## 

## 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: