REPUBLIC OF THE GAMBIA
GAMBIA BUREAU OF STATISTICS

REPUBLIC OF   THE GAMBIA

2013 POPULATION AND HOUSING CENSUS
GPC - 6 Supervisor's Record Book

Geographical Information	Code No.
Name of Local Government Area	
Name of District	
Name of Ward	
Supervisor Area Number	
Enumeration Area Number	
Enumeration Area Number	
Enumeration Area Number	
Enumeration Area Number	
Enumeration Area Number	
Name of Settlement	

Title	Name	Date	Signature
1. Census Enumerator			
2. Census Supervisor			

SECTION 1 SUPERVISOR'S PRE-ENUMERATION LISTING SHEET - (Same as GPC 2)

	L.G.A.	District	Ward	E.A. No.	Settlement	Rtype
Name						1: Urban
Code						2: Rural

DURING LISTING							AFTER ENUMERATION					
SRL NO.	COMPOUND NO. OR LOCATION NO. OF OUTDOOR SLEEPERS	ADDRESS OF COMPOUND/ LOCATION OF OUTDOOR SLEEPERS	NO. OF BUILD-INGS	NO. OF HOUSEHOLDS/ INSTITU-TIONS	HOUSEHOLD SERIAL NUMBER WITHIN BUILDING/ COMPOUND	NAME OF HOUSEHOLD HEAD/ NAME OF INSTITUTION	NO. OF PER-SONS ACCORDING TO FORM A		NO. OF PER-SONS ACCORDING TO FORM B		NO. OF COMPLETED FORMS	
							MALE	FEMALE	MALE	FEMALE	A	B
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1												
2												
3												
8												
9												
0												

2

SECTION 2 - RECORD OF ENUMERATOR'S APPOINTMENT					
DATE (1)	TIME (2)	NAME OF ENUMERATOR (3)	PLACE OF APPOINTMENT (4)	PURPOSE OF APPOINTMENT AND COMMENTS (5)	COMPLETED (Tick) (✓) (6)

3

SECTION 3 (a) RECORD OF OBSERVATION OF ENUMERATOR'S WORK.

ENUMERATOR'S NAME :- ------------   COMP. NO.:------   HOUSEHOLD NO.:-------

Observe at least two complete interviews. Use comments space to note errors in work. Discuss errors with enumerator After the interview is completed. Use tick ($\sqrt{}$) in appropriate "YES or NO" columns; put a dash (-) if not applicable.

Did the Enumerator	FIRST VISIT			SECOND VISIT		
	YES	NO	COMMENT	YES	NO	COMMENT
1. Give a proper introduction and explain the objectives of the census properly.						
2. Ask question 3 in Form A / Form B or estimate age properly						
3. Ask question 4 and record answers properly (i.e. according to instructions)?						
5. Ask other questions properly?						
6. Follow correct skip pattern for question 16						
7. Do the entries in col 22a to 22h tally						
8. Mark boxes correctly and neatly as instructed?						
9. Close interview properly and complete GPC -2, Listing Sheet Correctly?						
TOTAL NUMBER OF tick signs						

4

SECTION 3 (b) REVIEW OF QUESTIONNAIRES COMPLETED BY THE ENUMERATOR											

E.A. NO.:   **DISTRICT:**   **ENUMERATOR'S NAME:**

Review five randomly selected completed questionnaires excluding those observed by you. Complete review after observation of enumerator. Use ticks in appropriate
"Yes - No" columns, put a dash (-) if not applicable. Discuss errors with enumerator after review of all questionnaire.

Did the Enumerator has (or check whether)	**FIRST REVIEW**										**Total "No" Ticks**
	Q1		**Q2**		**Q3**		**Q4**		**Q5**		
	C.NO………… HHNO……….		C.NO………… HHNO……….		C.NO………… HHNO……….		C.NO………… HHNO……….		C.NO………… HHNO……….		
	Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	Yes	**No**	
1. An entry in column 2 for each person?											
2. An entry in column 3 for all persons?											
3. Entries in column 4 properly arranged as instructed?											
4. Entries in column 13 for all persons aged 3 years and over?											
5. Entries in columns 16, 17, 18 and 19 for all persons aged 7 years and over?											
6. Entries in column 22 for all females aged 12 and over?											
7. Entries in sub-columns 23 appear consistent and reasonable?											
8. Entries in column 19 for persons aged 7 years and over for whom "1 or 2" was marked in column 16a?											

Total "No " Ticks			
Summary of observation and Review			
INSTRUCTIONS *Obtain total "No" ticks for the First visit. Take appropriate action indicated by the No" ticks. Make a record of comments and action taken for each visit in comments section.*	**First visit "No" Ticks**		
	3(a)	**3(b)**	**Total "No" Ticks (3a + 3b)**

Note: - Q1, Q2, Q3, Q4, Q5 refer to 5 Questionnaires randomly selected for each E.A. , C.No. and HHNo. refer to compound No. and Household No. respectively.

SECTION 3(c) - RECORD OF COMMENTS AND ACTION TAKEN

☐ **Work acceptable (No second visit required)**

☐ **Second visit required**

☐ **Work unacceptable (Enumerator retained with further training or replaced)**

COMMENTS

USE THE TABLE BELOW ONLY WHEN THERE IS SECOND VISIT

SECTION 3 (b) REVIEW OF QUESTIONNAIRES COMPLETED BY THE ENUMERATOR

E.A. NO.: **DISTRICT:** **ENUMERATOR'S NAME:**

Review five randomly selected completed questionnaires excluding those observed by you. Complete review after observation of enumerator. Use ticks in appropriate
"Yes - No" columns, put a dash (-) if not applicable. Discuss errors with enumerator after review of all questionnaire.

Did the Enumerator has (or check whether)	SECOND REVIEW										Total "No" Ticks
	Q1		Q2		Q3		Q4		Q5		
	C.NO............ HHNO..........		C.NO............ HHNO..........		C.NO............ HHNO..........		C.NO............ HHNO..........		C.NO............ HHNO..........		
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
1. An entry in column 2 for each person?											
2. An entry in column 3 for all persons?											
3. Entries in column 4 properly arranged as instructed?											
4. Entries in column 13 for all persons aged 3 years and over?											
5. Entries in columns 16, 17, 18 and 19 for all persons aged 7 years and over?											
6. Entries in column 22 for all females aged 12 and over?											
7. Entries in sub-columns 23 appear consistent and reasonable?											
8. Entries in column 19 for persons aged 7 years and over for whom "1 or 2" was marked in column 16a?											

Total "No " Ticks	

Summary of observation and Review			
INSTRUCTIONS Obtain total "No" ticks for the second visit. Take appropriate action indicated by the No" ticks. Make a record of comments and action taken for each visit in comments section.	**Second visit "No" Ticks**		
	3(a)	**3(b)**	**Total "No" Ticks (3a + 3b)**

Note: - Q1, Q2, Q3, Q4, Q5 refer to 5 Questionnaires randomly selected for each E.A. , C.No. and HHNo. refer to compound No. and Household No. respectively.

SECTION 3(c) - RECORD OF COMMENTS AND ACTION TAKEN

☐   **Work acceptable in second visit**

☐   **Work unacceptable**

COMMENTS