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NATIONAL BUREAU OF STATISTICS AND
ECONOMIC AND FINANCIAL CRIMES COMMISSION
NBS/EFCC COLLABORATIVE BUSINESS SURVEY ON CRIME,
CORRUPTION AND AWARENESS OF EFCC
2006

BOOK OF INSTRUCTIONS FOR FIELD AND EDITING STAFF

**NATIONAL BUREAU OF STATISTICS
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CHAPTER ONE

1.0 GENERAL INFORMATION

1.1 Introduction

In spite of the great potentials and endowments of Nigeria, the country remains underdeveloped due to long years of corruption and mismanagement.

Section 2 of the corrupt practices and other related offences act 2000 defines corruption to include bribery, fraud and other related offences but in its simplest terms, it means the abuse/misuse of power or position of Trust for personal or group benefit (monitory or otherwise).

Other examples of corruption are identified in the EFCC law 2004.

The citizens' attitude to a particular law will affect the implementation of such a law. In this context it is believed that the way the citizens perceive and react to the anti-corruption laws and the machineries established to operationalise them will determine the effectiveness of their implementation.

The project titled "Business Survey on Crime, Corruption and Awareness of EFCC in Nigeria" is aimed principally at supporting the Government in combating economic and financial crimes and assessing the perception of corruption and awareness of EFCC in Nigeria.

The National Bureau of Statistics (NBS) in collaboration with Economic and Financial Crimes Commission (EFCC) are the implementers of the project.

1.2 Background

This Crime and Corruption Business Survey (CCBS) is carried out by the EFCC and NBS, under the technical guidance of UNODC, and is part of a larger international CCBS programme which aims at regularly collecting data on and generating a set of indicators on the impact of crime and corruption on businesses for the purpose of a) obtaining crime/corruption indicators as an accompanying tool in implementation of the UN Convention against Corruption; b) to provide a baseline for the promotion of joint prevention measures against corruption in industry/businesses.

The importance of data collection on crime issues has been acknowledged during a round table hosted in Abuja by the Government of Nigeria (Abuja, September 2005, "Crime and Drugs as impediments to Security and Development in Africa"). The rationale for collecting data on crime and corruption is that these two phenomena are impediments to security and development, but lack of data on these issues makes it difficult to adequately tackle the problem. Collecting and distributing data on the crime situation in a country will therefore contribute to advocate for the inclusion of crime and corruption policies in the country development plans.

1.3 Definitions

The basic definitions used in the different sections of the CCBS questionnaire are as follows:

1.3.1 Information about establishment

Establishment An establishment is defined as a production unit with a single physical location that is engaged primarily in one kind of economic activity. For statistical purposes, any production, local or ancillary unit is considered as an establishment, if it maintains a separate account.

1.3.2 Crime

- Burglary:** Illegal (unsanctioned by owner) entry into premises to steal or try to steal something.
- Vandalism:** Causing deliberate damage in premises of the establishment.
- Theft of vehicles:** Theft of vehicles (cars/vans/trucks) belonging to the establishment.
- Theft from vehicles:** Theft of belongings (car radio, other valuables) that have been left in the vehicles (cars/vans/trucks) belonging to the establishment, and/or theft of parts of the vehicles (e.g. car mirror, wheels, etc.).
- Theft by employees:** Theft of valuable things (belonging to the establishment) from the establishment by employees.
- Theft by outsiders:** Theft of valuable things (belonging to the establishment) from the establishment by outsiders.
- Robbery:** Theft of valuable things (belonging to the establishment) from the establishment by using force and/or by threatening people.
- Assault:** Personal attack or threat of people by someone

1.3.3 Bribery and corruption

Bribes to obtain a better service:

companies offer gifts or money to public officials, directly or indirectly, in order that the officials, in the exercise of their official duties, behave in a way to facilitate the obtaining of what the establishment desires.

Bribes to obtain undue advantage (violate law or rules):

public officials solicit an undue advantage (material benefits) in order to depart from their normal behaviour in the exercise of their official duties.

Bribing foreign officials to obtain a better service:

companies may offer gifts or money to foreign public officials, directly or indirectly, in order that the officials, in the exercise of their official duties, behave in a way to facilitate the obtaining of what the establishment/company desires.

Bribing foreign officials to obtain undue advantage (violate law or rules):

foreign public officials solicit an undue advantage (material benefits) in order to depart from their normal behaviour in the exercise of their official duties.

1.3.4 Intimidation/extortion and protection money

Intimidation/extortion: 1) Actual incidents or attempt to extort money from establishment;

2) Threatening and intimidating managers and/or employees;

3) Threatening product contamination

Protection money: requesting of money in exchange for services to protect establishment from robbery, extortion, acts of vandalism or further requests of bribes.

1.4 Survey Objectives

- i. To obtain baseline data on the prevalence and nature of corruption in Nigeria's business and industry.
- ii. To provide information on the experience, perception and reaction of Nigeria's business community to crime and corruption.
- iii. To obtain data for the promotion of joint prevention measures against corruption in business/industry.
- iv. To provide crime/corruption indicators as an accompanying tool in the implementation in Nigeria of UN convention against corruption.
- v. To assess the level of awareness of the work of EFCC by the business community.

1.5 Coverage/Scope

The survey will be carried out in all the states of the federation including federal capital (FCT), Abuja on the Business Community. A total of 2,775 establishments will be covered.

Information will be collected from fourteen economic sectors covering the following areas:

- (i) Establishment/Business characteristics
- (ii) Crimes
- (iii) Corruption
- (iv) Intimidation/Extortion
- (v) Access to justice system
- (vi) Awareness of EFCC
- (vii) Crime prevention

1.6 Sample Design

1.6.1 Introduction

The frame for Business Survey on Crime, Corruption and Awareness of EFCC is based on NBS Quick Listing of Establishments conducted in 2004 for establishment with employment size of 5 and above. The interest of this survey is on establishments employing (10) persons and above covering fourteen (14) economic sectors.

1.6.2 Sample Size and Allocation.

The sample size of 2,775 establishments for the Business Survey will be selected from the national frame of 28,919 establishments. The establishment will be grouped by size of employments and different sampling intervals will be applied to arrive at the sample size.

See annex 3 on the distribution of sampled establishments by states and economic sectors.

1.7 Estimation Procedure:

The weight for each sector will be equal to the reciprocal of the probabilities of sectors of the sample establishments in that sector multiplied by an adjustment/correction factor. These weights will be used to multiply sample values to obtain the population totals. See Annex III on Distribution of Sample Establishments by Size of Employment, sectors and States attached.

1.8 Survey Instruments

Two types of survey instruments will be used: These are:

- i) Survey Questionnaire
- ii) Manual of Instruction for field work/editing specification

1.9 Training for Main Field Work

Two levels of training are planned for the take-off of Business Survey.

1.9.1 First level:

This is the training of trainers (TOT) involving the headquarters staff. About twenty (20) trainers will be trained out of which twelve (12) will go and train at the zonal level with two (2) trainers per zone. The training will last for two (2) days.

1.9.2 Second level:

The training will be conducted at the six NBS zonal headquarters (Ibadan, Calabar, Enugu, Jos, Kaduna and Maiduguri). About seven (7) Officers will be trained per state while a total of 250 persons will be trained. The training will last for three (3) days.

1.10 Content of Training

The training section will cover discussions on:

- Rights and obligations of interviewers. Ensuring respondent anonymity.
- Overview of the CCBS sample and the implementation of the sampling plan.
- Overview of the structure of the CCBS questionnaire: main sections, the logical structure of each section, approaches to be used in establishing the contact with the respondent.
- Definitions of the different groups of crimes included in the CCBS questionnaire.
- Working with pre-coded open ended questions.
- Skip patterns.
- A complete pass-through the whole questionnaire by instructor.

- Test interviewing (interviewers make an interview with each other) and a review of all problematic situations encountered is made.
- Preliminary logical check of completed questionnaires by interviewers and field supervisors. Main issues, review of pre-coded open ended questions. Review of skip patterns. Criteria for adoption and cancelling of completed questionnaires.
- Main issues to be covered in the interviewer field report.

1.11 Techniques of Training

The training techniques to be adopted include:

- i. Presentation and discussion on all sections of the questionnaire
- ii. Practical sessions
- iii. Questions and answers
- iv. Tests

1.12 Data Collection

Senior Officers of National Bureau of Statistics will be used for data collection. The data collection will last for one month (1month).

Field work is the most important phase in surveying in that if serious deficiencies arise which are not detected and rectified promptly, little can be done afterwards. It is the responsibility of the interviewers to carry out field work that is professional. This kind of survey has been carried out in many different countries. It is the responsibilities of the interviewers to provide a quality of work of international standards.

No fieldwork is possible without field organisation, and it is the responsibility of the supervisors to organize the field work.

Control over the flow of field material and its quality is another essential requisite. Careful records must be kept of assignments and returns. When the completed material is returned, it should be checked against the control records.

It is important to have easy communication between the interviewer and the survey co-ordinator so that the problems which arise during data collection can be promptly solved. One of the approaches for quality control consists in the review and editing of completed questionnaires by the survey co-ordinator. This serves to identify obvious errors such as omissions, inconsistencies, and incomplete entries. This review is important particularly at the early stages of data collection since more errors are likely to occur when interviewers have less experience. This should also serve for sample control. While some errors can be corrected by reference to other information contained in the questionnaire, in some cases return visits might be needed.

1.13 Monitoring/Quality Check

This is a programme designed to control the quality of records from the field. A high level monitoring team will be constituted at NBS headquarters (Abuja) to monitor, spot check and cross check for completeness, accuracy and reliability of data collected from the selected establishments all over the federation. As part of the quality assurance measures, field supervisors will also edit completed questionnaires before sending them to headquarters for processing. A team of manual editors will also be set up to edit and scrutinize the questionnaires before computer data entry. Monitoring will last for twenty days.

1.14 Data Retrieval

Data retrieval programme will be set up to avoid unnecessary delay during data processing. Completed and edited Questionnaires will be batched by economic sectors and submitted to NBS state offices by the supervisors of each team beginning from 10th to 30th March, 2007. The state officers will then forward the questionnaires to NBS headquarters Abuja where data processing and analysis will be done.

10.0 Data Processing/Analysis

The processing will commence as the questionnaires are received from the office while fieldwork is still on. This is necessary to reduce the time lag between data collection and presentation of the result. The retrieved questionnaires batched by economic sectors will be analysed using IMPSP, SPSS and MS-Excel Software.

11.0. Report Writing

Report writing on the results of the survey will be done by NBS in collaboration with EFCC. The report will be published at most two months after the field work.

CHAPTER TWO

2.0 THE ROLES OF FIELD STAFF

2.1 Role of Interviewers

1. Lodgement/Retrieval of completed questionnaires
2. Assisting in completion of questionnaires in cases where respondents have no time to complete them.
3. Offering explanations to difficult parts of the questionnaire.
4. Checking completed questionnaires to ensure completeness and correctness of entries before leaving the establishments.
5. Making call backs in cases of future appointments.

2.2 Role of Supervisors

- 1 Assigning establishment to interviewers and providing working materials.
- 2 Review each questionnaire to ensure it is completed, consistent and correct.
- 3 Help interviewers to interview difficult respondents.
- 4 Maintain the morale of interviewers so that they work in cheerful atmosphere.

2.3 Role of State Officers

- 1 The state officer co-ordinates the totality of the activities of the survey in his/her state.
- 2 He/She will ensure relevant interventions whenever it is necessary in order to get the co-operation of the respondents.
- 3 He /She will help the field staff to solve problem(s) encountered in the field.
- 4 He/She will ensure that completed questionnaires get to the headquarters in good time for processing.

2.4 The Role of Zonal Controllers

1. The zonal controller supervises the activities of the survey in his/her zone through the state officer.
2. He/She will co-ordinate the totality of the survey in the states under his/her zone.
3. He/She ensures that the quality of the data that will be collected in his/her zone is assured.

CHAPTER THREE

3.0 How to Complete the Questionnaire

3.1 Concepts

The Establishment will be the main survey unit in the CCBS. The "establishment" concept has been chosen as the questionnaire addresses different types of crime, including estimates of the damage incurred. In this respect, it would be difficult for the concrete respondent to give information about the whole company (enterprise), if the company has many premises located in different regions of the country. If, for a specific case, the establishment concept overlaps with company (enterprise), then the respondent replies referring to the whole economic unit; if there is no overlap (the company has several establishments), the respondents should only refer to the establishment in which he works (at a managerial position).

3.2 Structure of Questionnaire

Section	Comment
A) Identification	This section serves to uniquely identify the establishment to be interviewed.
B) Summary Information	This section is to be filled in only after completion of the interview, or in case of refusal to participate in the survey.
C) General Information	This section aims at selecting the respondent within the establishment and also introduces the survey purpose to the respondent and collects information on the respondent and the establishment.
D) Crimes	This section collect data on 8 crimes the establishment could (on not) have been victim of in 2006 (thus, only focusing on crimes that happened between January 1 st and 31 st December 2006). It also gathers data on the reporting of these crimes to the police or other institutions and the use of weapons and firearms for perpetrating these crimes.
E) Bribery and Corruption	This section gathers data on the establishment's perception of corruption (what the establishment think that corruption is among various institutions) and the actual prevalence of corruption (what the establishment actually had to pay in bribes or other form of corruption) in 2006. It also gathers data on the reporting of corrupt behavior.
F) Intimidation/ Extortion and Protection Money	This section is devoted to intimidation and extortion the establishment was victim of in 2006. Like the corruption section, it collects data on the perception, prevalence and reporting behavior of such acts.
G) Access to the Justice System	This section deals with the use of court by the establishment.
H) Awareness of EFCC	This section probes the establishment knowledge of the existence and the perception of the work of the EFCC.
I) Crime Prevention	This section asks about the measure the establishment took to prevent crime.
J) Closure	Finally, the survey ends by thanking the respondent and asking him, if agreeable, his name and address.

3.3 Filling-in the questionnaire

Four types of questions can be distinguished according to the means to recording their answers.

1) Questions whose answers are recorded in cells boxes:

Example

Q C2) Approximately how many paid employees (employees and people who belong to permanent staff) - both full-time and part-time - work at or from these premises at present?

- (1) Less than 50
- (2) 50 - 99
- (3) 100 - 249
- (4) 250 and above

Cell box



Q C2) Approximately how many paid employees (employees and people who belong to permanent staff) - both full-time and part-time - work at or from these premises at present?

If option 2 is chosen, Put 2 inside the cell.

- (1) Less than 50
- (2) 50 - 99
- (3) 100 - 249
- (4) 250 and above



3.4 Skip questions

The questionnaire includes many skip patterns, which require additional attention during the interview. Remember to first fill in the cell box, and only after skip to the corresponding question.

Example: for Question C3)

QC3) Is there foreign capital participation in your business?

- (1) Yes
- (2) No

=> Go to Q C5)



QC4) What is the approximate percentage of foreign capital participation?

- (1) Less than 25%
- (2) More than 25%, less than 50%
- (3) More than 50%
- (4) <<don't know, no answer>>



QC5) Does your company subscribe to any kind of insurance (for example against fire, natural disaster or loss or damage)?

3.5 Questions whose answers are recorded in tables

Example

 QF6) What kinds of weapons were used?

Weapons Used	Yes	No	<<Don't know, no answer>>
(1) Guns			
(2) Explosives			
(3) Knives, cutlass			
(4) Other weapons			

 The tables are filled in using tick mark √. There should be one tick mark per line.

Treatment of <<don't know, no answer>> in tables

The <<don't know, no answer>> option (in the column header) is never read aloud by interviewers irrespective of whether the other options require prompted or unprompted response. The respondent should 'volunteer' to answer that he doesn't know or does not have an answer for that question. Once the respondent volunteered to answer 'don't know or no answer', a tick mark √ should be made in the column headed 'don't known or no answer' on the corresponding line.

Examples

 1) QF6) What kinds of weapons were used?

Weapons Used	Yes	No	<<Don't know, no answer>>
(1) Guns	√		
(2) Explosives		√	
(3) Knives, cutlass		√	
(4) Other weapons		√	

 2) QF6) What kinds of weapons were used?

Weapons Used	Yes	No	<<Don't know, no answer>>
(1) Guns			√
(2) Explosives			√
(3) Knives, cutlass			√
(4) Other weapons			√

3.6 Questions whose answers are quantitative estimates

For questions that ask for quantitative estimates (e.g. establishment turnover, total value of damages from an incident, etc.) interviewers should record the sum of money the respondent mentions in local currency.

Example

 QD29) How much approximately would you estimate the total value of any damage caused by all the incidents you mentioned, at these premises in 2006?
 Approximate amount:50,000.....Naira

3.7 Questions which allow for several choices

Some questions allow for several choices. The choices should be circled.

Example

 QD27) (no reporting to the police) What were the main reasons for not reporting such an incident to the police? <<several choices allowed>>

(1) Not worth reporting, not serious enough/ not significant amount of damage	(1)
(2) Police wouldn't have done anything/wouldn't have been interested	(2)
(3) Police wouldn't have been able to do anything/slight chance of success	(3)
(4) Involving the police was not appropriate/it was an internal matter /Not sure it was theft, items could have been misplaced	(4)
(5) Fear of reprisals	(5)
(6) Fear of negative publicity	(6)
(7) Didn't bother because no insurance claim was involved /insurance deductible greater than the loss	(7)
(8) Lack of time/too much trouble	(8)
(9) Not company policy	(9)
(10) Lack of proof /evidence/witnesses	(10)
(11) Other reason (record).....	(11)
(12) <<Don't know, no answer>	(12)

3.8 Treatment of “Other, specify”

When the option ‘Other’ has been ticked positively, and is followed by the mention ‘specify’, then the option given by the respondent must be filled in in the space provided.

Example

 QF4) What methods were used in committing the offences?

Offence Committed	Yes	No	<<Don't know, no answer>>
(1) Walk-in into the premises		√	
(2) Face-to-face contact in some other location		√	
(3) Telephone calls		√	
(4) Emails or other written communications		√	
(5) Other, specify... <i>assault in the street</i>	√		

Annex 1: Daily field-log

Results codes:

No contact established

1. Wrong address, phone number
2. Unsuccessful attempt to establish contact (cannot enter premises or get in touch with respondent, no answer)
3. Established contact but no communication (language problems, answering machine)

Contact established

4. Respondent unavailable at the time of the visit/ contact
5. Soft refusal
6. Hard refusal
7. Interview interrupted and not completed
8. Interview completed but bad quality

9. Interview completed

0. Other (specify)

Daily log

Interviewer, Editor or Supervisor:

Establishment (Name and Address)	Visit/Contact	Date (dd/mm)	Result of Visit/Contact (Code 0 to 9)	Total number of Visit/Contact	Total interview completed (0 or 1)
1.	Contact 1				
	Contact 2				
	Contact 3				
2.	Contact 1				
	Contact 2				
	Contact 3				
3.	Contact 1				
	Contact 2				
	Contact 3				
4.	Contact 1				
	Contact 2				
	Contact 3				
5.	Contact 1				
	Contact 2				
	Contact 3				
6.	Contact 1				
	Contact 2				
	Contact 3				
7.	Contact 1				
	Contact 2				
	Contact 3				
8.	Contact 1				
	Contact 2				
	Contact 3				
9.	Contact 1				
	Contact 2				
	Contact 3				
10.	Contact 1				
	Contact 2				
	Contact 3				
11.	Contact 1				
	Contact 2				
	Contact 3				

Daily log

Interviewer, editor or supervisor:

Establishment (Name and Address)	Visit/Contact	Date (dd/mm)	Result of Visit/Contact (Code 0 to 9)	Total number of Visit/Contact	Total interview completed (0 or 1)
12.	Contact 1				
	Contact 2				
	Contact 3				
13.	Contact 1				
	Contact 2				
	Contact 3				
14.	Contact 1				
	Contact 2				
	Contact 3				
15.	Contact 1				
	Contact 2				
	Contact 3				
16.	Contact 1				
	Contact 2				
	Contact 3				
17.	Contact 1				
	Contact 2				
	Contact 3				
18.	Contact 1				
	Contact 2				
	Contact 3				
19..	Contact 1				
	Contact 2				
	Contact 3				
20.	Contact 1				
	Contact 2				
	Contact 3				
21.	Contact 1				
	Contact 2				
	Contact 3				
22.	Contact 1				
	Contact 2				
	Contact 3				

Daily log

Interviewer, editor or supervisor:

Establishment (name and address)	Visit/Contact	Date (dd/mm)	Result of Visit/Contact (Code 0 to 9)	Total number of Visit/Contact	Total interview completed (0 or 1)
23.	Contact 1				
	Contact 2				
	Contact 3				
24.	Contact 1				
	Contact 2				
	Contact 3				
25.	Contact 1				
	Contact 2				
	Contact 3				
26.	Contact 1				
	Contact 2				
	Contact 3				
27.	Contact 1				
	Contact 2				
	Contact 3				
28.	Contact 1				
	Contact 2				
	Contact 3				
29.	Contact 1				
	Contact 2				
	Contact 3				
30.	Contact 1				
	Contact 2				
	Contact 3				
31.	Contact 1				
	Contact 2				
	Contact 3				
32.	Contact 1				
	Contact 2				
	Contact 3				
33.	Contact 1				
	Contact 2				
	Contact 3				

Annex 2: Summary of field-log

To be completed at the end of the survey.

Interviewer, Editor or Supervisor:

Items	Answer
Date of first contact/visit:	
Date of last contact/visit:	
Total number of days between first and last contact:	
Total number of attempted contacts/visits	
Total number of visited addresses/telephone numbers	
No contacts established	
1. Wrong address or telephone number	
2. Unsuccessful attempt to establish contact (cannot enter premises or get in touch with respondent, no answer)	
3. Established contact but no communication (language problems, answering machine)	
Contacts established	
4. Respondent unavailable at the time of the visit/ contact	
5. Soft refusal	
6. Hard refusal	
7. Interview interrupted and not completed	
8. Interview completed but bad quality	
9. a. Interview completed – first visit/contact	
9. b. Interview completed – second visit/contact	
9. c. Interview completed – third visit/contact	
0. Other	

CHAPTER FOUR

6.0 EDITING SPECIFICATION

6.1 INTRODUCTION

This editing specification is being prepared to assist in ensuring the collection of high quality data from respondents. It contains editing guidelines for (i) enumerators at the point of receiving the questionnaire and (ii) manual editor before entering the data

6.2 Objectives

- i. To minimize errors likely to be contained in the information supplied by the establishments.
- ii. To ensure that maximum information is obtained from the establishments.
- iii. To avoid return of questionnaires with anomalies to the establishment concerned for rectification that may never come back to the office.

6.1 Common Error

For uniformity and consistency in checking, the following editing guidelines shall be used as working definitions for all the questions.

- i. Error of Omission: This refers to a situation where information concerning an establishment is found missing.
- ii Error of Double entry: This refers to the recording of more than one response to a question that requires just only one response.
- iii. Error of Wrong Entry: This refers to a situation where the response to a question is entered for another question.
- iv Error of Inconsistency: This refers to doubtful or questionable piece of information which in some way disagree with or contradicts other information about the establishment.

6.4 Editing of the Questionnaire

Section A Identification

Ensure that all the information required in this section are correctly supplied. Check to see that the name and location address of the establishment are legibly written. Check to see that only one option is written under 'Type of Ownership'

Section B Summary Information

Ensure that this section is completed as applicable to the establishment. QB1 if option (2) is chosen, QB2 should be skipped.

Section C General Information

QC1 – QC7: Ensure that only one answer is supplied for each question in the box provided. Check to see that the skip instruction for QC3 and QC5 are observed.

Section D Crimes

Ensure that answers to questions with boxes are written inside, check to see that the filter skip instruction are observed.

QD24, QD26 Several choices are allowed for these questions.

and QD27 Ensure that the choices ticked or circled as appropriate.

Section E Bribery and Corruption

Ensure that only one choice per row is ticked and also check and ensure that at least one option is ticked for question that is in table.

QE12 This amount should be given in absolute figures.

Section F Intimidation/Extortion and Protection Money

Ensure that only one choice per row is ticked and check to see that at least one option is ticked for questionnaire that is in table. Ensure that questions with boxes are written in them. Check to see that the skip instructions are observed.

Section G Access to the Justice System

Ensure that only one option is ticked for each question and recorded in the box provided. Ensure that the skip instructions are observed.

Section H Awareness of EFCC

QH1 – QH5 Ensure that only one option is recorded for each question in the box provided. Check to see that at least one option is observed.

QH7 & QH8 Ensure that only one choice per row is ticked and check to see that at least one option is ticked for the question that is on the table.

Section I Crime Prevention

Q11 and Q12 Ensure that only one option is recorded for each question in the box provided. Check to see that the skip instruction is observed.

Q14 and Q15 Ensure that only one choice per row is ticked and check to see that at least one option is ticked for the question that is in the table.

Section J Closure

Ensure that the skip instruction is observed and chosen option recorded in the box provided. The official stamp of the responding establishment should be affixed.