##

## Checklist for processing and analyzing the data

**Capturing and processing the data**

* Have you considered the possibility of hiring a specialized firm to capture and process the data? Yes [ ]  No [ ]

Comments:

* If the data will not be captured by a specialized firm, do you have a data entry file that follows the structure of the questionnaire? Yes [ ]  No [ ]

Comments:

* If respondents completed the questionnaire themselves, have you eliminated all illegible or improperly completed questionnaires and those filled in by respondents who do not meet the necessary criteria? Yes [ ]  No [ ]

Comments:

* Have you limited potential data entry errors as much as possible (e.g. by limiting the types of values that can be entered in the entry file? Yes [ ]  No [ ]

Comments:

* Once the data have been entered, will they be organized as stipulated in the analysis plan? Yes [ ]  No [ ]

Comments:

**Analyzing the information**

* Have you asked experts to do statistical analyses of the data, at least in the case of the more complex analyses? Yes [ ]  No [ ]

Comments:

* Have you done the simpler statistical analyses in house (proportions, averages, distributions, associations, etc.) in order to generate results pertaining to the safety of the study area? Yes [ ]  No [ ]

Comments:

* Have you illustrated these results with charts, tables, figures, etc. to make them easier to understand? Yes [ ]  No [ ]

Comments:

* Taking the survey’s objectives into account, have you extracted the most meaningful information for the purposes of developing a safety portrait? Yes [ ]  No [ ]

Comments:

**Presenting the results**

* Have you decided on the best way to present the results based on 1) your audience, 2) the message you want to convey and 3) the time and resources available to you? Yes [ ]  No [ ]

Comments:

* Have you thanked the respondents and shared the results of the survey with them by providing them with a brief summary of the project, a short description of how the survey was conducted and an overview of the results? Yes [ ]  No [ ]

Comments: