Longhouse *(Sabah and Sarawak only)*        [CODE 04]
- Flat/Apartment/Condominium/Shophouse                [CODE 05-06]
- Room *(with Direct Access to the Outside)*          [CODE 07]
- Improvised/Temporary Hut                            [CODE 08]
- Others                                              ^ [CODE 09]

---

**COLLECTIVE LIVING QUARTERS**
**[CODE 10-16]**

- Hotel, Lodging House, Rest House, etc.                    [CODE 10]
- Medical Institution *(eg. Hospital, etc.)*               [CODE 11]
- Educational Institution *(eg. Hostel)*                   [CODE 12]
- Charitable, Religious and Social Welfare Institution     [CODE 13]
- Prison, Detention Centre, etc.                           [CODE 14]
- Temporary Labour Camps                                   [CODE 15]
- Others                                                   [CODE 16]

---

- In a permanent building structure
  *(eg. Office, School, Shop, Mosque, etc.)*    [CODE 17]
- A Living Space *(eg. courtyard, open verandah, etc.)*    [CODE 18]
- A Natural Shelter                                         [CODE 19]
- Others                                                    [CODE 20]

**[i] Have been built or converted for Living.**

- This category includes places or structures built specifically for the purpose of living or sleeping.

- The structure need not be large or in perfect condition but it should be intended for living and sleeping.

- Some structures may have been built for the dual purpose of living/sleeping and other purposes such as business. Normally, spaces used for living/sleeping purposes would be separated from the rest by partitions or walls as found in shophouses.

- Some structures originally may not have been intended as Living Quarters, but have been converted as such. This conversion may occur by having additional partitions or walls for privacy or it may be renovated and equipped with bathing, cooking and toilet facilities. Caves which have been similarly converted should be included under this category.

- The category **"Have been built or converted for living"** is classified into:

    (a) HOUSING UNITS

    (b) COLLECTIVE LIVING QUARTERS

**(a) HOUSING UNITS**

■ Housing units are classified into five (5) main types namely;

    (i) House

    (ii) Flat/Apartment/Condominium/Shophouse

    (iii) Room (with direct access to the outside)

    (iv) Improvised/Temporary hut

    (v) Others

61

# ■ HOUSE

This unit can be further subdivided into;

## Detached House [CODE 01]

A separate house which *does not share* a common wall with another house. *[See PHOTO F1 and PHOTO F2].*

## Semi-detached House [CODE 02]

One of two houses which *share* a common wall but have separate access to the outside. *[See PHOTO F3].*

## Terrace, Row or Link, Townhouse [CODE 03]

Houses built in rows of *three or more.* Each house has a common wall or walls adjoining with the next house. *[See PHOTO F4].*

This category also includes cluster houses which are attached to one another in various ways either at the front or at the back but not in the form of terrace houses.

Townhouse is similar to a double-storey terrace. The only difference is that each floor is being occupied by different occupants and it has its own separate access to the outside.

## Longhouse (Sabah and Sarawak) [CODE 04]

Refers to terrace house which is commonly found in the interior areas of *Sabah and Sarawak.* *[See PHOTO F5].*

■ **FLAT/APARTMENT/CONDOMINIUM/SHOPHOUSE**
**[CODE 05 - CODE 06]**

A self-contained living quarters that is enclosed with a separate access to the outside and has its own cooking and bathing facilities. It may be found in a housing block (Code 05) or shophouse (Code 06). *[See PHOTO F6 - F9]*. It is important that you differentiate between a medium-rise apartment and a townhouse.

■ **ROOM (WITH DIRECT ACCESS TO THE OUTSIDE)**
**[CODE 07]**

It refers to a room inside or attached to a certain structure and *has a direct access to the outside* eg. room in a shophouse, office, in/attached to a house, factory, plant, etc.

■ **IMPROVISED/TEMPORARY HUT, ETC. [CODE 08]**

This category is for inferior living quarters generally considered as temporary and unfit for living. They are usually built of discarded materials eg. planks, plywood, zinc, etc and are normally found in urban areas or urban fringes. Eg. a cluster of huts at a construction site.
*[See PHOTO F10]*.

■ **OTHERS [CODE 09]**

- This category should be marked if you are not able to classify the LQ into any of the above-mentioned categories [Code 01 - Code 08] eg. caves which have been converted for habitation and sleeping.

- It includes all types of mobile LQs built eg. camps or mobile units like boats and "sampan".

- *Living Quarters on rafts which are not mobile should not be included in this category. It should be classified in either code 01 or 02.*

■ COLLECTIVE LIVING QUARTERS
  [CODE 10 - CODE 16]

  - LQs in this category are meant for living by a large group of individuals and usually have some common facilities such as kitchen, toilet, bathroom, lounge and bed rooms. Examples of collective living quarters are hotel, hospital, hostel, social welfare homes, prison, temporary labour camp, etc.

  - Large collective LQs normally form one EB itself. Other separate LQs or LQs within the compound of the collective LQs should be enumerated separately.

  - Charitable, religious and social welfare institutions include old folks' homes and children's homes which need moral/financial support and homes for abandoned children; homes for the retarded, drug rehabilitation centres and reform schools, convents, etc.

  - Temporary Labour Camps are temporary places of abode in huts, camps and the likes which share *communal facilities* provided by the employer. The entire unit should be regarded as one labour camp. Common examples are public work camps, temporary homes for construction workers and camps for loggers.

  - If the workers are housed in permanent structures, eg. staff quarters, estate workers' quarters, etc., it should be classified under "Housing Units".

  - Army barracks should be categorised under "Others".

  - Detailed information on the enumeration of Collective Living Quarters is given in the "Instructions For Special Enumeration" (Document 16).

**[ii] Not Intended For Living But Was Used For This Purpose On Census Day [CODE 17 - CODE 20].**

- In this category, structures/spaces are built for other purposes eg. an office, school, market, stall, hut, etc and have not been converted.

- The structure originally may be intended for an office, stall or hut during the daytime but has been converted for living on Census Day.

- There is also a possibility that empty spaces are used as LQs eg. the compound of a house or an open verandah.

- The LQs in this category may be a natural shelter eg. caves which are not converted.

## HOW TO ASK THE QUESTION

■ Question A1 need not be asked. The answer can be obtained from observation.

## HOW TO RECORD THE ANSWER

■ Mark "X" in the relevant box.

If your answer is marked one of the codes from Code 10
to Code 20, you should *end the interview at Part A* and
proceed to Part B - HOUSEHOLD PARTICULARS. You do not
need to ask Questions A2 to A9.

# TYPES OF LIVING QUARTERS



PHOTO F1

Detached house (CODE 01) — Urban Area.

PHOTO F2

Detached house (CODE 01) Rural Area.
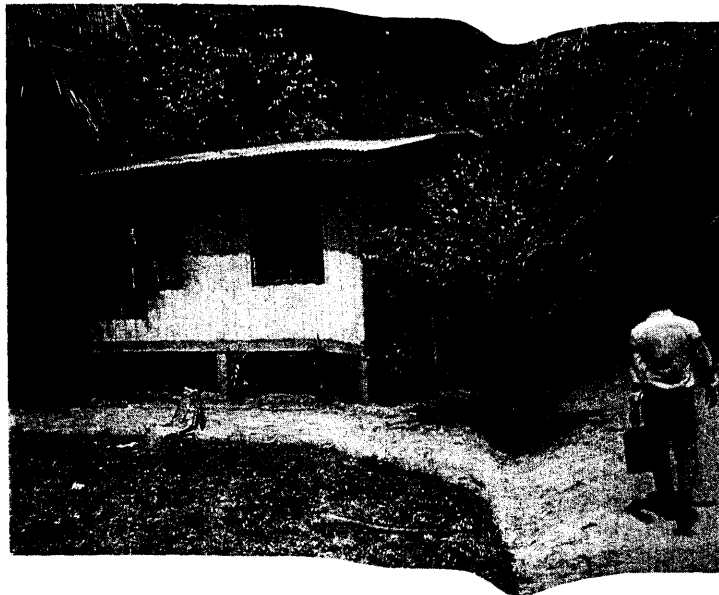




PHOTO F3

Semi-detached house (CODE 02)

◄ PHOTO F4

Terrace/Row or Link house (CODE 03).

PHOTO F5 ➤

Longhouse [Sabah & Sarawak] (CODE 04)





◄ PHOTO F6

Flat (CODE 05)
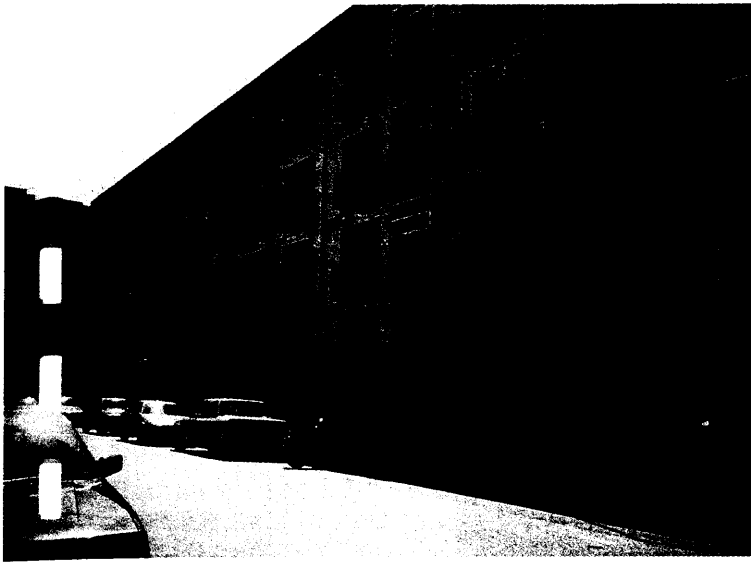
◄ PHOTO F7

Apartment (CODE 05)



PHOTO F8 ➤

Shophouse — modern type
(CODE 06)
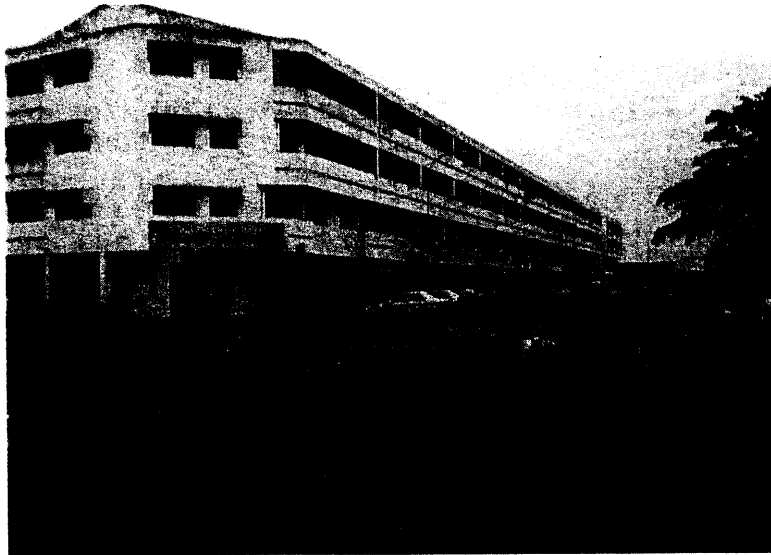


◄ PHOTO F9

Shophouse — old type
(CODE 07)

**PHOTO F10**

Improvised/Temporary hut (CODE 08).

**PHOTO F11**

House on raft which has 1 living quarters (CODE 01)

```
┌─────────────────────────┐   ┌──────────────────────────────────────┐
│ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ │   │ ┌──┐ CONSTRUCTION MATERIAL OF        │
│ ▒▒QUESTION  A2▒▒▒▒▒▒▒▒ │   │ │A2│ OUTER WALLS                       │
│ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ │   │ └──┘                                 │
│ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ │   │  1 ☐    Brick                       │
└─────────────────────────┘   │                                      │
                              │  2 ☐    Plank                       │
                              │                                      │
                              │  3 ☐    Brick and plank             │
                              │                                      │
                              │  4 ☐    Others                      │
                              │         (Specify)...............    │
                              └──────────────────────────────────────┘
```

## PURPOSE

■ This question is to find out the main construction material used for the outer walls of the Living Quarters.

## DEFINITION

■ The main construction material refers to at least 40% of the total material used for the outer walls.

■ For category "Brick and Plank" (CODE 3) a combination of these two materials should constitute at least 40% of the outer walls.

■ The category "Others" (CODE 4) refers to other materials eg. zinc, attap, bamboo, etc.

## HOW TO ASK THE QUESTION

■ This question need not be asked. The answer may be obtained by observation.

## HOW TO RECORD THE ANSWER

■ Mark "X" in the relevant box.

71
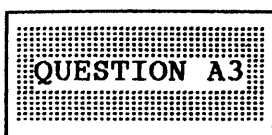
**A3 IN WHICH YEAR WAS THE CONSTRUCTION OF THIS LIVING QUARTERS COMPLETED?**

| | | | |.............

## PURPOSE

■ This question is to obtain the actual year of completion of the construction of the LQ.

## HOW TO ASK THE QUESTION

■ Ask question as stated in questionnaire.

## HOW TO RECORD THE ANSWER

■ Record the year given in the box provided.

■ If the respondent is unable to answer, try to probe and ask further questions as to whether the LQ was in existence during the Emergency Period (1948-1960), Independence Day (1957), 1970 and 1980 Census or any local significant event.

■ If the respondent is unable to give the exact year, try to estimate the "age" of the LQ and write on the dotted line.

■ If the respondent does not know the year of construction or the age of the LQ, then record "Not Known" on the dotted line.

■ For housing units within the same housing block (eg. terrace houses), the year of construction of all units in the housing block should be the same.

■ If there is major renovation to the LQ (more than 50%), record the year in which the renovation was completed.

## QUESTION A4

**A4 IS THIS LIVING QUARTERS OCCUPIED OR VACANT?**

**Occupied**

1 ☐ Occupied on Census Day (including those without occupants at time of enumeration)

2 ☐ Occupied but without occupants on Census Day

**Vacant**

3 ☐ Newly completed/for rent or sale ┐

4 ☐ For repair/ renovation

5 ☐ Holiday resort/ Rest house → *(END INTERVIEW FOR THIS LQ)*

6 ☐ Dilapidated

7 ☐ Others *(Specify)* ┘

. . . . . . . . . . . . . . . . . .

## PURPOSE

■ This question is to obtain information on whether the LQ is occupied or vacant.

## DEFINITION

■ **OCCUPIED**

The concept of occupied is categorised into:

(i) Occupied on Census Day (including those without occupants during enumeration) [CODE 1].

(ii) Occupied but without occupants on Census Day [CODE 2].

■ CODE 1 refers to LQs being occupied by people on 14 August 1991 (Census Day) and includes LQs which are occupied on Census Day but no one was in when you visited the LQ.

■ CODE 2 refers to LQs which are normally occupied but no one was in on 14 August 1991 (Census Day) for specific reasons such as away on tour, visiting relatives, friends, etc.

■ **VACANT**

LQ is classified vacant if it is not occupied *and* is not used for living on Census Day. This LQ may be vacant due to various reasons, namely;

73

(i) Newly completed/for rent or sale (CODE 3)

This category includes all new LQs which are just completed pending occupancy or to be rented out or for sale.

(ii) For repair/renovation (CODE 4)

This LQ is vacant because it is under repair or being renovated.

(iii) Holiday Resort/Resthouse (CODE 5)

■ This category refers to private housing units which are normally used as holiday houses.

■ It is usually found in holiday resorts eg. beaches, hills, other places of tourist attraction.

■ Categorise these resthouses as "vacant" if no one was in on Census Day.

(iv) Dilapidated (CODE 6)

This category includes all LQs unfit for living due to their dilapidated condition or awaiting to be demolished.

(v) Others (CODE 7)

This category includes seasonal workers' homes (eg. huts in padi fields) and other reasons for being vacant.

## HOW TO ASK THE QUESTION

■ For occupied LQ, ask the following question;

*"Is this Living Quarters occupied on Census Day?"*

■ For vacant LQ, you need to observe and confirm with the neighbour.

## HOW TO RECORD THE ANSWER

■ Mark the relevant box.

- During your visit, you may not find any occupants in the house. If so, this does not mean that the Living Quarters is vacant. The occupants may have gone out to work, visit friends, etc. and will be returning in the evening or night. Ask the neighbours when the occupants are expected to return so that you can revisit the LQ when the occupants are in.

- If from observation you find that the Living Quarters is not occupied, enquire from the neighbours whether the LQ is occupied/used as a sleeping place on Census Day.

- No occupant during your visit does not mean that the LQ is vacant. Revisit the LQ to meet the occupants.

- After 4 revisits and you are still unable to meet with the occupants, try to obtain more information from the neighbour or the head of kampung or whoever can assist in giving the required information. Fill all these particulars in Document 2 i.e in Parts A, B, C and Document 1.

- For vacant LQs, fill the Control Particulars, Questions A1 - A4 of Document 2 and Document 1. Proceed to the next LQ. An example of how to complete Document 2 for vacant LQs is given below.

*Example: How to fill Document 2 for Vacant LQs.*



75

```
┌─────────────────┐   ┌──────────────────────────────────────┐
│ :::::::::::::::  │   │ ▓▓  WHO IS THE OWNER OF               │
│ QUESTION A5     │   │ A5  THIS LIVING QUARTERS?            │
│ :::::::::::::::  │   │     Individual Ownership             │
└─────────────────┘   │   ┌─┐                                 │
                      │ 1 │ │   Self-owned                    │
                      │   └─┘                                 │
                      │   ┌─┐                                 │
                      │ 2 │ │   Other Individual Owner        │
                      │   └─┘                                 │
                      │     Non Individual Ownership          │
                      │   ┌─┐                                 │
                      │ 3 │ │   Government/Statutory Body      │
                      │   └─┘                                 │
                      │   ┌─┐                                 │
                      │ 4 │ │   Private                       │
                      │   └─┘                                 │
                      │   ┌─┐   Others                        │
                      │ 5 │ │   (Specify) . . . . . . . . . . │
                      │   └─┘                                 │
                      └──────────────────────────────────────┘
```

## PURPOSE

■ This question is to obtain information relating to the ownership status of the LQ.

## DEFINITION

■ The word "own" covers all LQs which are purchased through loan regardless of whether the loan has been paid up or not, by instalment or it is still under mortgage.

## INDIVIDUAL OWNERSHIP

■ This includes LQs occupied by the owner himself/herself or LQs which are rented from other individual owners.

   (i) **Self-owned (CODE 1)**

   This category includes LQs occupied by the owner himself/herself or the family or a relative of the owner who inherits the LQ.

   (ii) **Other Individual Owner (CODE 2)**

   This category includes LQs rented by occupants from other individuals.

## NON-INDIVIDUAL OWNERSHIP

■ This includes LQs owned by the Government/Statutory Body/Local Authority, private companies and non individual owners.

## (i) Government/Statutory Body (CODE 3)

- Included in this category are LQs owned by the Government and Statutory Bodies e.g Government Quarters, NEB quarters, UDA flats, Dewan Bandaraya Kuala Lumpur, PKNS, etc. In most cases, the occupants have to pay rent to the authority.

- However there are LQs under the FELDA housing schemes whereby the occupants are required to pay monthly instalment to the authority. In such cases, the LQs should be classified under "Self-owned" (CODE 1).

## (ii) Private (CODE 4)

- Included in this category are LQs owned by private companies. It includes LQs provided by the employers to their employees eg. estate houses or houses owned by the private company and rented out to the public.

- In some cases, if the LQs provided by the employer is owned by individuals, and the employer rents the LQs for his/her employees then classify the LQs as "Other Individual Owner" (CODE 2).

## (iii) Others (CODE 5)

- This refers to categories other than the above-mentioned e.g owned by Co-operatives, Associations, etc.

## HOW TO ASK THE QUESTION

- Ask question as stated in the questionnaire.

## HOW TO RECORD THE ANSWER

- Mark " X " in the relevant box. If Code 5 is marked, state the ownership status on the dotted line.

77

| A6 | WHAT IS THE SOURCE OF DRINKING WATER? |
|----|----|

1 ☐ Piped water inside Living Quarters

2 ☐ Piped water outside Living Quarters

3 ☐ Well

4 ☐ Others (including river, drain, canal)

(Specify)................

## PURPOSE

■ This question is to find out the source of *drinking* water normally used by the HH members of the LQ.

## DEFINITION

■ For category "Piped Water", it refers to PVC or metal pipes which has a tap. Remember that it also includes all types of piped water either from public supply or a private tank or channelled through a motor attached to the pipe. It can be categorised into two types:-

(i) Piped water inside the Living Quarters (CODE 1)

(ii) Piped water outside the Living Quarters (CODE 2)

■ Category "Others" includes rain water, river water, canal, drain, etc.

## HOW TO ASK THE QUESTION

■ Ask question as stated in the questionnaire.

■ You can also obtain the answer by observation.

## HOW TO RECORD THE ANSWER

■ Mark "X" in the relevant code box.

■ If more than one source of water supply is used, record only the *principal/main category.*

■ To ascertain whether the piped water is inside/outside the LQ, you need to ask the respondent or observe where the main tap is located.

■ If Code 4 is marked, write on the dotted line the type of water supply for drinking.

**A7 WHAT IS THE TYPE OF LIGHTING USED?**

1 ☐ Electric Lamp

2 ☐ Pressure/Gas Lamp

3 ☐ Oil Lamp

4 ☐ Others
(Specify)................

## PURPOSE

■ This question is to obtain particulars relating to the type of lighting used in the LQ.

## HOW TO ASK THE QUESTION

■ Ask the question as stated in the questionnaire.

■ You can also obtain the answer by observation.

## HOW TO RECORD THE ANSWER

■ Mark " X " in the relevant code box.

■ If more than one type of lighting is used, you should use a *priority scale* to determine the answer eg. if electric as well as gas lamp are used, mark "Electric Lamp". If pressure/gas lamp and oil lamp are used, mark "Pressure/Gas Lamp".

■ If the LQ is equipped with electric wires but do not have source of supply in the form of socket or bulb, then do not mark "Electric Lamp". Instead, mark the other relevant answer.

■ The category "Others" includes candles, solar (original source generated from solar energy).

■ If Code 4 is marked, state the type of lighting used on the dotted line.

| QUESTION A8 | A8 **WHAT IS THE TYPE OF TOILET FACILITY USED?** |
|---|---|

A8 **WHAT IS THE TYPE OF TOILET FACILITY USED?**

1 ☐ Flush system

2 ☐ Pour flush

3 ☐ Bucket

4 ☐ Pit

5 ☐ Enclosed space over water

6 ☐ None → *(Go to Part B)*

## PURPOSE

■ This question is to obtain information relating to the type of toilet facility used by the members of the LQ.

## DEFINITION

■ Types of toilet facility are as follows:-

(i) **Flush System [CODE 1]**

This type of toilet is fixed with a mechanical/automatic sewerage system. Human waste is flushed off with water by pressing or pulling the mechanical device.

(ii) **Pour Flush [CODE 2]**

This category differs from the mechanical pull-type in disposing off the waste. This pour flush type necessitates the user to pour water into the sanitary bowl to dispose off the waste. It is also known as "Jamban Siram".

(iii) **Bucket [CODE 4]**

This type uses a bucket to collect the waste. The bucket is portable and is usually cleaned by public/private authority.

(iv) **Pit [CODE 4]**

This includes all pits dug into the ground to collect the human waste. They are commonly referred to as "Jamban Siam" or "Jamban Lubang". Cesspits should also be included under this category.

80

**(v) Enclosed Space over water [CODE 5]**

This is constructed over water so that the human waste fall direct into the water i.e it is constructed over drains, river, sea, pond, lake and swamps. This type of toilet should have a closed or semi-enclosed structure.

**(vi) None [CODE 6]**

This includes all cases whereby the LQ does not have any toilet facility. The occupants of the LQ use swamps, river, bushes, etc. to dispose their human waste.

### HOW TO ASK THE QUESTION

■ Ask the question as follows:-

> *"What is the type of toilet facility normally used by the`members of this LQ?"*

### HOW TO RECORD THE ANSWER

■ Mark " X " in the relevant code box.

■ If the answer is Code 6 you *need not* ask Question A9. Proceed to Part B.

**A9** IS THE TOILET FACILITY
SHARED WITH ANOTHER
LIVING QUARTERS?

1 ☐ Yes

2 ☐ No

## PURPOSE

■ This question is to find out whether the toilet facility is being shared with another LQ.

## HOW TO ASK THE QUESTION

■ Ask question as stated in the questionnaire.

## HOW TO RECORD THE ANSWER

■ Mark "YES" [CODE 1] if sharing and "NO" [CODE 2] if otherwise.

---

**NOTE**

■ YOU ARE TO ANSWER QUESTIONS IN CHAPTER F OF THE TRAINING WORKBOOK (DOCUMENT 14a).

```
##############################################################
#                                                            #
#                      CHAPTER G                             #
#                                                            #
#            PROCEDURES  TO  FILL  DOCUMENT  2               #
#            (PART  B  :  HOUSEHOLD  PARTICULARS)            #
#                                                            #
#                                                            #
#  CONTENTS                                        PAGE      #
#                                                            #
#  G1   INTRODUCTION                                83       #
#                                                            #
#  G2   PURPOSE                                     83       #
#                                                            #
#  G3   FORMAT                                      84       #
#                                                            #
#  G4   GUIDE TO COMPLETE PART B :                  85       #
#       HOUSEHOLD PARTICULARS                                #
#                                                            #
#  G5   CONCEPT AND DEFINITION                      86       #
#                                                            #
#  G6   HOW TO ASK QUESTIONS AND RECORD ANSWERS     87       #
#            QUESTION B1                             87       #
#            QUESTION B2                             93       #
#            QUESTION B3                             93       #
#            QUESTION B4                             94       #
#            QUESTION B5                             96       #
#            QUESTION B6 - B10                       97       #
#            QUESTION B6                             97       #
#            QUESTION B7                             98       #
#            QUESTION B8 - B10                       99       #
#            QUESTION B11                           100       #
#            QUESTION B12                           101       #
#            QUESTION B13                           102       #
#                                                            #
##############################################################
```

# CHAPTER G

## PROCEDURES TO FILL DOCUMENT 2
## (PART B : HOUSEHOLD PARTICULARS)

### G1 INTRODUCTION

- After completing Part A, you are to continue the interview and complete Part B, Household Particulars.

- This part is required to be completed for each occupied LQ having Code 1 or Code 2 for Question A4.

- This chapter gives a guideline on how to fill Part B - Household Particulars.

### G2 PURPOSE

- This part is for the purposes of:-

    (i) Listing *all the names of usual members* in each Household.

    (ii) Identifying the usual members and visitors who were *living in the Household on Census Day (between 12.00 midnight 13 August 1991 to 7.00 morning 14 August 1991).*

    (iii) *Preparing to complete person particulars in Part C.*

    (iv) Obtaining information on *Relationship to Household Head and Sex.*

    (v) Obtaining information on *items/appliances accessible for use to members of each Household.*

# G3 FORMAT

**B    HOUSEHOLD PARTICULARS**

| **B1** What are the names of persons who usually live in this Household? *Start with Head of Household followed by:* − *Spouse of Head* − *Unmarried children* − *Married children and their families* − *Father/mother of Head* − *Brothers/sisters of Head or spouse of Head* − *Other relatives* − *Others (e.g. servant, tenant, boarder)* | **B2** Relationship to Head of Household  *[Ensure the Head of Household lived in this LQ on Census Day]* | **B3** Sex  *M − Male  F − Female* | **B4** Did you live here on Census Day (between 12 midnight 13th August 1991 until 7 am 14th August 1991)? If: "Yes" − mark ( √ ) "No" − mark ( X ) | **B5** Person number for those marked ( √ ) in B4 | **B13** Are the following items available for use by members of this Household?  *[Do not ask this Question if the answer to Question A1 is code 10 − 20]* |
|---|---|---|---|---|---|
|  | HEAD |  |  |  | *[Mark [X] in the relevant boxes.]* |
|  |  |  |  |  |  |
|  |  |  |  |  | **Motorcar** |
|  |  |  |  |  | ☐ 1 unit |
|  |  |  |  |  | ☐ 2 units |
|  |  |  |  |  | ☐ 3 units or more |
|  |  |  |  |  | **Motorcycle/Scooter** |
|  |  |  |  |  | ☐ 1 unit |
|  |  |  |  |  | ☐ 2 units or more |
|  |  |  |  |  | **Bicycle** |
|  |  |  |  |  | ☐ Bicycle |
|  |  |  |  |  | **Others** |
|  |  |  |  |  | ☐ Air-Conditioner |
|  |  |  |  |  | ☐ Refrigerator |
|  |  |  |  |  | ☐ Washing Machine |
|  |  |  |  |  | ☐ Telephone |
|  |  |  |  |  | ☐ Television |

| **B6** What are the names of persons (usually not living in this household) who lived here on Census Day (between 12 midnight, 13th August 1991 until 7 am. 14th August 1991)? | **B7** Relationship to Head of Household | **B8** Sex | **B9** Lived here on Census Day [Mark ( √ )] | **B10** Person number | ☐ Video |
|---|---|---|---|---|---|
|  | Visitor |  |  |  | ☐ Radio/Hi-fi |
|  | Visitor |  |  |  | ☐ Boat with engine (Sabah & Sarawak only) |
|  | Visitor |  |  |  | None of the items mentioned above. |
|  | Visitor |  |  |  | ☐ |
|  | Visitor |  |  |  |  |

**TOTAL NUMBER OF ( √ ) IN B4 AND B9 ⟶**

---

**B11** Besides the names of persons mentioned, are there any other persons who eat and live together in this Household that you have MISSED out, for instance:
− *baby, children*
− *old people*
− *servant*
− *tenant, boarder*
− *usual household member who is temporarily away because of work, study, holiday and other reasons.*

[Mark ( √ ) in the relevant box]

☐ Yes          ☐ No

*If the answer is 'Yes', please list their names in B1, B6 and complete columns B2 until B5, B8 until B10 respectively.*

**B12** SUMMARY (No. of persons on Census Day)

Number of Persons who lived in this Household on **CENSUS DAY**

[Questions B3, B8 and ( √ ) in B4, B9]

| Male | Female | Total |
|---|---|---|
| ☐☐☐ | ☐☐☐ | ☐☐☐ |

*[ Go to Question B13 ]*

84

■ Part B contains thirteen (13) questions related to the following particulars:-

| | |
|---|---|
| B1 | List of usual Household members |
| B2,B7 | Relationship to Head of Household |
| B3,B8 | Sex |
| B4,B9 | A tick (√) for person who lived with the Household on Census Day |
| B5,B10 | Person Number for those with a tick (√) in Questions B4 and B9 |
| B6 | List of Visitors' names who lived with the Household on Census Day |
| B11 | Persons not listed in Question B1 |
| B12 | Summary (Number of persons on Census Day) |
| B13 | Items accessible to Household members |

## 54 GUIDE TO COMPLETE PART B : HOUSEHOLD PARTICULARS

■ This part is required to be completed for each Household.

■ For LQ with more than one HH, a separate Document 2 is required to be completed for each HH.

■ Questions B1, B2 and B3 are required to be asked consecutively for each Household member. Similarly for Questions B6, B7 and B8.

■ After you have listed all the household members in B1 and visitors in B6, Relationship to Household Head in B2, Sex in B3 and B8, then ask each member Questions B4 and B9. Assign Person Number in B5 and B10 for those with ticks (√) in B4 and B9 respectively.

■ After you have entered the answer for Question B12, you must ask Question B13 which is related to items such as motorcar, motorcycle, bicycle and other household appliances.

■ The following paragraphs give a more detailed description on the concept, purpose and method of asking questions in this part.

## G5   CONCEPT AND DEFINITION

■ Two important concepts/definitions which you must understand before you begin to interview your respondents are:-

(i)   **Household**

- A household is made up of persons who may be related and/or persons unrelated who usually live together **and** make common provision for food and other essentials of living.

- This household concept has been explained in detail on page 4 of this manual.

(ii)   **Head of Household**

- The Head of Household is a member of the household who is  LIVING in the LQ on CENSUS DAY and is regarded as the Head by the other members.

- *The Head can be a male or a female member of the household.*

> **B1**
> **What are the names of persons who usually live in this Household?**
>
> *Start with Head of Household followed by:*
> - *Spouse of Head*
> - *Unmarried children*
> - *Married children and their families*
> - *Father/mother of Head*
> - *Brothers/sisters of Head or spouse of Head*
> - *Other relatives*
> - *Others (e.g. servant, tenant, boarder)*

## PURPOSE

■ The purpose of this question is to obtain a *complete* list of the names of usual members of each Household.

## HOW TO ASK THE QUESTION

■ Before you introduce Question B1, you have to ask the following question to determine the Head of Household.

> **"Who is the Head of this Household?"**

■ It is to be noted that the Head of Household *must live in the LQ on Census Day (i.e between 12.00 midnight 13 AUGUST 1991 to 7.00 morning 14 AUGUST 1991)*.

■ You must explain the concept of "Household" and "Head of Household" to your respondent.

■ Record the name of Head of Household given by the respondent on the first line. The word 'HEAD' is already printed in Question B2.

■ Then, proceed to ask the question as given below:-

> **"What are the names of all other persons who usually live in this Household?"**

## HOW TO RECORD THE ANSWERS

■ Write the names of the usual members of the Household as given by the respondent.

■ Please follow the procedures for listing the order of usual household members as provided in Question B1.

■ Begin with the Head of Household and followed by;

    (1)   *Spouse of Head*
    (2)   *Unmarried children*
    (3)   *Married children and their families*
    (4)   *Father/mother of Head*
    (5)   *Brothers/sisters of Head or of Spouse of Head*
    (6)   *Other relatives*
    (7)   *Others (eg. servant, tenant, boarder)*

■ For categories (2) and (3) above you have to list according to age. Those *older* should be listed *first* to be followed by the younger members.

■ For category (3), you have to list all the members of the respective families before listing the members in the next category.

■ For LQs with *one* Household, you are to make sure that all the total usual members listed in Question B1 is *equal* to the total you have earlier recorded in Question K3 for the same Household. If there is a difference, please check with the respondent to reconcile the answers to questions B1 and K3. *This is to ensure that no one is missed out in the list.*

■ For LQs with more than one Household, make sure that the total usual members listed for all Households in the LQ is equal to the total which you have recorded in Question K3. If there is any difference, reconcile the respective answers.

## SPECIAL NOTE

- Make sure that the following persons are also listed as usual Household members although they did not live in the LQ on CENSUS DAY due to the nature of their work.

  (i)   Shift workers such as:-

      - factory worker
      - nurse, doctor
      - watchman, police, 'rukun tetangga' member on duty
      - telephone operator, waiter, hotel worker
      - other shift worker

  (ii)  Fisherman, Hunter

  (iii) Taxi/Lorry/Bus Driver and other related worker

  (iv)  Other persons temporary not at home

- For all the above categories, any member is qualified to be listed as Head of Household if considered to be Head by other members of the Household.


## SPECIAL NOTE : HOUSEHOLD EXCEEDING 20 MEMBERS

- If the number of usual members in a Household exceeds 20 persons, please use a separate Document 2 and the following actions must be taken;

  (i)   Complete all information on Identification Particulars

  (ii)  Complete Questions K1, K2 and K5 of the Control Particulars

  (iii) Cancel Questions K3, K4 and all of Part A - Living Quarters Particulars

# SPECIAL CASES LIKELY TO ENCOUNTER

During the interview of a Household, it is likely that you would encounter the following cases:-

| Case (a) | - Head not living together with Household on Census Day |
|---|---|

■ A person who is usually considered as Head of Household not living with the Household on Census Day.

| Solution |
|---|

■ Ask the respondent;

> *"Other than ....... (name of person regarded as Head), who among the other members of the Household can be considered as Head and who lived together with the Household on Census Day?"*

■ Record the name given on the first line.

| Case (b) | - Children of Head who are married and staying together. |
|---|---|

■ Married child/children of head who are living together with their spouse and children. How to list them?

| Solution |
|---|

■ List their names together with the spouse and children accordingly.

Example:

- Head of Household
- Wife/Husband of Head
- Unmarried children of Head
  *(begin with the eldest)*
- Married children of Head
- Wife/husband of married child *(in-laws)*
- Grandchildren of Head
-

| Case (c) | - **Head with two wives and all living together.** |
|---|---|

■ A Household Head with two wives and all of them live as one household.

| Solution |
|---|

■ List their names as given below:-

- Head
- First wife
- Children of first wife
- Second wife
- Children of second wife

| Case (d) | - **Two or more families living together** |
|---|---|

■ Two or more families living together in a LQ (irrespective of whether they are related or not).

Example:

| Ali | - | Husband | |
|---|---|---|---|
| Aminah | - | Wife | *Family I* |
| Asri | - | Child | |

| Sazali | - | Husband | |
|---|---|---|---|
| Samsiah | - | Wife | *Family II* |
| Salim | - | Sazali's father | |

| Hashim | - | Husband | |
|---|---|---|---|
| Hasmah | - | Wife | *Family III* |

| Solution |
|---|

■ Ask about the eating arrangement of the above families.

- If they make common provision for food and other essentials of living, list the names of all members of the three families as one Household.

- The listing order of the household members is given below:-

    Head
    Wife of Head          ] *Family I*
    Child of Head

    Members of Family II

    Members of Family III

- If they have separate eating and living arrangement then each of the family should form a separate household.

    Family I as First HH

    Family II as Second HH and so on.

- *Please use a separate Document 2 for each HH.*

```
┌──────────────────────┐  ┌───────────────────────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │  │ ■ B2                  │
│ ▓QUESTION  B2▓       │  │ Relationship to Head  │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │  │ of Household          │
└──────────────────────┘  │                       │
                          │ [Ensure the Head of   │
                          │ Household lived in    │
                          │ this LQ on            │
                          │ Census Day]           │
                          │                       │
                          ├───────────────────────┤
                          │        HEAD           │
                          └───────────────────────┘
```

## PURPOSE

■ The purpose of Question B2 is to obtain the relationship of the usual Household members to the Head of Household.

## HOW TO ASK THE QUESTION

■ Ask the question as given below:-

┌─────────────────────────────────────────────────────┐
│ "What is the relationship of.........(name of usual │
│ member) to............(name of Household Head)?"    │
└─────────────────────────────────────────────────────┘

## HOW TO RECORD THE ANSWERS

■ Record in detail the answers given such as wife, husband, child, in-law, grandchild, brother, sister and others.

```
┌──────────────────────┐  ┌──────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │  │ ■B3  │
│ ▓QUESTION  B3▓       │  │ Sex  │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │  │      │
└──────────────────────┘  │ M – Male   │
                          │ F – Female │
                          │      │
                          └──────┘
```

## PURPOSE

■ The purpose of Question B3 is to obtain the sex of each usual household member.

## HOW TO ASK THE QUESTION

■ Ask the question as given below:-

┌─────────────────────────────────────────────────────┐
│ "What is the sex of........(name of usual member)?" │
└─────────────────────────────────────────────────────┘

■ *Do not assume the sex based on the name of the person.*

93

## HOW TO RECORD THE ANSWER

■ Write 'L' for male and 'P' for female.

```
┌─────────────────────┐  ┌──────────────┐
│:::::::::::::::::::::::│  │ B4           │
│:::QUESTION B4::::::::│  │ Did you live here
│:::::::::::::::::::::::│  │ on Census Day
└─────────────────────┘  │ (between 12
                          │ midnight 13th
                          │ August 1991 until
                          │ 7 am 14th August
                          │ 1991)?
                          │ If:
                          │ "Yes" – mark ( √ )
                          │ "No" – mark ( X )
                          │
                          └──────────────┘
```

## PURPOSE

■ The purpose of this question is to obtain a count of all persons *during a reference period* i.e. on *Census Day*.

■ The purpose of this question is also to ensure that the members listed in B1 are included in the persons count on Census Day.

## HOW TO ASK THE QUESTION

■ Ask the question as given below:-

> *"Was............(name of usual member) living in this Living Quarters on CENSUS DAY?"*

■ For respondents who do not understand the concept of CENSUS DAY please explain that it refers to a period of time between 12.00 midnight 13 AUGUST 1991 to 7.00 morning 14 AUGUST 1991.

■ This question is to be asked to *ALL* persons listed in Question B1.

■ If the respondent does not recall the reference period, you have to show the calendar in Document 7 (Thank You Card) where the CENSUS DAY is circled.

## HOW TO RECORD THE ANSWER

■ If the answer is 'YES' mark  (√) and if 'NO' mark  (X).

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  SPECIAL NOTE  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
└─────────────────────────────────────────────────────────────────┘
```

THE FOLLOWING CASES SHOULD BE CAREFULLY NOTED;

■ **NOT IN LQ BETWEEN 12.00 MIDNIGHT 13 AUGUST 1991 TO 7.00 MORNING 14 AUGUST 1991 DUE TO THE NATURE OF THE JOB.**

Any household member who is not present in LQ during the stated time due to work must be marked (✓) i.e. to be treated as living in LQ.

Examples of such cases are:-

    (i) Shift workers such as:-
        - factory worker
        - nurse, doctor
        - watchman, police, "rukun tetangga" member on duty
        - telephone operator, waiter, hotel worker
        - other shift workers

    (ii) Fisherman, Hunter

   (iii) Taxi/Lorry/Bus Driver and other types of vehicle drivers

■ **NEW BORN BABIES**

- If born **BEFORE 12.00 midnight 13 AUGUST 1991** and live in LQ, mark (✓) for Question B4.

- If born **AFTER 12.00 midnight 13 AUGUST 1991** mark (X) for Question B4.

■ **DEATH**

- Persons who died **BEFORE 12.00 midnight 13 AUGUST 1991** need not be listed in B1.

- Persons who died **AFTER 12.00 midnight 13 AUGUST 1991** but lived in the LQ during the reference period, you must mark (✓) for Question B4.

■ *In principle, for cases of births and deaths, all persons who were alive at 12.00 midnight 13 AUGUST 1991 must be counted.*

```
┌─────────────────────────┐ ┌──────────────┐
│ ░░░░░░░░░░░░░░░░░░░░░░░  │ │ ■B5          │
│ ░░░░░░░░░░░░░░░░░░░░░░░  │ │              │
│ ░QUESTION  B5░░░░░░░░░░  │ │ Person       │
│ ░░░░░░░░░░░░░░░░░░░░░░░  │ │ number       │
│ ░░░░░░░░░░░░░░░░░░░░░░░  │ │ for those    │
└─────────────────────────┘ │ marked       │
                            │   ( √ )      │
                            │ in B4        │
                            │              │
                            ├──────────────┤
                            │              │
                            └──────────────┘
```

## PURPOSE

■ The purpose of this question is to assign a person number to each Household member who is given a tick (√) for Question B4.

■ The number will assist you to identify the Household member who will be required to provide information on person particulars in Part C.

## HOW TO RECORD THE ANSWER

■ Only those marked (√) for Question B4 are required to be assigned a Person Number.

■ *The three-digit* number to be given must be in ascending order.

■ Please make sure that the Person Number for the Head of Household is '001'.

```
┌─────────────────────────┐
│ ░░░░░░░░░░░░░░░░░░░░░░░░░ │
│ ░QUESTION B6 - B10░░░░░ │
│ ░░░░░░░░░░░░░░░░░░░░░░░░░ │
└─────────────────────────┘
```

| B6 What are the names of persons (usually not living in this household) who lived here on Census Day (between 12 midnight, 13th August 1991 until 7 am. 14th August 1991)? | B7 Relationship to Head of House-hold | B8 Sex | B9 Lived here on Census Day [Mark (√)] | B10 Person number |
|---|---|---|---|---|
| | Visitor | | | |
| | Visitor | | | |
| | Visitor | | | |
| | Visitor | | | |
| | Visitor | | | |

Questions B6 - B10 are specifically for recording information related to visitors in each Household.

```
┌─────────────────────────┐   ┌──────────────────────────────────────┐
│ ░░░░░░░░░░░░░░░░░░░░░░░░ │   │ B6  What are the names of persons      │
│ ░░░░░░░░░░░░░░░░░░░░░░░░ │   │     (usually not living in this        │
│ ░QUESTION B6░░░░░░░░░░░ │   │     household) who lived here on       │
│ ░░░░░░░░░░░░░░░░░░░░░░░░ │   │     Census Day (between 12 midnight,   │
│ ░░░░░░░░░░░░░░░░░░░░░░░░ │   │     13th August 1991 until 7 am.       │
└─────────────────────────┘   │     14th August 1991)?                 │
                              ├──────────────────────────────────────┤
                              │                                        │
                              ├──────────────────────────────────────┤
                              │                                        │
                              ├──────────────────────────────────────┤
                              │                                        │
                              ├──────────────────────────────────────┤
                              │                                        │
                              ├──────────────────────────────────────┤
                              │                                        │
                              └──────────────────────────────────────┘
```

## PURPOSE

■ This is for recording all persons who were not usual members of a Household but were living with a HH on Census Day. This category is known as "visitors" and it does not take into consideration whether or not they are related to the Head of Household.

## DEFINITION

■ Visitor

A visitor is a person who is visiting a Household and lived in the LQ during the above stated time period. A visitor can be:-

- A person related to the Head of Household or any usual member in the Household such as father/mother, brother/sister and other relatives.

- An unrelated person such as friends and others.

97

# HOW TO ASK THE QUESTION

■ A guide to ask the question is given below:-

> *"Other than the usual members of the Household already listed, are there any other persons who lived here on Census Day?"*

# HOW TO RECORD THE ANSWER

■ If the respondents answer 'YES', ask for their names and record them in the space provided in Question B6.

| QUESTION B7 | **B7** Relationship to Head of House- hold |
| --- | --- |
| | Visitor |
| | Visitor |
| | Visitor |
| | Visitor |
| | Visitor |

The relationship to the Household Head is pre-printed below the question.

| QUESTION B8 - B10 | B8 Sex | B9 Lived here on Census Day [Mark (√)] | B10 Person number |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **TOTAL NUMBER OF ( √) IN B4 AND B9** ——→ | | | |

■ The purpose as well as how to ask the questions and record the answers for Questions B8 - B10 are similar to Questions B3 - B5.

■ Make sure that all visitors listed in Question B6 are marked (√) in Question B9.

■ For visitors listed, assign Person Number in Question B10 which must be *continued from the last Person Number which you have assigned to a usual Household member in Question B5.*

■ When you have completed Questions B1 - B10, you should add up the number of persons with (√) in Question B5 and B9, and enter this number in the column "TOTAL NUMBER OF (√) IN B4 AND B9". Make sure this column is filled in after you have asked Question B11 and have completed all particulars in B1 - B10 for those who have been missed out, if any. *Make sure that this total figure is the SAME as the last Person Number already assigned in Question B5/B10.*

```
┌─────────────────────┐
│:::::::::::::::::::::::│
│  QUESTION B11        │
│:::::::::::::::::::::::│
└─────────────────────┘
```

**B11** Besides the names of persons mentioned, are there any other persons who eat and live together in this Household that you have MISSED out, for instance:
- *baby, children*
- *old people*
- *servant*
- *tenant, boarder*
- *usual household member who is temporarily away because of work, study, holiday and other reasons.*

[Mark ( ✓ ) in the relevant box]

☐ Yes          ☐ No

*If the answer is 'Yes', please list their names in B1, B6 and complete columns B2 until B5, B8 until B10 respectively.*

## PURPOSE

■ The purpose of this question is to check and ensure that all usual HH members and other persons living in the Household (e.g visitors) on Census Day are completely listed in B1 and B6, especially;

    *(i)   Babies and children*

    *(ii)  Elderly persons*

  *(iii)  Servants*

   *(iv)  Tenants and boarders*

    *(v)  Usual members temporarily not in LQ due to work, study, leave, etc.*

   *(vi)  Visitors*

## HOW TO ASK THE QUESTION

■ Ask the question as given in the Questionnaire.

## HOW TO RECORD THE ANSWER

■ If the respondent answers 'YES' tick (✓) in the box provided and list their names in B1 and/or B6 and continue to complete the information in B2 - B5 and/or B8 - B10. Their names should be added onto the list of names in B1 and/or B6 and the Person Number (in B5 and/or B10) should be in sequence.

■ If the respondent answers 'No', tick (✓) in the relevant box.

| QUESTION B12 | B12 SUMMARY (No. of persons on Census Day) |
| --- | --- |

**Number of Persons who lived in this Household on CENSUS DAY**

[Questions B3, B8 and ( √) in B4, B9]

| Male | Female | Total |
| --- | --- | --- |
| | | |

*[ Go to Question B13 ]*

## PURPOSE

■ The purpose of this summary is to obtain the number of persons living in a Household on Census Day.

## HOW TO RECORD THE ANSWER

■ You are required to record the answers by counting.

■ You are required to transfer the figure "TOTAL NUMBER OF (√) IN B4 AND B9" to the "TOTAL" box provided in the SUMMARY (B12).

■ Count the number of ticks (√) for "Male" and "Female" separately under the column "Sex" in Questions B3 and B8. Record the figures in boxes marked "Male" and "Female" respectively.

■ *Make sure the number of "Males" added to "Females" equals the figure shown in "Total".*

■ All figures must be recorded in *three-digits.*

■ After completing Question B12, please proceed to Question B13.

**B13**

Are the following items available for use by members of this Household?

*[Do not ask this Question if the answer to Question A1 is code 10 – 20]*

*[Mark [X] in the relevant boxes.]*

Motorcar

☐ 1 unit

☐ 2 units

☐ 3 units or more

Motorcycle/Scooter

☐ 1 unit

☐ 2 units or more

Bicycle

☐ Bicycle

Others

☐ Air-Conditioner

☐ Refrigerator

☐ Washing Machine

☐ Telephone

☐ Television

☐ Video

☐ Radio/Hi-fi

☐ Boat with engine (Sabah & Sarawak only)

None of the items mentioned above.

☐

## PURPOSE

■ The purpose of this question is to obtain information relating to items/appliances *accessible to members of each Household.*

## DEFINITION

■ The Household is considered as having the items even if it is *rented, bought on hire purchase or provided by employer for use by the Household members.*

■ Please take note of the following;

(i) Motorcar

For the category 'motorcar' it includes van and four-wheel drive vehicles such as Land Rover, Trooper, Pajero and other similar vehicles for private use.

:::SPECIAL NOTE:::

For vehicles such as motorcar, motorcycle/scooter *which are used for BUSINESS ONLY,* they are *NOT* considered as items/ appliances accessible for use by members of a Household.

(ii)   Bicycle

Bicycle includes all types *except* those with additional wheel support.

(iii)  Motor boat

This is included if the boat is used for *personal transportation*. This category is applicable only in Sabah (including *the Federal Territory of Labuan*) and *Sarawak*.

■ If an item is *permanently out of order and cannot be used*, it SHOULD NOT be included. However, if an item is only temporarily out of order and can be repaired, it must be included.

## HOW TO ASK THE QUESTION

■ Ask the question as given below;

---

*"Are the following items available for use to the members of this Household?"*

---

■ You must read out each category as listed.

■ For the category "motorcar" and "motorcycle/Scooter", ask for the number of units.

## HOW TO RECORD THE ANSWER

■ Mark "X" in the respective boxes in accordance with the answers given for the items named.

■ You are allowed to mark more than one answer *EXCEPT* for the categories 'Motorcar' and 'Motorcycle/Scooter'. When a respondent answers 'Yes' to one or more of the above items mark "X" in the appropriate box.

■ The box "None of the items mentioned above" *can only be marked* if all the items/appliances listed are not accessible to the Household.

> **NOTE**
>
> ■ *YOU ARE TO ANSWER ALL QUESTIONS IN CHAPTER G OF THE TRAINING WORKBOOK (DOCUMENT 14a).*

```
##################################################################
#                                                                #
#                        CHAPTER  H                              #
#                                                                #
#          PROCEDURES  TO  FILL  DOCUMENT  2                     #
#           (PART  C:  PERSON  PARTICULARS)                      #
#                                                                #
#                                                                #
#  CONTENTS                                            PAGE      #
#                                                                #
#  H1   INTRODUCTION                                    105      #
#                                                                #
#  H2   PURPOSE                                         105      #
#                                                                #
#  H3   FORMAT                                          106      #
#                                                                #
#  H4   HOW  TO  MARK/FILL  IN  ANSWERS                 108      #
#                                                                #
#  H5   HOW  TO  ASK  QUESTIONS  AND  RECORD  ANSWERS   108      #
#            QUESTION  C1                               109      #
#            QUESTION  C2                               109      #
#            QUESTION  C3                               110      #
#            QUESTION  C4                               110      #
#            QUESTION  C5                               111      #
#            QUESTION  C6                               113      #
#            QUESTION  C7                               115      #
#            QUESTION  C8                               117      #
#            QUESTION  C9                               119      #
#            QUESTION  C10                              124      #
#            QUESTION  C11  -  14                       126      #
#            QUESTION  C11                              126      #
#            QUESTION  C12                              128      #
#            QUESTION  C13                              129      #
#            QUESTION  C14                              131      #
#            QUESTION  C15  -  16                       133      #
#            QUESTION  C15                              133      #
#            QUESTION  C16                              138      #
#            QUESTION  C17                              140      #
#            QUESTION  C18  -  27                       142      #
#            QUESTION  C18                              143      #
#            QUESTION  C19                              144      #
#            QUESTION  C20                              145      #
#            QUESTION  C21                              146      #
#            QUESTION  C22                              147      #
#            QUESTION  C23                              150      #
#            QUESTION  C24                              150      #
#            QUESTION  C25                              151      #
#            QUESTION  C26                              153      #
#            QUESTION  C27                              157      #
#                                                                #
##################################################################
```

# CHAPTER H

## PROCEDURES TO FILL DOCUMENT 2
## (PART C : PERSON PARTICULARS)

### H1   INTRODUCTION

■ In part B, you have listed all the usual Household members and visitors who lived in a household on Census Day.

■ For usual members and visitors who are present in a Living Quarters on Census Day, you have marked (√) in Questions B4 and B9. Person Numbers are assigned in Questions B5 and B10.

■ For every person marked (√), you have to obtain that person's particulars and fill these information in Part C.

■ This chapter will give a detail explanation on how to fill Part C.

### H2   PURPOSE

■ This part is to collect individual information for all usual household members and visitors who lived in the household on Census Day.

# H3 FORMAT

## FRONT PAGE

> PART C ONLY TO BE FILLED FOR EACH PERSON
> MARKED WITH ( √ ) IN QUESTION B4 OR B9

Member from a serial of _____ household number

| C   PERSON PARTICULARS | |
|---|---|
| | • Mark ☒ in one of the boxes for Questions C2, C4, C6, C10 – C13, C17 |
| | • Write the number or code in the boxes for Questions C1, C5 – C7, C9, C24 |
| | • Write the number or words on the dotted lines |

**PERSON NUMBER**
(Obtain from column B3 or B10)
[ | ]

**NAME** (Corresponding to C1)
................................

**RELATIONSHIP TO HEAD OF HOUSEHOLD** (Obtain from column B3 or B7)

- 01 Head of Household
- 02 Spouse of Head
- 03 Unmarried child of Head
- 04 Married child of Head
- 05 Daughter-in-law/Son-in-law of Head
- 06 Grandchild of Head
- 07 Mother/father of Head or of spouse of Head
- 08 Brother/sister of Head or of spouse of Head
- 09 Other relatives of Head or spouse of Head
- 10 Others who are not related to Head or spouse of Head
- 11 Visitor

**SEX** (Obtain from columns B3 or B6)
- 1 Male
- 2 Female

**WHAT IS YOUR DATE OF BIRTH?**
[ Date | Month | Year ]
(If no information for C3, ask C6)

**HOW OLD ARE YOU?**
(in completed years)
(If age is less than 1 year write "00"
If age is 99 years or more write "99")

**IN WHICH STATE/COUNTRY WERE YOU BORN?** (Refer to code card)
[ ]

**WHAT IS YOUR MARITAL STATUS?**
- 1 Never married
- 2 Married
- 3 Widowed
- 4 Divorced/permanently separated

**TO WHAT ETHNIC GROUP, COMMUNITY OR DIALECT GROUP DO YOU BELONG?** (Refer to code card)
[ ]

**WHAT IS YOUR RELIGION?**
- 1 Islam
- 2 Christianity
- 3 Hinduism
- 4 Buddhism
- 5 Confucianism/Taoism/Other Traditional Chinese Religion
- 6 Tribal/Folk Religion
- 7 Others (Specify) ............
- 8 No Religion

**HAVE YOU EVER BEEN TO SCHOOL? (INCLUDING KINDERGARTEN, COLLEGE OR UNIVERSITY)**
- 1 Yes
- 2 Never attended → (Go to C15) school

**ARE YOU STILL SCHOOLING/ COMPLETED SCHOOLING?**
- 1 Currently schooling
- 2 Completed schooling

**WHAT IS THE HIGHEST LEVEL OF SCHOOLING COMPLETED/STILL ATTENDING?**

Pre-school
- 01 Kindergarten

Primary
- 02 Standard 1
- 03 Standard 2
- 04 Standard 3
- 05 Standard 4
- 06 Standard 5
- 07 Standard 6

Secondary
- 08 Remove/Form 1
- 09 Form 2
- 10 Form 3
- 11 Form 4
- 12 Form 5
- 13 Form 6 Lower
- 14 Form 6 Upper

Vocational
- 15 Form 4
- 16 Form 5

Tertiary
- 17 College
- 18 University

**WHAT IS THE HIGHEST CERTIFICATE OBTAINED?**
- 1 None
- 2 SRP/LCE
- 3 SPM/MCE/SC/4 Thanawi
- 4 SPVM/SPM(VI)/MCVS
- 5 STPM/HSC/STA
- 6 Diploma/Certificate
- 7 Degree

**WHERE IS YOUR CURRENT USUAL PLACE OF RESIDENCE?**
- 1 This house
- 2 Different house (Give full address)
  - (a) Name of Street/Housing Estate .................
  - (b) Name of Town/Village .................
  - (c) Mukim/District (Kelantan) Sub-District (Sarawak) .................
  - (d) Administrative District/Jajahan (Kelantan) .................
  - (e) State/Country .................

[ | | | | ] For Office Use Only

**WHERE WAS YOUR USUAL PLACE OF RESIDENCE 5 YEARS AGO (i.e. ON 14TH AUGUST 1986)?** (for persons aged less than 5 years write residence at time of his/her birth)
- 1 This house
- 2 Same house as in C16 (CODE 2)
- 3 Different house (Give full address)
  - (a) Name of Street/Housing Estate .................
  - (b) Name of Town/Village .................
  - (c) Mukim/District (Kelantan) Sub-District (Sarawak) .................
  - (d) Administrative District/Jajahan (Kelantan) .................
  - (e) State/Country .................

[ | | | | ] For Office Use Only

**WHAT IS YOUR CITIZENSHIP?**
- 1 Malaysia
- 2 Singapore
- 3 Indonesia
- 4 Philippines
- 5 Thailand
- 6 Brunei Darussalam
- 7 Others (Specify) ............

## BACK PAGE

| FOR PERSON AGED 10 YEARS AND ABOVE (DATE OF BIRTH BEFORE/ON 14.8.1981) | |
|---|---|

**DID YOU WORK DURING THE LAST 7 DAYS?**
(Work means doing a job for salary/wages or profit or family gain)
- 1 Yes ————→ (Go to C24)
- 2 No

**DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS?**
- 1 Yes ————→ (Go to C24)
- 2 No

**DO YOU HAVE ANY WORK TO RETURN TO?**
- 1 Yes ————→ (Go to C25)
- 2 No

**DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS?**
- 1 Yes ————→ (Go to C23)
- 2 No

**WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?**
- 01 Believe no suitable job available
- 02 Bad weather
- 03 Sick/Confinement
- 04 Will start new job
- 05 Waiting for answers to job applications/ have looked for work prior to last 7 days
- 06 No qualification
- 07 Still schooling
- 08 Housewife
- 09 Going for further studies
- 10 Handicapped/disabled
- 11 Not interested
- 12 Retired/Too old
- 13 Too young
- 14 Others (Specify) ......................

**HAVE YOU EVER WORKED BEFORE?**
- 1 Yes ⌐→ (END INTERVIEW FOR THIS PERSON)
- 2 No

**HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?**
(Including additional work, secondary jobs, etc.)
[ | ] ............................

**OCCUPATION**
(a) What is your occupation?
................................
................................
(b) Please describe your duties/nature of your work
................................
................................

[ | | | ] For Office Use Only

**INDUSTRY**
(a) What are the Activities/Services/Product of your place of work?
(Describe in a few words)
................................
................................
................................
................................
(b) What is the Name and Address of your Employer?
  (i) Name of Employer ......................
  ................................
  (ii) Address of Employer ......................
  ................................

[ | | | ] For Office Use Only

**WHAT IS YOUR EMPLOYMENT STATUS?**
- 1 Employer
- 2 Employee
- 3 Self-employed
- 4 Unpaid family worker

106

■ Part C contains 27 questions as follows:

    C1    Person Number
    C2    Name
    C3    Relationship to the Head of Household
    C4    Sex
    C5    What is your date of birth?
    C6    How old are you?
    C7    In which State/Country were you born?
    C8    What is your marital status?
    C9    To what ethnic group, community or dialect group do you belong?
    C10   What is your religion?
    C11   Have you ever been to school?
    C12   Are you still schooling/completed schooling?
    C13   What is the highest level of schooling completed/still attending?
    C14   What is the highest certificate obtained?
    C15   Where is your current usual place of residence?
    C16   Where was your usual place of residence five years ago (i.e. on 14 August 1986)?
    C17   What is your citizenship?
    C18   Did you work during the last 7 days?
    C19   Did you work at least 1 hour during the last 7 days?
    C20   Do you have any work to return to?
    C21   Did you look for work during the last 7 days?
    C22   What is the main reason for not seeking work?
    C23   Have you ever worked before?
    C24   How many hours did you work during the last seven days?
    C25   Occupation
    C26   Industry
    C27   What is your employment status?

■ Questions **C1 - C17** is to be filled for *ALL* persons irrespective of age.

■ Questions **C18 - C27** is to be filled *only for persons aged 10 years and above,* that is, for those who were born before 14 August 1981.

■ Every set of Document 2 can be completed for the particulars of only 7 persons. For households with more than seven members, **Continuation Person form (Document 2a)** will have to be filled.

## H4   HOW TO MARK/FILL IN ANSWERS

- Mark "X" in one of the boxes for Questions C3, C4, C8, C10-C23 and C27.

- Write numbers or codes in the boxes for Questions C1, C5-C7, C9 and C24.

- Write numbers or words on **dotted lines**.

- For Questions C7 and C9, you have to refer to the **Code Card (Document 6)** to enable you to know the relevant codes for the answer given by the respondent.


## H5   HOW TO ASK QUESTIONS AND RECORD ANSWERS

| _____ member from a total of _____ household members |
|---|

### PURPOSE

- The purpose of this information is to help you to complete each person's particulars in a systematic manner. It also ensures that particulars have been filled for all persons.


### HOW TO RECORD ANSWERS

- This information is **copied** from Person Number column in B5 and/or B10.

- The total number of Household members can be obtained from Question B12 (Total column).

- For each member who is assigned a person number in B5 and B10, you have to record " _____ member from a total of _____ household members".

  *Example:* If there are three members living in a household, you have to record as follows;

  *For the first member, write;*

  _1_ member from a total of _3_ household members.

  *For the second member, write;*

  _2_ member from a total of _3_ household members.

*For the third member, write;*

 3  m e m b e r  from  a  t o t a l  of  3  h o u s e h o l d
members.

+-------------------+  +-----------------------------------+
| ::::::::::::::::: |  | [C1] **PERSON NUMBER**            |
| :QUESTION C1::::: |  | *(Obtain from column B5 or B10)*  |
| ::::::::::::::::: |  |    +--------------+               |
+-------------------+  |    |   |   |      |               |
                       |    +--------------+               |
                       +-----------------------------------+

## HOW TO RECORD THE ANSWER

■ This number can be obtained from column B5 and/or B10.

■ Write this number in *three-digit* for each person as you
  have recorded in Question B5 and/or B10.

+-------------------+  +-----------------------------------+
| ::::::::::::::::: |  | [C2] **NAME** *(Corresponding to C1)* |
| :QUESTION C2::::: |  |                                   |
| ::::::::::::::::: |  | . . . . . . . . . . . . . . . . . |
+-------------------+  +-----------------------------------+

## HOW TO RECORD THE ANSWER

■ Write the name of the member corresponding to the Person
  Number as recorded in Question C1.

## QUESTION C3

**C3 RELATIONSHIP TO HEAD OF HOUSEHOLD** *(Obtain from column B2 or B7)*

- 01 ☐ Head of Household
- 02 ☐ Spouse of Head
- 03 ☐ Unmarried child of Head
- 04 ☐ Married child of Head
- 05 ☐ Daughter-in-law/Son-in-law of Head
- 06 ☐ Grandchild of Head
- 07 ☐ Mother/father of Head or of spouse of Head
- 08 ☐ Brother/sister of Head or of spouse of Head
- 09 ☐ Other relatives of Head or spouse of Head
- 10 ☐ Others who are not related to Head or spouse of Head
- 11 ☐ Visitor

## HOW TO RECORD THE ANSWER

■ You have to refer to the answers given for Questions B2 and B7 in order to record the code for the answer to this question. *Ensure that those listed in Question B6 (Visitors) are marked 'X' in code box 11 for Question C3.*

■ Not all the types of relationship are given specific codes. For example, CODE 09 should be given to persons who state relationship with Head as 'uncle' or 'niece/nephew'.

■ For visitors in a household (that is, persons listed in Question B6), they will be given CODE 11 without taking into consideration the relationship between the visitor with the Head of Household.

## QUESTION C4

**C4 SEX** *(Obtain from column B3 or B8)*

- 1 ☐ Male
- 2 ☐ Female

## HOW TO RECORD THE ANSWER

■ You have to refer to Question B3 and/or B8 to fill the code box for this question.

■ Ensure that the answer code you have marked is the same as the answer you have recorded in Question B3 and/or B8.

| QUESTION C5 | C5 WHAT IS YOUR DATE OF BIRTH? |
| | Date   Month   Year |
| | (If no information for C5, ask C6) |

## PURPOSE

■ The purpose of this question is to get complete information on the date of birth for each individual.

## HOW TO ASK THE QUESTION

■ Ask this question as follows;

> *"What is the date of birth of........(name of member)?"*

■ As far as possible you must get **complete** information on date of birth that is **Day, Month, and Year**.

## HOW TO RECORD THE ANSWER

■ Write the information given on Day, Month and Year in the relevant boxes provided.

EXAMPLE: If a respondent informs that he/she was born on 31 December 1952, write the answer as follows:

■ Nevertheless, you may come across cases where respondent cannot give complete information on date of birth as in the following examples;

*Example 1:* If the respondent informs that he/she was born on Jun 1931 but **do not know the Day,** write the answer as follows;

| C5 | WHAT IS YOUR DATE OF BIRTH? |
| --- | --- |

```
┌──┬─────┬──────────┐
│  │ 0 6 │ 1 9 3 1  │
└──┴─────┴──────────┘
 Date  Month    Year
    (If no information for C5, ask C6)
```

*Example 2:* If the respondent informs that he/she was born in 1925 but **do not know Day and Month,** write the answer as follows;

| C5 | WHAT IS YOUR DATE OF BIRTH? |
| --- | --- |

```
┌──┬──┬──────────┐
│  │  │ 1 9 2 5  │
└──┴──┴──────────┘
 Date Month  Year
    (If no information for C5, ask C6)
```

*Example 3:* If the respondent **does not know his/her date of birth at all** (Day, Month and Year), leave all the boxes blank. Then ask Question C6 to get the estimated age on Census Day (in completed years).

| C5 | WHAT IS YOUR DATE OF BIRTH? |
| --- | --- |

```
┌──┬──┬──────────┐
│  │  │          │
└──┴──┴──────────┘
 Date Month  Year
    (If no information for C5, ask C6)
```

```
╔═══════════════════════════════════════════════════════╗
║ ░░░░░░░░░░░░░░░░░░░░ SPECIAL NOTE ░░░░░░░░░░░░░░░░░░░░░ ║
╠═══════════════════════════════════════════════════════╣
```

■ INFORMATION ON DATE OF BIRTH IS VERY IMPORTANT IN
  CENSUS DATA COLLECTION. AS FAR AS POSSIBLE YOU MUST
  GET *COMPLETE AND ACCURATE* INFORMATION ON DATE OF BIRTH.

■ *ASK QUESTION C6 ONLY IF RESPONDENT CANNOT SUPPLY ANY
  INFORMATION AT ALL ON HIS/HER DATE OF BIRTH.*

---

┌─────────────────┐   ┌──────────────────────────────────────────┐
│  QUESTION C6    │   │ [C6] HOW OLD ARE YOU?                    │
│                 │   │      (In completed years)                │
└─────────────────┘   │ *[If age is less than 1 year write "00"*  │
                      │ *If age is 99 years or more write "99"]*  │
                      │      ┌───────┐                            │
                      │      │   │   │                            │
                      │      └───────┘                            │
                      └──────────────────────────────────────────┘

## PURPOSE

■ The purpose of this question is to get the estimated age
  in complete years *for cases where the respondent cannot
  remember his/her date of birth.*

## HOW TO ASK THE QUESTION

■ Ask this question as follows;

┌────────────────────────────────────────────────┐
│ *"How old is................(member's name)*    │
│   *on 14 AUGUST 1991?"*                         │
└────────────────────────────────────────────────┘

■ Information required is *age in completed years* at last
  birthday on Census Day.

## HOW TO RECORD THE ANSWER

■ Write information on age in *2-digit* in the boxes provided.

■ If age is less than one year, (e.g 3 months old) write age
  as '00'.

■ If age is 99 years or more, write '99'.
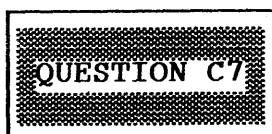
113
```

## SPECIAL CASES

- For *older and less educated* persons, problems may arise for this question. If the information on age cannot be obtained with a direct question, it may still be obtained by probing, for example, by prompting the individual to recall important events such as, how many years he/she has been married, how many years he/she has lived in the kampung and so forth.

- As a guide to estimate age, several important events in the history of Malaysia are given below;

| Year | Event |
|------|-------|
| 1914-1918 | First World War |
| 1931-1932 | Recession Time |
| 1942-1945 | Second World War (Japanese War) |
| 1948 | Declaration of Emergency |
| 1957 | Independence Day |
| 1960 | Emergency Ended |
| 1963 | Formation of Malaysia |
| 1974 | Formation of Federal Territory, Kuala Lumpur. |

- You can also use local events which can assist you to estimate age such as occurrences of a serious flood, fire, etc.

- As a last resort, you can guess his/her age by comparing the physical appearance of the respondent with the appearance of his/her relatives whose ages are known.

---

**SPECIAL NOTE**

*IN ANY SITUATION, YOU CANNOT LEAVE BOTH QUESTIONS C5 AND C6 BLANK. IF INFORMATION ON THE DATE OF BIRTH CANNOT BE OBTAINED, ENSURE THAT AGE IN COMPLETED YEARS IS OBTAINED IN ALL CASES.*

---

**C7** IN WHICH STATE/COUNTRY WERE
YOU BORN? *(Refer to code card)*

## PURPOSE

■ The purpose of this question is to find out in which state/country the person was born.

## HOW TO ASK THE QUESTION

■ Ask the question as written in the questionnaire.

■ Do not change the question to the 'place of birth' because respondent may encounter difficulties in remembering the place of birth (that is, the name of the town, etc).

■ For persons who were *born in Malaysia,* you are to get the name of the *STATE* in which they were born.

■ For persons who were *born outside Malaysia,* you are to get the name of the *COUNTRY* in which they were born.

## HOW TO RECORD THE ANSWER

■ Write the answer on the dotted line provided.

■ Then you are to refer to Code Card (Document 6), and to write the relevant code in the boxes provided.

■ **Codes 01-15** are for persons who were born in **Malaysia.**

■ **Codes 16-23** are for persons who were born in specific countries **outside Malaysia.**

■ Code 24 which is 'Others' is for persons who were born in countries outside Malaysia other than those listed in the Code Card (codes 16 - 23).

■ **EXAMPLES**

(a) If a person answered that he was born in Johor, you are to fill in the answer as follows;

| C7 | IN WHICH STATE/COUNTRY WERE YOU BORN? *(Refer to code card)* |
|---|---|

$$\boxed{0_{|}1} \quad \text{JOHOR}$$

(b) If a person answered that he was born in Indonesia, you are to fill in the answer for Question C7 as follows;

| C7 | IN WHICH STATE/COUNTRY WERE YOU BORN? *(Refer to code card)* |
|---|---|

$$\boxed{1_{|}7} \quad \text{INDONESIA}$$

---

**SPECIAL NOTE**

■ For persons who were born in Selangor *BEFORE 1st FEBRUARY 1974,* you are to ask them whether that place of birth is located in the Federal Territory of Kuala Lumpur OR Selangor. If the answer is Kuala Lumpur, you are to write "W.P.Kuala Lumpur" on the dotted line and enter Code "14" in the boxes provided.

■ For persons who were born in Sabah *BEFORE 15 APRIL 1984,* you are to ask them whether that place of birth is located in the Federal Territory of Labuan OR Sabah. If the answer is Labuan, you are to write "W.P. Labuan" on the dotted line and enter code "15" in the boxes provided.

| C8 | WHAT IS YOUR MARITAL STATUS? |
|----|------|
| 1 | ☐ Never married |
| 2 | ☐ Married |
| 3 | ☐ Widowed |
| 4 | ☐ Divorced/permanently separated |

## PURPOSE

■ The purpose of this question is to obtain the current marital status of every individual whether never married, married, widowed, divorced or permanently separated.

## DEFINITION

### Never married [CODE 1]

■ This category is for persons who reported that they are never married.

### Married [CODE 2]

■ This category refers to persons who are still married at the time of interview.

■ Here marriage includes marriage by law or living together by common agreement.

■ Marriage by law is marriage according to laws of the country. For example, registered marriage, civil marriage, marriage through religious rites and social customs.

■ Living together is agreement between man and woman to live together as 'husband and wife' but do not register with the authorities.

■ Also included in the category of 'married' are persons who are separated from their partner temporarily. For cases whose separation is long and permanent, they are to be classified the status which they regard themselves to be.

**Widowed [CODE 3]**

■ A widow is a person whose husband or wife has passed away.

■ If a person was a widow before but has remarried at the time of interview, you have to classify he/she is 'married' i.e. CODE 2.

**Divorced/Permanently Separated [CODE 4]**

■ This category includes married couples who have been divorced by law or religious rites.

■ Couples who are separated for a very long time and are unlikely to be together again have to be regarded as permanently separated.

**HOW TO ASK THE QUESTION**

■ You have to ask the question as follows to the respondent;

> *"Have........(member's name) been married/never married, widowed or divorced/permanently separated?"*

**HOW TO RECORD THE ANSWER**

■ Record the answer given in the relevant box.

---

**SPECIAL NOTE**

■ This question should not be asked for those *aged less than 10 years*.

■ For persons who have been divorced or *permanently separated* but have not remarried, they cannot be included in category "Never Married" (CODE 1). They have to be included in the category "Divorced/permanently separated" (CODE 4).

---

| QUESTION C9 | C9 TO WHAT ETHNIC GROUP, COMMUNITY OR DIALECT GROUP DO YOU BELONG? *(Refer to code card)* |
|---|---|
| | ☐☐ .................................................... |

## PURPOSE

■ The purpose of this question is to obtain information about the ethnic group of each person.

## DEFINITION

■ The term " Ethnic or Dialectic group" refers to a group of persons bonded by common language, religion, customs or other such factors.

## HOW TO ASK THE QUESTION

■ You are to ask the question as follows;

> *"What is the ethnic or dialectic group of*
> ........................*(member's name)?"*

■ In general, accept whatever answer is given by the respondent.

■ *DO NOT* make guesses by referring to the name, appearance, etc. of the person.

## HOW TO RECORD THE ANSWER

■ Write the answer on the dotted line.

■ By referring to the Code Card (Document 6), choose the suitable code and write the code in **two-digit** in the boxes provided on the left of the dotted line.

Example: If the respondent replies that he is a "Malay", answer should be entered as follows;

| C9 TO WHAT ETHNIC GROUP, COMMUNITY OR DIALECT GROUP DO YOU BELONG? *(Refer to code card)* |
|---|
| ☐ 0,1 ☐ MALAY .................................... |

■ If the reply given by the respondent is too general, for example "Chinese " or "Indian", you should obtain more detailed information.

*Example (a):*

**WRONG**

> **C9** TO WHAT ETHNIC GROUP,
> COMMUNITY OR DIALECT GROUP
> DO YOU BELONG? *(Refer to code card)*
>
> | | CHINESE ..........................................

**RIGHT**

> **C9** TO WHAT ETHNIC GROUP,
> COMMUNITY OR DIALECT GROUP
> DO YOU BELONG? *(Refer to code card)*
>
> | 5 | 1 | HOKKIEN ..........................................

*Example (b):*

**WRONG**

> **C9** TO WHAT ETHNIC GROUP,
> COMMUNITY OR DIALECT GROUP
> DO YOU BELONG? *(Refer to code card)*
>
> | | INDIAN ..........................................

**RIGHT**

> **C9** TO WHAT ETHNIC GROUP,
> COMMUNITY OR DIALECT GROUP
> DO YOU BELONG? *(Refer to code card)*
>
> | 6 | 2 | MALAYALI ..........................................

# ■ CASE-BY-CASE GUIDELINES

During the interview, you may encounter some problems in deciding the ethnic group of a person and the correct code to be given. The following are some guidelines provided for cases you may possibly encounter and how to solve these cases.

| CASES | SOLUTIONS |
|---|---|
| **1. Mixed ethnicity**<br><br>Persons of mixed ethnic origin may present some problems to you. There may be cases where the persons may not be certain of their ethnic origin. | - You should encourage them to make a choice by asking for the ethnic origin of their language, religion, customs, etc., or to which ethnic group their parents consider themselves to have originated from.<br><br>- As a final resort, record the ethnicity of the father. |
| **2. Indonesian**<br><br>i. For those who report themselves as Javanese, Boyan, Bugis, etc. | - Record them as "Indonesians" and write CODE 02 in the code box. |
| ii. For those of Indonesian origin (without considering citizenship) especially in Peninsular Malaysia, there are those who regard themselves as "Malay", while some consider themselves as "Indonesian". | - For those who report themselves as Malay, write "Malay" on the dotted line and give CODE 01.<br><br>- For those who report themselves as Indonesian, write "Indonesian" and give CODE 02. |
| **3. Ceylonese/Sri Lankan**<br><br>If the answer given by a respondent is "Ceylonese" or " Sri Lankan". | - Confirm if they are Sri Lankan Tamil or Sinhalese. If the answer is "Sri Lankan Tamil", record as such and give the CODE 66 and if the reply is "Sinhalese", then give CODE 67. |

| CASES | SOLUTIONS |
|---|---|
| **4. Pakistani**<br><br>If a respondent says he is a "Pakistani". | – Write "Pakistani" and give the CODE 69.<br><br>– Do not record him as "Other Indian". |
| **5. Punjabi**<br><br>If a respondent says he is a "Punjabi". | – Ask the respondent if he is a "Sikh" (CODE 63) or Other Punjabi (CODE 64). |
| **6. Nepalese and Gurkha**<br><br>If a person says he is a "Nepalese" or "Gurkha". | – You should record him as "Nepalese" or "Gurkha" and give the CODE 75 (Other Asian) and not as "Other Indian" (CODE 70). |

■ *Other Asian [CODE 75]*

This category is for any Asian ethnic group which is
not separately listed in the Code Card (Document 6).

■ *Baba Chinese*

The Baba Chinese are to be classified under whichever
dialectic group they consider themselves to belong to.
If they are unable to do so, they are then to be
classified as "Other Chinese".

■ *European [CODE 77]*

The category "Europeans" include Australians,
New Zealander and Americans.

■ *Chitty*

Those who report themselves as "Chitty" should be
classified as "Other Indians" (Code 70).

■ *Others*

This category is for those who cannot be placed in
any of the categories which are listed in the Code
Card (Document 6).

| C10 | WHAT IS YOUR RELIGION? |
|---|---|
| 1 ☐ | Islam |
| 2 ☐ | Christianity |
| 3 ☐ | Hinduism |
| 4 ☐ | Buddhism |
| 5 ☐ | Confucionism/Taoism/Other Traditional Chinese Religion |
| 6 ☐ | Tribal/Folk Religion |
| 7 ☐ | Others *(Specify)* ........... |
| 8 ☐ | No Religion |

## PURPOSE

■ The purpose of this question is for collecting information relating to the religion of each person.

## DEFINITION

■ Religion is the identification or relationship of an individual to a set or system of beliefs and the practice of those beliefs.

## HOW TO ASK THE QUESTION

■ Ask the question as follows;

> "What is the religion of..............(member's name)?"

## HOW TO RECORD THE ANSWER

■ In general, *accept the answer given by the respondent and do not attempt to make any guesses.*

■ It is possible for members in one household to belong to different religion.

■ A person who considers his religion as "Confucianism" or "Taoism" or traditional Chinese religion such as practising ancestor worship, should be categorised as "Confucianism/Taoism/Other Traditional Chinese religion" (CODE 5) and should *not* be recorded as "Others" (CODE 7).

124

■ For Chinese, you may come across those who practise a few religious beliefs such as Buddhism, Taoism, Confucianism, ancestor worship, etc. *For such cases, you should leave to the respondent to decide which one of the categories he selects for question C10.*

■ The category "Others" is for those who belong to religions which are not classified under any of the given categories, for example, the "Bahai" religion.

■ "No Religion" refers to persons who say that they do not have any religious beliefs.

■ It should be remembered that it is possible for a person to have a religion which is not represented by an organised group. For example, worship of spirits or natural element is common practice among tribal group e.g the orang asli. Thus this practice should be considered a religion and be recorded as "Tribal/folk religion".

■ You may sometimes encounter a problem in deciding whether an answer given by the respondent is a separate religion or a sub-group of two major religion. If in doubt, ask the respondent for further details. For example, the answer "Catholic" should be classified as "Christianity" (CODE 2). Groups such as "Hare Krishnan" and "Sai Baba" should be classified as "Hinduism" (CODE 3).

---

**NOTE**

*YOU ARE TO ANSWER QUESTIONS C1 - C10 IN CHAPTER H, TRAINING WORKBOOK (DOCUMENT 14a) BEFORE YOU PROCEED TO PAGE 126 OF THIS MANUAL.*

## PURPOSE

■ The purpose of these questions is to obtain information for each person concerning;

- The level of education that is, whether the person has ever been to school or not, and whether he/she is currently attending school or has completed schooling.

- The highest level of schooling completed/still attending.

- The highest· certificate obtained.

**QUESTION C11**

**C11 HAVE YOU EVER BEEN TO SCHOOL?**
*(INCLUDING KINDERGARTEN, COLLEGE OR UNIVERSITY)*

1 ☐ Yes

2 ☐ Never attended → *(Go to C15)* school

## DEFINITION

*Schooling*

■ The definition *'schooling'* means that a person has attended any of the educational institutions that provide *formal* education.

■ *Formal education* means that the educational system has:-

i) student registration

ii) fixed curriculum

iii) fixed educational centres

iv) provided by permanent agencies

- *Educational institutions* include;

    (i)    Pre-school institution such as kindergarten

    (ii)   Schools (primary and secondary)

    (iii)  College/polytechnic

    (iv)   University

- The educational institutions include *public* as well as *private* sector.

- The following categories are *excluded* in  formal education :

    (i)    in-service courses

    (ii)   religious classes/hut

    (iii)  self-study/education through mail, television, video, etc.

    (iv)   schools or institutions which only provide basic training in skills such as business education, typing, tailoring, sewing, etc.

    (v)    adult schools

## HOW TO ASK THE QUESTION

- Ask the question as follows ;

> *"Has............(member's name) ever been to school?"*

## HOW TO RECORD THE ANSWER

- If the answer is "Yes", you are to mark (X) in the CODE 1 box.

- If the answer is 'Never attended school', you are to mark (X) in CODE 2 box and go to Question C15.

| | |
|---|---|
| ████████████████████<br>**QUESTION C12**<br>████████████████████ | **C12** ARE YOU STILL SCHOOLING/<br>COMPLETED SCHOOLING?<br><br>1 ☐ Currently schooling<br><br>2 ☐ Completed schooling |

## DEFINITION

■ *"Currently schooling"* means that a person is currently attending one of the educational institutions that provide formal education.

■ *"Completed schooling"* means that a person has been to school and has completed his/her schooling at the time of interview.

---

**SPECIAL NOTE**

■ For persons who are currently waiting for the examination results from the formal educational institutions, they are considered as currently schooling.

■ For persons who are attending part-time classes at the formal educational institutions, they are also considered as currently schooling.

---

## HOW TO ASK THE QUESTION

■ Ask the question as follows:-

> *"Is.............(member's name) still schooling or has completed schooling?"*

## HOW TO RECORD THE ANSWER

■ You are to mark (X) in the CODE 1 box if the answer is "Currently schooling" and CODE 2 box if the answer is "Completed schooling".

**C13 WHAT IS THE HIGHEST LEVEL OF SCHOOLING COMPLETED/STILL ATTENDING?**

Pre-school

01 ☐ Kindergarten

Primary

02 ☐ Standard 1

03 ☐ Standard 2

04 ☐ Standard 3

05 ☐ Standard 4

06 ☐ Standard 5

07 ☐ Standard 6

Secondary

08 ☐ Remove/Form 1

09 ☐ Form 2

10 ☐ Form 3

11 ☐ Form 4

12 ☐ Form 5

13 ☐ Form 6 Lower

14 ☐ Form 6 Upper

Vocational

15 ☐ Form 4

16 ☐ Form 5

Tertiary

17 ☐ College

18 ☐ University

## HOW TO ASK THE QUESTION

■ Ask this question as follows;

> "What is.............(member's name) highest level of schooling completed/still attending?"

## HOW TO RECORD THE ANSWER

■ If the person is *still schooling/attending*, you are to write the level he is currently attending, assuming that he would complete his current level at the end of the year/academic year.

129

- If the person has *completed his schooling* at the time of interview, you are to get the level he/she has completed.

- If the person has *left school* during a certain year without completing that level fully, mark the nearest level which he has completed fully.

- For persons who have *completed their schooling in Malaysia a long time ago* and there are differences with the present-day educational system, you are to refer to **Code Card (Document 6)** to get the equivalent levels.

- For persons who were *educated overseas,* you are to get the total years of study and to give the equivalent levels in the present-day educational system eg. For persons who have studied overseas for 8 years, you are to mark the equivalent level of schooling which is Form 2 (Code 9).

---

**REMINDER**

- Matriculation class is assumed to be *equivalent* to Form 6 Upper (Code 14).

- Vocational 1 in Sabah and Sarawak is equivalent to Form 4 (Vocational) in Peninsular Malaysia (Code 15) whereas Vocational 2 and 3 in Sabah and Sarawak are equivalent to Form 5 (Vocational) in Peninsular Malaysia (Code 16).

- College category (Code 17) includes polytechnics.

---

| | | |
|---|---|---|
| **QUESTION C14** | **C14** **WHAT IS THE HIGHEST CERTIFICATE OBTAINED?** | |
| | 1 ☐ None | |
| | 2 ☐ SRP/LCE | |
| | 3 ☐ SPM/MCE/SC/4 Thanawi | |
| | 4 ☐ SPVM/SPM(V)/MCVE | |
| | 5 ☐ STPM/HSC/STA | |
| | 6 ☐ Diploma/Certificate | |
| | 7 ☐ Degree | |

## DEFINITION

■ The definitions of abbreviations as shown in the answer boxes are as follows ;

SRP/LCE — Sijil Rendah Pelajaran/Lower Certificate of Education. (For grades A, B and C only)

SPM/MCE/SC/ 4 Thanawi — Sijil Pelajaran Malaysia/ Malaysian Certificate of Education/Senior Cambridge/ 4 Thanawi (Certificate of Islamic Education). (For grades 1, 2 and 3 only)

SPVM/SPM(V)/MCVE — Sijil Pelajaran Vokasional Malaysia/ Sijil Pelajaran Malaysia (Vokasional)/Malaysian Certificate of Vocational Education. (For grades 1, 2 and 3 only)

STPM/HSC/STA — Sijil Tinggi Persekolahan Malaysia/Higher School Certificate/Sijil Tinggi Agama.

Diploma/Certificate — This category includes diploma and certificates obtained from colleges or polytechnics preceding degree levels.

Degree — Including all degree levels which are first degree, Masters, Doctor of Philosophy or the equivalent.

131

## HOW TO ASK THE QUESTION

■ Ask this question as follows ;

> "What is the highest certificate .............(member's name) obtained?"

## HOW TO RECORD THE ANSWER

■ Only the highest certificate is to be marked.

■ For persons who have certificates other than those given in the answer codes because of;

      (i)   The examination was taken some time in the past.

      (ii)  The examination was taken overseas.

      Ask the respondent what the certificate is equivalent to the present-day Malaysian Educational System.

■ Mark in the box "None" (CODE 1) if;

      (i)   The person has not passed any of the examinations.

      (ii)  The person is too young to sit for such examinations.

---

### REMINDER

■ For persons who have Standard 6 certificate, mark Code 1.

■ The diplomas/certificates which were obtained after completion of first degree should be marked Code 7.

■ Advanced Diploma is equivalent to Degree which is Code 7.

---

### NOTE

YOU ARE TO ANSWER QUESTIONS C11 - C14 IN CHAPTER H, TRAINING WORKBOOK (DOCUMENT 14a) BEFORE YOU PROCEED TO PAGE 133 OF THIS MANUAL.

```
┌─────────────────────────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
│ ▓ QUESTION  C15 - C16 ▓ │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │
└─────────────────────────┘
```

**PURPOSE**

■ The purpose of these questions is to find out current usual place of residence (on Census Day) and usual place of residence 5 years ago (i.e on 14 August 1986) in order to determine whether a person has moved/migrated or not.

```
┌─────────────────────────┐   ┌──────────────────────────────────┐
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │   │ ███  WHERE IS YOUR CURRENT USUAL │
│ ▓ QUESTION   C15      ▓ │   │ C15  PLACE OF RESIDENCE?          │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │   │  1 ┌──┐                           │
└─────────────────────────┘   │    └──┘   This house              │
                              │  2 ┌──┐                           │
                              │    └──┘   Different house (Give full address) │
                              │    │                              │
                              │    ↓                              │
                              │  (a) Name of Street/Housing Estate│
                              │    .............................  │
                              │  (b) Name of Town/Village         │
                              │    .............................  │
                              │  (c) Mukim/District (Kelantan)    │
                              │      Sub-District (Sarawak)       │
                              │    .............................  │
                              │  (d) Administrative District/Jajahan │
                              │      (Kelantan)                   │
                              │    .............................  │
                              │  (e) State/Country                │
                              │    .............................  │
                              │  ┌───┬───┬───┬──────────┐         │
                              │  │   │   │   │For Office│         │
                              │  │   │   │   │Use Only  │         │
                              │  │C15·1│C15·2│C15·3│      │         │
                              │  └───┴───┴───┴──────────┘         │
                              └──────────────────────────────────┘
```

**HOW TO ASK THE QUESTION**

■ Ask the question as given in the questionnaire.

■ Explain that the "Place of Residence" refers to the HOUSE ADDRESS where the person resides.

# HOW TO RECORD THE ANSWER

## This House (CODE 1)

■ In most cases, the place where the person has been enumerated is also his/her *usual residence* on Census Day.

■ If the usual residence (house) on Census Day is the same as the house where the person has been enumerated, mark "X" in box beside Code 1 (i.e. This House).

■ If the usual place of residence is a collective living quarters, eg. hostel, assume this place as "This House" (Code 1).

## Other House (CODE 2)

■ In some cases (e.g. visitors), the usual place of residence may *not be the same* as the place where they have been enumerated.

■ If the respondent replies that his current usual residence is *different* from the place where he has been interviewed (or enumerated), you are to mark 'X' in the box beside Code 2 (that is, Other House).

■ If a person's current usual residence is *other house in Malaysia* (in which case the person is only visiting the house where he has been enumerated on Census Day) you are to get the details of his current usual place of residence, which is:-

   a) **Street Name/Residential Garden**

   - You are to write the *full address*, that is, the name of the street (lane, etc) and Residential Garden, if any, in the space provided.

   b) **Town/Village Name**

   - You are to write the name of the town or village in which the house is located and *cross out* whichever is not relevant.

   - For villages which are located in towns, you are to write the names of the village and town. Cross out 'village' in (b).

- If you are not sure whether the house is located in a town or not, as a guide you are to ask the respondent whether the garbage disposal service is handled by the Local Authority. If such service is carried out, assume that the house is located in the town.

c) **Mukim/District (Kelantan)/Sub District (Sarawak)**

- You are to write the name of mukim for all states except Kelantan. Write the name of District for Kelantan, and the Sub-district for Sarawak in the space provided.

d) **Administrative District/Jajahan (Kelantan)**

- You are to write the Administrative District for all states except Kelantan. For Kelantan, you are to write the name of 'Jajahan' in the space provided.

e) **State/Country**

- You are to write the name of the state/country in the space provided.

■ If the current usual residence is *other house outside Malaysia* complete the name of Country in *(e) only.*Particulars (a) to (d) need not be filled.

---

| SPECIAL NOTE |
|---|
| IN THE CASE WHERE PERSONS ARE LISTED IN QUESTION B6 (VISITORS), YOU ARE TO MARK CODE 2 IN QUESTION C15 AND WRITE THE FULL ADDRESS, THAT IS, PARTICULARS (a) TO (e). |

# EXAMPLE 1 : LIVING QUARTERS LOCATED IN RURAL AREA.

| C15 | **WHERE IS YOUR CURRENT USUAL PLACE OF RESIDENCE?** |
|---|---|

**1** ☐  This house

**2** ☒  Different house *(Give full address)*

(a) Name of Street/Housing Estate

—
.........................................

(b) Name of Town/Village
.Ka. Silian...............

(c) Mukim/District (Kelantan)
Sub-District (Sarawak)
R un tau
.........................................

(d) Administrative District/Jajahan
( Kelantan)
Srembun...............

(e) State/Country
Negeri Sembilan
.........................................

| | | | | *For Office Use Only* |
|---|---|---|---|---|
| C15 1 | C15 2 | C15 3 | | |


# EXAMPLE 2 : LIVING QUARTERS LOCATED IN URBAN AREA.

| C15 | **WHERE IS YOUR CURRENT USUAL PLACE OF RESIDENCE?** |
|---|---|

**1** ☐  This house

**2** ☒  Different house *(Give full address)*

(a) Name of Street/Housing Estate
Jalan Air Molek
.........................................

(b) Name of Town/Village
.Johor Bahru...........

(c) Mukim/District (Kelantan)
Sub-District (Sarawak)
—
.........................................

(d) Administrative District/Jajahan
(Kelantan)
Johor Bahru...........

(e) State/Country
Johor...................

| | | | | *For Office Use Only* |
|---|---|---|---|---|
| C15 1 | C15 2 | C15 3 | | |

## EXAMPLE 3 : "KAMPUNG IN TOWN"

**C15** — WHERE IS YOUR CURRENT USUAL PLACE OF RESIDENCE?

1 ☐ This house

2 ☒ Different house *(Give full address)*

(a) Name of Street/Housing Estate
Jalan Raja Uda

(b) Name of Town/~~Village~~
Kg. Baru, Kuala Lumpur.

(c) Mukim/District (Kelantan)
Sub-District (Sarawak)

(d) Administrative District/Jajahan (Kelantan)
Kuala Lumpur

(e) State/Country
W.P. Kuala Lumpur.

| C15 1 | C15 2 | C15 3 | *For Office Use Only* |
|---|---|---|---|

## EXAMPLE 4 : LIVING QUARTERS OUTSIDE MALAYSIA

**C15** — WHERE IS YOUR CURRENT USUAL PLACE OF RESIDENCE?

1 ☐ This house

2 ☒ Different house *(Give full address)*

(a) Name of Street/Housing Estate

(b) Name of Town/Village

(c) Mukim/District (Kelantan)
Sub-District (Sarawak)

(d) Administrative District/Jajahan (Kelantan)

(e) State/Country
Singapore

| C15 1 | C15 2 | C15 3 | *For Office Use Only* |
|---|---|---|---|

137

## HOW TO ASK THE QUESTION

- Ask the question as given in the questionnaire. *Do not use your own words.*

- For a child whose age is less than 5 years (i.e. born after 14th August·1986, ask for the *mother's usual place of residence at the time of his/her birth.*


## HOW TO RECORD THE ANSWER

**This house (CODE 1)**

- If the usual place of residence (house) *5 years ago* was the same as the place where the person has been enumerated, you are to mark `X' in the box beside Code 1 (i.e. This house).

**Same house, as in C15 (CODE 2)**

- If the usual place of residence 5 years ago was different from the house where he has been enumerated but the *same as the address in C15, particulars (a) - (e),* you are to mark `X' in the box beside Code 2.

138

**Other house (CODE 3)**

■ If the respondent replies that the usual place of residence 5 years ago was different from the address in C15 [particulars (a) - (e)], you are to mark 'X' in the box beside Code 3.

■ If the usual place of residence 5 years ago was in Malaysia, you are to complete particulars (a) - (e) in full.

■ For the case where the usual place of residence 5 years ago was outside Malaysia, you are to fill only particular (e) [i.e. Country ].

---

NOTE

THE METHOD OF FILLING IN PARTICULARS (a) - (e) in QUESTION C16 IS THE SAME AS THOSE EXPLAINED FOR QUESTION C15 ABOVE.

---

REMINDER : QUESTIONS C15 - C16

■ ALL PARTICULARS RELATED TO ADDRESS OF OTHER HOUSE, i.e. PARTICULARS (a) UNTIL (e) MUST BE COMPLETE.

■ THESE DETAIL PARTICULARS WILL ENABLE US TO CODE ACCURATELY DURING PROCESSING WORK IN THE OFFICE.

| C17 | WHAT IS YOUR CITIZENSHIP? |
|-----|---------------------------|
| 1 | ☐ Malaysia |
| 2 | ☐ Singapore |
| 3 | ☐ Indonesia |
| 4 | ☐ Philippines |
| 5 | ☐ Thailand |
| 6 | ☐ Brunei Darussalam |
| 7 | ☐ Others *(Specify)* ............. |

## PURPOSE

The purpose of this question is to obtain information on the person's citizenship.

## HOW TO ASK THE QUESTION

■ Ask the question as follows;

> "What is the citizenship of..........(member's name) ?"

## HOW TO RECORD THE ANSWER

■ You are to mark 'X' in the relevant code box.

■ In general, accept the answer as given by the respondent.

■ Do not make any guesses.

■ You are to mark the code box for the State/Country based on the answer given by the respondent.

■ If the respondent replies "I am not a citizen of any country", you are to mark the code box "others" [CODE 7] and write "No Country" on the dotted line provided.

■ For those who have *applied* for Malaysian citizenship, but still hold the citizenship of their original country, please mark their original citizenship.

■ If the respondent is not sure, ask for the colour of his identification card. If a person holds a blue identification card, he is a Malaysian.

**NOTE**

YOU ARE TO ANSWER QUESTIONS C15 – C17 IN CHAPTER H, TRAINING
WORKBOOK (DOCUMENT 14a) BEFORE YOU PROCEED TO PAGE 142 OF
THIS MANUAL.

## GENERAL GUIDELINES

■ **WHO SHOULD BE ASKED?**

(i)  These questions (C18 - C27) should be asked for persons aged *10 years and above*, that is, those who were born before or on 14 August 1981.

- Refer to Question C5 to find out the date of birth. For persons whose birth dates are  14 August 1981 or earlier, questions C18 - C27 must be asked.

- If no information is provided for C5, refer to Question C6. For persons who are 10 years or more, Questions C18 - C27 must be asked.

(ii)  For Questions C25 and C26, if possible, obtain the information from the household members directly so that more detailed information may be given.

■ **REFERENCE PERIOD**

The reference period for Questions C18 - C27 *refer to the 7 days prior to the day of the interview.*

- To determine the *reference period*, refer to the Calendar provided in Document 7 (Thank You Card).

Example:

If the interview was conducted on 15 August 1991, the information required should be based on the period 8 - 14 August 1991.

**C18 DID YOU WORK DURING THE LAST 7 DAYS?**
*(Work means doing a job for salary/wages or profit or family gain)*

1 ☐ Yes       —————————→    *(Go to C24)*

2 ☐ No

## PURPOSE

■ To determine whether a person aged 10 years or above *has worked or not* during the period of 7 days prior to the interview.

## DEFINITION

■ "Working" means doing work for;

- *Pay/wages* (cash or in kind) for example, working as an officer in the government/private sector and received a salary or a worker harvesting padi and received padi as wages.

- *Own profit* for example a farmer operating his own farm or a doctor in a private practice or a retailer/shopkeeper, etc.

- *Family gain*, for example:

    (i) A student who helps in his father's shop after school, without receiving wages; or

    (ii) A housewife who helps her husband to harvest padi without receiving wages/salary.

---

### NOTE

DO NOT CONSIDER THE FOLLOWING ACTIVITIES AS WORK:

Housework such as cooking, cleaning own house and doing other household chores by a housewife for other family members.

---

## HOW TO ASK THE QUESTION

■ Ask this question as follows ;

> **"Did ......(member's name) work during the last 7 days?"**

■ If the respondent is uncertain about the work concept, explain the work concept as given in Question C18.

## HOW TO RECORD THE ANSWER

■ If the respondent answers 'Yes' mark 'X' in the CODE 1 box and go to question C24.

■ If the respondent answers 'No' mark 'X' in the CODE 2 box and ask Question C19.

| QUESTION C19 | **C19** DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS? |
|---|---|
| | 1 ☐ Yes ——————→ *(Go to C24)* |
| | 2 ☐ No |

## PURPOSE

■ To identify persons who **consider** themselves as **not working** because the time spent on working during the last 7 days before the interview was short. Usually these people do not hold regular jobs.

## HOW TO ASK THE QUESTION

■ Ask the question as follows;

> **"Did .....................(member's name)**
> **work at least 1 hour during the last 7 days?"**

## HOW TO RECORD THE ANSWER

■ If the respondent answers 'Yes', mark 'X' in the CODE 1 box and go to Question C24.

■ If the respondent answers 'No', mark 'X' in the CODE 2 box and go to Question C20.

| C20 | DO YOU HAVE ANY WORK TO RETURN TO? |
|---|---|
| 1 ☐ | Yes ————————→ *(Go to C25)* |
| 2 ☐ | No |

## PURPOSE

■ This question is to determine whether a person who did not work during the last 7 days BUT STILL HAS A PERMANENT JOB, FARM, OWN BUSINESS OR FAMILY BUSINESS.

■ This person *might not work for the time being* because of :

    i)    Vacation leave

    ii)   Medical leave

   iii)   Bad weather or

    iv)   Temporary unemployment

## HOW TO ASK THE QUESTION

■ Ask the question as follows;

> **"Does.........(member's name) has any work to return to?"**

## HOW TO RECORD THE ANSWER

■ If the respondent answers 'Yes', mark 'X' in CODE 1 box and go to Question C25.

■ If the respondent answers is 'No', mark 'X' in CODE 2 box and go to Question C21.

| C21 | DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS? |
|---|---|
| 1 ☐ | Yes ⟶ *(Go to C23)* |
| 2 ☐ | No |

## PURPOSE

■ To determine whether a person who is not working has looked for work actively or is trying to establish a business.

## DEFINITION

### *Looking for Work*

- 'Looking for work' means taking steps to find employment OR establishing a business.

- This refers to the following actions :

   i) Register with the public or private employment offices.

   ii) Visiting places where prospective employers recruit workers.

   iii) Meeting with employers.

   iv) Responding to job advertisements.

   v) Writing letters of application.

   vi) Make enquiries at a union or similar institutions.

   vii) Informing friends and/or relatives.

   viii) Investigate possibilities to start a professional practice or a business or to be self-employed.

## HOW TO ASK THE QUESTION

■ Ask the question as follows ;

> "Did.....................(member's name) look for work during the last 7 days?"

## HOW TO RECORD THE ANSWER

- If the respondent answers 'Yes', mark 'X' in CODE 1 box and go to Question C23.

- If the respondent answers 'No', mark 'X' in CODE 2 box and ask Question C22.

<table>
<tr><td>QUESTION C22</td><td colspan="2"><strong>C22 WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?</strong></td></tr>
<tr><td></td><td>01 ☐</td><td>Believe no suitable job available</td></tr>
<tr><td></td><td>02 ☐</td><td>Bad weather</td></tr>
<tr><td></td><td>03 ☐</td><td>Sick/Confinement</td></tr>
<tr><td></td><td>04 ☐</td><td>Will start new job</td></tr>
<tr><td></td><td>05 ☐</td><td>Waiting for answers to job applications/ have looked for work prior to last 7 days</td></tr>
<tr><td></td><td>06 ☐</td><td>No qualification</td></tr>
<tr><td></td><td>07 ☐</td><td>Still schooling</td></tr>
<tr><td></td><td>08 ☐</td><td>Housewife</td></tr>
<tr><td></td><td>09 ☐</td><td>Going for further studies</td></tr>
<tr><td></td><td>10 ☐</td><td>Handicapped/disabled</td></tr>
<tr><td></td><td>11 ☐</td><td>Not interested</td></tr>
<tr><td></td><td>12 ☐</td><td>Retired/Too old</td></tr>
<tr><td></td><td>13 ☐</td><td>Too young</td></tr>
<tr><td></td><td>14 ☐</td><td>Others <em>(Specify)</em> . . . . . . . . . . . . . . . . . . . . . . .</td></tr>
</table>

## PURPOSE

- To find out the reason why the person did not look for work.

## DEFINITION

**Believe there is no suitable job available [CODE 01]**

- This is a personal opinion. Some respondents believe that there is no job or suitable job for them.

**Bad Weather [CODE 02]**

- A person who did not look for work might be prevented from doing so because of weather conditions such as heavy rain , drought, heat, etc.

## Sick/Confinement [CODE 03]

■ Illness or injury must be of a temporary condition. A person cannot be marked Code 03 solely on the basis that he/she has fallen ill/in confinement during the last 7 days before the interview date. You have to check with the respondent that he/she would have looked for work if he/she has not fallen ill.

## Will start new job [CODE 04]

■ This category refers to a person who is waiting to start a job (with pay/salary) scheduled to begin within 30 days from the date of interview. Do not mark 'X' in this box for person who is waiting to begin his own business, farm, or professional practice.

## Waiting for answers to job applications/have looked for work prior to the last seven days [CODE 05]

■ Some respondents might have looked for work prior to the reference period. If they say that they are now awaiting results of applications made prior to the reference period, mark this code for them.

## No qualification [CODE 06]

■ Some respondents might feel that they do not have enough qualification to meet the job. As a result they feel they are unemployable  and so do not make an attempt to look for work.

## Still Schooling [CODE 07]

■ This refers to students who study full time or part-time at an institution or through correspondence at home.

## Housewife [CODE 08]

■ For persons who stay at home to look after the house. The person can be a male or female.

## Going for further studies [CODE 09]

■ A person could be waiting / making preparations to continue further studies and hence not interested in looking for work.

## Handicapped/Disabled [CODE 10]

- This category includes those who are unemployed or not interested in work due to either physical or mental handicap or disabled.

- This disability must be of a permanent nature. Disregard those who were temporarily disabled as a result of a mishap, and should be categorised under CODE 03.

## Not interested [CODE 11]

- This code is marked for persons who state that they are not interested to work.

## Retired/Too old [CODE 12]

- This code is meant for persons who said they have retired either by option or compulsion.

- This category should include old people.

## Too Young [CODE 13]

- This category is for those who said they do not qualify for work because they are too young.

## Others [CODE 14]

- If a person gives reason other than those stated above, you should mark this code. This includes those who are waiting to begin their own business or professional practice.

## HOW TO ASK THE QUESTION

- Ask this question as follows;

> "What is the main reason .............(member's name)
> did not seek for work?"

## HOW TO RECORD THE ANSWER

- Mark only *one* of the relevant boxes and go to Question C23.

**C23** HAVE YOU EVER WORKED BEFORE?

1 ☐ Yes ⌐
2 ☐ No  ⌐→ *(END INTERVIEW FOR THIS PERSON)*

## PURPOSE

- This question is to determine whether a person who did not work during the last 7 days has worked before.

## HOW TO ASK THE QUESTION

- Ask the question as follows ;

"Have ......................(member's name)
ever worked before?"

## HOW TO RECORD THE ANSWER

- If the respondent answers 'Yes', mark 'X' in CODE 1 box and if the answer is 'No', mark 'X' in CODE 2 box.

- *After marking the relevant box for this question, stop the interview for this particular person.*

**C24** HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?
*(Including additional work, secondary jobs, etc.)*

☐☐ ..............................

## PURPOSE

- This question is to determine the number of hours worked during the last 7 days.

## DEFINITION

- Number of hours worked refer to the time spent on the main job, additional work, secondary jobs, overtime work, etc.

- For teachers, include also the time spent before/after school hours on activities such as preparing notes and checking work books.

150

## HOW TO ASK THE QUESTION

■ Ask the question as follows;

> "How many hours did.................(member's name)
> work during the last 7 days?"

## HOW TO RECORD THE ANSWER

■ Write the number of hours in the boxes provided and go to Question C25.

■ Ensure that recorded number of hours worked refers to the number of hours worked during the period of the last 7 days.

■ As an example, if a person has regular work hours, that is, works 6 hours a day for 5 ½ days a week, you should enter "33" (i.e. 6 hours X 5 ½ days) in the boxes provided.

QUESTION C25

**C25 OCCUPATION**

(a) What is your occupation?

.......................................................

.......................................................

(b) Please describe your duties/nature of your work

.......................................................

.......................................................

*For Office Use Only*

## PURPOSE

■ To find out the occupation of a person who worked during the last 7 days before interview.

## HOW TO ASK THE QUESTION

■ To obtain complete information on occupation you should ask two questions, that is;

Question (a)

> "What is..................(member's name) occupation ?"

Question (b)

> "Please describe the duties/nature of work..........
> (member's name) does?"

# HOW TO RECORD THE ANSWER

## Question 25(a)

- Record the name of the position or occupation in detail. For example, store clerk, finance clerk, lorry driver, construction worker, lift attendant, rubber tapper, rubber estate manager, restaurant manager, primary school teacher, fisherman, shoe production worker in a factory, etc.

- *Avoid general terms* such as clerk, driver, labourer, attendant, farmer, mechanic, teacher, etc.

- If the respondent has two or more jobs, record the one which he spent most of his time.

## Question 25(b)

- Record the duties carried out by the respondent clearly.

- Avoid using general terms.

- Examples of complete answers are as follows :

    (i) Mixing cement and plastering walls.

    (ii) Preparing and selling "nasi lemak at night market".

    (iii) Making furniture in own workshop.

    (iv) Tapping rubber in own estate.

**C26** INDUSTRY

(a) What are the Activities/Services/Product of your
place of work?
*(Describe in a few words)*

.............................................................

.............................................................

.............................................................

.............................................................

.............................................................

(b) What is the Name and Address of your Employer?

(i) Name of Employer .............................

.............................................................

(ii) Address of Employer .............................

.............................................................

| | | | | | *For Office Use Only*

## PURPOSE

■ To find out the *"industry"* for person who worked during the last 7 days before interview.

## DEFINITION

■ Industry refers to the economic activity of the working place of a person. This includes agriculture, manufacturing, mining, services, etc.

## HOW TO ASK THE QUESTION

■ To obtain complete information on the industry at the place where a person works, two questions should be asked, that is;

Question (a)

> "What are the activities/services/product of
> ...........(member's name) place of work?"

Question (b)

> "What is the employer's name and address?"

# HOW TO RECORD THE ANSWER

## Question 26(a)

■ State clearly and precisely the activities/services/products of the place of work of the respondent.

■ Whenever possible explain in a few words, for example ;

    i) Factory that produces rubber shoes.

    ii) Sewing clothes in own house.

    iii) Repairing cars in own workshop.

    iv) Selling food in Coffee shop.

    v) Selling food at "Night Market".

    vi) Making furniture in factory.

    vii) Planting padi in own farm.

■ Avoid using general terms such as manufacturing, selling, agriculture or production.

■ State industry for occupation which has been recorded in Question C25.

## Question 26(b)

■ Obtain an answer for this Question if the respondent is an employee or employer.

■ This question need not be answered for cases where the respondent is own-account worker in agricultural sector, such as gardener, rubber tapper, padi farmer, etc.

---

**NOTE: EXAMPLES OF ANSWERS TO QUESTIONS C25 AND C26**

■ To assist you in recording the answers to Questions C25 and C26 clearly and accurately, some examples are given as references on pages 155 and 156.

EXAMPLES OF OCCUPATION AND INDUSTRY WHICH ARE COMMONLY FOUND IN THE URBAN AREA.

| NO. | OCCUPATION [Question 25(a)] | DUTIES/TYPE OF WORK [Question 25(b)] | ACTIVITY/SERVICES/PRODUCTS [Question 26(a)] | NAME DAN ADDRESS [Question 26(b)] |
|---|---|---|---|---|
| 1. | Construction Worker | Mixing cement and plastering walls | Building houses in Taman Tun Dr. Ismail, Kuala Lumpur | TTDI-SEA PARK Sdn. Bhd.,Kuala Lumpur. |
| 2. | Taxi Driver | Transporting passengers in Kuala Lumpur and Petaling Jaya | Taxi transportation services in Kuala Lumpur and Petaling Jaya | Saujana Teksi Bhd. Kuala Lumpur. |
| 3. | Hawker (Works on his own) | Preparing and selling "nasi lemak at night market" | Selling "nasi lemak at night market" | Not applicable |
| 4. | Food Stall Assistant | Preparing and selling "nasi lemak" at food-stall | Selling drinks and foodstuff including "nasi lemak" at Coffee shop | Mat Husin Stall Jalan Raya, Tawau. |
| 5. | Rubber Shoes Production Worker | Operating moulding machine for the soles of rubber shoes at factory. | Manufacturing shoes for export | Kilang Bata (M). Bhd., Jalan Kapar, Klang. |
| 6. | Primary School Teacher | Teaching Standard 5 students in Mathematics | Educational Services | Sekolah Rendah Kebangsaan, SEA Park, Petaling Jaya. |
| 7. | Secondary School Teacher | Teaching Standard 2 students in English Language | Educational Services | Sekolah Menengah Kebangsaan, Ipoh. |
| 8. | Retail Shop Assistant | Selling sundry goods | Selling goods in retail trade | Ahmad Shop, Beaufort, Sabah. |
| 9. | Carpenter | Making chairs and cupboards | Making furniture for export | Own Workshop, Gua Musang, Kelantan. |
| 10. | Tailor | Sewing clothes at home | Received payment for sewing clothes | Not applicable |
| 11. | Cook/Chef | Cooking in a restaurant | Restaurant services | Restoran Fuji, Jalan Sin Onn, Tawau. |
| 12. | Mechanic | Repairing cars and lorries | Repairing cars | Ali's Workshop Jalan Kapas, Klang. |

## EXAMPLES OF OCCUPATION AND INDUSTRY WHICH ARE COMMONLY FOUND IN THE RURAL AREA

| NO. | OCCUPATION [Question 25(a)] | DUTIES/TYPE OF WORK [Question 25(b)] | ACTIVITY/SERVICES/PRODUCTS [Question 26(a)] | NAME DAN ADDRESS [Question 26(b)] |
|---|---|---|---|---|
| 1. | Rubber Tapper | Tapping rubber trees | Producing latex in own plantation | Not applicable |
| 2. | Fisherman | Catching fish in the sea | Catching fish in the sea and selling them | Not applicable |
| 3. | Cakes seller | Making and selling cakes at the road side | Selling Cakes | Not applicable |
| 4. | Fish Pond Workers | Feeding fishes in the pond | Hatching fishes | Kampung Sungai Gading, Tawau. |
| 5. | Cocoa Planter | Looking after cocoa plantation and picking cocoa | Selling dried cocoa beans | Cocoa Estate, Tawau, Sabah. |
| 6. | Palm Oil Worker | Spraying weeds with pesticides | Production of oil palm | Palm oil Estate, Sime Darby,Kluang. |
| 7. | Farmer | Planting, watering and picking vegetables for sale | Planting vegetables | Own farm. (or not applicable) |
| 8. | Padi Grower | Planting and cropping padi | Padi production | Own farm. (or not applicable) |

**C27 WHAT IS YOUR EMPLOYMENT STATUS?**

1 ☐ Employer

2 ☐ Employee

3 ☐ Self-employed

4 ☐ Unpaid family worker

## PURPOSE

■ To determine the working status of a person in employment.

## DEFINITION

### Employer [CODE 1]

■ Person who operates business, industry, plantation or his own professional practice and employs one or more workers to help him.

### Employee [CODE 2]

■ Person who works for a government or private employer and is paid a salary, wage, commission or "tips".

### Self-Employed [CODE 3]

■ Person who operates business, industry, plantation or his own professional practice but does not employ any workers to help him.

### Unpaid Family Worker [CODE 4]

■ Person who works without receiving salary/wage in an industry, plantation or business that is being operated by a family member/relative.

# HOW TO ASK THE QUESTION

■ Ask the question as follows:-

> **"What is the employment status of ........(member's name)?"**

# HOW TO RECORD THE ANSWER

■ Mark 'X' in the relevant box.

■ Employment status refers to the occupation as recorded in Question C25.

# EXAMPLES ON HOW TO RECORD ANSWERS TO QUESTIONS C18 - C27

■ To assist you in recording the answers to Questions C18 - C27, the following examples are given which relate to some selected occupations.

    EXAMPLE 1 :  Occupation : (Flowers) Farmer

# EXAMPLE 2 : Occupation : Hair Stylist



**FOR PERSON AGED 10 YEARS AND ABOVE (DATE OF BIRTH BEFORE/ON 14.8.1981)**

**DID YOU WORK DURING THE LAST 7 DAYS?**
(Work means doing a job for salary/wages or profit or family gain)
- 1 ☒ Yes ——————→ (Go to C24)
- 2 ☐ No

**DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS?**
- 1 ☐ Yes ——————→ (Go to C24)
- 2 ☐ No

**DO YOU HAVE ANY WORK TO RETURN TO?**
- 1 ☐ Yes ——————→ (Go to C25)
- 2 ☐ No

**DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS?**
- 1 ☐ Yes ——————→ (Go to C23)
- 2 ☐ No

**WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?**
- 01 ☐ Believe no suitable job available
- 02 ☐ Bad weather
- 03 ☐ Sick/Confinement
- 04 ☐ Will start new job
- 05 ☐ Waiting for answers to job applications/have looked for work prior to last 7 days
- 06 ☐ No qualification
- 07 ☐ Still schooling
- 08 ☐ Housewife
- 09 ☐ Going for further studies
- 10 ☐ Handicapped/disabled
- 11 ☐ Not interested
- 12 ☐ Retired/Too old
- 13 ☐ Too young
- 14 ☐ Others (Specify)................

**HAVE YOU EVER WORKED BEFORE?**
- 1 ☐ Yes
- 2 ☐ No ——→ (END INTERVIEW FOR THIS PERSON)

**HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?**
(Including additional work, secondary jobs, etc.)
*40*

**OCCUPATION**
(a) What is your occupation? *Hair Stylist*
(b) Please describe your duties/nature of your work *Style, cut and wash hair.*

*For Office Use Only*

**INDUSTRY**
(a) What are the Activities/Services/Product of your place of work? (Describe in a few words) *Hair Styling Services*

(b) What is the Name and Address of your Employer?
(i) Name of Employer *Fong Weng Salon*
(ii) Address of Employer *Jalan Pudu Kuala Lumpur.*

*For Office Use Only*

**WHAT IS YOUR EMPLOYMENT STATUS?**
- 1 ☐ Employer
- 2 ☐ Employee
- 3 ☒ Self-employed
- 4 ☐ Unpaid family worker

---

# EXAMPLE 3 : Occupation : Fireman



**FOR PERSON AGED 10 YEARS AND ABOVE (DATE OF BIRTH BEFORE/ON 14.8.1981)**

**DID YOU WORK DURING THE LAST 7 DAYS?**
(Work means doing a job for salary/wages or profit or family gain)
- 1 ☒ Yes ——————→ (Go to C24)
- 2 ☐ No

**DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS?**
- 1 ☐ Yes ——————→ (Go to C24)
- 2 ☐ No

**DO YOU HAVE ANY WORK TO RETURN TO?**
- 1 ☐ Yes ——————→ (Go to C25)
- 2 ☐ No

**DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS?**
- 1 ☐ Yes ——————→ (Go to C23)
- 2 ☐ No

**WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?**
- 01 ☐ Believe no suitable job available
- 02 ☐ Bad weather
- 03 ☐ Sick/Confinement
- 04 ☐ Will start new job
- 05 ☐ Waiting for answers to job applications/have looked for work prior to last 7 days
- 06 ☐ No qualification
- 07 ☐ Still schooling
- 08 ☐ Housewife
- 09 ☐ Going for further studies
- 10 ☐ Handicapped/disabled
- 11 ☐ Not interested
- 12 ☐ Retired/Too old
- 13 ☐ Too young
- 14 ☐ Others (Specify)................

**HAVE YOU EVER WORKED BEFORE?**
- 1 ☐ Yes
- 2 ☐ No ——→ (END INTERVIEW FOR THIS PERSON)

**HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?**
(Including additional work, secondary jobs, etc.)
*45*

**OCCUPATION**
(a) What is your occupation? *Fireman*
(b) Please describe your duties/nature of your work *Attend to emergencies, write reports and office work*

*For Office Use Only*

**INDUSTRY**
(a) What are the Activities/Services/Product of your place of work? (Describe in a few words) *Help society during emergencies such as fire, accidents, etc.*

(b) What is the Name and Address of your Employer?
(i) Name of Employer *Fire Station, Klang Selatan*
(ii) Address of Employer *Jln. Tg. Dinuadin Klang Selatan, 41000 Klang*

*For Office Use Only*

**WHAT IS YOUR EMPLOYMENT STATUS?**
- 1 ☐ Employer
- 2 ☒ Employee
- 3 ☐ Self-employed
- 4 ☐ Unpaid family worker

# EXAMPLE 4 : Occupation : Company Manager

**FOR PERSON AGED 10 YEARS AND ABOVE (DATE OF BIRTH BEFORE/ON 14.8.1981)**

**DID YOU WORK DURING THE LAST 7 DAYS?**
*(Work means doing a job for salary/wages or profit or family gain)*
1 ☒ Yes ———————→ (Go to C24)
2 ☐ No

**DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS?**
1 ☐ Yes ———————→ (Go to C24)
2 ☐ No

**DO YOU HAVE ANY WORK TO RETURN TO?**
1 ☐ Yes ———————→ (Go to C25)
2 ☐ No

**DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS?**
1 ☐ Yes ———————→ (Go to C23)
2 ☐ No

**WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?**
01 ☐ Believe no suitable job available
02 ☐ Bad weather
03 ☐ Sick/Confinement
04 ☐ Will start new job
05 ☐ Waiting for answers to job applications/ have looked for work prior to last 7 days
06 ☐ No qualification
07 ☐ Still schooling
08 ☐ Housewife
09 ☐ Going for further studies
10 ☐ Handicapped/disabled
11 ☐ Not interested
12 ☐ Retired/Too old
13 ☐ Too young
14 ☐ Others (Specify) .....................

**HAVE YOU EVER WORKED BEFORE?**
1 ☐ Yes
2 ☐ No ⎬→ (END INTERVIEW FOR THIS PERSON)

**HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?**
*(Including additional work, secondary jobs, etc.)*
**55**

**OCCUPATION**
(a) What is your occupation?
*Company Manager*
(b) Please describe your duties/nature of your work
*Carry out administrative work, hire and supervise workers*

For Office Use Only

**INDUSTRY**
(a) What are the Activities/Services/Product of your place of work? *(Describe in a few words)*
*Manufacture of shoes*

(b) What is the Name and Address of your Employer?
(i) Name of Employer *Syankut Footing Kewing Sdn. Bhd.*
(ii) Address of Employer *Jln. Goh Huk Hua, Klang, Selangor*

For Office Use Only

**WHAT IS YOUR EMPLOYMENT STATUS?**
1 ☒ Employer
2 ☐ Employee
3 ☐ Self-employed
4 ☐ Unpaid family worker

---

# EXAMPLE 5 : Housewife

**FOR PERSON AGED 10 YEARS AND ABOVE (DATE OF BIRTH BEFORE/ON 14.8.1981)**

**DID YOU WORK DURING THE LAST 7 DAYS?**
*(Work means doing a job for salary/wages or profit or family gain)*
1 ☐ Yes ———————→ (Go to C24)
2 ☒ No

**DID YOU WORK AT LEAST 1 HOUR DURING THE LAST 7 DAYS?**
1 ☐ Yes ———————→ (Go to C24)
2 ☒ No

**DO YOU HAVE ANY WORK TO RETURN TO?**
1 ☐ Yes ———————→ (Go to C25)
2 ☒ No

**DID YOU LOOK FOR WORK DURING THE LAST 7 DAYS?**
1 ☐ Yes ———————→ (Go to C23)
2 ☒ No

**WHAT IS THE MAIN REASON FOR NOT SEEKING WORK?**
01 ☐ Believe no suitable job available
02 ☐ Bad weather
03 ☐ Sick/Confinement
04 ☐ Will start new job
05 ☐ Waiting for answers to job applications/ have looked for work prior to last 7 days
06 ☐ No qualification
07 ☐ Still schooling
08 ☒ Housewife
09 ☐ Going for further studies
10 ☐ Handicapped/disabled
11 ☐ Not interested
12 ☐ Retired/Too old
13 ☐ Too young
14 ☐ Others (Specify) .....................

**HAVE YOU EVER WORKED BEFORE?**
1 ☒ Yes
2 ☐ No ⎬→ (END INTERVIEW FOR THIS PERSON)

**HOW MANY HOURS DID YOU WORK DURING THE LAST 7 DAYS?**
*(Including additional work, secondary jobs, etc.)*
☐

**OCCUPATION**
(a) What is your occupation?

(b) Please describe your duties/nature of your work

For Office Use Only

**INDUSTRY**
(a) What are the Activities/Services/Product of your place of work? *(Describe in a few words)*

(b) What is the Name and Address of your Employer?
(i) Name of Employer
(ii) Address of Employer

For Office Use Only

**WHAT IS YOUR EMPLOYMENT STATUS?**
1 ☐ Employer
2 ☐ Employee
3 ☐ Self-employed
4 ☐ Unpaid family worker

160

| NOTE |
| --- |
| YOU ARE TO ANSWER QUESTIONS C18 - C27 IN CHAPTER H, TRAINING WORKBOOK (DOCUMENT 14a). |

```
###################################################################
#                                                                 #
#                        CHAPTER I                                #
#                                                                 #
#  THE OPERATIONAL ASPECTS OF THE ENUMERATOR'S                    #
#                    WORK FLOW                                    #
#                                                                 #
#                                                                 #
#  CONTENTS                                          PAGE         #
#                                                                 #
#  I1   INTRODUCTION                                  163         #
#                                                                 #
#  I2   VISIT LIVING QUARTERS                         163         #
#                                                                 #
#  I3   PROCEDURES FOR ORDINARY LIVING QUARTERS       163         #
#                                                                 #
#  I4   PROCEDURES FOR INSTITUTIONAL LQS              165         #
#                                                                 #
#  I5   HOMEWORK                                      166         #
#                                                                 #
#  I6   FLOW CHART OF ENUMERATOR'S DAILY WORK         166         #
#                                                                 #
#  I7   CHECKLIST OF  ENUMERATOR'S DUTIES             167         #
#                                                                 #
###################################################################
```

# CHAPTER I

## THE OPERATIONAL ASPECTS OF THE ENUMERATOR'S WORK FLOW

## I1 INTRODUCTION

- In the earlier chapters, details on the concepts, enumeration maps, listing of Living Quarters and ways of asking questions and recording answers have been explained.

- This chapter will explain briefly the operational aspects of the daily enumeration work flow and also the documents needed in assisting you to carry out your work efficiently and effectively.

## I2 VISIT LIVING QUARTERS

- When you pay a visit to a LQ during enumeration, the first step you should do is to *identify the types of LQ* whether it is an *ORDINARY LQ* or an *INSTITUTIONAL LQ*. The following procedures are mentioned below.

## I3 PROCEDURES FOR ORDINARY LIVING QUARTERS

- For each ordinary LQ you visited, 3 types of cases may occur:-

  (a)   LQ *occupied* and occupant *IS* at home.

  (b)   LQ *occupied* but occupant is *NOT* at home.

  (c)   *Vacant* LQ.

- Actions that should be taken and the documents to be completed for cases (a) - (c) above are as follows:-

  | CASE (a) | OCCUPIED - OCCUPANT IS AT HOME |
  |----------|--------------------------------|

  (i)   *Self-Introduction*

  - Introduce yourself to the respondent and show your Enumerator's Identity Card (DOCUMENT 10 or 10a or 10b), if requested.

  - Explain to the respondent the purpose of a Census.

(ii)  *Listing of LQ*

- List the LQ by assigning LQ number and pinning the Listing Card **(DOCUMENT 4)** on the LQ.

- Fill in Columns (1) - (3) and Columns (11) - (12) in the Listing Book **(DOCUMENT 1)**.

(iii) *Interviewing and Completing the Questionnaire*

- You have to interview one of the adult/matured members of the household.

- During the interview, you have to fill in one set of **DOCUMENT 2** for every Household in the LQ.

- If each HH consists of more than 7 members, use the Continuation Person Form **(DOCUMENT 2a)** for the rest of the members.

- In the process of filling in Document 2, you have to refer to the Code Card **(DOCUMENT 6)** for specific questions.

- After completing the interview, you have to present the Thank You Card **(DOCUMENT 7)** to the respondent in appreciation for the cooperation given before you proceed to enumerate the next LQ.

| CASE (b) | OCCUPIED - OCCUPANT NOT AT HOME |
|---|---|

(i)  *Listing of LQ*

- Even though there is nobody at home, you have to proceed with the listing work by assigning the LQ Number and pinning the Listing Card on the LQ.

- You have to complete Columns (1) - (3) and Columns (11) - (12) of the Listing Book **(DOCUMENT 1)**.

- You need to fill in the Call-Back Letter **(DOCUMENT 5 or 5a or 5b)** and leave it at the LQ. The date and time of the revisit have to be recorded in Column (12) of the Listing Book.

(ii)  *Revisit of LQ*

- Ensure your revisit is made at the stipulated date and time.

- If there is someone at home during the revisit, you should interview and complete the questionnaire as explained on page 164 .

- After 3 revisits and you still are unable to make contact, obtain information from the neighbours or the Kampung Head or the Penghulu and complete DOCUMENT 2.  Try to get as much information as possible.

---

| CASE (c) | VACANT LIVING QUARTERS |

- Before classifying the LQ as vacant, you have to make sure that the LQ is *really vacant* and is not temporarily not-at-home case.

- Even though the LQ is vacant, you have to proceed with the listing of the LQs by assigning the LQ number and pinning the Listing Card.

- Fill in Columns (1) - (3) in the Listing Book and write down the reasons of vacancy in Column (12) of the Listing Book.

- The Control Particulars and Questions A1 - A4 of DOCUMENT 2 have to be completed.

## I4  PROCEDURES FOR INSTITUTIONAL LQS

(i) *Self-Introduction*

- Introduce yourself to the Manager and show your Enumerator's Identity Card **(DOCUMENT 10 or 10a or 10b)**.

- Explain the purpose of a Census.

- Show the Permission Letter To Enter **[DOCUMENT 12(i)]** or Letter to the Manager **[DOCUMENT 12(ii)]**.

(ii) *Listing of LQ*

- List the LQ by assigning the LQ Number and pinning the Listing Card **(DOCUMENT 4)**.

- Fill in Columns (1) - (3) and Columns (11) - (12) of the Listing Book **(DOCUMENT 1)**.

(iii)   *Filling the Questionnaire*

- For Hotel, Lodging House, Rest House, etc.

    ■ For Hotel, Lodging House, Rest House etc., you have to pay a visit on the 13 AUGUST 1991 and leave a sufficient number of DOCUMENT 3a with the Manager for the guests to fill in.

    ■ You have to make another visit the following day (14 August 1991) to collect Document 3a which should have been completed by the guests.

    ■ For Document 3a which is incomplete, obtain the information from the guest registration record.

    ■ DOCUMENT 3 has to be filled by the Enumerator.

- For Other Institutional LQs

    ■ For this category, the Enumerator should make a visit on the 14 AUGUST 1991 (CENSUS DAY).

    ■ Further details related to the types of documents and guidelines on enumeration of the Institutional LQs is given in the Instructions for Special Enumeration (DOCUMENT 16).

## 15   HOMEWORK

■ At the end of each enumeration day, you have to do your *homework* as follows:-

(i)   Check and ensure all Documents 1, 2, 2a, 3 and 3a have been completed.

(ii)  Copy the relevant particulars from the above-mentioned Documents to the shaded columns, i.e Columns (4) - (10) on pages 1 to 30 of the Listing Book.

■ At the end of enumeration, the Enumerator has to complete column "TOTAL FOR THIS PAGE" of pages 1 to 30 and "SUMMARY" on page 31 of Document 1.

## 16   FLOW CHART OF ENUMERATOR'S DAILY WORK

■ The daily work flow of the Enumerator, which is explained earlier is shown in a CHART on page 168.

## I7 CHECKLIST OF ENUMERATOR'S DUTIES

■ To ensure the duties of the Enumerator are carried out smoothly during the period of enumeration, a **CHECKLIST** for the main activities is given at the **inside of the front page** of this book.

■ At every stage of the enumeration work, the Enumerator has to refer to the checklist so that all the activities have been carried out according to the time schedule.

■ *Enumerator should tick "√"* for each activity completed in the boxes provided.

<br>

| NOTE |
| --- |
| *YOU ARE TO ANSWER QUESTIONS IN CHAPTER I OF TRAINING WORKBOOK (DOCUMENT 14a).* |

```
##############################################################
#                                                            #
#                      APPENDIX 1                            #
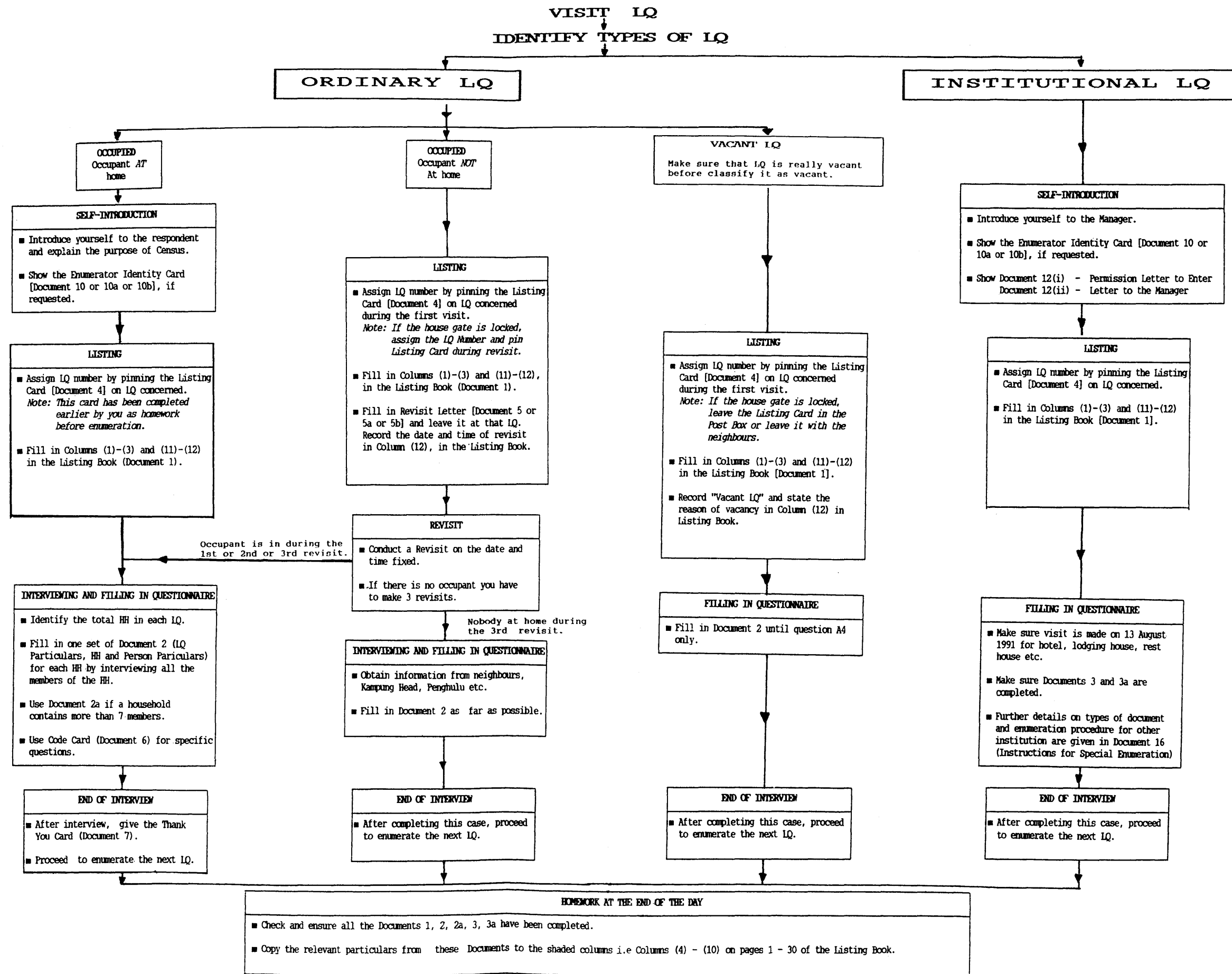#                                                            #
#                 ALPHABETICAL INDEX                         #
#                                                            #
##############################################################
```

# CHART 1 : DAILY WORK FLOW OF THE ENUMERATOR

## VISIT LQ
↓
## IDENTIFY TYPES OF LQ

---

### ORDINARY LQ

### INSTITUTIONAL LQ

---

**OCCUPIED**
Occupant *AT* home

**OCCUPIED**
Occupant *NOT* At home

**VACANT LQ**
Make sure that LQ is really vacant before classify it as vacant.

---

**SELF-INTRODUCTION**

- Introduce yourself to the respondent and explain the purpose of Census.

- Show the Enumerator Identity Card [Document 10 or 10a or 10b], if requested.

**SELF-INTRODUCTION**

- Introduce yourself to the Manager.

- Show the Enumerator Identity Card [Document 10 or 10a or 10b], if requested.

- Show Document 12(i) – Permission Letter to Enter
  Document 12(ii) – Letter to the Manager

---

**LISTING**

- Assign LQ number by pinning the Listing Card [Document 4] on LQ concerned.
  *Note: This card has been completed earlier by you as homework before enumeration.*

- Fill in Columns (1)-(3) and (11)-(12) in the Listing Book (Document 1).

**LISTING**

- Assign LQ number by pinning the Listing Card [Document 4] on LQ concerned during the first visit.
  *Note: If the house gate is locked, assign the LQ Number and pin Listing Card during revisit.*

- Fill in Columns (1)-(3) and (11)-(12), in the Listing Book (Document 1).

- Fill in Revisit Letter [Document 5 or 5a or 5b] and leave it at that LQ. Record the date and time of revisit in Column (12), in the Listing Book.

**LISTING**

- Assign LQ number by pinning the Listing Card [Document 4] on LQ concerned during the first visit.
  *Note: If the house gate is locked, leave the Listing Card in the Post Box or leave it with the neighbours.*

- Fill in Columns (1)-(3) and (11)-(12) in the Listing Book [Document 1].

- Record "Vacant LQ" and state the reason of vacancy in Column (12) in Listing Book.

**LISTING**

- Assign LQ number by pinning the Listing Card [Document 4] on LQ concerned.

- Fill in Columns (1)-(3) and (11)-(12) in the Listing Book [Document 1].

---

*Occupant is in during the 1st or 2nd or 3rd revisit.*

**REVISIT**

- Conduct a Revisit on the date and time fixed.

- If there is no occupant you have to make 3 revisits.

*Nobody at home during the 3rd revisit.*

---

**INTERVIEWING AND FILLING IN QUESTIONNAIRE**

- Identify the total HH in each LQ.

- Fill in one set of Document 2 (LQ Particulars, HH and Person Pariculars) for each HH by interviewing all the members of the HH.

- Use Document 2a if a household contains more than 7 members.

- Use Code Card (Document 6) for specific questions.

**INTERVIEWING AND FILLING IN QUESTIONNAIRE**

- Obtain information from neighbours, Kampung Head, Penghulu etc.

- Fill in Document 2 as far as possible.

**FILLING IN QUESTIONNAIRE**

- Fill in Document 2 until question A4 only.

**FILLING IN QUESTIONNAIRE**

- Make sure visit is made on 13 August 1991 for hotel, lodging house, rest house etc.

- Make sure Documents 3 and 3a are completed.

- Further details on types of document and enumeration procedure for other institution are given in Document 16 (Instructions for Special Enumeration).

---

**END OF INTERVIEW**

- After interview, give the Thank You Card (Document 7).

- Proceed to enumerate the next LQ.

**END OF INTERVIEW**

- After completing this case, proceed to enumerate the next LQ.

**END OF INTERVIEW**

- After completing this case, proceed to enumerate the next LQ.

**END OF INTERVIEW**

- After completing this case, proceed to enumerate the next LQ.

---

**HOMEWORK AT THE END OF THE DAY**

- Check and ensure all the Documents 1, 2, 2a, 3, 3a have been completed.

- Copy the relevant particulars from these Documents to the shaded columns i.e Columns (4) – (10) on pages 1 – 30 of the Listing Book.

# ALPHABETICAL INDEX