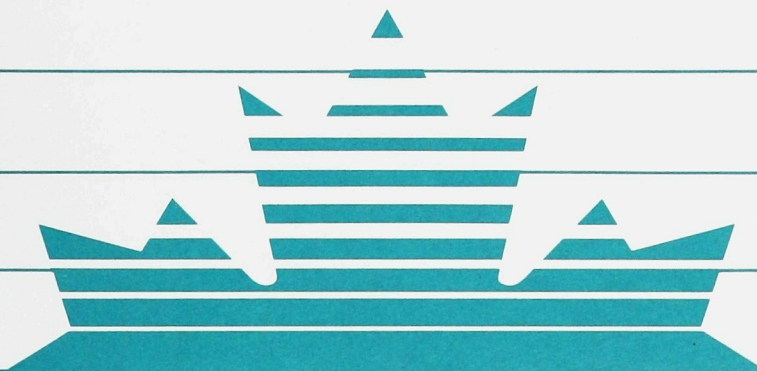
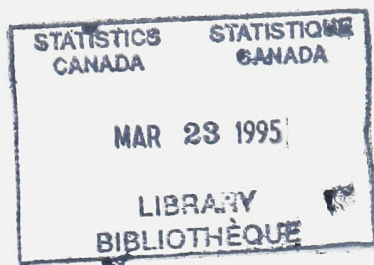


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Form 7

# Quality Control Technician's Manual







# 61812

1991 CENSUS OF CANADA

**QUALITY CONTROL TECHNICIAN'S  
MANUAL**

Statistics Canada



## FOREWORD

The Canadian census, a national stock-taking of population, housing and agriculture, is of the utmost importance to the people of Canada. It is taken to secure statistical information which provides the basis for many important planning decisions made by the general public, business and governments.

As our population increases, the taking of a national census becomes increasingly more complex. It is, in fact, one of the largest of the country's peace-time operations.

The job of the Quality Control Technician is an important one as you are the person responsible for ensuring that the data collected by the census representatives are of the best quality. By thoroughly mastering the procedures in this manual, you contribute to making the 1991 Census a more successful one.

The Chief Statistician of Canada.





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## 1. INTRODUCTION

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### 1. INTRODUCTION

#### A. Your Manual

The Quality Control Technician's Manual contains the instructions you require to carry out the Quality Control check. It also contains information relating to the administrative aspects of your job.

Become familiar with your manual so that you can find the answers when you need them.

The manual is divided into **six** main parts. Refer to the Table of Contents to determine what is in each part.

It is essential to the success of the Quality Control Programme that all assignments be handled by you and other quality control technicians in a uniform manner. To achieve uniformity, follow all procedures exactly as outlined in this manual.

#### B. Organization

You report directly to the Census Area Manager (CAM) and are solely responsible to that person. Your CAM will notify you of the name and address of each census commissioner in whose district you will work. Your duties do not include supervising or being supervised by the Census Commissioner. You will work independently, advising the Census Commissioner only that an enumeration area (EA) has been accepted or rejected, and if it is rejected, the reason(s) why.

#### C. Functions of the Quality Control Technician

You are required to:

1. ensure there is a form for each dwelling and agricultural operator in an EA;
2. ensure that the data collected by the census representatives meet required standards;
3. validate the census representatives' account forms;
4. determine the percentage of Forms 4A and 4B created for population questionnaires;
5. determine the number of Forms 4A created for Forms 6;
6. verify the validity of cancelled lines;
7. advise the Census Commissioner of the results of Quality Control;

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8. advise the Census Commissioner, in the case of a rejected EA, of the reason(s) for rejection and what steps must be followed to upgrade the EA to the required standards. You will use specific Quality Control forms to assist you in this task.

### D. Oath or Affirmation of Office and Secrecy

Before assuming your duties as a quality control technician, you subscribed to the Oath or Affirmation of Office and Secrecy (Form 24) administered by your CAM. By subscribing to the Oath you are sworn to secrecy in all matters pertaining to your job and to the faithful and honest fulfilment of your duties.

### E. Identification Card

Sign the identification card issued to you and keep it with you at all times. It is proof that you are a sworn employee of Statistics Canada.

### F. Confidentiality

The Statistics Act requires that all information gathered on individuals be kept confidential. As a person hired under the Statistics Act, **this applies directly to you**. There are three factors of confidentiality in connection with your duties:

1. The **information** on each form you review is confidential and cannot be discussed with anyone other than the Census Commissioner, your CAM and official Statistics Canada observers.
2. The **Quality Control procedures** cannot be discussed with anyone but your CAM and official observers.
3. The **results of Quality Control** are confidential and cannot be discussed with anyone other than the Census Commissioner, your CAM and official observers.

Do not allow anyone to assist you in your duties. If the Quality Control is to be meaningful, it must be done by you alone.

### G. Observers

1. A great deal of interest is shown in the census by officials of Statistics Canada, other levels of government and foreign countries. These officials are interested in all phases of the census operation including Quality Control. As a result, an observer program is set up to:
  - (a) provide an opportunity to see census procedures (including Quality Control) in practice; and

1. INTRODUCTION

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- (b) evaluate the effectiveness and impact of the procedures.
- 2. Observers may accompany you to the Census Commissioner's office as pre-arranged with your CAM.
- 3. They will not participate in any review, and will remain as unobtrusive as possible.
- 4. They will not give any instructions or suggestions to you.
- 5. Ensure that observers are shown courtesy and co-operation.
- 6. There will be two types of observers in the 1991 Census of Canada, **STATISTICS CANADA** observers and **NON-STATISTICS CANADA** observers. Statistics Canada observers will be identified by the regular Statistics Canada Identification Card (with picture) while non-Statistics Canada observers will be identified by a Census Identification Card.

**NOTE:** Non-Statistics Canada observers (i.e. observers identified by a Census Identification Card) are not to have access to identifiable documents (i.e. questionnaires completed by respondents). Any variations from this guideline will be communicated to you by your CAM.

Non-Statistics Canada observers are, however, permitted access to completed Quality Control forms (Forms 71-76).

## H. Quality Control Forms and Their Purpose

You will receive the following forms in sufficient quantity to meet your requirements.

- 1. Form 71, EA Coverage Quality Control Record  
(to record the results of the EA Coverage Check)
- 2. Form 72, Population Edit Quality Control Record  
(to record the results of the edit of selected population questionnaires [Forms 2A and 2B/2D])
- 3. Form 73, Agriculture Edit Quality Control Record  
(to record the results of the edit of selected Forms 6)



## 1. INTRODUCTION

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### 4. Form 73A, Agricultural Assignment Quality Control Record

(to record the results of the Agricultural Assignment Check, including coverage and edit of selected Forms 6 and the results of the examination of Forms 4A and 4B)

### 5. Form 74, Collective Dwelling Quality Control Record

(to record the results of the Collective Dwelling Check)

### 6. Form 75, Quality Control Result

(to record the acceptance or rejection of an EA and to inform the Census Commissioner of action to be taken with respect to accepted and rejected EAs)

### 7. Form 76, Daily Quality Control Cost Record

(to record on a daily basis, the hours worked, kilometres travelled and expenses related to the Quality Control operation)

## I. Supplies

The following supplies will be distributed during your training class:

- 1 file box
- 1 box 1/2" brass paper fasteners
- 1 one-hole punch
- 5 expansion wallets
- 2 black pens
- 1 red pen

2. GENERAL INSTRUCTIONS

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**2. GENERAL INSTRUCTIONS****A. Call for Work**

1. Your CAM will provide you with the name, address and telephone number of each census commissioner in whose district you will work.
2. When a Quality Control check is required, your CAM or his/her Administrative Assistant will inform you.
3. Your CAM or his/her Administrative Assistant will advise you if a special assignment was created to enumerate agricultural holdings.
4. Telephone the Census Commissioner as soon as possible to make the arrangements for time and space within the Census Commissioner's office. Prompt action is important. As a rule, completed EAs should be quality controlled within 24 hours of being assigned.

**NOTE:** If for any reason you cannot comply with this instruction, inform your CAM.

**B. Office Conditions**

Due to the confidential nature of your job, you must perform your work in an area of the Census Commissioner's office where you cannot be readily observed by anyone with the exception of your CAM and/or official observers.

**C. Scope of Quality Control Check**

The basic checks that are applied to each completed EA are:

- EA Coverage Check
- Population Edit Check
- Agriculture Edit Check
- Forms 4A/4B Edit Check
- Collective Dwelling Check
- Validation of Account Form
- Forms 4A/4B Coverage Check
- Cancelled Lines Check
- Form 10 Check

**D. Application of Checking Procedures**

1. Quality Control is separated into three distinct reviews: first, second and clean-up. Only checks failing First Review will be examined at Second Review; only checks failing Second Review will be examined at Clean-up Review.





3. FIRST REVIEW

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**3. FIRST REVIEW****A. EA Coverage Quality Control Procedures**

The EA Coverage Quality Control Check is the first operation performed. This check is completed to ensure that there is a questionnaire or Missing Questionnaire Card for each household and agricultural holding.

Enter the results of this check on the EA Coverage Quality Control Record (Form 71).

If a particular check is not applicable, mark "N/A" in the "Accepted" column of the Form 71.

**1. Preparation of EA Coverage Quality Control Record (Form 71)**

Enter the PROV, FED and EA numbers at the top of the Form 71.

**2. Coverage Check**

Remove all questionnaires and Forms 4A from the box, in order, with the lowest household number on top.

**(a) Occupied Private Dwellings**

Ensure that there is a questionnaire (Form 2A, 2B or 2D) or Missing Questionnaire Card (Form 4A) for each occupied private dwelling listed in Section I of the VR.

- (i) If all questionnaires and missing questionnaire cards are in the EA box, enter "A" in the "Accepted" column in Section A.1 of the Form 71.
- (ii) If any questionnaires are missing and there are no missing questionnaire cards to replace them, check the VR to ensure that the household numbers have not been cancelled. If they have been cancelled, do not consider the questionnaire as missing.
- (iii) If any valid household number has no questionnaire or Missing Questionnaire Card, record the household number in the "Rejected" column in Section A.1 of the Form 71.

**(b) Temporary Residents - Private Dwellings**

- (i) Remove all Forms 3 from the Forms 3 in Private Dwellings envelope (Form 3E.1).
- (ii) Count the number of Forms 3 for temporary residents only.

### 3. FIRST REVIEW

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(ii) If any unincorporated places are listed:

- review the map to ensure that the Census Representative has entered the name of the unincorporated place on the map to show its location;
- check the VR to ensure that the unincorporated place has been identified in Column 1 of Section I, II or III.

(iii) If the unincorporated place has been properly identified on the map and in the VR, enter "A" in the "Accepted" column in Section B of the Form 71.

(iv) If the name of any unincorporated place has not been entered on the EA map or in the VR, but comments from the Census Representative which would explain the omission appear (e.g. unincorporated place not found, no longer exists), enter "A" in the "Accepted" column.

(v) If any unincorporated place has not been accounted for, enter the name and an explanation in the "Reason" box in Section B of the Form 71.

(g) Township Plan Check (applicable to rural EAs with Township Plans in the Prairie provinces and the Peace River District of British Columbia)

(i) If no Township Plan is present, mark "N/A" in the "Accepted" column of Section C of the Form 71.

(ii) Ensure that all quarter sections on the Township Plan have been accounted for. There must be a number or letter entered in each quarter section or the land must be identified as a community pasture or as non-agricultural land.

The boundaries of each agricultural holding in the EA must be drawn on the Township Plan and be represented by a Form 6 number (e.g., 1, 2, 3), an agricultural land referral number (e.g., [1], [2], [3]), or a land identification letter (e.g., A, B, C). The boundaries of non-agricultural land must be drawn on the Township Plan and identified by name (e.g., bush, swamps, provincial park).

(iii) If you are satisfied that all land in the EA has been accounted for, enter "A" in the "Accepted" column in Section C of the Form 71.

(iv) If you are not satisfied that all land in the EA has been accounted for, enter an explanation in the "Reason" box in Section C of the Form 71.

3. FIRST REVIEW

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3. Completion of the EA Coverage Quality Control Record (Form 71)

When all applicable areas have been reviewed, enter the results of the EA Coverage Quality Check in the First Review box at the bottom left of the Form 71.

- (a) If all applicable areas have been accepted, mark "X" in the "Coverage check - Accepted" box.
- (b) If any area has an entry in the "Rejected" column, mark "X" in the "Coverage check - Rejected" box.
- (c) Sign and date the Form 71 to indicate that you have completed the EA Coverage Quality Control Check.

4. Entries on Quality Control Result (Form 75)

- (a) Enter the PROV, FED and EA numbers in the spaces provided at the top of the Form 75.
- (b) Mark "X" in the "First Review" box in the top left corner.
- (c) On line A.1, in the "Summary" section of the Form 75, indicate with an "A" or an "R" whether the EA Coverage Check was accepted or rejected.
- (d) If the coverage check was rejected, enter in the "CC use" column, "See Form 71".

**B. Population Edit Quality Control Procedures**

This check is completed to ensure that the population questionnaires meet the Edit requirements.

Enter the results of this check on the Population Edit Quality Control Record (Form 72).

1. Select the Sample

- (a) Determine the total number of households in the EA by referring to the household number of the last completed line in Section I of the VR.
- (b) In mail-back areas, refer to **Appendix E**, Population Random Number Tables, and locate the table with the range containing the number of households for the EA. In canvasser areas, refer to the Random Number Tables in **Appendix F**.

### 3. FIRST REVIEW

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- (c) Select a sample of eight Forms 2B (mail-back areas) or Forms 2D (canvasser areas), which have the household numbers listed in the Random Number Table. If there are fewer than eight Forms 2B/2D, select them all.

**NOTE:** Do not select questionnaires for a household if there is:

- a Form 4A replacing the questionnaire;
- a Form 4B attached to the questionnaire;
- a "CC" marked in box 2 on the front cover of the questionnaire;
- a cancelled entry in the VR;
- an entry in Step 3 ("Foreign resident" circle) or Step 4 ("Temporary resident" box);

For the above cases, select the next questionnaire listed in the Random Number Table under the "Extra Nos." column.

- (d) For any household selected which has more than one questionnaire, edit all Forms 2B/2D for that household.

### 2. Preparation of Population Edit Quality Control Record (Form 72)

- (a) Enter the PROV, FED and EA numbers in the space provided in the upper right corner of the Form 72.
- (b) Mark "X" in the "First Review" box in the top left corner.
- (c) Use one section of the Form 72 for each population questionnaire (Form 2B/2D) that you edit. Enter the household number in the space provided before you edit each questionnaire. Use as many Forms 72 as necessary to list all the selected questionnaires.

**NOTE:** If there is more than one questionnaire for a household (the household contains more than 6 persons):

- use the next section of the Form 72;
- enter the household number in each section of the Form 72 for the household as follows:

Household No. 009 - 1 of 2  
Household No. 009 - 2 of 2

- complete only the first "Household result" section for the household.



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3. Edit Each Selected Form 2B/2D

- (a) Carefully edit each selected Form 2B/2D using either the Form 2A and 2B Edit Steps found in **Appendix A** or the Form 2D Edit Steps found in **Appendix B**.
- (b) If any question does not pass edit, mark "X" in the appropriate box under the question number on the Form 72.

4. Household Result Section of Form 72

If there is an "X" in **any** shaded box, or an "X" in **six or more** boxes, enter "R" for reject in the "First Review" column; otherwise, enter "A" for accept.

**NOTE:** Do not include Step 8 or Question 45 if either has been circled during your edit.

5. Completion of Population Edit Quality Control Record (Form 72)

- (a) Number the Forms 72 (e.g., 1 of 4, 2 of 4) in the space provided at the top of the form.
- (b) Check the results for all eight households before determining whether to accept or reject the Population Edit Check.
- (c) Determine the number of households rejected from the "Household result" section of the Forms 72.
  - (i) If there are **two or fewer** "Rs" in the "First Review" column, the Population Edit Check is accepted. Mark "X" in the "Accepted" box in the "Population Edit Result" section at the bottom of the first Form 72.
  - (ii) If there are **three or more** "Rs" in the "First Review" column, the Population Edit Check is rejected. Mark "X" in the "Rejected - Follow-up" and "All Forms 2A and 2B/2D" boxes.

**NOTE:** If the EA contains fewer than eight Forms 2B/2D:

- **accept** the Edit Check if there is one or no "R" in the "First Review" column.
- **reject** the Edit Check if there are two or more "Rs" in the "First Review" column.

The Population Edit Quality Control Check (Chart for Rejections) found on the inside back cover of this manual can be used as a reference in determining acceptance or rejection of the Population Edit Check.

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- (d) Sign and date all Forms 72 when you have completed the Population Edit Quality Control Check.

#### 6. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.2 in the "Summary" section of the Form 75 whether the Population Edit Check of the EA was accepted or rejected.
- (b) If the Population Edit Check was rejected, enter in the "CC use" column, "See Forms 72".

### C. Forms 4A/4B Edit Quality Control Procedures – Population

1. Verify that the following information is provided on ALL Forms 4A and 4B created for population questionnaires:
  - (a) household identification which includes the PROV, FED, EA, VN and household numbers;
  - (b) reason for creation of the Form 4A/4B;
  - (c) type of dwelling code (In the case of Forms 4B, the code must appear on the questionnaire.);
  - (d) number of usual residents/Size unknown (Forms 4A only).
2. If all Forms 4A and 4B pass this edit, mark "A" on line A.3 in the "Summary" section of the Form 75.
3. If any Forms 4A or 4B do not pass this Edit Check, indicate with an "R" on line A.3 in the "Summary" section of the Form 75 that the Forms 4A/4B Edit Check was rejected. Enter, in the "CC use" column, "Follow up all Forms 4A and 4B".

### D. Agriculture Edit Quality Control Procedures

This check is completed to ensure that the Forms 6 meet the Edit requirements.

Enter the results of this check on the Agriculture Edit Quality Control Record (Form 73).

**NOTE:** Perform this check only if there are entries in Column 12, 13 or 14 in Section IV of the VR.

3. FIRST REVIEW

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1. Selection of Forms 6

- (a) Determine the number of Forms 6 in the EA. Turn to Section IV, Column 5, of the VR and determine the highest Form 6 number assigned.
- (b) If the EA contains **eight or fewer** Forms 6, select all Forms 6.
- (c) If the EA contains **more than eight** Forms 6, select a sample of eight, using the appropriate Random Number Table in **Appendix F**.

**NOTE:** Do not select questionnaires if there is:

- a Form 4A replacing the questionnaire;
- a Form 4B attached to the questionnaire;
- a "CC" marked in the "CC" box on the front cover of the questionnaire;
- a cancelled entry in the VR.

**For the above cases, select the next questionnaire listed in the Random Number Table under the "Extra Nos." column.**

2. Preparation of Agriculture Edit Quality Control Record (Form 73)

- (a) Enter the PROV, FED and EA numbers at the top of the form.
- (b) Mark "X" in the "First Review" box.
- (c) List all selected questionnaires by Form 6 number.

3. Edit the Form 6

- (a) Follow the Form 6 Edit Steps found in **Appendix D**.
- (b) Record in the "Reason" column of the Form 73 the step or question number of every step or question which does not meet the Edit requirements.
- (c) If the questionnaire meets all the Edit requirements, mark "A" on the Form 73 in the "Accepted" column.
- (d) If **any** of the Edit requirements are not met, mark "R" in the "Rejected" column.
- (e) Repeat step 3(a), (b), (c) and (d) for all the Forms 6 selected.



### 3. FIRST REVIEW

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#### 4. Completion of the Agriculture Edit Quality Control Record (Form 73)

(a) Determine whether the Agriculture Edit Check is accepted or rejected.

(i) For those EAs with **eight or more** Forms 6:

- if **one or no** Form 6 has been rejected, the check is accepted. Mark "X" in the "Accepted" box in the "Agriculture Edit Result" section;
- if **two or more** Forms 6 have been rejected, the check is rejected. Mark "X" in the "Rejected - Follow-up" box in the "Agriculture Edit Result" section and mark "X" in the "All Forms 6" box.

(ii) For those EAs with **fewer than eight** Forms 6:

- if **no** Forms 6 have been rejected, the check is accepted. Mark "X" in the "Accepted" box in the "Agriculture Edit Result" section;
- if **any** Form 6 has been rejected, the check is rejected. Mark "X" in the "Rejected - Follow-up" box in the "Agriculture Edit Result" section and in the "Rejected Forms 6 only" box.

(b) Sign and date the Form 73 at the bottom when you have completed the Agriculture Edit Quality Control Check.

#### 5. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.4 in the "Summary" section of the Form 75 whether the Agriculture Edit Check was accepted or rejected.
- (b) If the Edit Check is rejected, enter in the "CC use" column, "See Form 73".

### E. Forms 4A/4B Edit Quality Control Procedures - Agriculture

**NOTE:** Conduct this check only if the Agriculture Edit Check is conducted.

1. Verify that the following information is provided on ALL Forms 4A and 4B:

- (a) household identification which includes the PROV, FED, EA, VN, household numbers and Form 6 number;
- (b) reason for creation of the Form 4A/4B;
- (c) operator's name;
- (d) type of agricultural holding (Form 4A only).

## 3. FIRST REVIEW

2. If all Forms 4A and 4B pass this edit, mark "A" on line A.5 in the "Summary" section of the Form 75.
3. If any Forms 4A or 4B do not pass this edit, indicate with an "R" on line A.5 in the "Summary" section of the Form 75 that the Forms 4A/4B Edit Check was rejected. Enter, in the "CC use" column, "Follow up all Forms 4A and 4B".

**F. Collective Dwelling and Collective EA Quality Control Procedures**1. General

The Quality Control of collective dwellings (in regular EAs) and collective EAs involves the following checks:

(a) Edit Check

Apply the Edit Check only to those collective dwellings and EAs listed below:

Collective Dwelling: 11, 12, 20, 30 and 70  
(in a regular EA)

Collective EA: 12, 20, 30, 70 and 90

**NOTE: Any occupied private dwellings within a collective EA (listed in Section I of the VR) will be included in the Population Edit Quality Control Check and recorded on a Population Edit Quality Control Record (Form 72).**

(b) Usual Resident Check

Apply the Usual Resident Check to ALL collective dwellings and EAs.

(c) Temporary Resident Check

Apply the Temporary Resident Check to ALL collective dwellings and EAs.

2. Determination of the Collective Dwelling Code

Refer to Section III, Column 5 of the VR. Determine the code for any collective dwelling listed, and follow the applicable Quality Control procedures below.

3. Preparation of Collective Dwelling Quality Control Record (Form 74)

- (a) Complete Forms 74 for each collective dwelling subject to Quality Control. Number each form as follows: 1 of 2, 2 of 2, etc.

### 3. FIRST REVIEW

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(b) Enter the PROV, FED, EA and household numbers and the collective code at the top of each Form 74.

(c) Mark "X" in the "First Review" box.

#### 4. Application of the Edit Check

Apply the Edit Check only to those collective dwellings indicated on page 3-11.

##### (a) Select the Sample

(i) The Edit Check will be applied to a sample of **usual residents**.

(ii) Determine the total number of **usual residents** in the collective dwelling by referring to Columns 8 and 9 of Section III in the VR.

(iii) If the collective dwelling has:

- **eight or fewer** usual residents, Quality Control all persons;
- **nine or more** usual residents, select a sample of eight persons from the Forms 3 (for usual residents only) and Forms 2B/2D (Hutterite colonies only) in accordance with the appropriate Random Number Table in **Appendix F**.

(iv) If the Random Number Table indicates to select persons 1, 3 and 7, you will select the first, third and seventh usual resident from the order established by the Form 1A. List all selected persons by name in the spaces provided on the Forms 74.

(v) In the case of a Hutterite colony:

- determine the total number of respondents listed on all the Forms 2B/2D;
- follow the order of family units listed on the Form 1A. Select persons in the same manner as you did for Forms 3.

##### (b) Edit Check

(i) Ensure that there is an answer for every question requiring an answer. (Questions H1 to H8 (Form 2B/2D) do not apply in collective dwellings.)

(ii) Mark "X" in the box under the applicable question number on the Form 74 if any required question is not answered or is answered, but does not meet the special requirements for that question. (See **Appendix A**, Form 2A and 2B Edit Steps, **Appendix B**, Form 2D Edit Steps or **Appendix C**, Form 3 Edit Steps.)

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However, when an explanation is given indicating why the question is not answered, enter an "E" in the applicable box of the Form 74. This is not to be considered an Edit error.

**NOTE: If you are editing Forms 3, be sure to record the Edit results in the "Form 3" area of the Edit section: if editing Forms 2B/2D, use the "Form 2B/2D" area.**

- (iii) Indicate in the "Edit Check Result" section, the result of the Edit Check for each selected person.
  - enter an "R" in the "Rejected" column if there is an "X" in any shaded box or an "X" in **more than two** boxes;
  - enter an "A" in the "Accepted" column in all other cases.

5. Usual Resident Check

Determine if the number of usual residents recorded in Section III, Columns 8 and 9, of the VR equals the number of usual residents listed on the Forms 3 and Forms 2B/2D.

Complete this check for all collective dwellings before marking the Form 74.

## (a) If the numbers match:

- (i) enter "A" in the "Accepted" box in the "Usual Resident Check" section at the right-hand side of the Form 74;
- (ii) the total number of usual residents on Forms 2B (or Forms 2D) for each collective dwelling must appear in Column 1 on the Collective Dwelling envelope (Form 3E.2). If it does not, correct the envelope;
- (iii) the total number of usual residents on Forms 3 for each collective dwelling must appear in Column 2 on the Collective Dwelling envelope (Form 3E.2). If it does not, correct the envelope.

## (b) If the numbers do not match, enter "R" in the "Rejected" box in the "Usual Resident Check" section of the Form 74 and the reason for rejection (e.g., # in VR larger than # of questionnaires).

6. Temporary Resident Check

Determine if the number of temporary residents recorded in Section III, Column 10, of the VR equals the number of Forms 3 for the collective dwelling plus the number of entries on the Form 1A for which Columns 11 to 14 have been completed.



### 3. FIRST REVIEW

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Complete this check for all collective dwellings before marking the Form 74.

**NOTE:** For codes 40, 50, 51, 52, 60, 61, 62, 80, 81 and 82 compare the entry in Column 10 of the VR with the number of temporary residents listed on the Forms 1A, as there are no Forms 3 for temporary residents enumerated at collective dwellings of these codes.

- (a) If the numbers are equal, enter "A" in the "Accepted" box in the "Temporary Resident Check" section of Form 74.
- (b) If the numbers are not equal, enter "R" in the "Rejected" box in the "Temporary Resident Check" section of Form 74 and the reason for rejection (e.g., # in the VR larger than Forms 3+ listings on the Forms 1A).

#### 7. Completion of Collective Dwelling Quality Control Record (Form 74)

- (a) Determine if **each** collective dwelling is accepted or rejected.

Indicate on the first Form 74 (for each collective dwelling) whether that collective dwelling is accepted or rejected.

If none of the three checks has been rejected, the collective dwelling is accepted.

##### (i) Edit Check

- For collective dwellings with **fewer than eight** usual residents, if there are **two or more** persons rejected because of Edit errors, mark "X" in the "Rejected - Follow-up" and "Edit" boxes in the "Summary" section on the first Form 74.
- For collective dwellings with **eight or more** usual residents, if there are **three or more** persons rejected because of Edit errors, mark "X" in the "Rejected - Follow-up" and "Edit" boxes in the "Summary" section.

##### (ii) Usual Resident Check

If the Usual Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Usual resident" boxes in the "Summary" section.

##### (iii) Temporary Resident Check

If the Temporary Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Temporary resident" boxes in the "Summary" section.

3. FIRST REVIEW

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- (b) Sign and date all Forms 74 when you have completed the Collective Dwelling Quality Control Check.

8. Entries on Quality Control Result (Form 75)

Do not complete the "Summary" section of the Form 75 for collective dwellings until you have finished the Quality Control of **all collective dwellings** in the EA which are subject to Quality Control.

- (a) Indicate with an "A" or an "R" in the "Summary" section (A.6) of the Form 75 whether the Collective Dwelling Check was accepted or rejected. An "A" is entered only if the Collective Dwelling Check for all collective dwellings has been accepted.
- (b) If the Collective Dwelling Check was rejected, enter in the "CC use" column, "See Forms 74". (Attach only Forms 74 for rejected collective dwellings.)

**G. Completion of Quality Control Result (Form 75)**1. Completion of the Identification Entries on Form 75

Ensure that you have:

- (a) entered the PROV, FED and EA numbers in the spaces provided at the top of the form;
- (b) marked "X" in the "First Review" box.

2. Summary

You have already made entries in the "Summary" section as you conducted the Quality Control for the various areas, indicated the parts of the EA that were accepted or rejected and marked "N/A" on the Form 75 for any checks that were not done.

3. Validation of Account Forms

Census commissioners have been instructed that account forms must be complete and accurate before they can be forwarded for payment. The Quality Control of account forms requires verifying that each account form is legible, complete and correct.

**NOTE: The account form is not to be validated at First Review if rejections occur in the "Summary" section of the Form 75.**

Ensure that the correct entries have been made on the account form as follows:

### 3. FIRST REVIEW

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(a) Census Representative's Account (Form 33)

Payment of census representatives in mail-back areas (EA types A, B, C, D, E and S) is claimed on a Form 33.

(i) Identification Entries

- the social insurance number must be entered
- the PROV, FED and EA numbers must be entered
- the "EA Type" must be entered
- the name and mailing address must be **printed** legibly

(ii) Part 1 - Training, Address Register, Supplementary Payment and Expenses

line 1

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$43.75. If 0 is entered or the box is blank, no amount may appear.

line 2

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$8.75. If 0 is entered or the box is blank, no amount may appear.

line 3

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$35.00. If 0 is entered or the box is blank, no amount may appear.

line 4

The box must have 0, 1, 2, 3, 4 or be left blank. If 1 is entered, the amount must equal \$30.50. If 2 is entered, the amount must equal \$61.00. If 3 is entered, the amount must equal \$91.50. If 4 is entered, the amount must equal \$122.00. If 0 is entered or the box is left blank, no amount may appear.

line 5

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$60.00. If 0 is entered or if the box is blank, no amount may appear.

line 6

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$55.00. If 0 is entered or if the box is blank, no amount may appear.



3. FIRST REVIEW

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lines 7 & 8

If there is an entry on either line 7 or 8:

- ensure that there is a Form 35 attached for the exact amount;
- check that the Census Commissioner has signed the Form 35;
- verify that the multiplications and totals are correct;
- check that the total entered on line 2 of the Form 35 has been brought forward correctly to line 7 of the Form 33;
- check that the total entered on line 3 of the Form 35 has been brought forward correctly to line 8 of the Form 33;
- ensure that the "attached to" block on the Form 35 has been marked "X".

line 9

Verify that the "Total, Part 1" is correct by adding together the amounts from lines 1 to 8.

(iii) Part 2 - Enumeration

Refer to "EA Type" (box 5) and box 6B (party-line telephone) at the top of the Form 33 to determine the type (A, B, C, D, E or S) of EA and the use of a private- or party-line telephone. Turn to **Appendix G, Pay Rates**, to determine if the applicable rates for Forms 2A, 2B, 4A and 6 have been entered correctly in Column D, lines 10, 11, 13, 18 and 19. Only if box 6B is marked "Yes" will you use the party-line rates.

lines 10 to 23

Verify that the number of units entered in Column C for lines 10 to 23 are correct.

This is done by ensuring that the corresponding entries in the shaded corner boxes on the Work Sheet for Completion of Pay Forms in the VR (page 53) have been correctly transferred to Column C of the Form 33. For example, the entry in the box identified by the shaded corner box 

10
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 must be the same entry made on line 10 of the Form 33.

Multiply the rate by the number of units to ensure that the amounts entered in Column E are correct.

### 3. FIRST REVIEW

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line 24 - Total, Part 2

Verify that the total entered in line 24, Column E, is correct by adding lines 10 to 23.

(iv) Part 3 - Summary

line 25 - Gross Claim

Verify that the total entered is the sum of lines 9 and 24.

line 26 - Interim Payment

There must be either one entry of \$250 on line 26 or none at all.

line 32 - Net Amount Payable

Verify that the total entered equals line 25 minus line 26.

**NOTE: If a Form 33A is attached, no entry is to be made on the Form 33 below line 26.**

(v) Verify that both the claimant (Census Representative) and the supervisor (Census Commissioner) have signed and dated the form.

(vi) If all entries are correct and the Form 33 has been signed by both the Census Representative and the Census Commissioner:

- enter the date and your signature in the "Verified (Quality Control Technician)" box on the account form;
- enter "A" in the "Accepted" column in Section B on the Form 75 and write "Mail Form 33 to RCO" in the "CC use" column.

(vii) If there are any incorrect entries:

- place a stroke through the incorrect entries. Enter and circle the correct amount and corrected "Gross Claim" in the "Office Use Only" column with a red pen. If a Form 33A is not attached, also correct "Net Amount Payable";
- enter "R" in the "Rejected" column in Section B of the Form 75 and write in the "CC use" column, "Initial corrections and notify CR".

(b) Census Hourly Employee Account (Form 34)

The Form 34 is used to claim payment of census representatives who enumerate in Type F EAs (mail-back areas), in canvasser areas and in collective EAs.

3. FIRST REVIEW

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## (i) Identification entries

- the social insurance number must be entered
- the PROV, FED, and EA numbers must be entered
- the name and mailing address must be **printed** legibly
- there must be only one mark "X" in the "Methodology of area" section

**NOTE:** No box will be marked for Collective EAs.

- there must be only one mark "X" in the "Position of Employee" section
- the applicable hourly rate must be entered on line 1. The hourly rate will be either \$8.75 or \$9.25.

## (ii) Part 1 - Training (Form 34)

**NOTE:** If box E, "EA type F CR", is marked in the "Position of Employee" section of the Form 34, ensure that there is a Form 36 present. Training for EA type F CRs is claimed on a Form 36 not on a Form 34. Follow the procedures in item (iii).

line 2

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$26.25. If 0 is entered, or if the box is blank, no amount may appear.

line 3

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$17.50. If 0 is entered, or if the box is blank, no amount may appear.

line 4

The first box "Hours" must have the number of hours spent in training class. Fractions of hours must be rounded to the nearest quarter hour and expressed in decimal equivalents.

For example:

1/4 hour or 15 minutes is .25 hours  
1/2 hour or 30 minutes is .50 hours  
3/4 hour or 45 minutes is .75 hours

Multiply the number of hours by the rate per hour to verify the entry in the "Amount" column.

### 3. FIRST REVIEW

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line 5

Total lines 2 to 4 and verify that they are equal to the total in line 5.

Continue with item (iv).

(iii) Part 1 - Training, Address Register, Supplementary Payment and Expenses (Form 36)

Before verifying Part 1, ensure that all the identification entries have been made at the top of the form.

line 1

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$43.75. If 0 is entered, or if the box is blank, no amount may appear.

line 2

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$8.75. If 0 is entered, or if the box is blank, no amount may appear.

line 3

The box must have 0, 1 or be left blank. If 1 is entered, the amount must equal \$35.00. If 0 is entered, or if the box is blank, no amount may appear.

line 4

The box must have 0, 1, 2, 3, 4 or be left blank. If 1 is entered, the amount must equal \$30.50. If 2 is entered, the amount must equal \$61.00. If 3 is entered, the amount must equal \$91.50. If 4 is entered, the amount must equal \$122.00. If 0 is entered, or if the box is blank, no amount may appear.

line 5

No amount may appear on line 5. Hours for training should appear on the Form 34.

line 6

No amount may appear on line 6.

3. FIRST REVIEW

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line 7 & 8

If there is any entry on either line 7 or 8:

- ensure that there is a Form 35 attached for the exact amount;
- check that the Census Commissioner has signed the Form 35;
- verify that the multiplications and totals are correct;
- check that the total entered on line 2 of the Form 35 has been brought forward correctly to line 7 of the Form 36;
- check that the total entered on line 3 of the Form 35 has been brought forward correctly to line 8 of the Form 36;
- ensure that the "attached to" block on the Form 35 has been marked "X".

line 9

Verify that the "Total, Part 1" is correct by adding together the amounts from line 1 to 8 and that the "Total - Part 1" has been correctly transcribed in "Part 3": Summary - Gross Claim", line 29.

(iv) Part 2 - Hours and Expenses (Form 34)

Section A

Total the number of hours and verify that the reported "Total Hours Worked" are correct. Ensure that fractions of hours are recorded in decimal equivalents.

Multiply the "Total Hours Worked" by the rate per hour to verify the entry in the "Amount" column.

Section B

If there is an entry on either line 7 or 8:

- ensure that there is a Form 35 attached for the exact amount;
- verify that the multiplications and totals are correct;
- check that the Census Commissioner has signed the Form 35;
- check that the total entered on line 2 of the Form 35 has been brought forward correctly to line 7 of the Form 34;



### 3. FIRST REVIEW

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- check that the total entered on line 3 of the Form 35 has been brought forward correctly to line 8 of the Form 34;
- ensure that the "This claim . . . is attached to . . ." block on the Form 35 has been marked "X".

(v) Part 3 - Summary

line 9 - Gross Claim

Verify that the total entered is the sum of lines 5, 6, 7 and 8.

line 10 - Interim Payment

There must be one entry of \$250 on line 10 or none at all.

line 16 - Net Amount Payable

Verify that the total entered equals line 9 minus line 10.

**NOTE: If a Form 33A is attached, no entry is to be made on the Form 34 below line 10.**

- (vi) Ensure that both the claimant (Census Representative) and the supervisor (Census Commissioner) have signed and dated the form.
- (vii) If all entries are correct and the Form 34 (and Form 36, if applicable) has been signed by both the Census Representative and the Census Commissioner:
  - enter the date and your signature in the "Verified (Quality Control Technician)" box on the Form 34 and date and initial Part 1 of the Form 36 (if applicable);
  - enter "A" in the "Accepted" column in Section B on the Form 75 and write "Mail Form 34 (and Form 36) to CAM" in the "CC use" column.
- (viii) If there are any incorrect entries:
  - place a stroke through the incorrect entries. Enter and circle the correct amounts and corrected "Gross Claim" in the "Office Use Only" column with a red pen. If a Form 33A is not attached also correct "Net Amount Payable".
  - enter "R" in the "Rejected" column in Section B of the Form 75 and write in the "CC use" column, "Initial corrections and notify CR."
- (ix) If the Form 36 should be present and isn't, enter "R" in the "Rejected" column of the Form 75 and write in the "CC use" column, "Missing Form 36".



## 3. FIRST REVIEW

4. Forms 4A/4B Coverage Check

Section C of the Form 75, the Forms 4A/4B Coverage Check, is applied at First Review only when there are no rejections (i.e. Rs) in Section A of the Form 75.

(a) Population (Forms 2A and 2B/2D)

- (i) Count the number of Forms 4A and the number of Forms 4B created for Forms 2A and 2B/2D representing occupied and unoccupied dwellings. Enter the total of each in Section C.1 on the Form 75.

**NOTE:** Do not include Forms 4A created for Forms 2A and 2B/2D where it is indicated in Section F, "Notified questionnaire received in regional census office".

**Do not include Forms 4A and 4B created for Forms 6.**

- (ii) Turn to the EA Summary on page 55 of the VR. Enter the numbers from shaded corner box 4 (Completed Dwellings - Section I) and shaded corner box 5 (Completed Dwellings - Section II) in Section C.1 on the Form 75.
- (iii) Use the calculation shown in Section C, Part 1 of the Form 75 to determine the percentage of Missing and Incomplete Questionnaire cards in the EA and enter it in the space provided on the Form 75.
- (iv) If the percentage is **2% or less**, enter "A" in the "Accepted" column.
- (v) If the percentage is **more than 2%**, enter "R" in the "Rejected" column and write "Contact your CAM" in the "CC use" column.

**NOTE:** Your CAM will notify you of any changes in the tolerance level for an EA.

(b) Agriculture (Form 6)

**NOTE:** Perform this check only if there are entries in Column 12, 13 or 14 in Section IV of the VR. If this check is not performed, enter N/A in the "Accepted" column of the Form 75 (Section C.2).

- (i) Turn to the EA Summary on page 55 of the VR. Enter, in Section C, Part 2 on the Form 75, the Summary total from Column 4.

### 3. FIRST REVIEW

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- (ii) Count the number of Forms 4A (do not include Forms 4B) created for Forms 6. Enter this total on the Form 75 in Section C, Part 2.

**NOTE: Do not include Forms 4A marked "Notified questionnaire received by the regional census office" in Section F.**

- (iii) Use the chart shown in Section C, Part 2 to determine if the number of Forms 4A created for Forms 6 is within the specified tolerance.
- (iv) If this check is accepted, enter "A" in the "Accepted" column.
- (v) If this check is rejected, enter "R" in the "Rejected" column and write "Contact your CAM" in the "CC use" column.

#### 5. Cancelled Lines Check

This check is applied at First Review only when the Forms 4A/4B Coverage Check is performed.

- (a) For each cancelled line in Section I of the VR, verify that the household number from Section I appears in Column 8 of Section II.

**NOTE: Do not include in this check any blank lines cancelled at the beginning of Section I.**

- (b) If the household number DOES appear, then this is a valid transfer. If the household numbers of all the cancellations appear in Section II, enter "A" in the "Accepted" column of Section D of the Form 75.
- (c) If any household number DOES NOT appear, enter "R" and the household number in the "Rejected" column. Write "Contact your CAM" in the "CC use" column.

#### 6. Validation of Census Commissioner's Preliminary Report of Population and Dwellings (Form 10)

The Form 10 check is applied at First Review even if there are rejections (i.e. Rs) in any section of the Form 75.

- (a) Verify that the Census Commissioner has correctly transcribed the population and dwellings totals from the EA Summary, page 55 of the VR, to the Form 10.
  - (i) If the totals have been correctly entered, no further action is required.
  - (ii) If the totals have not been entered or are incorrectly entered, have the Census Commissioner correct the Form 10. The EA is not to be rejected for this reason.

3. FIRST REVIEW

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- (b) Ensure that any differences of **10% or more** (indicated in Column 9 of the Form 10) have been explained in the "Comments" section of the Form 10.
  - (i) If no explanation has been provided, advise the Census Commissioner. Write "No explanation" in the "CC use" column in Section E of the Form 75.
  - (ii) Do not reject the EA for this reason.
- (c) Record "A" accept in Section E of the Form 75 when you have completed this check. This check should never be rejected.

7. No-population EAs

- (a) Verify that the Census Commissioner has created a VR for each no-population EA, and has written "No-population EA" across the front cover.
- (b) Ensure that the CC has the VR in its own EA box.
- (c) A Form 75 is to be created for the EA. The "Accepted" box must be marked in Section F "Action". Also write "No-population EA" across the bottom of the Form 75.

8. Section F "Action" of Form 75

Completion of the "Action" section is dependent upon completion of Sections A, B, C and D.

- (a) Mark "X" in the "Accepted (Ship to regional census office)" box, if there are no rejections in Section A, B, C or D.
- (b) Mark "X" in the "Rejected (Return to Census Representative)" box, if there are any rejections in Section A.
- (c) Mark "X" in the "Rejected (Return to Census Commissioner for Clean-up)" box, if there are rejections in Section C or D.
- (d) Mark "X" in the "Rejected - Account Form - Census Commissioner to initial corrections and notify Census Representative" box, if there is a rejection in Section B.
- (e) Sign and date the Form 75 upon completion.

9. Explanation to Census Commissioner of Action Required

- (a) Group your copies of the completed Quality Control forms for an EA, remembering to join them together with a brass paper fastener.

### 3. FIRST REVIEW

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(b) If the EA has been accepted:

- (i) put the green copy of the Form 75 in the EA box;
- (ii) give the yellow copy of the Form 75 to the Census Commissioner;
- (iii) keep the white copy for your records;
- (iv) instruct the Census Commissioner to ship the completed EA to the regional census office, to mail the Form 33 to the regional census office or, in the case of a Form 34 (and Form 36, if applicable), to forward it to the CAM.

(c) If the EA has been rejected:

- (i) Give the Census Commissioner the yellow and green copies of the Form 75 as well as the yellow copies of those forms (i.e. 71, 72, 73 or 74) for the areas in which there were rejections.
- (ii) Keep the white copies for your records;
- (iii) Explain to the Census Commissioner where the errors lie and the follow-up required as indicated on each of the applicable forms.

**NOTE:** 1. If the EA has been rejected because of the Population Edit Check, tell the Census Commissioner that all questionnaires should be re-edited and appropriate follow-up conducted. This includes follow-up on Step 8 and Question 45 if either is circled.

2. If the EA is rejected solely because of the account form, and the Census Commissioner is able to verify and initial the corrections and notify the Census Representative while you are still at his/her office, complete a second Form 75, indicate "Second Review" and record the results of the account form validation.

#### H. Special Agricultural Assignments

Skip this section if you are not responsible for special agricultural assignments.

A special agricultural assignment is one for which agricultural holdings from a number of EAs are enumerated by one census representative. The Agriculture Quality Control procedures have been adapted to suit the needs of a special assignment. Only the following procedures are to be applied to special agricultural assignments.



3. FIRST REVIEW

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1. Preparation of Agricultural Assignment Quality Control Record (Form 73A)

Enter the PROV, FED and all EA numbers that comprise the assignment, at the top of the Form 73A.

2. Coverage Check

Ensure there is a Form 6 or a Missing Questionnaire Card (Form 4A) for each numerical entry in Column 5 of the Form 6C (Agricultural Holdings and Operators in EA) by comparing the numerical entries in Column 5 with the Form 6 numbers on the Forms 6 or Forms 4A.

- (a) If there is a questionnaire or Form 4A for each of the Form 6C entries, enter "A" in the "Accepted" column in Section A of the Form 73A.
- (b) If there is no Form 6 or Form 4A for **any** Form 6C entry, record the FED and EA numbers and the Form 6 number in the "Rejected" column in Section A of the Form 73A.

3. Edit Check(a) Selection of Forms 6

- (i) All Forms 6 in the assignment must be placed in numerical order by PROV, FED, EA and Form 6 number before sampling the questionnaires. For example, the correct order would be:

all Forms 6 in:

47 008 001, then  
47 008 002, then  
47 008 003, then  
47 009 001, etc.

- (ii) Determine the total number of Forms 6 in the assignment.

- (iii) Select a sample of eight Forms 6 using the appropriate Random Number Table in **Appendix F**.

**NOTE:** If the table indicates to select questionnaire number 1, 3 and 7, you will select the first, third and seventh questionnaires from the order established in point (i) above. You will not be able to use the Form 6 numbers as a reference.

- (iv) If an assignment contains **eight or fewer** Forms 6, select all Forms 6.

### 3. FIRST REVIEW

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**NOTE:** Do not select and edit questionnaires if there is:

- a Form 4A replacing the questionnaire;
- a Form 4B attached to the questionnaire;
- a "CC" marked in the CC box on the front cover of the questionnaire.

**For the above cases, select the next questionnaire listed in the Random Number Table under the "Extra Nos." column.**

- (v) List all selected questionnaires by FED, EA and Form 6 number in Section B of the Form 73A.

(b) Editing the Form 6

- (i) Edit each Form 6 using the Form 6 Edit Steps found in **Appendix D**.
- (ii) Record the step or question numbers which fail edit in the "Reason" area.
- (iii) If the questionnaire meets all Edit requirements, accept; if **one or more** of the Edit requirements is not met, reject. Indicate with an "A" or an "R" in the appropriate column whether each selected Form 6 is accepted or rejected.

(c) Form 6 Edit Check - Result

- (i) For those EAs with **eight or more** Forms 6, if:
- **one or no** Form 6 has been rejected, mark "X" in the "Accepted" box;
  - **two or more** Forms 6 have been rejected, mark "X" in the "Rejected - Follow-up" box and mark "X" in the "All Forms 6" box.
- (ii) For those assignments with **fewer than eight** Forms 6:
- if **any** Form 6 has been rejected, mark "X" in the "Rejected - Follow-up" box; otherwise, mark "X" in the "Accepted" box.
  - mark "X" in the "Rejected Forms 6 only" box if the "Rejected - Follow-up" box is marked.

### 4. Validation of Account Form

Follow the validation procedures listed in Section G, item 3(b), page 3-18.

- (a) Ensure that both the claimant (Census Representative) and the supervisor (Census Commissioner) have signed and dated the form.



3. FIRST REVIEW

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- (b) If all entries are correct and the Form 34 has been signed by both the Census Representative and the Census Commissioner:
  - (i) enter the date and your signature in the "Verified (Quality Control Technician)" box on the account form;
  - (ii) enter "A" in the "Accepted" column on the Form 73A in Section C and write "Mail Form 34 to CAM" in the "Action" column.
- (c) If there are any incorrect entries place a stroke through the incorrect entries. Enter and circle the correct amounts and corrected "Gross Claim" in the "Office Use Only" column with a red pen. If a Form 33A is not attached, also correct "Net Amount Payable".
- (d) Enter "R" in the "Rejected" column of the Form 73A and write in the "Action" column, "Initial the corrections and notify the Census Representative".

5. Forms 4A/4B Edit Check

- (a) Verify that the following information is provided on ALL Forms 4A and 4B:
  - (i) household identification which includes the PROV, FED, EA, VN, household number and Form 6 number;
  - (ii) reason for creation of the Form 4A/4B;
  - (iii) operator's name;
  - (iv) type of agricultural holding (Form 4A only).
- (b) If any Forms 4A/4B do not pass this Edit Check, mark "R" in the "Rejected" column in Section D of the Form 73A. Enter, in the "Action" column, "Follow up all Forms 4A and 4B".
- (c) Otherwise, mark "A" in the "Accepted" column in Section D of the Form 73A.

6. Form 4A Coverage Check

Section E of the Form 73A, the Form 4A Coverage Check, is conducted at First Review only when there are no rejections in the Coverage Check (Section A of the Form 73A) or the Form 6 Edit Check (Section B of the Form 73A).

- (a) Determine the total number of Forms 6 recorded in Column 5 of **all** Forms 6C in the assignment. Enter this total on the first line in Section E on the Form 73A.

### 3. FIRST REVIEW

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- (b) Count the number of Forms 4A created for Forms 6 in all EAs. Do not include Forms 4A marked "Notified questionnaire received in regional census office" in Section F. Enter the total on the second line in Section E on the Form 73A.
- (c) Use the chart shown in Section E of the Form 73A to determine if the number of Forms 4A created for Forms 6 is within the specified tolerance.
- (d) If this check is accepted, enter "A" in the "Accepted" column in Section E of the Form 73A.
- (e) If this check is rejected, enter "R" in the "Rejected" column and write "Clean-up required" in the "Action" column in Section E of the Form 73A.

### 7. Completion of the Form 73A

- (a) Sign and date the Form 73A when you have completed the Special Agricultural Assignment Quality Control Check.
- (b) Give the yellow copy of the Form 73A to the Census Commissioner or CAM responsible. If the assignment is rejected, explain where the errors or omissions lie.
- (c) Keep the white copy for your records.

4. SECOND REVIEW

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**4. SECOND REVIEW**

Enter the PROV, FED and EA numbers on a new Form 75. Mark "X" in the "Second Review" box. Use the Form 75 from your first review to determine which Quality Control checks must be applied. Follow the procedures below. If a check passed First Review, mark "N/A" in the "Accepted" column on the new Form 75 and continue with the next check.

**A. EA Coverage Quality Control Procedures****1. Preparation for Second Review**

- (a) Take the Form 71 completed at First Review from your file box.
- (b) Mark "X" in the "Second Review" box at the top of the form.
- (c) Perform coverage checks only on those parts which failed First Review.
- (d) Record the results of your second review on the same Form 71, in the "Second Review" column.

**2. Coverage Checks**

Complete these checks as you did at First Review.

**(a) Missing Questionnaires**

Determine if there are now questionnaires or missing questionnaire cards, where you indicated there were none at First Review.

**(b) Type of Dwelling and Unoccupied Dwelling Boxes**

Ensure that the TD and UD boxes have been marked on all questionnaires for unoccupied dwellings.

**(c) Collective Dwelling Envelope**

Ensure there is an envelope for each collective dwelling.

**(d) Unincorporated Places**

Determine if all unincorporated places on the list are now accounted for on the map and identified by entries in Column 1 of the applicable section of the VR.

**(e) Township Plan Check**

Determine if all quarter sections on the Township Plan are now satisfactorily accounted for.

#### 4. SECOND REVIEW

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##### 3. Completion of the EA Coverage Quality Control Record (Form 71)

- (a) Mark "X" in the "Second Review" box at the bottom of the Form 71.
- (b) If all of the areas reviewed have been **accepted**, mark "X" in the "Coverage check - Accepted" box.
- (c) If **one or more** of the areas reviewed have an entry in the "Rejected" box, mark "X" in the "Coverage check - Rejected" box.
- (d) Sign and date the Form 71 to indicate that you have completed the Second Review of the EA Coverage Quality Control Check.

##### 4. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.1 of the new Form 75 whether the EA Coverage Check was accepted or rejected.
- (b) If the coverage check has been rejected enter in the "CC use" column, "See Form 71".

#### B. Population Edit Quality Control Procedures

##### 1. Preparation for Second Review

Prepare new Forms 72 on which to record the results of your second review. Be sure to mark "X" in the "Second Review" box at the top of the form and enter the applicable identification entries.

##### 2. Select the Sample

Select a sample of eight Form 2A households (mail-back areas only) and a **new** sample of eight Form 2B/2D households using the "Second Review" column of the Random Number Table in **Appendix E**. (In canvasser areas, use the "Second Review" column in **Appendix F** to select eight Form 2D households.)

**NOTE:** If there are fewer than eight Forms 2A, select the questionnaires for all households.

If there are fewer than eight Forms 2B/2D, select only the questionnaires for those households which failed at First Review.

Continue selecting from the "Extra Nos." table if there is a Form 4A replacing the questionnaire, a Form 4B attached to the questionnaire, a "CC" marked in box 2 on the front cover of the questionnaire, a cancelled entry in the VR, an entry in Step 3 ("Foreign resident" circle) or Step 4 ("Temporary resident" box).



4. SECOND REVIEW

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You must conduct separate edits: one for Forms 2A and one for Forms 2B. (In canvasser areas, you will conduct an edit of the eight Forms 2D.)

3. Form 2A Edit (mail-back areas only)

- (a) Complete new Forms 72 for Form 2A households edited at Second Review. Be sure to mark the "Form 2A" box at the top left corner of the Forms 72.
- (b) Edit each selected Form 2A using the Form 2A and 2B Edit Steps found in **Appendix A**.
- (c) If any question does not pass edit, mark an "X" in the appropriate box under the question number on the Form 72.
- (d) Household Result Section of Form 72
  - (i) Complete the Form 2A column of the "Household result" section of the Forms 72 as you complete the edit of the questionnaire for each household.
  - (ii) If there is an "X" in **any** shaded box, or in **6 or more** boxes, enter "R" for reject in the "Household result" section under the Form 2A column; otherwise, enter "A" for accept.

**NOTE:** Do not include Step 8 if it has been circled during your edit.

4. Form 2B/2D Edit

- (a) Complete new Forms 72 for Form 2B/2D households edited at Second Review. Be sure to mark the "Form 2B/2D" box at the top of the Forms 72.
- (b) Edit each selected Form 2B/2D using the Form 2A and 2B Edit Steps found in **Appendix A**, or the Form 2D Edit Steps found in **Appendix B**.
- (c) If any question does not pass edit, mark an "X" in the appropriate box under the question number on the Form 72.
- (d) Household Result Section of Form 72
  - (i) Complete the Form 2B/2D column of the "Household result" section of the Forms 72 as you complete the edit of the questionnaire for each household.
  - (ii) If there is an "X" in **any** shaded box, or an "X" in **six or more** boxes, enter "R" for reject in the "Household result" section under the Form 2B/2D column; otherwise, enter "A" for accept.

**NOTE:** Do not include Step 8 or Question 45 if either has been circled during your edit.



#### 4. SECOND REVIEW

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##### 5. Completion of Population Edit Quality Control Record (Form 72)

Determine if the EA is accepted or rejected. Indicate the result on the first Form 72 only.

- (a) Check the results for all eight Form 2A households and all eight Form 2B/2D households before determining whether to accept or reject the Population Edit Check of the EA.
- (b) Determine the number of households rejected from the "Household result" section of the Forms 72.

- (i) If there are **two or fewer** "Rs" in the Form 2A column, the Form 2A portion is accepted.

If there are **two or fewer** "Rs" in the Form 2B/2D column, the Form 2B/2D portion is accepted.

If both portions are accepted, mark "X" in the "Accepted" box in the "Population Edit Result" section at the bottom of the first Form 72.

- (ii) If there are **three or more** "Rs" in the Form 2A column, the Form 2A portion is rejected and the questionnaires for **all** remaining Form 2A households must be edited and the results recorded on Forms 72.

If there are **three or more** "Rs" in the Form 2B/2D column, the Form 2B/2D portion is rejected and the questionnaires for **all** remaining Form 2B/2D households must be edited and the results recorded on Forms 72. It is not necessary to review those Forms 2B/2D accepted at First Review.

If either portion is rejected, mark "X" in the "Rejected -Follow-up" box in the "Population Edit Result" section at the bottom of the Form 72. Also, mark "X" in the "Rejected Forms 2A" box if the Form 2A portion of the Population Edit Check is rejected and/or in the "Rejected Forms 2B/2D" box if the Form 2B/2D portion is rejected.

**NOTE:** If the EA contains fewer than eight Forms 2A, and there are **two or more** "Rs" in the Form 2A column, the Form 2A portion of the Population Edit Check is rejected.

If the EA contains fewer than eight Forms 2B/2D, and there are **two or more** "Rs" in the Form 2B/2D column, the Form 2B/2D portion is rejected.

4. SECOND REVIEW

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6. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.2 of the "Summary" section of the new Form 75 whether the Population Edit Check was accepted or rejected.
- (b) If the Population Edit Check was rejected, enter in the "CC use" column, "See Forms 72".

**C. Forms 4A/4B Edit Quality Control Procedures - Population**

Complete this check as you did at First Review. (See Section C on page 3-8.)

**D. Agriculture Edit Quality Control Procedures**

The Forms 6 to be edited at Second Review depend upon the type of Follow-up required as a result of rejection at First Review.

**NOTE:** Perform this check only if there are entries in Column 12, 13 or 14 in Section IV of the VR.

1. Preparation for Second Review

- (a) Prepare a new Form 73 on which to record the results of your second review. Be sure to mark "X" in the "Second Review" box at the top of the form and enter the applicable identification entries.
- (b) Take the Form 73 completed at First Review from your file box.
- (c) The Form 73 from First Review indicates whether all Forms 6, or only rejected Forms 6, are to be edited.

2. Follow-up - Rejected Forms 6 Only

- (a) List all questionnaires rejected at First Review by Form 6 number.
- (b) Edit those Forms 6 using the Form 6 Edit Steps found in **Appendix D**.
- (c) Indicate on the new Form 73 whether these Forms 6 are now accepted or rejected.

3. Follow-up - All Forms 6

- (a) Select a new sample of eight Forms 6 using the "Second Review" column of the Random Number Table in **Appendix F** and list these questionnaires by Form 6 number.
- (b) Edit this new sample using the Form 6 Edit Steps found in **Appendix D**.

#### 4. SECOND REVIEW

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- (c) Indicate on the new Form 73 whether **each** selected Form 6 is accepted or rejected.

#### 4. Completion of the Agriculture Edit Quality Control Record (Form 73)

- (a) Determine whether the Agriculture Edit Check is accepted or rejected.

(i) For those EAs with **eight or more** Forms 6:

- if **one or no** Form 6 has been rejected, the check is accepted. Mark "X" in the "Accepted" box in the "Agriculture Edit Result" section;
- if **two or more** Forms 6 have been rejected, the check is rejected. Mark "X" in the "Rejected - Follow-up" box in the "Agriculture Edit Result" section and in the "Rejected Forms 6 only" box.
- Edit all remaining Forms 6 in the EA except those that were accepted at First Review.
- List all Forms 6 which are rejected on additional Forms 73, indicating the step and question numbers which fail edit in the "Reason" section.

(ii) For those EAs with **fewer than eight** Forms 6:

- if **no** Forms 6 have been rejected, the check is accepted. Mark "X" in the "Accepted" box in the "Agriculture Edit Result" section;
- if **any** Form 6 has been rejected, the check is rejected. Mark "X" in the "Rejected - Follow-up" box in the "Agriculture Edit Result" section and in the "Rejected Forms 6 only" box.

- (b) Sign and date the Form 73 when you have completed the Agriculture Edit Quality Control Check.

#### 5. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.4 of the "Summary" section of the new Form 75 whether the Agriculture Edit Check was accepted or rejected.
- (b) If the Edit Check is rejected, enter in the "CC use" column, "See Form(s) 73".

#### E. Forms 4A/4B Edit Quality Control Procedures - Agriculture

Complete this check as you did at First Review. (See **Section E** on page 3-10.)

4. SECOND REVIEW

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**F. Collective Dwelling and Collective EA Quality Control Procedures**

The type of checks to be applied at Second Review depends upon the type of Follow-up required as a result of rejection at First Review.

**1. Preparation for Review**

- (a) Take the Forms 74 completed at First Review from your file box.
- (b) Determine which of the three checks failed at First Review.
- (c) Prepare new Forms 74 on which to record the results. Be sure to mark "X" in the "Second Review" box at the top of the forms and enter the applicable identification entries.
- (d) Apply only those checks which were rejected at First Review.

**2. Edit Check**

- (a) If you must apply the Edit Check:
  - (i) select a new sample of **eight** persons using the "Second Review" columns of the Random Number Tables in **Appendix F**.
  - (ii) if the collective dwelling has **fewer than nine** usual residents, quality control only those usual residents which were rejected at First Review.
- (b) Follow the procedures as outlined in First Review. (See **item 4(b)**, on **page 3-12**.)

**3. Usual Resident Check**

Follow the procedures outlined in First Review. (See **item 5**, on **page 3-13**.)

**4. Temporary Resident Check**

Follow the procedures outlined in First Review. (See **item 6**, on **page 3-13**.)

**5. Completion of the Collective Dwelling Quality Control Record (Form 74)**

- (a) Determine if **each** collective dwelling is accepted or rejected.

Indicate on the first Form 74 whether that collective dwelling is accepted or rejected.

If none of the three checks has been rejected, the collective dwelling is accepted. Mark "X" in the "Accepted" box in the "Summary" section.



#### 4. SECOND REVIEW

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(i) Edit Check

- for collective dwellings with **fewer than eight** usual residents, if there are **two or more** persons rejected because of Edit errors, mark "X" in the "Rejected - Follow-up" and "Edit" boxes;
- for collective dwellings with **eight or more** usual residents, if there are **three or more** persons rejected because of Edit errors:
  - mark "X" in the "Rejected - Follow-up" and "Edit" boxes;
  - edit **all** usual residents of that collective dwelling, except those persons accepted at First Review.

(ii) Usual Resident Check

If the Usual Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Usual resident" boxes.

(iii) Temporary Resident Check

If the Temporary Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Temporary resident" boxes.

- (b) Sign and date all Forms 74 when you have completed the Collective Dwelling Quality Control Check.

#### 6. Entries on Quality Control Result (Form 75)

Do not complete the "Summary" section of the Form 75 for collective dwellings until you have finished the Quality Control of all collective dwellings in the EA which are subject to Quality Control.

- (a) On the new Form 75, indicate with an "A" or an "R" in the "Summary" section on line A.6 whether the Collective Dwelling Check was accepted or rejected. An "A" is entered only if the Collective Dwelling Check for all collective dwellings has been accepted.
- (b) If the Collective Dwelling Check was rejected, enter in the "CC use" column, "See Forms 74". (Attach only Forms 74 for rejected collective dwellings.)

#### G. Completion of Quality Control Result (Form 75)

##### 1. Completion of the Identification Entries on Form 75

Ensure that you have:

- (a) entered the PROV, FED and EA numbers in the spaces provided at the top of the form;



4. SECOND REVIEW

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(b) marked "X" in the "Second Review" box.

2. Summary (Section A)

For those checks in the "Summary" section which you rejected at First Review (if any), you will now have indicated whether they were accepted or rejected at Second Review on this new Form 75.

3. Validation of Account Forms

If an EA was rejected at First Review solely because of the account form, verify that the Census Commissioner has initialled all corrections.

If an EA was rejected at First Review for reasons other than the account form, you must now validate the account form in accordance with the instructions given in First Review. (See **item G. 3, beginning on page 3-15.**)

4. Forms 4A/4B Coverage Check

Follow the procedures in First Review even if there are rejections in the "Summary" section. (See **item G. 4, on page 3-23.**)

5. Cancelled Lines Check

Follow the instructions in First Review even if there are rejections in the "Summary" section. (See **item G. 5, on page 3-24.**)

6. Action

- (a) Mark "X" in the "Accepted (Ship to regional census office)" box, if there are no rejections in Section A, B, C or D.
- (b) Mark "X" in the "Rejected (Return to Census Commissioner for Clean-up)" box, if there are any rejections in Section A, C or D.
- (c) Mark "X" in the "Rejected - Account Form - Census Commissioner to initial corrections and notify Census Representative" box, if the account form is not valid.
- (d) Sign and date the Form 75 upon completion.

7. Explanation to Census Commissioner of Action Required

- (a) Group your copies of the completed Quality Control forms for an EA together, remembering to join them with a brass paper fastener.
- (b) If the EA has been accepted:
  - (i) put the green copy of the Form 75 in the EA box;

#### 4. SECOND REVIEW

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- (ii) give the yellow copy of the Form 75 to the Census Commissioner;
  - (iii) keep the white copy for your records;
  - (iv) instruct the Census Commissioner to ship the completed EA to the regional census office and to mail the Form 33 to the regional census office or, in the case of a Form 34 (and Form 36 if applicable), to forward it to the CAM.
- (c) If the EA has been rejected:
- (i) give the yellow and green copies of the Form 75 to the Census Commissioner along with copies of the other forms (i.e. 71, 72, 73 or 74) for the areas in which there were rejections;
  - (ii) keep the white copies for your records;
  - (iii) explain to the Census Commissioner the type of Follow-up required;

**NOTE: If the EA has been rejected because of the Population Edit Check, tell the Census Commissioner that all rejected questionnaires should be re-edited and appropriate follow-up conducted. This includes follow-up on Step 8 and Question 45, if either is circled.**

- (iv) If there are any "Rs" in the "Summary" section of the Form 75 and the account form was accepted, inform the Census Commissioner to forward the account form regardless of the status of the EA.

#### H. Special Agricultural Assignments

Skip this section if you are not responsible for special agricultural assignments.

##### 1. Preparation for Second Review

- (a) Prepare a new Form 73A on which to record the results of your second review. Be sure to mark "X" in the "Second Review" box at the top of the form and enter all the applicable identification entries.
- (b) Take the Form 73A completed at First Review from your file box.
- (c) The Form 73A from First Review will indicate which parts failed First Review.

##### 2. Coverage Check

Determine if there are now Forms 6 or Forms 4A where you indicated there were none at First Review.

## 4. SECOND REVIEW

3. Form 6 Edit Check

Determine the type of Follow-up indicated at First Review.

(a) Follow-up - Rejected Forms 6 Only

- (i) Re-edit only those Forms 6 which were rejected at First Review using the Form 6 Edit Steps found in **Appendix D**.
- (ii) Indicate on the new Form 73A whether each Form 6 is now accepted or rejected.

(b) Follow-up - All Forms 6

- (i) Select a new sample of eight Forms 6 using the "Second Review" column of the Random Number Table in **Appendix F**.

**NOTE: The Forms 6 must be in the same numerical order as at First Review.**

- (ii) Edit these Forms 6 using the Form 6 Edit Steps found in **Appendix D**.
- (iii) Indicate on the Form 73A whether the selected Forms 6 are accepted or rejected.

(c) Form 6 Edit Check - Result

- (i) For those EAs with **eight or more** Forms 6, if:

- **one or no** Form 6 has been rejected, mark "X" in the "Accepted" box in the Form 6 Edit Check - "Result" section;
- **two or more** Forms 6 have been rejected, mark "X" in the "Rejected - Follow-up" box and mark "X" in "Rejected Forms 6 only" box.
- Edit all remaining Forms 6 in the EA except those that were accepted at First Review.
- List all Forms 6 which are rejected on additional Forms 73A, indicating the step and question numbers which fail edit in the "Reason" section.

- (ii) For those assignments with **fewer than eight** Forms 6:

- if **any** Form 6 has been rejected, mark "X" in the "Rejected - Follow-up" box; otherwise, mark "X" in the "Accepted" box;
- mark "X" in the "Rejected Forms 6 only" box for rejected assignments.

#### 4. SECOND REVIEW

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##### 4. Validation of Account Form

If an assignment was rejected at First Review solely because of the account form, verify that the Census Commissioner has initialled all corrections. If an assignment was rejected at First Review for reasons other than the account form, you must now validate the account form in accordance with the instructions given in First Review. (See **item H. 4, on page 3-28.**)

##### 5. Forms 4A/4B Edit Check

Follow the procedures in First Review. (See **item H. 5, page 3-29.**)

##### 6. Form 4A Coverage Check

Follow the procedures in First Review even if there are rejections in the Coverage Check and Form 6 Edit Check. (See **item H. 6, on page 3-29.**)

##### 7. Completion of the Form 73A

- (a) Sign and date the Form 73A when you have completed the Special Agricultural Assignment Quality Control Check.
- (b) Give the yellow copy of the Form 73A to the Census Commissioner or CAM responsible. If the assignment is rejected, explain where the errors or omissions lie.
- (c) Keep the white copy for your records.



5. CLEAN-UP REVIEW

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**5. CLEAN-UP REVIEW**

Enter the PROV, FED and EA numbers on a new Form 75. Mark "X" in the "Clean-up Review" box. Use the Form 75 from your second review to determine which Quality Control checks must be applied.

Follow the procedures below. If a check passed Second Review, mark "N/A" in the "Accepted" column on the new Form 75 and continue with the next check.

**NOTE:** The coverage check to ensure that there is a questionnaire or Missing Questionnaire Card for each household and agricultural holding must be repeated on all EAs after Clean-up.

**A. EA Coverage Quality Control Procedures****1. Preparation for Clean-up Review**

- (a) Take the Form 71 completed at the previous review (whether it's First or Second Review) from your file box.
- (b) Perform coverage checks only on those parts which failed the previous review.
- (c) Use a new Form 71, if necessary, to record the results of your Clean-up Review. Enter the PROV, FED and EA numbers and mark "X" in the "Clean-up Review" box at the top of the Form 71.

**2. Coverage Checks**

Complete these checks as you did at First Review.

**(a) Missing Questionnaires**

This check ensures that all questionnaires and Forms 4A were returned to the EA box after Clean-up.

**NOTE:** This check must be conducted.

**(b) Type of Dwelling and Unoccupied Dwelling Boxes**

Ensure that the TD and UD boxes have been marked on all questionnaires for unoccupied dwellings.

**(c) Collective Dwelling Envelope**

Ensure there is an envelope for each collective dwelling.

**NOTE:** This check must be conducted.



## 5. CLEAN-UP REVIEW

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(d) Unincorporated Places

Determine if all unincorporated places on the list are now accounted for on the map and are properly identified by the applicable entries in Column 1 of the VR.

(e) Township Plan

Determine if all quarter sections on the Township Plan are now satisfactorily accounted for.

3. Completion of the EA Coverage Quality Control Record (Form 71)

- (a) Mark "X" in the "Clean-up Review" box at the bottom of the Form 71.
- (b) If all of the areas reviewed have been accepted, mark "X" in the "Coverage check - Accepted" box.
- (c) If **one or more** areas reviewed have an entry in the "Rejected" box, mark "X" in the "Coverage check - Rejected" box.
- (d) Sign and date the Form 71 to indicate that you have completed the EA Coverage Quality Control Check.

4. Completion of Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.1 of the new Form 75 whether the EA Coverage Check was accepted or rejected.
- (b) If the coverage check has been rejected, enter in the "CC use" column, "See Form 71".

### **B. Population Edit Quality Control Procedures**

- 1. Complete new Forms 72 for households edited at Clean-up Review. Be sure to enter the identification entries and mark "X" in the "Clean-up Review" box and the "Form 2A" or "Form 2B/2D" box as applicable at the top of the Form 72.
- 2. Re-edit all rejected questionnaires which required Follow-up after Second Review using the Form 2A and 2B Edit Steps found in **Appendix A**, or the Form 2D Edit Steps found in **Appendix B**.
- 3. Complete the Form 2A and Form 2B/2D columns of the "Household result" section of the Form 72 (as applicable), following the procedures in Second Review. (See items 3(d) and 4(d) on page 4-3.)

## 5. CLEAN-UP REVIEW

4. Completion of the Population Edit Quality Control Record (Form 72)

Determine if the EA is accepted or rejected. Indicate the result on the first Form 72 only.

- (a) If there are **no** "Rs" in the Form 2A or Form 2B/2D columns of the "Household result" section, the check is accepted. Mark "X" in the "Accepted" box in the "Population Edit Result" section at the bottom of the first Form 72.
- (b) If there are **any** "Rs" in the Form 2A column of the "Household result" section, the check is rejected. Mark "X" in the "Rejected - Follow-up" box and the "Rejected Forms 2A" box.
- (c) If there are **any** "Rs" in the Form 2B/2D column of the "Household result" section, the check is rejected. Mark "X" in the "Rejected - Follow-up" box and the "Rejected Forms 2B/2D" box.

5. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.2 of the "Summary" section of the new Form 75 whether the Population Edit Check was accepted or rejected.
- (b) If the Population Edit Check was rejected, enter in the "CC use" column, "See Forms 72".

**C. Forms 4A/4B Edit Quality Control Procedures - Population**

Complete this check as described in **Section C on page 3-8**.

**D. Agriculture Edit Quality Control Procedures**

**NOTE:** Perform this check only if there are entries in Column 12, 13 or 14 in Section IV of the VR.

1. Preparation for Clean-up Review

- (a) Prepare a new Form 73 on which to record the results of your clean-up review. Be sure to mark "X" in the "Clean-up Review" box at the top of the form and enter the applicable identification entries.
- (b) Take the Form 73 completed at Second Review from your file box.
- (c) The Form 73 from Second Review indicates which Forms 6 you must review.

## 5. CLEAN-UP REVIEW

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### 2. Follow-up - Rejected Forms 6 Only

- (a) List all questionnaires rejected at Second Review by Form 6 number.
- (b) Edit those Forms 6 using the Form 6 Edit Steps found in **Appendix D**.
- (c) Indicate on the Form 73 whether these Forms 6 are now accepted or rejected.

### 3. Completion of Agriculture Edit Quality Control Record (Form 73)

- (a) Determine if the EA is accepted or rejected.
  - (i) If no Form 6 has been rejected, the check is accepted. Mark "X" in the "Accepted" box in the "Agriculture Result" section.
  - (ii) If one or more Forms 6 have been rejected, the check is rejected. Mark "X" in the "Rejected - Follow-up" box in the "Agriculture Result" section and in the "Rejected Forms 6 only" box.
- (b) Sign and date the Form 73 when you have completed the Agriculture Edit Quality Control.

### 4. Entries on Quality Control Result (Form 75)

- (a) Indicate with an "A" or an "R" on line A.4 of the "Summary" section of the new Form 75 whether the Agriculture Edit Check was accepted or rejected.
- (b) If the Edit Check is rejected enter in the "CC use" column, "See Form(s) 73".

## **E. Form 4A/4B Edit Quality Control Procedures - Agriculture**

Complete this check as you did at First Review. (See **Section E** on page 3-10.)

## **F. Collective Dwelling and Collective EA Quality Control Procedures**

### 1. Preparation for Review

- (a) Take the Forms 74 completed at Second Review from your file box.
- (b) Determine which of the three checks failed at Second Review.
- (c) Prepare new Forms 74 on which to record the results. Be sure to mark "X" in the "Clean-up Review" box at the top of the forms and enter the applicable identification entries.

5. CLEAN-UP REVIEW

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(d) Apply only those checks which were rejected at Second Review.

2. Edit Check

For those usual residents rejected for editing at Second Review, apply the procedures outlined in **item 4(b), page 3-12.**

3. Usual Resident Check

Follow the procedures outlined in **item 5, page 3-13.**

4. Temporary Resident Check

Follow the procedures outlined in **item 6, page 3-13.**

5. Completion of the Collective Dwelling Quality Control Record (Form 74)

(a) Determine if **each** collective dwelling is accepted or rejected.

Indicate on the first Form 74 whether the collective dwelling is accepted or rejected.

If none of the three checks has been rejected, the collective dwelling is accepted. Mark "X" in the "Accepted" box in the "Summary" section.

(i) If any usual residents are rejected for the Edit Check, mark "X" in the "Rejected - Follow-up" and "Edit" boxes.

(ii) If the Usual Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Usual resident" boxes.

(iii) If the Temporary Resident Check is rejected, mark "X" in the "Rejected - Follow-up" and "Temporary resident" boxes.

(b) Sign and date all Forms 74 when you have completed the Collective Dwelling Quality Control Check.

6. Entries on Quality Control Result (Form 75)

(a) Complete the "Summary - Collective Dwelling", Section A.6 of the new Form 75.

(b) If the Collective Dwelling Check has been rejected, enter in the "CC use" column, "See Forms 74".



## 5. CLEAN-UP REVIEW

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### G. Completion of Quality Control Result (Form 75)

#### 1. Completion of the Identification Entries on Form 75

Ensure that you have:

- (a) entered the PROV, FED and EA numbers in the spaces provided at the top of the form;
- (b) marked "X" in the "Clean-up" box.

#### 2. Summary (Section A)

For those checks which you rejected at Second Review, you will now indicate whether they are accepted or rejected at Clean-up Review.

#### 3. Forms 4A/4B Coverage Check

The Form 4A/4B Coverage Check must be applied at Clean-up Review even if it was accepted at an earlier review. Further enumeration because of other rejections may have changed the number of Forms 4A and 4B.

Follow the procedures outlined at First Review. (See **item G. 4**, on **page 3-23**.)

#### 4. Cancelled Lines Check

The Cancelled Lines Check must be applied at Clean-up Review even if it was accepted at an earlier review. Further enumeration may have changed the number of cancelled lines.

Follow the procedures outlined at First Review. (See **item G. 5**, on **page 3-24**.)

#### 5. Action

- (a) Mark "X" in the "Accepted (Ship to regional census office)" box, if there are no rejections in Section A, C or D.
- (b) Mark "X" in the "Rejected (Return to Census Commissioner for Clean-up)" box, if there are any rejections in Section A, C or D.
- (c) Sign and date the Form 75 upon completion.

#### 6. Explanation to Census Commissioner of Action Required

- (a) Group your copies of the completed Quality Control forms for an EA together, remembering to join them with a brass paper fastener.



5. CLEAN-UP REVIEW

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- (b) If the EA has been accepted:
  - (i) put the green copy of the Form 75 in the EA box;
  - (ii) give the yellow copy of the Form 75 to the Census Commissioner and
  - (iii) keep the white copy for your records.
- (c) If the EA has been rejected give the yellow and green copies of the Form 75 to the Census Commissioner along with the yellow copies of the other forms (i.e. 71, 72, 73 or 74) for those areas in which there were rejections. Keep the white copies for your records.

**H. Special Agricultural Assignments**

The purpose of Clean-up Review is to re-examine any part of the agricultural assignment which failed a previous review.

**1. Preparation for Clean-up Review**

- (a) Prepare a new Form 73A on which to record the results of your clean-up review. Be sure to mark "X" in the "Clean-up Review" box at the top of the form and enter the applicable identification entries.
- (b) Take the Form 73A completed at Second Review from your file box.
- (c) The Form 73A from Second Review will indicate which parts failed Second Review.

**2. Coverage Check**

Determine if there are now Forms 6 or Forms 4A where you indicated there were none at Second Review.

**3. Form 6 Edit Check****(a) Follow-up - Rejected Forms 6 Only**

- (i) Re-edit only those Forms 6 which were rejected at Second Review using the Form 6 Edit Steps found in **Appendix D**.
- (ii) Indicate on the Form 73A whether each Form 6 is now accepted or rejected.
- (iii) Enter a reason on the Form 73A for any rejected Forms 6.

## 5. CLEAN-UP REVIEW

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(b) Form 6 Edit Check - Result

(i) If no Forms 6 have been rejected, mark "X" in the "Accepted" box.

(ii) If any Forms 6 have been rejected, mark "X" in the "Rejected - Follow-up" box.

4. Forms 4A/4B Edit Check

Follow the procedures outlines at First Review. (See **item H. 5, page 3-29.**)

5. Form 4A Coverage Check

The Form 4A Coverage Check must be applied at Clean- up Review even if it was accepted at an earlier review. Further enumeration, because of other rejections, may have changed the number of Forms 4A.

Follow the procedures outlined at First Review. (See **item H. 6, on page 3-29.**)

6. Completion of the Form 73A

(a) Sign and date the Form 73A when you have completed the Special Agricultural Assignment Quality Control Check.

(b) Give the yellow copy of the Form 73A to the Census Commissioner or CAM responsible. If the assignment is rejected, explain where the errors or omissions lie.

(c) Keep the white copy for your records.

6. ADMINISTRATION

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**6. ADMINISTRATION****A. Travel and Expense Account (Form 35)**

Your CAM will have you complete and submit a Form 35 to cover kilometrage and any other allowable expenses incurred for travel to training. Ensure that you keep a record of this information.

Use the Form 35 to keep a **daily** record of your kilometrage and any other expenses. You will receive kilometrage reimbursements based on the provincial rates listed in the latest Treasury Board Travel Directive and be reimbursed for other travel expenses up to the maximum specified in the Treasury Board Travel Directive summation, which can be found in **Appendix H** of this manual.

If you encounter any difficulties in completing the Form 35 or in applying the Travel Directive, contact your CAM for assistance.

On termination of your assignment:

1. total all entries in the relevant spaces;
2. review for accuracy;
3. transfer totals to the Form 34 as required.

**B. Rate of Pay**

1. You will be paid:
  - (a) \$26.25 for completion of the Quality Control Home Study;
  - (b) \$17.50 for completion of the Agriculture Home Study (only those technicians required to perform Agriculture Quality Control);
  - (c) \$ 8.75 per hour for attending training classes;
  - (d) \$ 8.75 per hour for time spent in the completion of your assignment;
  - (e) \$ 8.75 per hour for time spent travelling in the performance of your duties (does not include time spent travelling to training classes).
2. The decision of the Chief Statistician will be final in the event of disputes arising from conditions, rates of pay and terms of employment.

## 6. ADMINISTRATION

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### C. Census Hourly Employee Account (Form 34)

Complete **daily** the Census Hourly Employee Account (Form 34) following the procedures below.

1. Make all entries on the account form in ink.

2. Identification Entries

(a) enter your social insurance number;

(b) enter the PROV, FED and CCD numbers of the Census Commissioner District in which you work;

**NOTE: If you work in more than one census commissioner district, use one number only.**

(c) enter your telephone number;

(d) enter your name and mailing address.

3. Methodology of Area

No entry is to be made in this section.

4. Position of Employee

Mark "X" in box "C" beside Quality Control Technician.

5. Part 1: Training

(a) line 2

Enter "1" in the box with corner number 10 and \$26.25 in the "Amount" column if you completed the Quality Control Home Study (Form 57A). Otherwise, no entry is to be made in the box or "Amount" column.

(b) line 3

Enter "1" in the box with corner number 11 and \$17.50 in the "Amount" column if you completed the Agriculture Home Study (Form 59C). Otherwise, no entry is to be made in the box or "Amount" column.

(c) line 4

The entry for the box with corner number 12 on this line will depend upon the hours of training received. Your CAM will advise you during training on what entries to make.

6. ADMINISTRATION

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(d) line 5

Add lines 2, 3 and 4.

6. Part 2: Hours and Expenses

(a) Record of Hours Worked

Enter:

- (i) the date of each day worked;
- (ii) the number of hours worked each day (this includes hours of work and hours of travel);
- (iii) the total hours worked on completion of the assignment. Ensure that fractions of hours are expressed in decimal equivalents, e.g.,  
  
1/4 hour or 15 minutes is .25 hour,  
1/2 hour or 30 minutes is .50 hour,  
3/4 hour or 45 minutes is .75 hour;
- (iv) on line 6 the claim for services (found by multiplying the total hours worked by the hourly rate of \$8.75).

(b) Expenses and Kilometrage

Enter:

- (i) on line 7 the total expenses transferred from line 2 of the Form(s) 35;
- (ii) on line 8 the total kilometrage expenses transferred from line 3 of the Form(s) 35.

7. Gross Claim

Total the amounts in lines 5, 6, 7 and 8 and enter the sum in line 9.

8. Certification

Sign your name as claimant to declare that the information shown above is correct and enter the date.

9. Keep copy 3 of the Form 34 and copy 4 of the Form 35 and submit the remaining copies of both forms to your CAM at the termination of your employment.



## 6. ADMINISTRATION

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### D. Completion of Daily Quality Control Cost Record (Form 76)

At the end of each day of work and training, complete the Daily Quality Control Cost Record (Form 76).

1. Enter the number of hours worked under the "Hours Worked" column beside the applicable date, by referring to the Census Hourly Employee Account (Form 34).
2. Enter the number of kilometres travelled and any expenses incurred in the applicable columns by referring to the Expense Account (Form 35).

### E. Reporting to Your CAM

At the end of each day's work, report the results of your Quality Control checks and the daily cost data to your CAM by telephone.

1. Using the completed Form(s) 75 and 73A for the day, report on each EA, the results of the following checks:
  - (a) EA Coverage
  - (b) Population Edit
  - (c) Forms 4A/4B Edit (Population)
  - (d) Agriculture Edit
  - (e) Forms 4A/4B Edit (Agriculture)
  - (f) Collective Dwelling
  - (g) Validation of Account Form
  - (h) Forms 4A/4B Coverage
  - (i) Cancelled Lines.

**NOTE: It may be more convenient for you to summarize this information on a sheet of paper before calling your CAM.**

2. Report the daily cost information to your CAM from the Form 76.

If for any reason, you do not proceed to an assignment on the same day it is given to you, or if you do not perform any work at all on a specific day you were given an assignment, you must still maintain daily contact with your CAM's office. You are required to explain the reasons why an assignment was not completed or why no work was done that day.

### F. Deductions

1. You are not scheduled to work 25 days or more, therefore, no deductions will be made for Unemployment Insurance or the Canada/Quebec Pension Plan.

6. ADMINISTRATION

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2. These deductions will be made only if you notify your CAM that you have worked 25 days or more and the employment is determined to be insurable and pensionable. An assessment will be made in the regional census office to determine eligibility under federal and provincial plans.
3. If you have worked 25 days or more, obtain a Daily Register of Employment (Form 33A) from your CAM. Complete it and submit it along with your Census Hourly Employee Account (Form 34) and your Expense Account (Form 35).
4. You are exempt from having income tax withheld from the remuneration being paid to you. This income must, however, be declared when you complete your income tax form.

**NOTE:** In the province of Quebec, income tax deductions will be made at the rate of 16% unless you have submitted a MR-19-V/MR-19, requesting exemption from having income tax withheld from the remuneration being paid to you.

**G. Illness or Accident**

1. If you are ill on any working day, call your CAM. This will alert him/her to the possibility that you may need help to complete your assignment.
2. In the event of injury or accident, advise your CAM as soon as possible. You may be entitled to compensation benefits, as provided for by the province or territory in which you are working.

**H. Disposal of Administrative Forms**

1. Return your file box (containing the completed Forms 71, 72, 73, 73A, 74, 75 and 76) to your CAM on termination of your assignment.
2. Destroy all unused forms by burning or shredding if possible. Tear and place in a container fastened securely for garbage pick-up if no other means are available.
3. Your pay and expense forms are to be totalled and submitted to your CAM at the completion of your assignment. Your CAM will check them for reasonableness and accuracy. Payment will be mailed to your home after the account forms have been processed.



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**APPENDIX A****Form 2A and 2B Edit Steps****A. Carefully review each questionnaire.**

1. Ensure the PROV, FED, EA, VN and household numbers and address are entered in the identification block on each questionnaire.
2. The type of dwelling code must be entered in the "TD" box on the front cover of the questionnaire.
3. Check that each applicable question is answered. If not, mark the appropriate box on the Form 72. Remember that Questions 20 to 45 are only for persons born before June 4, 1976.
4. If there is more than one questionnaire for a household, Questions H1 and H2 (2A) or H1 to H8 (2B) need to be answered on only one of the questionnaires. If the questions are answered on more than one questionnaire and are not identical, mark the appropriate boxes on the Form 72.
5. For each question divided into parts (a), (b), (c), etc., check that all applicable parts are answered. If not, mark the appropriate box on the Form 72. For Question 45, refer to the special rules.
6. For each question not divided into parts, check that the complete question is answered. If not, mark the appropriate box on the Form 72. For Steps 3, 4, 5, 6, 7, 8 and 10, and Questions 1, 3, 6, 16, 18, 22, 23, 29, 38, 45 and H1, refer to the special rules.
7. Respect all "Go to" instructions. Do not mark a question on the Form 72 if it is not answered due to a "Go to" instruction in a previous question or in a previous part of that question.

If a respondent has not respected a "Go to" instruction and has answered questions he/she should have skipped, do not mark the questions on the Form 72.

8. Check that each question or part question has one and only one answer. If not, mark the question on the Form 72. The exceptions to this rule are those questions with a darkened square under or beside their identification number or letter on the questionnaire. These questions may have more than one answer entered. For example:

- 28.** What certificates, diplomas or degrees has this person ever  
■ obtained?

*Include all qualifications obtained from **secondary** (high) schools, or trade schools and other postsecondary educational institutions.*

*Mark as many circles as applicable.*

9. An answer must be provided in questions requiring a write-in response. If not, mark the question on the Form 72.

APPENDIX A – Form 2A and 2B Edit Steps

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10. The write-in entries must be legible. If not, mark the question on the Form 72.

**B. Note the special rules for the questions listed below.**

1. Step 3

If Step 3 is unanswered and no person is listed in Question 1, mark the Form 72.

2. Step 4

(a) If there is an entry in the "Temporary residents" box in Step 4, ensure that there is a Form 3 for each temporary resident. If there is not, mark the Form 72.

(b) If Step 4 is unanswered and no person is listed in Question 1, mark the Form 72.

3. Step 5 and Question 1

(a) Check the names of the persons listed in Step 5 against those entered in Question 1. If they disagree, mark the Step 5 box of the Form 72.

(b) Check the number of persons listed in Question 1 against the number of usual residents entered in Column 6, Section I of the VR. If these numbers disagree, mark the "Question 1" box of the Form 72.

4. Step 6

(a) If unanswered, or if a name is given but no reason is provided, mark the Form 72.

(b) If answered "Yes", or if a name is given, check Question 1 to see if the Census Representative's action is consistent with the explanation given.

You can determine who should or should not be included in Question 1 by referring to the "Whom to Include" section on the questionnaire.

If the Census Representative's action is not consistent with the explanation, mark the "Step 6" box on the Form 72.

5. Step 7

If unanswered, or if there is more than one answer, mark the "Step 7" box on the Form 72.

If answered other than "None" or "Zero", ensure there is a Form 3 for each visitor. If not, mark the "Step 7" box on the Form 72.



**6. Step 8**

- (a) If unanswered or if both the "Yes" and "No" circles are marked, mark the Form 72 and circle the entry.
- (b) If answered "Yes" and if Column 9 in Section I of the VR is answered "No" or is unanswered, mark the Form 72.

**7. Question 3**

- (a) There must be an entry for both month and year of birth. If not, mark the appropriate box on the Form 72.
- (b) If the day is blank and the month is June, mark the appropriate box on the Form 72.

**NOTE: An alphabetic rather than a numeric response is acceptable for month of birth (e.g., Jan. in lieu of 01).**

**8. Question 6**

If unanswered and Question 5 is answered other than "Legally married (and not separated)", mark the Form 72.

**9. Question 16**

- (a) If unanswered, or if answered both "No" and "Yes", and Question 15 is answered "North American Indian", "Métis" or "Inuit/Eskimo", mark the appropriate box on the Form 72.
- (b) If answered "Yes, registered Indian", there must be a write-in response giving the Indian Band or First Nation, or indicating "Not applicable". If not, mark the Form 72.

**10. Question 18**

- (a) If any part of the question has been left blank, mark the Form 72.
- (b) If more than one circle has been checked for any part of the question, mark the Form 72.

**11. Step 10**

Check Question 3. If the person was born before June 4, 1976, ensure that Questions 20 to 45 are answered. If they are not answered, mark the boxes for Questions 20 to 45 on the Form 72.

APPENDIX A - Form 2A and 2B Edit Steps

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12. Question 22

- (a) If the answer circle "Lived in a different city, town, village, township, municipality or Indian reserve in Canada" is checked, there must be a complete and legible entry giving at least the name of the municipality (or Indian reserve) and province/territory. If not, mark the appropriate box on the Form 72.
- (b) If there is a complete and legible response giving at least the name of the municipality (or Indian reserve) and province/territory, DO NOT mark this question on the Form 72, regardless of the number of circles marked.

13. Question 23

If unanswered and Question 5 is answered other than "Never married (single)", mark the appropriate box on the Form 72.

14. Question 29

- (a) If unanswered, and if answer circle 07 in Question 28 is not checked, mark this question on the Form 72.
- (b) If unanswered, and if answer circle 07 in Question 28 is checked, DO NOT mark the Form 72.

15. Question 38

- (a) If the answer circle "Worked at the address specified below" is checked, there must be a complete and legible address including postal code. If not, mark the appropriate box on the Form 72.

**NOTE: In rural areas where the address appears complete (including postal code) and fewer than four lines have been completed, do not mark this question on the Form 72.**

- (b) If there is a complete and legible address (including postal code) written in, DO NOT mark this question on the Form 72 regardless of the number of boxes checked.

16. Question 45

A particular part, "a" to "k", is considered answered if either an amount is reported or the "No" circle is marked. If a part is blank or if only the "Yes" and/or "Loss" circles have been marked, it is considered unanswered.

- (a) If "Total income" (k) is answered, accept.
- (b) If "Total income" (k) is unanswered but all of (a) to (j) are answered, accept.

APPENDIX A - Form 2A and 2B Edit Steps

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- (c) If "Total income" (k) is unanswered and all of (a) to (j) are unanswered, mark box 45 on the Form 72.
- (d) If "Total income" (k) is unanswered and some of (a) to (j) are unanswered, mark box 45 on the Form 72 and circle the entry.

**NOTE:** Do not add the amounts in parts (a) to (j), either to check the accuracy of the total income reported by the respondent in part (k) or to enter the total income (k) if not provided by the respondent.

17. Question H1

- (a) If unanswered and the "Note" circle is not marked, mark the H1 box on the Form 72 only if there is more than one person in Question 1.
- (b) If there is an entry and it cannot be identified to a unique person in Question 1 (e.g., J. Smith is entered in Q. H1 and J. Smith appears twice in Q.1), mark the H1 box on the Form 72.
- (c) If the circle in the "NOTE" instruction is marked, the response is acceptable.
- (d) If the circle in the "NOTE" instruction is marked and if any name(s) is(are) entered, mark the H1 box on the Form 72.

**C. Determine Pass or Failure.**

If any shaded boxes are marked or if **six or more** boxes are marked (do not include Step 8 or Question 45 in your count if either has been circled), the questionnaire fails edit.



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**APPENDIX B****Form 2D Edit Steps****A. Carefully review each questionnaire.**

1. Ensure the PROV, FED, EA, VN and household numbers and address are entered in the identification block on each questionnaire.
2. The type of dwelling code must be entered in the "TD" box on the front cover of the questionnaire.
3. Check that each applicable step and question is answered. If not, mark the appropriate box on the Form 72. Remember that Questions 20 to 45 are only for persons born before June 4, 1976.
4. If there is more than one questionnaire for a household, Questions H1 to H8 on the Forms 2D need to be answered on only one of the questionnaires. If the questions are answered on more than one questionnaire and are not identical, mark the appropriate boxes on the Form 72.
5. For each question divided into parts (a), (b), (c), etc., check that all applicable parts are answered. If not, mark the appropriate box on the Form 72. For Question 45, refer to the special rules.
6. For each question not divided into parts, check that the complete question is answered. If not, mark the appropriate box on the Form 72. For Steps 3, 4, 5, 6, 7, 8 and 10, and Questions 1, 3, 6, 16, 18, 22, 23, 29, 38, 45 and H1, refer to the special rules.
7. Respect all "Go to" instructions. Do not mark a question on the Form 72 if it is not answered due to a "Go to" instruction in a previous question or in a previous part of that question.

If a "Go to" instruction has not been respected and questions that should have been skipped are answered, do not mark the questions on the Form 72.

8. Check that each question or part question has one and only one answer. If not, mark the question on the Form 72. The exceptions to this rule are those questions with a darkened square under or beside their identification number or letter on the questionnaire. These questions may have more than one answer entered. For example:

- 28.** What certificates, diplomas or degrees has this person ever obtained?
- 

*Include all qualifications obtained from **secondary** (high) schools, or trade schools and other postsecondary educational institutions.*

*Mark as many circles as applicable.*

9. An answer must be provided in questions requiring a write-in response. If not, mark the question on the Form 72.



APPENDIX B – Form 2D Edit Steps

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10. The write-in entries must be legible. If not, mark the question for follow-up.

**B. Note the special rules for the questions listed below.**

1. Step 3

If Step 3 is unanswered and no person is listed in Question 1, mark the Form 72.

2. Step 4

(a) If there is an entry in the "Temporary residents" box in Step 4, ensure that there is a Form 3 for each temporary resident. If not, mark the Form 72.

(b) If Step 4 is unanswered and no person is listed in Question 1, mark the Form 72.

3. Step 5 and Question 1

(a) Check the names of the persons listed in Step 5 against those entered in Question 1. If they disagree, mark the "Step 5" box of the Form 72.

(b) Check the number of persons listed in Question 1 against the number of usual residents entered in Column 6, Section I of the VR. If these numbers disagree, mark the "Question 1" box of the Form 72.

4. Step 6

(a) If unanswered, or a name is given but no reason provided, mark the Form 72.

(b) You can determine who should or should not be included in Question 1 by referring to the "Whom to Include" section on the questionnaire.

If the Census Representative's action is not consistent with the explanation, mark the "Step 6" box on the Form 72.

5. Step 7

If unanswered, or if there is more than one answer, mark the "Step 7" box on the Form 72.

If answered other than "None" or "Zero", ensure there is a Form 3 for each visitor. If not, mark the "Step 7" box on the Form 72.

6. Step 8

(a) If unanswered or if both the "Yes" and "No" circles are marked, mark the Form 72.

APPENDIX B - Form 2D Edit Steps

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- (b) If answered "Yes" and Column 9 in Section I of the VR is answered "No" or is unanswered, mark the Form 72.

7. Question 3

- (a) There must be an entry for both month and year of birth. If not, mark the appropriate box on the Form 72.
- (b) If the day is blank and the month is June, mark the appropriate box on the Form 72.

**NOTE:** An alphabetic rather than a numeric response is acceptable for month of birth (e.g., Jan. in lieu of 01).

8. Question 6

If unanswered and Question 5 is answered other than "Legally married (and not separated)", mark the Form 72.

9. Question 16

- (a) If either part (a) or (b) is unanswered or is answered both "No" and "Yes", and if Question 15 is answered "North American Indian", "Métis" or "Inuit/Eskimo", mark the appropriate box on the Form 72.
- (b) If answered "Yes, registered Indian", there must be a write-in response giving the Indian Band or First Nation, or indicating "Not applicable". If not, mark the Form 72.

10. Question 18

- (a) If any part of the question has been left blank, mark the Form 72.
- (b) If more than one circle has been checked for any part of the question, mark the Form 72.

11. Step 10

Check Question 3. If the person was born before June 4, 1976, ensure that Questions 20 to 45 are answered. If they are not answered, mark the boxes for Questions 20 to 45 on the Forms 72.

12. Question 22

- (a) If the answer circle "Lived in a different city, town, village, township, municipality or Indian reserve in Canada" is checked, there must be a complete and legible entry giving at least the name of the municipality (or Indian reserve) and province/territory. If not, mark the appropriate box on the Form 72.

APPENDIX B - Form 2D Edit Steps

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- (b) If there is a complete and legible response giving at least the name of the municipality (or Indian reserve) and province/territory, **DO NOT** mark this question on the Form 72, regardless of the number of circles marked.

13. Question 23

If unanswered and Question 5 is answered other than "Never married (single)", mark the appropriate box on the Form 72.

14. Question 29

- (a) If unanswered and Question 28(b) is answered "No", accept.
- (b) If unanswered and Question 28(b) is not answered "No", mark Question 29 on the Form 72.

15. Question 38

- (a) If the answer circle "Worked at the address specified below" is checked in part (a), there must be a complete and legible address including postal code in part (b). If not, mark the appropriate box on the Form 72.

**NOTE:** In rural areas where the address appears complete (including postal code) and fewer than four lines have been completed, do not mark this question on the Form 72.

- (b) If there is a complete and legible address (including postal code) written in part (b), **DO NOT** mark on the Form 72 even if part (a) is unanswered.

16. Question 45

A particular part, "a" to "k", is considered answered if either an amount is reported or the "No" circle is marked. If a part is blank or if only the "Yes" and/or "Loss" circles have been marked, it is considered unanswered.

- (a) If "Total income" (k) is answered, accept.
- (b) If "Total income" (k) is unanswered but all of (a) to (j) are answered, accept.
- (c) If "Total income" (k) is unanswered and all of (a) to (j) are unanswered, mark the appropriate box on the Form 72.
- (d) If "Total income" (k) is unanswered and some of (a) to (j) are unanswered, mark the appropriate box on the Form 72 and circle the entry.

**NOTE:** Do not add the amounts in parts (a) to (j) either to check the accuracy of the total income reported by the respondent in part (k) or to enter the total income (k) if not provided by the respondent.

**17. Question H1**

- (a) If unanswered and the "Note" circle is not marked, mark the appropriate box on the Form 72 only if there is more than one person in Question 1.
- (b) If there is an entry and it cannot be identified to a unique person in Question 1 (e.g., J. Smith is entered in Q. H1 and J. Smith appears twice in Q.1), mark the H1 box on the Form 72.
- (c) If the circle in the "**NOTE**" instruction is marked, the response is acceptable.
- (d) If the circle in the "**NOTE**" instruction is marked and if any name(s) is(are) entered, mark the H1 box on the Form 72.

**C. Determine Pass or Failure.**

If any shaded boxes are marked or if **six or more** boxes are marked (do not include Step 8 or Question 45 in your count if either has been circled), the questionnaire fails edit.





**APPENDIX C****Form 3 Edit Steps**

The following instructions apply only to Forms 3 used for usual residents in collective dwellings.

**A. General Steps**

1. Ensure the PROV, FED, EA, VN and Hhld numbers are entered in the identification block on each questionnaire. If they are not entered, mark the Form 74.
2. If the circle in Question 3 is marked, the respondent is a foreign resident. No action is required.
3. If it is impossible for the Census Representative to obtain an answer to a question or group of questions, he/she will write through the question(s) "NO ANSWER" and the reason. Do not mark the Form 74.
4. If no information whatsoever can be obtained (including a name), the Census Representative will write "No Information Available" across the top of the Form 3. He/she will mark "X" in the "CR" box on the front of the Form 3. Do not mark the Form 74.

**B. Usual Resident Edit**

The respondent is required to answer Questions 1 and 2, Questions 4 to 8 and each applicable question in Questions 11 to 52. Carefully review these questions and apply the edit rules in points 1, 2 and 3.

## APPENDIX C – Form 3 Edit Steps

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**1. General Edit Rules**


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For:	Rule
Required questions (Q.1 and 2, Q.4 to 8 and Q.11 to Q.52)	<ul style="list-style-type: none"> <li>o Ensure that each applicable question is answered. If not, mark the question box on the Form 74. Remember Questions 27 to 52 are for persons born before June 4, 1976.</li> </ul>
Questions divided into parts (a), (b) (c), etc.	<ul style="list-style-type: none"> <li>o Ensure that all applicable parts are answered. If not, mark the questions on the Form 74. For Question 52 refer to the special rule.</li> </ul>
Questions not divided into parts	<ul style="list-style-type: none"> <li>o Ensure that the complete question is answered. If not, mark the Form 74. For Questions 4, 7, 23, 25, 29, 30, 36, 45 and 52, refer to special rules.</li> </ul>
Questions with "Go to" instructions	<ul style="list-style-type: none"> <li>o If a question is not answered because of a "Go to" instruction in a previous question or part question, <b>DO NOT</b> mark the Form 74.</li> <li>o If a respondent has not respected a "Go to" instruction and has answered questions he/she should have skipped, <b>DO NOT</b> mark the Form 74.</li> </ul>
Questions or part questions with more than <b>one</b> answer	<ul style="list-style-type: none"> <li>o Ensure that each question or part question has one and only one answer. If not, mark the question on the Form 74. The exceptions to this rule are those questions and part questions with a darkened square under or beside their identification number or letter on the Form 3. These questions may have more than one answer entered, e.g., Question 22 . ■</li> </ul>
Questions with a write-in entry	<ul style="list-style-type: none"> <li>o Ensure an answer has been provided in questions requiring a write-in response. If not, mark the question on the Form 74.</li> <li>o Ensure that all write-in entries are legible. If not, mark the Form 74.</li> </ul>

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## APPENDIX C - Form 3 Edit Steps

**2. Special Edit Rules**

Note the special rules for the questions listed.

Question	If:	Then:
4 (Date of birth)	<input type="radio"/> "Month" or "year" entry is blank	<input type="radio"/> Mark the Form 74.
	<input type="radio"/> The "day" entry is blank and the month is June	<input type="radio"/> Mark the Form 74.
	<input type="radio"/> There is an "alphabetic" rather than a numeric response in month (e.g., Jan. in lieu of 01)	<input type="radio"/> DO NOT mark the Form 74.
7 (Common-law)	<input type="radio"/> Unanswered and Question 6 is answered "Legally married (and not separated)"	<input type="radio"/> Accept.
	<input type="radio"/> Otherwise	<input type="radio"/> Mark the Form 74.
23 (Registered Indian)	<input type="radio"/> Unanswered, or answered both "No" and "Yes", and Question 22 is answered "North American Indian, Métis or Inuit/Eskimo"	<input type="radio"/> Mark the Form 74.
	<input type="radio"/> Answered "Yes, registered Indian"	<input type="radio"/> Ensure there is a write-in response giving the Indian Band or First Nation or stating "Not applicable". If not, mark the Form 74.
25 (Health)	<input type="radio"/> Any part is blank	<input type="radio"/> Mark the Form 74.
	<input type="radio"/> More than one circle is checked for any part	<input type="radio"/> Mark the Form 74.

APPENDIX C - Form 3 Edit Steps

Check Question 4 to determine if the person is aged 15 or older.	o The person was born before June 4, 1976	o Questions 27 to 52 must be answered. If not, mark Questions 27 to 52 on the Form 74.
29 (Place of residence 5 years ago)	o "Different city, town . . ." is checked	o Ensure there is a complete and legible entry, giving at least the name of the municipality (or Indian reserve) and province/territory. If not, mark the Form 74.
	o There is a complete and legible response giving at least the name of the municipality (or Indian reserve) and province/territory	o <b>DO NOT</b> mark the Form 74 regardless of the number of circles checked.
30 (Children ever born)	o Unanswered and Question 6 is answered "Never married (single)"	o Accept, otherwise mark the Form 74.
36 (Field of study)	o Unanswered and answer circle 07 in Question 35 is checked	o Accept.
	o Unanswered and answer circle 07 in Question 35 is not checked	o Mark Question 36 on the Form 74.

## APPENDIX C - Form 3 Edit Steps

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45 (Place of work)

- o Answer circle "Worked at address specified below" is checked

- o Ensure there is a complete and legible address including postal code. If there is not, mark the Form 74.

**NOTE:** In rural areas where the address appears complete (including postal code) and fewer than four lines have been completed, **DO NOT** mark the Form 74.

- 
- o There is a complete and legible address written in

- o **DO NOT** mark the Form 74 regardless of the number of circles checked.
-



APPENDIX C - Form 3 Edit Steps

52  
(Income)

- o A particular part, (a) to (k), is considered answered if either an amount is reported or the "No" circle is checked. If a part is blank or if only the "Yes" and/or "Loss" circle(s) has been checked, it is considered unanswered.

- o Part (k), "Total income", is answered
- o Accept.

- o Part (k), "Total income", is unanswered and all of (a) to (j) are unanswered
- o Accept.

- o Part (k), "Total income", is unanswered and all of (a) to (j) are unanswered
- o Mark the Form 74.

- o Part (k), "Total income", is unanswered and some of (a) to (j) is unanswered
- o Mark the Form 74 and circle the "X".

**NOTE:** For Question 52, DO NOT add the amounts in parts (a) to (j) either to check the accuracy of the total income reported by the respondent in part (k) or to enter the total income if not provided by the respondent.

### 3. Determine Pass or Failure

If any shaded boxes are marked or if three or more questions are marked for follow-up (excluding Question 52 if it has been circled), the questionnaire fails edit.

## APPENDIX D

### Form 6 Edit Steps

If a Form 6 meets all the edit requirements below, accept it. If one or more of the Edit requirements are not met, reject it.

Carefully review each Form 6 selected to ensure that the identification entries are complete (i.e. Farm Operator's Residence, PROV, FED, EA, VN and Hhld No. and Form 6 No. must be completed), that all applicable questions are answered and that all required answers are in agreement.

If a "Step" is answered "Yes", there must be a least one entry in the questions related to that step.

#### Step 1 List of Operators

Questions 1, 4 and 7	Family name, given name and complete address must be answered for at least one of these questions.
Question 2	Must be answered if Question 1 is answered.
Question 3	Must be answered if Question 1 is answered.
Question 5	Must be answered if Question 4 is answered.
Question 6	Must be answered if Question 4 is answered.
Question 8	Must be answered if Question 7 is answered.
Question 9	Must be answered if Question 7 is answered.

#### Step 2 Operating Arrangements

Question 10	Must be answered.
Question 12(a)	Must be marked either "No" or "Yes".
Question 12(b)	Must be answered if Question 12(a) is marked "Yes".
Question 12(c)	Must be answered if Question 12(a) is marked "Yes".
Question 13	Must be marked either "No" or "Yes".
	Type of partnership must be indicated if Question 13 is marked "Yes".

APPENDIX D - Form 6 Edit Steps

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Question 14

There cannot be more than one entry.

Type of holding must be specified if "other" is answered.

Step 3 Unit of Measurement

Step 3

Must be answered. Only one circle can be marked (acres, hectares or arpents).

Step 4 Location and Area of Land on this Holding

Question 15

There must be an entry to describe the location of the headquarters (at least 2 of boxes 130, 131 and 132 must be answered and the area of the land must be reported).

For each additional entry in Question 15, the land description and area of land must be reported.

Questions 16 to 18

At least one of these questions must have an entry.

Question 19

Must equal the sum of Questions 16, 17 and 18.

Step 5 Crops

Question 31

If answered, the name of the fodder crop must be specified, and there must be an entry in the "Area" column.

Question 49

If answered, the name of the field crop must be specified, and there must be an entry in the "Area" column.

Step 6 Fruits and Vegetables

Questions 51 to 57

If answered, there must be an entry in one or both of the "Number of trees" columns and in the "Area on June 4, 1991" column.

Question 58

If answered, the name of the tree fruit must be specified, and there must be an entry in one or both of the "Number of trees" and "Area on June 4, 1991" columns.

Questions 60 to 65

For every entry in the "Area harvested" column, there must be at least as much area reported in the "Total area under cultivation" column.

## APPENDIX D - Form 6 Edit Steps

Question 65 If answered, the name of the cultivated berry must be specified, and there must be an entry in the "Total area under cultivation in 1991" column.

Question 91 If answered, the name of the vegetable(s) must be specified, and there must be an entry in the "Area" column.

### Step 8 Use of the Land on this Holding

Questions 95 to 99 At least one of these questions must have an entry.

Question 100 Question 100 must equal the sum of Questions 95 to 99.

Question 100 must equal Question 19.

### Step 9 Forage Seed

Question 110 If answered, the name of the forage seed must be specified, and there must be an entry in the "Area" column.

### Step 10 Greenhouse Products and Mushroom Houses

Step 10 Question 111 and one of Questions 112 to 120 must be answered if Step 10 is marked "Yes".

Question 117 If answered, the name of the greenhouse vegetable must be specified, and there must be an entry in the "Area" column.

Question 119 If answered, the name of the other greenhouse product must be specified, and there must be an entry in the "Area" column.

### Step 12 Land Management Practices

Question 123 The practice used to control soil erosion must be specified if "other" is answered.

Question 126 Must be marked either "No" or "Yes".

If marked "Yes", there must be an entry for total length in either the "Miles" or "Kilometres" box.

Question 127 Must be marked "No" or "Yes" if the holding is in Manitoba, Saskatchewan, Alberta or British Columbia.

APPENDIX D - Form 6 Edit Steps

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Step 13 Poultry

- Question 132                      Question 132 must not be greater than Question 129.
- Question 134                      If answered, the name of the poultry must be specified, and there must be an entry in the "Number" column.

Step 15 Livestock

- Questions 138, 147, 153 and 159                      If marked "Yes", there must be at least one entry in the particular section to which the question applies.
- Question 146                      Question 146 must not be greater than Question 140.
- Question 158                      Must be answered if there is a numerical entry in any of Questions 139 to 146, 148 to 152, or 154 to 157.
- Question 165                      If answered, the name of the livestock must be specified, and there must be an entry in the "Number" column.

Step 16 Market Value of Land and Buildings

- Question 166                      At least one part of Question 166 must contain an entry.

Step 17 Farm Machinery and Equipment

- Questions 167 to 176                      At least one of these questions must have an entry unless there is an explanation on the Form 6 as to why the operator does not report any machinery or equipment.
- Questions 167 to 174                      If answered, there must be an entry in both the "Number" and "Present market value" columns.
- Question 178                      Must be marked either "No" or "Yes".

Step 18 Expenses and Receipts

- Questions 179 to 190                      At least one of these questions must have an entry.
- Question 191                      The percentage question must have an entry if there is an entry for feed and supplements in Question 184.
- Question 192                      Must be marked either "No" or "Yes".
- Question 193                      Must be answered.



Determine Pass or Failure

1. If you identified any question number on the Form 73, the Form 6 fails edit.
2. If Step 3 is not answered, the questionnaire fails edit.
3. If the only edit failures are the steps, other than Step 3, the Form 6 passes edit.



## APPENDIX E – Population Random Number Tables

**APPENDIX E**  
**Population**

**Random Number Tables for the Lot Size Ranges (Households in the EA) 11-19, 20-29, 30-44, 45-59**

11-19		
First Review	Second Review	
2Bs	2Bs	2As
Examine all Forms 2B	Examine Forms 2B that were rejected at First Review	1
		6
		7
		9
		11
		12
		18
		19
		Extra Nos.
		16
		8
		4
		13
		3
		2

20-29		
First Review	Second Review	
2Bs	2Bs	2As
Examine all Forms 2B	Examine Forms 2B that were rejected at First Review	1
		11
		12
		16
		17
		18
		23
		24
		Extra Nos.
		28
		13
		6
		14
		3
		19

30-44		
First Review	Second Review	
2Bs	2Bs	2As
Examine all Forms 2B	Examine Forms 2B that were rejected at First Review	1
		11
		12
		13
		16
		17
		23
		34
		Extra Nos.
		32
		14
		28
		42
		19
		33

45-59		
First Review	Second Review	
2Bs	2Bs	2As
5	10	2
10	15	3
15	20	6
30	25	13
35	30	23
40	35	29
45	40	43
50	45	51
Extra Nos.	Extra Nos.	Extra Nos.
20	50	28
55	55	33
25	5	31
		14
		53
		27

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**60-74, 75-89, 90-104, 105-119**

60-74		
First Review	Second Review	
2Bs	2Bs	2As
5	5	1
10	15	2
15	25	21
25	30	27
35	40	37
50	45	46
60	55	63
70	60	71
Extra Nos.	Extra Nos.	Extra Nos.
55	65	26
45	35	13
30	20	67
65	10	52
20	50	53
40	70	28

75-89		
First Review	Second Review	
2Bs	2Bs	2As
20	5	4
40	10	36
45	25	37
50	35	59
70	55	63
75	60	76
80	70	77
85	75	82
Extra Nos.	Extra Nos.	Extra Nos.
65	80	19
10	65	24
5	45	2
25	40	58
15	20	17
30	30	26

90-104		
First Review	Second Review	
2Bs	2Bs	2As
25	25	9
40	35	12
45	55	14
50	65	37
75	80	64
85	85	66
90	90	68
95	95	94
Extra Nos.	Extra Nos.	Extra Nos.
30	75	6
55	100	48
35	60	62
10	45	46
15	70	2
5	5	11

105-119		
First Review	Second Review	
2Bs	2Bs	2As
5	10	14
15	20	18
20	40	24
25	60	42
40	70	58
45	90	76
55	95	97
90	100	118
Extra Nos.	Extra Nos.	Extra Nos.
95	30	66
65	105	16
30	75	53
105	35	119
35	110	78
85	80	49

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**120-134, 135-149, 150-164, 165-179**

120-134		
First Review	Second Review	
2Bs	2Bs	2As
10	25	4
15	35	14
30	65	23
55	70	34
70	75	72
95	85	96
115	125	102
120	130	103
Extra Nos.	Extra Nos.	Extra Nos.
100	115	27
110	120	17
65	55	131
20	80	29
60	40	109
130	20	61

135-149		
First Review	Second Review	
2Bs	2Bs	2As
25	5	6
45	35	9
50	45	52
75	60	86
80	65	117
90	70	119
115	120	127
145	130	141
Extra Nos.	Extra Nos.	Extra Nos.
125	125	129
130	140	83
65	25	99
5	15	111
85	20	14
135	50	102

150-164		
First Review	Second Review	
2Bs	2Bs	2As
5	15	3
10	30	6
25	35	17
70	75	21
105	85	68
140	90	72
145	95	96
150	100	132
Extra Nos.	Extra Nos.	Extra Nos.
100	135	118
80	130	12
115	160	89
20	40	51
55	25	82
60	5	124

165-179		
First Review	Second Review	
2Bs	2Bs	2As
5	10	13
40	25	56
50	65	57
70	105	74
95	115	103
125	125	116
130	160	141
145	170	143
Extra Nos.	Extra Nos.	Extra Nos.
35	155	18
10	45	78
25	30	88
175	140	54
105	175	41
45	120	24



## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**180-194, 195-209, 210-224, 225-239**

180-194		
First Review	Second Review	
2Bs	2Bs	2As
20	15	21
25	20	36
45	50	64
65	90	83
90	100	87
145	115	128
180	175	138
190	180	189
Extra Nos.	Extra Nos.	Extra Nos.
55	30	149
70	70	71
85	185	94
155	5	114
100	65	61
80	190	76

195-209		
First Review	Second Review	
2Bs	2Bs	2As
5	10	7
20	15	17
55	35	26
60	75	38
120	145	88
160	160	122
165	180	197
205	200	203
Extra Nos.	Extra Nos.	Extra Nos.
35	130	96
10	190	29
190	170	206
25	80	63
140	100	141
70	60	19

210-224		
First Review	Second Review	
2Bs	2Bs	2As
25	35	1
35	65	7
105	105	43
110	135	64
145	175	78
200	210	118
210	215	193
215	220	213
Extra Nos.	Extra Nos.	Extra Nos.
10	180	171
15	185	177
190	160	111
185	10	94
95	115	207
220	110	42

225-239		
First Review	Second Review	
2Bs	2Bs	2As
5	30	8
20	40	12
25	50	26
40	55	48
85	120	68
180	185	71
205	200	77
235	235	214
Extra Nos.	Extra Nos.	Extra Nos.
170	75	23
185	160	98
225	5	186
60	230	91
165	135	39
45	205	161

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**240-254, 255-269, 270-284, 285-299**

240-254		
First Review	Second Review	
2Bs	2Bs	2As
35	30	16
40	45	28
75	60	69
85	70	83
130	150	183
170	185	186
195	205	213
250	220	232
Extra Nos.	Extra Nos.	Extra Nos.
135	130	134
175	40	148
180	140	4
230	25	206
125	125	227
30	35	13

255-269		
First Review	Second Review	
2Bs	2Bs	2As
10	30	101
50	50	123
75	110	128
85	130	186
100	135	189
115	200	216
165	210	238
185	240	251
Extra Nos.	Extra Nos.	Extra Nos.
175	255	21
60	195	212
210	180	206
235	265	18
105	65	102
15	140	169

270-284		
First Review	Second Review	
2Bs	2Bs	2As
45	35	21
65	50	78
140	110	117
145	120	134
195	190	141
200	250	158
235	270	228
270	280	229
Extra Nos.	Extra Nos.	Extra Nos.
15	225	48
55	240	131
155	15	267
90	195	148
280	150	202
80	235	161

285-299		
First Review	Second Review	
2Bs	2Bs	2As
55	15	19
60	40	104
120	130	163
155	160	188
185	200	252
225	250	256
280	270	261
285	295	294
Extra Nos.	Extra Nos.	Extra Nos.
70	55	166
40	30	109
80	115	243
45	100	107
20	60	22
135	195	232

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**300-314, 315-329, 330-334, 345-359**

300-314		
First Review	Second Review	
2Bs	2Bs	2As
10	10	31
15	25	34
45	80	58
135	105	61
180	150	86
195	205	147
245	220	174
305	240	198
Extra Nos.	Extra Nos.	Extra Nos.
205	280	153
145	265	213
115	185	83
30	60	187
210	305	41
215	40	122

315-329		
First Review	Second Review	
2Bs	2Bs	2As
15	15	11
120	70	79
145	170	118
170	175	187
230	210	247
255	230	254
270	240	264
285	260	308
Extra Nos.	Extra Nos.	Extra Nos.
140	245	327
245	280	162
205	25	234
45	60	193
95	55	26
280	10	319

330-344		
First Review	Second Review	
2Bs	2Bs	2As
15	20	11
30	65	144
40	155	208
140	170	233
175	175	287
235	195	317
285	240	318
305	330	332
Extra Nos.	Extra Nos.	Extra Nos.
5	125	223
55	5	78
310	60	206
165	250	83
95	50	129
20	95	7

345-359		
First Review	Second Review	
2Bs	2Bs	2As
25	75	94
30	85	124
90	160	169
120	200	217
135	240	232
170	250	248
300	275	337
350	285	346
Extra Nos.	Extra Nos.	Extra Nos.
70	245	22
195	10	71
145	5	328
240	30	48
115	60	158
35	180	21

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**360-374, 375-389, 390-404, 405-419**

360-374		
First Review	Second Review	
2Bs	2Bs	2As
45	5	44
70	35	94
100	100	209
125	125	232
155	180	234
190	215	297
240	265	324
350	340	366
Extra Nos.	Extra Nos.	Extra Nos.
235	105	266
160	40	347
85	275	111
200	230	212
120	330	352
230	135	173

375-389		
First Review	Second Review	
2Bs	2Bs	2As
35	105	59
50	205	66
75	210	81
230	260	117
235	270	204
265	275	249
325	305	266
350	340	333
Extra Nos.	Extra Nos.	Extra Nos.
40	85	74
225	160	384
130	35	198
10	345	178
155	240	259
270	120	237

390-404		
First Review	Second Review	
2Bs	2Bs	2As
35	75	32
160	125	86
200	165	97
225	290	184
230	305	197
240	330	248
305	355	312
325	365	399
Extra Nos.	Extra Nos.	Extra Nos.
120	135	54
20	115	153
400	270	319
330	30	51
260	390	18
25	385	192

405-419		
First Review	Second Review	
2Bs	2Bs	2As
30	5	2
85	75	9
140	150	97
205	220	129
210	240	194
305	260	361
345	300	364
410	405	399
Extra Nos.	Extra Nos.	Extra Nos.
160	385	23
95	270	22
255	100	13
175	65	381
50	285	336
360	195	68

## APPENDIX E – Population Random Number Tables

**Random Number Tables for the Lot Size Ranges (Households in the EA)**  
**420-434, 435-449, 450-464, 465 and Over**

420-434		
First Review	Second Review	
2Bs	2Bs	2As
60	85	11
85	90	51
105	155	158
145	210	181
165	225	234
185	275	323
325	315	394
400	405	418
Extra Nos.	Extra Nos.	Extra Nos.
360	280	81
235	45	127
90	15	176
15	30	283
370	430	351
195	175	148

435-449		
First Review	Second Review	
2Bs	2Bs	2As
20	30	156
40	75	218
85	225	224
105	305	234
280	370	299
370	390	317
415	430	329
440	440	357
Extra Nos.	Extra Nos.	Extra Nos.
300	160	339
25	315	336
430	120	146
245	330	347
130	410	431
275	220	184

450-464		
First Review	Second Review	
2Bs	2Bs	2As
40	5	117
70	50	209
105	110	233
185	115	267
230	170	294
315	270	299
330	380	304
390	445	394
Extra Nos.	Extra Nos.	Extra Nos.
435	60	251
300	330	184
385	155	197
420	385	152
30	255	389
190	300	438

465 and over		
First Review	Second Review	
2Bs	2Bs	2As
55	85	76
120	95	182
165	115	219
230	255	257
270	435	309
335	440	364
370	460	391
425	470	448
Extra Nos.	Extra Nos.	Extra Nos.
45	450	109
315	265	299
275	260	239
265	325	406
80	30	126
130	210	261



## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

**APPENDIX F**  
**Agriculture, Collective Dwellings and Canvasser EAs**

**Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs**

**Lot Size Ranges**  
**9-14, 15-19, 20-24**

9-14	
First Review	Second Review
1	1
3	2
6	3
7	4
9	5
11	9
13	13
14	14
Extra Nos.	Extra Nos.
4	12
8	11
12	10
10	6
2	8
5	7

15-19	
First Review	Second Review
1	6
3	7
7	10
9	11
12	14
15	15
16	17
18	19
Extra Nos.	Extra Nos.
11	13
17	5
19	4
14	16
4	9
5	12

20-24	
First Review	Second Review
1	1
2	3
3	8
5	9
6	14
18	15
22	17
24	24
Extra Nos.	Extra Nos.
20	20
15	4
9	7
10	2
23	21
19	11

## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

## Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs

Lot Size Ranges: 25-29, 30-34, 35-39, 40-44, 45-49, 50-54

25-29	
First Review	Second Review
3	4
4	9
5	11
6	12
8	14
22	18
24	20
27	25
Extra Nos.	Extra Nos.
21	17
10	10
18	6
2	1
17	8
7	23

30-34	
First Review	Second Review
7	1
8	4
20	10
21	18
23	20
28	24
31	30
33	32
Extra Nos.	Extra Nos.
10	11
4	28
18	5
26	26
14	25
2	9

35-39	
First Review	Second Review
3	6
5	17
16	22
26	28
28	29
31	32
35	35
36	36
Extra Nos.	Extra Nos.
22	16
8	15
7	2
38	30
39	34
9	31

40-44	
First Review	Second Review
2	5
5	13
12	16
13	18
17	21
32	23
35	32
41	41
Extra Nos.	Extra Nos.
33	3
11	14
16	8
26	11
30	2
29	28

45-49	
First Review	Second Review
5	3
6	4
8	5
15	13
35	14
36	17
39	29
46	40
Extra Nos.	Extra Nos.
44	1
23	27
41	11
26	15
49	39
19	16

50-54	
First Review	Second Review
2	5
9	6
14	9
17	11
28	15
32	16
49	23
52	48
Extra Nos.	Extra Nos.
41	54
53	12
4	13
50	51
46	28
21	14

## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

## Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs

Lot Size Ranges: 55-59, 60-64, 65-69, 70-74, 75-79, 80-84

55-59	
First Review	Second Review
3	9
12	13
23	14
29	18
34	40
43	41
53	51
57	56
Extra Nos.	Extra Nos.
6	42
44	1
49	34
52	49
45	35
22	11

60-64	
First Review	Second Review
2	16
10	17
16	24
33	31
41	33
45	47
62	50
63	51
Extra Nos.	Extra Nos.
56	29
30	60
31	61
20	2
49	52
25	59

65-69	
First Review	Second Review
12	18
13	22
31	51
42	54
43	60
44	62
65	66
67	69
Extra Nos.	Extra Nos.
26	61
61	20
68	65
52	4
57	52
50	58

70-74	
First Review	Second Review
3	9
18	21
24	37
32	40
33	42
57	46
63	69
73	72
Extra Nos.	Extra Nos.
74	49
58	50
65	3
56	51
61	5
41	71

75-79	
First Review	Second Review
1	3
2	6
4	17
19	21
24	22
31	41
38	66
71	79
Extra Nos.	Extra Nos.
40	54
6	43
50	31
16	11
26	5
66	23

80-84	
First Review	Second Review
11	4
14	12
17	14
18	54
20	64
33	66
36	67
51	69
Extra Nos.	Extra Nos.
64	11
75	47
7	82
32	73
43	35
44	2

**Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs**

**Lot Size Ranges: 85-89, 90-94, 95-99, 100-104, 105-109, 110-114**

85-89	
First Review	Second Review
15	13
20	16
43	29
53	42
61	44
70	70
78	82
79	87
Extra Nos.	Extra Nos.
8	78
57	55
80	59
31	8
68	33
69	49

90-94	
First Review	Second Review
3	4
25	12
27	16
36	37
48	50
62	58
67	86
81	92
Extra Nos.	Extra Nos.
6	78
10	48
49	75
84	68
71	33
73	36

95-99	
First Review	Second Review
3	3
4	34
42	38
44	58
54	63
69	71
77	83
78	89
Extra Nos.	Extra Nos.
8	72
56	91
12	57
98	16
73	15
94	56

100-104	
First Review	Second Review
1	1
10	12
13	33
24	58
46	60
77	65
84	78
85	89
Extra Nos.	Extra Nos.
28	43
68	26
100	51
74	87
39	4
40	103

105-109	
First Review	Second Review
11	28
12	45
15	60
61	63
74	71
81	89
89	105
97	106
Extra Nos.	Extra Nos.
79	21
19	27
47	16
32	29
10	48
41	108

110-114	
First Review	Second Review
10	6
57	30
71	56
72	61
76	83
84	85
86	109
106	112
Extra Nos.	Extra Nos.
39	12
87	7
113	107
1	4
53	96
45	98

## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

## Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs

Lot Size Ranges: 115-119, 120-124, 125-129, 130-134, 135-139, 140-144

115-119	
First Review	Second Review
17	16
34	41
46	49
70	72
73	77
81	83
97	87
109	88
Extra Nos.	Extra Nos.
1	85
32	64
69	115
43	68
117	54
21	44

120-124	
First Review	Second Review
10	1
12	13
47	18
78	70
88	72
90	100
101	118
124	121
Extra Nos.	Extra Nos.
44	8
60	103
38	77
103	113
69	68
48	94

125-129	
First Review	Second Review
14	11
22	14
26	31
41	38
48	43
88	46
116	84
119	86
Extra Nos.	Extra Nos.
42	119
64	122
32	101
70	4
16	30
100	83

130-134	
First Review	Second Review
19	1
51	3
73	8
84	47
92	50
98	52
109	77
114	109
Extra Nos.	Extra Nos.
74	123
69	16
2	7
134	23
70	40
85	124

135-139	
First Review	Second Review
34	5
45	23
50	24
58	75
66	83
81	87
99	116
131	137
Extra Nos.	Extra Nos.
126	115
130	130
68	15
87	38
35	97
76	10

140-144	
First Review	Second Review
14	11
16	16
36	35
39	91
40	100
87	104
88	107
104	141
Extra Nos.	Extra Nos.
64	62
141	115
79	116
35	53
25	9
38	56



## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

**Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs**

**Lot Size Ranges: 145-149, 150-154, 155-159, 160-164, 165-169, 170-174**

145-149	
First Review	Second Review
21	41
23	54
64	61
102	71
104	89
114	92
142	100
144	138
Extra Nos.	Extra Nos.
81	130
63	93
11	146
78	65
83	8
82	110

150-154	
First Review	Second Review
35	9
36	44
42	85
61	103
78	106
80	128
124	151
137	152
Extra Nos.	Extra Nos.
38	146
64	119
11	3
55	54
40	108
50	126

155-159	
First Review	Second Review
14	28
17	45
41	53
51	66
69	98
101	121
105	131
135	154
Extra Nos.	Extra Nos.
43	82
80	11
117	7
139	135
26	125
3	150

160-164	
First Review	Second Review
2	20
33	26
52	37
66	96
80	117
91	136
111	154
150	164
Extra Nos.	Extra Nos.
121	147
88	14
112	127
44	22
61	131
94	103

165-169	
First Review	Second Review
13	4
18	24
74	29
126	30
142	89
152	102
162	112
167	153
Extra Nos.	Extra Nos.
103	119
36	99
78	156
158	121
8	91
58	106

170-174	
First Review	Second Review
6	14
11	30
37	95
40	100
77	105
97	120
113	149
167	156
Extra Nos.	Extra Nos.
96	18
53	172
172	126
88	67
123	107
80	154

## APPENDIX F – Agriculture, Collective Dwellings and Canvasser EAs

## Random Number Tables for Form 6, Collective Dwellings (Usual Residents) and Households in Canvasser EAs

Lot Size Ranges: 175 and Over

175 and over	
First Review	Second Review
8	12
15	14
41	46
65	57
71	96
82	105
88	117
162	141
Extra Nos.	Extra Nos.
22	143
39	58
96	41
67	25
113	97
55	130



## APPENDIX G - Pay Rates

## APPENDIX G

## Pay Rates

Private Line

Type of EA	Form Number	Full Piece Rate	Partial Drop-off	Partial Retrieval
A	2A/4A	\$ 1.75	\$ 0.75	\$ 1.00
	2B	3.00	0.75	2.25
	6/4A	5.10	0.60	4.50
B	2A/4A	2.05	0.95	1.10
	2B	3.25	0.95	2.30
	6/4A	5.20	0.60	4.60
C	2A/4A	2.50	1.20	1.30
	2B	3.65	1.20	2.45
	6/4A	5.35	0.60	4.75
D	2A/4A	3.25	1.50	1.75
	2B	4.50	1.50	3.00
	6/4A	5.65	0.60	5.05
E	2A/4A	4.60	2.25	2.35
	2B	5.90	2.25	3.65
	6/4A	6.00	0.60	5.40
S	2A/4A	2.35	0.80	1.55
	2B	3.85	0.80	3.05

## APPENDIX G - Pay Rates

Party Line

Type of EA	Form Number	Full Piece Rate	Partial Drop-off	Partial Retrieval
A	2A/4A	\$ 1.85	\$ 0.75	\$ 1.10
	2B	3.25	0.75	2.50
	6/4A	5.25	0.60	4.65
B	2A/4A	2.45	0.95	1.50
	2B	3.70	0.95	2.75
	6/4A	5.35	0.60	4.75
C	2A/4A	2.90	1.20	1.70
	2B	4.20	1.20	3.00
	6/4A	5.55	0.60	4.95
D	2A/4A	3.75	1.50	2.25
	2B	5.20	1.50	3.70
	6/4A	6.00	0.60	5.40
E	2A/4A	5.50	2.25	3.25
	2B	7.00	2.25	4.75
	6/4A	6.60	0.60	6.00



APPENDIX H - Treasury Board Travel Directive

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**APPENDIX H****Treasury Board Travel Directive  
(Summation)  
Accommodation, Meals, Incidental Expenses  
and Telephone Calls****ACCOMMODATION**

- .5.1.1 It is the prerogative of the employer to select accommodation for employees. The employee shall be reimbursed the actual and reasonable expenses incurred for commercial accommodation authorized by the employer. Receipts are required for payments over \$13.50 per night. Unless program-related reasons dictate the use of specific accommodation, an employee's request for commercial or non-commercial accommodation shall be considered by the employer. Where available, the employer shall authorize single room accommodation which is conveniently located and comfortably equipped.
- .5.1.3 In areas where commercial accommodation offering government-agreed rates are located, the employer shall not accept claims for accommodation at higher rates without a satisfactory explanation.
- .5.4 Although employees generally stay in commercial accommodation, the employer shall not unreasonably refuse permission to an employee to make arrangements for private, non-commercial sleeping accommodation. An employee who makes such arrangements, shall be reimbursed \$13.50 for each occasion this type of accommodation is occupied.

**MEALS AND INCIDENTAL EXPENSES**

- .6.1.3 For each day or part day in travel status, an employee shall be paid a meal allowance for each breakfast, lunch and dinner if the meal was not provided free of cost to the employee, or as part of the transportation cost. When this allowance is paid, no additional amount may be claimed for meals, or for gratuities associated with meals.
- .6.2.1 For travel status of less than one day, when the round-trip journey generally takes place on the same calendar day, the employee shall be paid an allowance based only on meal expenses incurred while away from the headquarters area in question.
- .6.8.1 When sleeping accommodation is authorized and used, an employee shall be paid an incidental expense allowance for each day or part day in travel status.

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**POPULATION EDIT QUALITY CONTROL CHECK (CHART FOR REJECTIONS)**

	Sample Selection	Household Result Section of Form 72	Quality Control Result Section – Determination of Population Edit Rejection and Follow-up (All questionnaires in sample must be edited)
<b>First Review</b>	Forms 2B/2D for 8 households from First Review column of appropriate Random Number Table (Population Appendix E).  (Canvasser EAs: Appendix F)	Enter "R" for rejected if there is an "X" in:  ANY shaded box or 6 or more boxes	Population Edit Check is rejected if there are:  3 or more "Rs"  Follow-up box to be marked: "All Forms 2A and 2B/2D"
	Fewer than 8 Forms 2B/2D in EA		2 or more "Rs"
<b>Second Review</b>	Forms 2A for 8 households and Forms 2B for 8 households (Canvasser areas: Forms 2D for 8 households) from Second Review columns of the appropriate Random Number Tables	Enter "R" for rejected in the:  Form 2A column if there is an "X" in:  ANY shaded box or 6 or more boxes	Population Edit Check is rejected if there are:  in the Form 2A column 3 or more "Rs"  Edit all Forms 2A  Follow-up box to be marked: "Rejected Forms 2A"
	Fewer than 8 Forms 2A  Fewer than 8 Forms 2B/2D	ANY shaded box or 6 or more boxes	in the Form 2B/2D column: 3 or more "Rs"  Edit all Forms 2B/2D  Follow-up box to be marked: "Rejected Forms 2B/2D"
<b>Clean- up Review</b>	Re-edit all rejected questionnaires which required follow-up after Second Review	Enter "R" for rejected in the:  Form 2A column if there is an "X" in:  ANY shaded box or 6 or more boxes	Population Edit Check is rejected if there are:  in the Form 2A column: ANY "Rs"  Follow-up box to be marked: "Rejected Forms 2A"
		Form 2B/2D column if there is an "X" in:  ANY shaded box or 6 or more boxes	in the Form 2B/2D column: ANY "Rs"  Follow-up box to be marked: "Rejected Forms 2B/2D"

