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OFFICE EDITING AND CODING MANUAL

ANNUAL AGRICULTURAL SURVEYS

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The main aim of the office coding and editing is to check for consistency, accuracy and completeness of the survey questionnaires and to correct any errors that may have occurred as a result of wrong interpretation of the questions. Please carry out this exercise with utmost care. Wrong codes could lead to erroneous Agricultural Statistics. Several codes are devised and assigned to questions answered in a descriptive form, e.g. education attainment, occupation, industry etc and to questions having open answers such as reasons for not doing something and also to questions with diverse answers like “**Other Specify**”. The manual is divided into five **(5)** chapters as follows:

- 1. INTRODUCTION**
- 2. GENERAL EDITING AND CODING PROCEDURES**
- 3. EDITING AND CODING - FORM I - IDENTIFICATION FORM.**
- 4. EDITING AND CODING OF FORM II.**
- 5. EDITING AND CODING OF FORM III.**
- 6. EDITING AND CODING OF FORM IV.**

EDITING AND CODING OF FORM I:

This form is used for listing the number of dwellings and households within each selected block in a stratum within a particular Agricultural District. It is in this Form that Agricultural Holders are identified within a selected block and in which a sample within a selected block is drawn.

EDITING AND CODING OF FORM II:

This form is used to collect information about household characteristics. This particular household was selected in Form I during the first visit.

EDITING AND CODING OF FORM III:

This form is used to collect more information about the same household that was interviewed during the first round or during the first visit (Form II).

EDITING AND CODING OF FORM IV

This form is used to collect information about commercial farmers in the country who are engaged in agricultural activities such as livestock husbandry, crop production or both livestock husbandry and crop production mainly for commercial purposes. Individual farmers, through the mailing system, administer the Form IV questionnaire. Enumerators are often sent to the farmers to make follow-ups on non-response.

to take notice of the following points.

answered and completed in the field for accuracy and consistency. If there is anything doubtful, seek assistance from the supervisor.

- ❖ To make corrections when questions answered and completed are found inaccurate and inconsistent. However, always consult with the supervisor before any attempt to make corrections is made.
- ❖ To carry out coding for questions with descriptive or open-ended answers based on the established coding scheme.
- ❖ To record all completed questionnaires that have been edited and coded on the record sheet provided.
- ❖ To sign on each completed block that has been edited and coded for completion.

The completed Form I, II and III are always put in one envelope that represents the whole block. Each envelope is labelled on the outside to identify Region, District and Block Number.

GENERAL EDITING AND CODING PROCEDURES

The general procedures that should be strictly followed are outlined as follows. The questionnaire should be read carefully and understood before an attempt is made to edit and to code any form in the envelope assigned to any person.

- ❖ Work with one envelope or one block at time.
- ❖ Count the number of Form I questionnaires in each envelope.

EDITING AND CODING OF FORM I QUESTIONNAIRES

Section I. LOCALITY IDENTIFICATION.

- ❖ Before any editing and coding of Form I is started, one must carry out the following activities without fail.
- ❖ Count the number of holdings selected in a given block, i.e. the number of Cattle Holders (CH) and the number of Other Holders (OH) should be equal to all agricultural holders selected in Form I.
- ❖ Under column 11A in Form I, count all the entries in each row marked with a circle and a square. This number must be at most equal all the Form II and Form III questionnaires in a selected block. Before editing



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IDENTIFICATION:

Section I: Locality Identification.

Questions 1, 2, 3 and 4 must be identical to the list of selected blocks provided for under each Agricultural District and Region.

Question 1

ARICULTURAL REGION	CODE
SOUTHERN	1
GABORONE	2
CENTRAL	3
FRANCISTOWN	4
MAUN	5
WESTERN	6

Question 2

SOUTHERN AGRICULTURAL DISTRICT.	CODE
BAROLONG	11
NGWAKETSE SOUTH	12
NGWAKETSE NORTH	13
NGWAKETSE CENTRAL	14
NGWAKETSE WEST	15

GABORONE AGRICULTURAL REGION	CODE
GAMALETE/TLOKWENG	21
KWENENG SOUTH	22
KWENENG NORTH	23
KWENENG WEST	24
KGATLENG	25

CENTRAL AGRICULTURAL REGION **CODE**

MAHALAPYE EAST	31
MAHALAPYE WEST	32
PALAPYE	33
SEROWE	34
BOBONONG	35
LETLHAKANE	36
SELEBI PHIKWE	37

FRANCISTOWN AGRICULTURAL REGION **CODE**

TATI	41
TUTUME	42
TONOTA	43

MAUN AGRICULTURAL REGION **CODE**

NGAMILAND WEST	51
NGAMILAND EAST	52
CHOBE	53

WESTERN AGRICULTURAL REGION **CODE**

GANTSI	61
HUKUNTSI	62
TSABONG	63

Question 3: Block Number:

Refer to a list of selected blocks. Notice the difference between codes assigned to Cattle post, land and village blocks.

Question 4: Locality Name and Code:

Refer to the selected blocks to see if the block enumerated conforms to the codes provided.

ation:

of Form I questionnaires inside the envelope and establish if their total is equal to the number entered under "Total Number of Forms". If there is any discrepancy identified, it must be sorted out (consult your supervisor if the need arises). Also make sure that the number under Part: n Of N corresponds with the number written above.

Question 11: Office and Supervisor Use (Selection Table).

Check the total number of identified other Agricultural Holders under question 14 column 11A. **Note that this excludes Cattle Holders.** Look at the selection table and identify the class in which the number falls (in column labelled "Class"). Against each class, check the random start under column labelled "random start" and the sampling interval. Given the random start and the sampling interval, go through the sample selection procedure to establish whether there was wrong selection or not. If there is wrong selection, please notify your supervisor about it immediately.

Question 12: Supervisor Use

The number of parts in this table must be equal to the number of parts in question 5 labelled **Continuation Form**, i.e. the number of parts must be equal to the number of form I questionnaires enumerated in a selected block. The number of holders for each part must be equal to the total number of holders given in each form under question 14 column 11A. This is true for both Cattle Holders (CH) and Other Holders (OH).

Question 12a: Total Number of Holders

In this box enter the total number of holders as per part. It is the sum of Q14d in each questionnaire in a particular block. Also check that this figure is the same as the totals for parts specified in Q12. **Note that this includes cattle holders.**

Question 12b: Total Number of Cattle Holders

Enter the total number of cattle holders in this box. Note that the figure should be equal to the totals in Q14e of each part or questionnaire. **Make sure that the totals for each part correspond to the counts coded '3' in Q14 column 11b.**

Question 13a: Number for Selection:

This value must be equal to the difference between total number of Agricultural Holders and total number of Cattle Holders specified in question 12 columns labelled "Number of Holders" and "Cattle Holders" respectively.

s **12b**. If any discrepancy is observed, correct supervisor.

Question 13b: Number of Holders Selected:

This is the total number of other holders selected, excluding the Cattle Holders. It must be the sum of all the selected holders in each part or form and must be equal to the number of FORM II questionnaires or forms for Other Holders selected.

Question 13c: Total Number of selected Holdings:

This is the total number of both selected holdings and Cattle holdings. Ideally it is **Q12b plus Q13b**.

Question 13d: Total Listed Dwellings:

This is the total number of all the listed dwellings in a selected block. It is the sum of all the numbers written in a box labelled "Number of Dwellings Listed" at the bottom of every Form I i.e Q14b for each form enumerated in a selected block. Make sure you cross check this number by counting the entries in question 14 column 1. You must not accept the number written down without checking the total number per form provided.

Question 13d: Total Occupied Dwellings

This is the total number of all the listed dwellings in a selected block with a **code one "1"** entered in Q14a column 2. It is the sum of all the numbers written in a box labelled "**Number of Dwellings Occupied**" at the bottom of column 1 in question 14c for each form enumerated in a selected block. Make sure you cross check this number by counting the entries in question 14 column 2. You must not accept the number written down without checking the total number per form provided.

Section II. LISTING OF DWELLINGS AND HOUSEHOLDS

Question 14a Column 1: DWELLING NUMBER (CENSUS PLATE):

Check that this column is filled in and that any row skipped does not increase the number of dwellings listed and occupied. If that case arises, correct accordingly the valid numbers for this question range **1 to 77999**. Where 77001 to 77999 are used, insure that the sequence of numbering is adhered to from one part to the other.

IS THIS DWELLING OCCUPIED AT THIS TIME?

If the entry in column 4 is code **2** is entered. If the entry in column 4 is any of the following codes **1, 4, 5**, then the correct entry in column 2 must be code **1**, otherwise enter code **2**.

Question 14a Column 3: HOUSEHOLD NUMBER.

Check that the household number is entered. A dwelling may have more than one household. If there is any entry in this column, check that Column 2 has either code 1 or code 2. If not correct accordingly.

Question 14a Column 4: INTERVIEW STATUS.

The only valid codes for this column are codes **1, 2, 3, 4** and **5** respectively. Code 2 is for call back and must not be considered as the last code. That is, it should be followed by either code 4 or 5. . If code 1 (Completed) is entered, check that column 5 through column 12 has entries. If not consult your supervisor. If codes 3, 4 or 5 are entered then column 5 through column 12 must be blank.

Question 14a Column 5: NAME OF THIS HOUSEHOLD HEAD?

This must have a name written down as long as column 4 has an entry code 1 (completed). You must write down the name by which the person is known in the area or write down the names that are known by most of his or her neighbours.

Question 14a Column 6: SEX OF HOUSEHOLD HEAD?

If column 4 (interview status) is coded 1 (Completed) check the sex of the person and correct accordingly. If this column has the above entries but the interview status shows that the dwelling is vacant, for call back, refusal or not at home, you must go back to column 4 and change the entry to reflect completed interview, i.e. the correct entry must be code 1.

Question 14a Column 7

If column 4 (the interview status) is coded 1 (Completed) check that the correct entries for this column have been entered. If there is any confusion on the part of the coding and editing personnel, the supervisor must be notified.

PEOPLE LIVING IN HOUSEHOLD:

If the interview status shows "completed" there must be at least one person living in the household. If the interview has taken place but the respondent has indicated that nobody lives in the household you must check with field work personnel and correct accordingly.

Question 14a Column 9A LANDS:

This column must never be blank unless column 4 has code 3, 4 or 5. If there is a blank while there are other entries, you must notify the supervisor who will then decide whether to send the block back to the field or not.

Question 14a Column 9B CROPS:

This column must never be blank unless column 4 has code 3, 4 or 5. If a blank is found you must notify the supervisor who will then decide whether to send the block back to the field or not.

Question 14a Column 9C CATTLE:

This column must never be blank unless column 4 has code 3,4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9D SHEEP:

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9E GOATS:

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9F DONKEYS:

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

HORSES:

blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9H PIGS:

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9I POULTRY:

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take.

Question 14a Column 9J OTHER LIVESTOCK (DOGS, MULES, CAMELS ETC.):

This column must never be blank unless column 4 has code 3, 4 or 5. The only legal codes for this column are **zero (0)** and at least **one (1)**. If a blank is found you must notify the supervisor who will then decide on what action to take. **Note that this column is not used for selection.**

Question 14a Column 10 HOLDER'S NAME:

The name of the holder should appear in this column **provided** he\she differs from the head of the household. If the head of the household is the same as the holder, '**same**' should appear under this column. Otherwise a **dash** will appear where the household does not qualify to be a holding.

Question 14a Column 11a TO BE USED FOR SELECTION

For those households, which qualify as holdings, code one will appear in this column, otherwise it will be a dash. A circle will identify selected holdings while a box around them will identify cattle holders



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FOR OFFICE USE:

...ed put code 2 in column 11B. If code 1 in Column 11A is squared put code 3 in column 11B. For holdings that are not selected, code them one, otherwise put code 0. Note that valid codes are as follows

Cattle Holders	3
Selected Holders	2
Non Selected Holders	1
Non Holders	0

OF FORM II QUESTIONNAIRES

Before any editing and coding of Form II is started, one must carry out the following activities without fail. Count the number of Form II questionnaires inside the envelope. They must be equal to the number of selected holdings in Form I, that is **Q13c**.

Section I. IDENTIFICATION

Question 1: AGRICULTURAL REGION:

This information must be the same as the one on the identification part in Form I for the same Region.

Question 2: AGRICULTURAL DISTRICT:

This information must be the same as the one on the identification part in Form I for the same District.

Question 3: BLOCK NUMBER:

This information must be the same as the one on the identification part in Form I for the same block.

Question 4: DWELLING NUMBER:

This information must be the same as the one in Form I Question 14a column 1.

Question 5. HOUSEHOLD NUMBER:

This information must be the same as the one in Form I Question 14a column 3.

Question 9. IS THE RESPONDENT THE :

Check that only one code is circled. If the respondent is the same as the Holder, then circle one **(1)** otherwise circle as appropriate.

Question 10 OFFICE USE (RECORD CONTROL COLUMN 02 & COLUMN 05:

The number in column 02 must be equal to the number of persons recorded in Section II question 11. Count the number of persons who spent the night with the household and check if it corresponds to the record control. The number in column 05 must be equal to the number of fields recorded in Section VI question 25b under column labelled "Field Number". Count the number of fields, both

der fallow land.

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Question 12: Holdings Operated

Check that only one answer is circled. If this is not the case, you must consult the supervisor.

Question 13 .Economic Activities Undertaken

This question must never be blank. Multiple answers should be expected in this question. Check as appropriate.

Section III: PARTICULARS OF THE HOLDER

This Section is supposed to be skipped if the answer to question 12 has a code entry of 4 and above.

Question 14. SEX OF THE HOLDER:

Check that only one answer is circled. If there is any discrepancy, consult your supervisor. If question 12 is coded 4 and above, then this question is skipped.

Note that is the holder has spent the night with the household members, the same sex will be reflected in the household schedule.

Question 15.AGE OF THE HOLDER:

The only valid codes for this question are codes 12 to 98 and 99. Any person who is 98 years and above must be assigned code 98. Code 99 is used for unknown or unreported years. If question 12 is coded 4 and above then this question must be blank. Correct accordingly or consult your supervisor if there is any confusion. **Note that is the holder has spent the night with the household members, the same age will be reflected in the household schedule.**

Question 16 MARITAL STATUS OF THE HOLDER:

Check that only one answer is given. If question 12 is coded 4 and above then this question should be skipped. **Note that is the holder has spent the night with the household members, the same marital status will be reflected in the household schedule.**

ME FARMER

is given. If question 12 is coded 4 and above then this question must be blank. Correct accordingly or consult your supervisor if there is any confusion.

Question 17b OCCUPATIONS?

Check whether question 17a is circled 2 (No). If question 17a is circle 1 (Yes) then question 17b must be blank. If question 17b is answered (No), and other occupations are classified, assign the appropriate occupation code from the list provided.

Section II: HOUSEHOLD SCHEDULE.

Part I: ALL PERSONS

Make sure that the number of persons in the **Record Control 02** is equal to the total number of persons recorded under HOUSEHOLD SCHEDULE

Column 2: NAMES OF ALL HOUSEHOLD MEMBERS:

Check that every name written in this column has information recorded for each appropriate section. If you find that some eligible or qualifying columns do not have entries, consult your supervisor who will decide whether to send the block back or not. Only the first name is expected to have a second name. **Note that if the holder and the head are one and the same person and also that such a person has spent the night with this household, the name will be the same as is in Form I and Form II, question 6.** Count the number of persons and record their total in the record control (05).

Column 3 RELATIONSHIPS TO HOUSEHOLD HEAD:

Check whether the code for Head of household is entered. If the head is not around the eldest son or eldest daughter who spent the night with the household will be the acting head and should be coded accordingly, and relationship should be directed to the acting head rather than the usual head.

Column 4: SEX:

This question must never be blank. **Note that if the holder and the head are one and the same person and also that such a person has spent the night with this household, the sex will be the same as is in Form II, Q14**

blank. Code 98 is used for any person who is 98 years and above while Code 99 is used for an unknown age or for age not stated. **Note that if the holder and the head are one and the same person and also that such a person has spent the night with this household, the age will be the same as is in Form II, Q15.**

Part II: ALL PERSONS AGED 5 YEARS AND OVER:

Before coding column 6 through column 9, you must check that, the person complies with minimum age. That is, minimum age is 5. Any person who is aged less than five years doesn't belong to this part. If there is such a case, correct accordingly and consult your supervisor if the need arises.

i) EDUCATION

Column 6 SCHOOL ATTENDANCE:

Check whether the age is at least five **(5)** years. If the age is less than five years, column 6 must be blank otherwise check for the appropriate codes for this column and correct accordingly.

Column 7 LEVEL OR GRADE:

Check whether the age is at least five (5) years. If the age is less than five years, column 7 must be blank otherwise check for the appropriate codes for this column and correct accordingly. This column must have an entry code **if and only if** column 6 has an entry code 2. If column 6 has an entry code 1 or 3, then column 7 must be blank. If there is any discrepancy identified consult with your supervisor or correct as appropriate

Column 8 HIGHEST LEVEL OR GRADE COMPLETED:

Check whether the age is at least five **(5)** years. If the age is less than five years, column 8 must be blank otherwise check for the appropriate codes for this column and correct accordingly. This column must have an entry code **if and only if** column 6 has an entry code 3. If column 6 has an entry code 1 or 2, then column 8 must be blank. If there is any discrepancy identified consult with your supervisor or correct as appropriate.

ii) AGRICULTURAL WORKERS

Column 9A WORK:

Check whether the age is at least five **(5)** years. If the age is less than five years, then column 9 must be blank and we expect **dashes in column 9a**

at least five **(5)** years, check whether these columns 9a, 9b, 9c must have appropriate codes, if not, then the two columns should be skipped.

Column 9B TYPE OF ACTIVITY:

If column 9a has an entry code 2 or is blank, but column 9b has an entry code, you must correct as appropriate. This column must have an entry code **if and only if** column 9a has an entry code 1.

Column 9C PAYMENT:

If column 9a has an entry code 1 and there is an entry code in column 9b, column 9c must have an entry code. This column must have an entry code **if and only if** column 9a has an entry code 1 and column 9b has any of entry codes 1 through 4.

Part III: ALL PERSONS 12 YEARS AND OVER

Before coding column 10 through column 13 you must check that the person being interviewed qualify for interview under age conditions set for those columns. For column 6 through column 9 the person must be at least five (5) years old and for column 10 through column 13 the person must be at least twelve (12) years old.

Column 10A: WORK DONE

Check whether the age is at least five **(12)** years. If the age is less than twelve years, column 10a must be blank otherwise check for the appropriate codes for this column and correct accordingly.

Column 10B PAYMENT:

If column 10a has either entry code 1 or 2, column 10b should not be blank. If column 10a has an entry code 3 (No) then, column 10b must be blank. If there is any discrepancy consult your supervisor or correct as necessary.

Column 11: TYPE OF WORK DONE

Check the entry codes for column 10a. If column 10a has an entry code 1 or 2 then column 10b must have entry codes 1 to 4 and one has to skip to column 12, hence column 11 must be blank. If column 10a has an entry code 3 then column 10b must be blank and column 11 must have entry codes 1 to 8 and 10 for other. If this does not hold, you must consult your supervisor.

TRY:

column 12 and column 13, check that column 10b or column 11 have entry codes 1 to 4 respectively. Read the codes designed for the specified industry and occupation and code as necessary. Consult your Occupation and Industrial Classification attached as appendix II and I respectively for codes. Where there is confusion, consult your supervisor for assistance.

Section IV. ALL RESPONDENTS EVEN IF THEY DO NOT OWN LAND

Question 18: CROPS PLANTED

Whether question 18 is answered "YES" or "NO" you must ask question 19a. This question should never be blank.

Question 19a and 19b: FALLOW LAND

If fallow land is reported, that is, code 1 is checked, ask for the reasons and code as necessary. **Note that code 09 will appear in Q20 if there is a fallow field.** If not correct accordingly. If there is no fallow land, go to question 20 provided question 18 is coded 1, otherwise end interview. The reasons for question 19b are given below;

REASONS GIVEN	CODE
Lack of Rain	01
Lack of Money	02
Lack of Seeds	03
Lack of Labour	04
Lack of Draught Power	05
Pests	06
Floods	07
Lack of Equipment/Implements	08
Not Stated	09
Other (Specify)	10

Note that if Q18 = 2 and Q19a = 2, the interview should end. Where there are discrepancies, consult your supervisor.

Question 20: PLANTED AND FALLOW FIELDS (include crops planted)

Check, edit and code as necessary. Count the number of fields reported and record in the question 10 (Record Control). Go through each field and make sure that the entries are correct, if not correct accordingly. Enter the crop codes provided as appendix III for question 20. **Note that for traditional sector codes go up to 8 for pure stands and 18 for mixtures.** . Convert the

any form other than kilograms. Where the quantity is transferred to the last column to make it easy for conversion table is given as appendix IV. In the same appendix there is a formula for calculating area per crop. An example is given to guide you. **Make sure that:**

- ❖ For a particular crop, area calculated for individual crops add up to the area given for that particular field in section V, land measurement. This should be rounded to two decimal places.
- ❖ The field numbers corresponds with that in section V (This also refers to fallow fields). That is, if field one is planted and field two is fallow under Q20, the same numbering should be adhered to.
- ❖ Where a fallow field is recorded before a planted field, adjust accordingly, i.e. a fallow field should always come last. This refers to section V too.
- ❖ The same order should apply to form III under production.

Question 21 Sources of seeds

Check carefully and ensure that all entries are correct. Use the same crop codes to code this question bearing in mind whether a field is a pure stand or mixture.

Question 22 through question 26: Farming Practices

If question 19 is answered "YES", then these questions should not be blank. If the same question is answered "NO" then these questions will be skipped. Check and correct where necessary.

Question 27a and Question 27b. Fenced/Unfenced Lands.

If question 27a is answered "Yes" check whether the person has any fields reported in question 20, if not correct as necessary.

Section V. LAND MEASUREMENT

Question 28: Land Measurement

Field Number. Check that the field numbers correspond with the field numbers written in question 20 column 3 labelled "Field Number". If the number of fields do not agree, correct as appropriate.

Planted (1). This refers to the field numbers written in question 20. If the numbers of fields do not agree, correct as appropriate.



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the field number written in question 20. If the
e, correct as appropriate.

Closing Error and Area Use your calculator to compute the area based on the measurements (lengths and the bearings) recorded in the box labelled "Area measurements (Compass and Chain). You must also calculate the closing error, which must be at most 5%. If the closing error is more than 5% or the area you calculated does not correspond with the recorded area correct the entries or inform your supervisor for a correct decision.

OF FORM III

Before you can embark on the editing and coding of FORM III questionnaire, you must carry out the following checks.

- ❖ Count the number of Form III questionnaires against Form II questionnaires inside the envelope. The FORM II questionnaires were checked against the selected Holdings identified in FORM I questionnaire.
- ❖ Check that the information on the identification part in FORM III is the same as the information on the identification part in Form II.
- ❖ The number of Form III forms that are inside the envelope must be equal to the number of Form II forms inside the envelope.

Section I. IDENTIFICATION.

Question 1. AGRICULTURAL REGION

This information must be the same as the one on the identification part in Form II for the same Region.

Question 2: AGRICULTURAL DISTRICT.

This information must be the same as the one on the identification part in Form II for the same District.

Question 3: BLOCK NUMBER.

This information must be the same as the one on the identification part in Form II for the same Block.

Question 4 DWELLING NUMBER.

This information must be the same as the one on the identification part in Form II for the same Dwelling.

Question 5. HOUSEHOLD NUMBER:

This information must be the same as the one on the identification part in Form II for the same household.

IDENT

circled. If the respondent is the same as the Holder, then circle one **(1)**, otherwise circle as appropriate.

Section II. LIVESTOCK: -

PART A: CATTLE

Question 10a and Question 10b.

If question 10a is "YES" check that question 10b is blank, otherwise correct accordingly. If not make the **necessary** corrections as the case may be.

Question 11a

This must have entries **if and only if** question 10a is "YES". Add all the entries and check against the given **total**. Please make sure this is well checked to reduce errors during screen editing. **Where cattle are not classified consult your supervisor to provide the formula for classification.** Usually the latest report figures are used.

Question 11b. (MAJOR BREED)

Local Breed	1
Improved Breed	2

Question 11c. (MOST PREFER BREED)

Local Breed	1
Improved Breed	2

Question 11d. (BREED PREFERENCE):

Profitable/Economic/ Beefy/Grows Big Quickly /More Weight/Reproduces Faster	1
Drought/Disease Resistant/Hardiness/Adaptability / Less Costly	2
Produces more Milk	3
Other Local Breed	4
Unknown/not stated	9

Local Breed	1
Improved Breed	2

Question 11f. (MOST PREFER BULL)

Local Breed	1
Improved Breed	2

Question 11g. (BULL PREFERENCE):

Refer to list of reasons given in question 11d.

Question 12: (SALES AND TRADED).

Every sale must have a value. If not, consult your supervisor, or use the latest report average prices by district and region to estimate the current average prices. Consult your supervisor for help if you are stuck. **Please for every entry check the average price. If it is too small i.e. less than P500 or too high, consult your supervisor. This is very important for the sake of analysis process.**

Question 13: BIRTHS.

Check that this value is never less than the calves in hand recorded in question 11a. In fact,

$$\text{Births} = \text{Calves in hand} \quad \text{Plus} \\ \text{Calves deaths} \quad \text{Plus} \\ \text{Calves losses}$$

AND

$$\text{Calves in Hand} = \text{Births} \quad \text{Minus} \\ \text{Calves deaths} \quad \text{minus} \\ \text{Calves losses}$$

If there is any difference, consult your supervisor to correct as necessary.

Question 14a, 14b, 16a and 16b: (DEATHS AND CAUSES):

Deaths are expected to be minimal but if they are greater than the current number of calves, consult your supervisor for assistance. If there are no deaths reported in question 14a and/or question 16a, question 14b and/or question 16b should be blank. There could be more than one answer in Q14b and/or Q16b.

SSES).

minimal but if they are greater than the current number of cattle, including calves, consult your supervisor for assistance

Question 18 (HOME CONSUMPTION) and Question 19 (GIVEN AWAY)

If the numbers seem unrealistic, please talk to your supervisor for his or her assistance.

Question 20. PURCHASED and OBTAINED

If the value is not given for the beast purchased or obtained but another animal was given in exchange for the beast, look for the average price for that exchanged animal under the district concerned. For example, if one ox was sold for ten (10) goats in KGATLENG, the price of the ox will be equivalent to the average price of one goat in KGATLENG multiplied by ten (10) goats.

PART B: - GOATS

Question 21a and Question 21b:

If question 21a is "YES" check that question 21b is blank. If not make the **necessary** corrections as the case may be.

Question 22.

This must have entries **if and only if** question 21a is "YES". Add all the entries and check against the given **total**. Please make sure this is well checked to reduce errors during screen editing. **Where goats are not classified consult your supervisor to provide the formula for classification.** Usually the latest report figures are used.

Question 23 BIRTHS.

Check that this value is never less than the number of kids in hand. In fact,

$$\begin{aligned} \text{Births} &= \text{Kids in hand} \quad \text{Plus} \\ &\quad \text{Kids deaths} \quad \text{Plus} \\ &\quad \text{Kids losses} \end{aligned}$$

AND

$$\begin{aligned} \text{Kids in Hand} &= \text{Births} \quad \text{Minus} \\ &\quad \text{Kids deaths} \quad \text{minus} \\ &\quad \text{Kids losses} \end{aligned}$$

d 26b. (DEATHS AND CAUSES)

expected to exceed the number of goats and kids in hand. Deaths are expected to be minimal but if they are greater than the current number of goats, consult your supervisor for assistance. If there are no deaths reported in question 24a and/or question 26a, question 24b and/or question 26b should be blank. There could be more than one answer in Q24b and/or Q26b.

Question 25 and Question 27 (LOSSES).

Losses are expected to be minimal but if they are greater than the current number of goats, including kids, consult your supervisor for assistance

Question 28 (HOME CONSUMPTION) and Question 29 GIVEN AWAY:

If the numbers seem unrealistic, please talk to your supervisor for his or her assistance.

Question 30. SALES and Question 31 PURCHASES:

Sales and Purchases must have values. If the value is not given for the goats purchased or obtained but another animal was given in exchange for the goats, look for the average price for that exchanged animal under the district concerned. For example, if ten (10) goats were sold or exchanged for one ox in KGATLENG, the price of the ten (10) goats will be equivalent to the average price of an ox in KGATLENG.

PART C: - SHEEP.

Question 32a and Question 32b:

If question 32a is "YES" check that question 32b is blank. If not make the **necessary** corrections as the case may be.

Question 33.

This must have entries **if and only if** question 32a is "YES". Add all the entries and check against the given **total**. Please make sure this is well checked to reduce errors during screen editing. **Where sheep are not classified consult your supervisor to provide the formula for classification.** Usually the latest report figures are used.

less than the number of lambs in hand in question

33. In fact,

Births = Lambs in hand Plus
Lambs deaths Plus
Lambs losses

AND

Lambs in Hand = Births Minus
Lambs deaths minus
Lambs losses

Question 35a, 35b, 37a and 37b: (DEATHS AND CAUSES)

Sheep and Lambs dead are not expected to exceed the number of Sheep and Lambs in hand. Deaths are expected to be minimal but if they are greater than the current number of sheep, including lambs, consult your supervisor for assistance. If there are no deaths reported in question 35a and/or question 37a, question 35b and/or question 37b should be blank. There could be more than one answer in Q35b and/or Q37b.

Questions 36 and 38: (LOSSES).

Losses are not expected to exceed the number of Sheep and Lambs in hand.

Question 39: (HOME CONSUMPTION) and Question 40: (GIVEN AWAY).

If the numbers seem unrealistic, please talk to your supervisor for his or her decision.

Question 41: SALES and Question 42: PURCHASES

Sales and Purchases must have values. If the value is not given for the sheep purchased or obtained but another animal was given in exchange for the sheep, look for the average price for that exchanged animal under the district concerned. For example, if ten (10) sheep were sold or exchanged for one ox in KGATLENG, the price of the ten (10) sheep will be equivalent to the average price of an ox in KGATLENG.

Question 43.

Check for entries and code as necessary. That is, if there are no livestock reported make sure you enter zeros to make it easy for data entry personnel. Where prices are not given, use the latest report figures for estimation. The same procedures should be used as was for cattle, goats and sheep.

Question 44a, 44b AND 44c: PESTICIDES USE

If this question is answered 'YES', question 44b must have entries. Use the following codes for diseases mentioned in Q44b.

Question 44c.

This question must have answers **if and only if** question 44a is 'YES' and question 44b has an entry.

SECTION III. CROP PRODUCTION

PART A: CROP AND/OR FALLOW FIELD CHANGES

Question 45a and 45b

If this question is answered "YES", question 45b must have an entry. Otherwise if answered "NO" skip the whole section on crops and go to Q55a.

Question 46a

If this question is answered "YES", check the table provided and ensure that all the crops are listed and corresponds with what is entered in question 20 in Form II. If there are discrepancies, that is, where there are additional crops, update form II as necessary. Also make sure that the added crops appear in 52.

SECTION III: CROP PRODUCTION Part B: FARMING PRACTICE.

Question 47a and 47b: FERTILISER USE.

If question 47a is answered "YES", then question 47b must have entries.



PESTICIDES USE

If question 48 is answered "YES", then questions 49 and 50 should have entries. If there are no entries, consult your supervisor for assistance and correct as necessary.

Quantity used equals Number of Units multiplied by Weight per Unit.

Question 51a and 51b

As long as there are crops reported, these questions should be answered.

SECTION III: Crop Production Part C: DISPOSAL OF CROP PRODUCE

Question 52.

Check that for any field specified in Form II questions 20, the entries in question 52 correspond with that particular field. If Question 52b has entry code 1 or 2, some or all parts of question 52 must have entries, for that particular field. On the other hand, if question 52b has entry code 3, for a particular field, then the rest of question 52 must have entry codes 0. If there are quantities that need conversion, please refer to your conversion table.

Question 53.

This question must have entry codes **if and only if** question 52g or question 52h or both questions have entry codes. If there are entries in the above-mentioned questions and question 53 has no entries, consult your supervisor and correct as necessary.

Question 54.

This must have entry codes **if and only if** question **52b** has an entry code **3**. However, this question may be blank even if question 52b is coded 3. This can happen if and only if production for a particular crop for two different fields is merged. In this case we expect to find a note explaining such a case.

SECTION IV: WATER SUPPLY, FARM EQUIPMENT AND MACHINERY INVENTORY.

Question 55a and 55b.

These questions must have entry codes as required and must never be blank. If there is such a discrepancy, consult your supervisor for assistance and correct as necessary.

...t skipped. Check the totals and code as necessary, that is, where there are no entries code zeros to make it easy for data entry personnel.

SECTION V: FARM ENTERPRISE - ECONOMIC SECTION

Questions 57a and 57b

Note that question 57a can have more than one code. Some of the entries in this question can be cross-checked against some information in Form II. For example, sale of livestock/crop produce (Q13), sale of other produce (Q13), income from a business other than farming ((Q13) and household schedule column 11), and income from paid employment (question 17b and the household schedule, column 12 and 13). Check that the most important source of income is indicated in question 57b. If not consult your supervisor for assistance and correct as necessary.

Questions 58a and 58b

This question may have more than one code. Ensure that the most important source of food is indicated in question 58b. If not indicated, consult your supervisor for assistance and correct as necessary.

Question 59a - Question 59e.

Follow the questions as they are bearing in mind the necessary skips involved. If there are any discrepancies, consult your supervisor and correct as necessary.

SECTION V: FARM ENTERPRISE: FARM CREDIT

Question 60a - Question 60e.

Follow the questions as they are bearing in mind the necessary skips involved. If there are any discrepancies, consult your supervisor and correct as necessary.

SECTION V: FARM ENTERPRISE: FARM LABOUR

Question 61

If question 61 is answered 1, 2 or 3 go to question 62 and check the entries made. If it is answered 4, make sure the interview is ended, otherwise correct as necessary.



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Check the entries for consistency making sure that the skips are adhered to. Read the headings carefully and refer to the household schedule for educational attainment codes. The occupation should be coded using the occupation codes provided.

OF FORM IV QUESTIONNAIRES.

This section is mainly concerned with the editing and coding of the questionnaires from the Commercial Farms Sector

Section I: Identification

Question 1: AGRICULTURAL REGION.

These are the same as in Form I, Form II and Form III questionnaires.

Question 2: AGRICULTURAL DISTRICT.

This must follow the district in the traditional sector as follows.

SOUTHERN REGION:

Lobatse Freehold	16
Molopo Freehold	17
Barolong Farms/	18
Ngwaketse/Sedibeng TGLP	19

GABORONE REGION:

Gaborone Freehold	26
Kweneng TGLP	27

CENTRAL REGION:

Tuli Block Freehold	38
Sand Veldt/Nata/Lepasha TGLP	39

FRANCISTOWN REGION:

Tati Block Freehold	44
---------------------	----

MAUN REGION:

Pandamatenga Freehold	54
Haina Veldt TGLP	55

WESTERN REGION:

Gantsi Freehold	64
Kgalagadi	65
Gantsi TGLP	66

If there is anything under 'Other' check the region and district in which it falls.

ER

number specified corresponds with entries in question

10.

Question 4: QUESTIONNAIRE NUMBER.

For each region questionnaires must be numbered from 1 to 999 so that each questionnaire in each region is unique

Questions 5 to 8:

Each of these questions must have answers.

Question 9:

There must be sex of farm owner specified.

Question 10a: LOCATION OF THE BLOCK

You must check that the block specified corresponds with that specified in the identification part.

Question 10b

Make sure that the area is written under the appropriate unit of measurement. Where some conversion is required, consult your conversion table attached as appendix IV.

Question 11

Make sure that the type of organisation is specified. If not, consult your supervisor for assistance and correct accordingly.

Question 12:

If this question is answered "YES" check that question 13 is not blank.

Question 13.

This question is very important. It provides other information about Farms that are under the same management, which need to be contacted. If there is information under this question, write it out so that the frame for the commercial sector can be updated.

Questions 14:

This question is very important. It provides other information about Farms that are under different management, which need to be contacted. If there is

tion, write it out so that the frame for the
updated. It is possible that these farms are not
such need to be contacted.

Section: II: LIVESTOCK.

For all parts of these section, i.e. Part A (CATTLE), Part B (GOATS), Part C: (SHEEP) and Part D (OTHER LIVESTOCK), **PLEASE REFER TO THE SAME SECTION IN FORM III. THIS REFERS TO QUESTION 15A THROUGH QUESTION 49C. FOLLOW THE SAME INSTRUCTIONS TO CHECK.**

Section III: CROP PRODUCTION (Cereal Crops, Fruits and Vegetables).

Question 50a. – Question 53

Follow the instructions for these questions bearing in mind the skips involved. If question 50a is answered **"Yes"** and question 50b is also answered **"Yes"**, questions 51 and 52 should not be blank. If some crops are harvested, their area should be specified under the appropriate unit of measurement, whether under rain-fed or irrigation. If there are some crops harvested, check if it is indicated in question 53. Where there are discrepancies, consult your supervisor for assistance and correct accordingly.

Section III: HORTICULTURE (Fruits and Vegetables).

Question 54 – Question 58.

Check the consistency and flow of answers for these questions. If question 54 is answered "Yes" questions 55 to 58 should have some entries. Make sure that the area is entered under the appropriate unit of measurement (Q55 –Q57). Area planted and harvested should correspond to (Q52 and Q53 under irrigation) area planted and harvested for question 58. **Total production in question 58 should be equal to Number of Units multiplied by Weight per Unit.** Refer to appendix III for crop codes. If a crop is not among the list please contact your supervisor for assistance.

SECTION: WATER SOURCE AND MARKETING OF E

Question 59 - Question 61.

Check that questions 59 and 60 are answered, that is, the appropriate box is ticked under the right source of water. Ensure that there is a flow of information between the two questions. Question 61 would have an entry **if and only if** there has been production reported in question 58. If there is a discrepancy, consult your supervisor for assistance and correct as necessary.

SECTION IV: FARMING PRACTICE: USE OF FERTILIZER AND PESTICIDES

Question 62a – question 63b

Refer to Form III; section III (question 47a – question 50) for the instructions.

SECTION V: DISPOSAL OF CROP PRODUCTION

Question 64

Check that there is consistency and flow of data in respective columns. Ensure that;

- ❖ Crop codes in appendix III are clearly applied and also unit of measurement is indicated.
- ❖ Total area planted and area harvested correspond with what is indicated in question 58 for a particular crop. The overall area planted and /or harvested should correspond to area planted and harvested indicated in questions 52 and 53 respectively. **This is very important to avoid inconsistencies during analysis.** If there is any confusion, consult your supervisor for assistance and correct as necessary. **Note that columns 2 and 3 include irrigated area while columns 4 and 5 are basically irrigated area only.**
- ❖ Total production (which is Quantity in column 8) equals number of units (column 6) multiplied by weight of units (column 7). Make sure that production is converted to KGs. Refer to conversion table in appendix IV. Note that number of units in column 8 refers to irrigated only.
- ❖ Total receipts from sales already made equals number of units sold multiplied by average price per unit sold. Check the figures given and verify that they are correct. **Do not assume that they are ok.**

or the year should be given in pula and expected
d on the current prices.

- ❖ Total Production (column 8) equals

Number of units sold	+
Units for home consumption	+
Units for payment in kind	

Question 65.

Check and correct where necessary.

Question 66a and Question 66b.

Question 66b must have an answer **if and only if** question 66a is answered **"Yes"**.
Make sure the area is written under the appropriate unit of measurement.

Section VI: AGRICULTURAL EQUIPMENT AND IMPLIMENTS.

Question 67a and Question 67b.

Refer to Form III question 56 for instructions.

Section VII: AGRICULTURAL LABOUR AND FARM CREDIT

Refer to Form III section V. Check and correct where necessary

GOOD LUCK

BOTSWANA OCCUPATIONAL CLASSIFICATION CODING SCHEME.

1. LEGISLATORS, ADMINISTRATORS AND MANAGERS

11. LEGISLATORS AND SENIOR GOVERNMENT OFFICIALS

- 111. Members of Parliament and Other Legislators
- 112. Senior Government Executive Officials.
- 113. Traditional Chiefs and Village/Community Leaders (Land Board Members)
- 114. Politicians and Senior Administrators of Special Interest Organisations
- 119. Legislators and Senior Government Officials (Not Elsewhere Classified)

NEC.

12. COMPANY DIRECTORS AND CORPORATE MANAGERS

- 121. Company Directors, General Managers and Non-Governmental Chief Executives.
- 122. Production and Operations Managers
- 123. Other Department Managers
- 129. Company Directors and Corporate Managers **NEC.**

13. SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS

- 130. Small Business Managers and Managing Supervisors

2. PROFESSIONALS

21. PHYSICAL SCIENTISTS

- 211. Geologists and Geophysicists
- 212. Chemists
- 219. Physical Scientists

22. LIFE SCIENTISTS

- 221. Biologists, Botanists, Zoologists and related Professionals
- 222. Pharmacologists, Pathologists and related Professionals
- 223. Agronomists and related Professionals
- 229. Life Scientists **NEC**

23. HEALTH DIAGNOSIS AND TREATMENT PROFESSIONALS

- 231. Medical Doctors.
- 232. Dentists
- 233. Veterinarians

24. ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

- 241. Architects, Town and Traffic Planners
- 242. Civil Engineers.
- 243. Electrical Engineers.
- 244. Electronics and Telecommunication Engineers **NEC**
- 245. Mechanical Engineers.
- 246. Chemical Engineers.
- 247. Mining Engineers, Metallurgists and related Professionals.
- 248. Cartographers and Surveyors
- 249. Architects, Engineers and related Professionals **NEC**

25. TEACHING PROFESSIONALS

- 251. College, University and Higher Education Teaching Professionals
- 252. Secondary Education Teaching Professionals
- 253. Vocational and Technical Education Teaching Professionals.
- 259. Teaching Professionals **NEC**

26. MATHEMATICIANS/STATISTICIANS/COMPUTING PROFESSIONALS

- 261. Mathematicians, Statisticians and related Professionals
- 262. Computer Systems Designers and Analysts and Computer Programmers
- 269. Mathematicians, Statisticians and Computing Professionals **NEC**

27. BUSINESS PROFESSIONALS

- 271. Accountants
- 272. Personnel and Occupational Specialists
- 273. Public Relations Officers
- 279. Business Professionals

28. SOCIAL SCIENCE AND RELATED PROFESSIONALS

- 281. Economists
- 282. Psychologists
- 289. Social Science and related Professionals **NEC**

29. MISCELLANEOUS PROFESSIONALS

- 291. Lawyers, Judges and related Professionals
- 292. Librarians, Archivists and related Information Specialists
- 293. Authors, Journalists and Other Writers
- 294. Religious Professionals
- 299. Professionals **NEC**

31. PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS

- 311. Physical Science Technicians
- 312. Civil Engineering Technician, Quantity Surveyors and Clerks of Works
- 313. Electrical Engineering Technicians
- 314. Electronics and Telecommunication Technicians
- 315. Mechanical Engineering Technicians
- 316. Chemical Engineering Technicians
- 317. Mining Engineering and Metallurgical Technicians
- 318. Draughtspersons
- 319. Physical and Engineering Scientists Technicians **NEC**

32. COMPUTER ASSOCIATES PROFESSIONALS

- 321. Computer Assistants
- 322. Computer Equipment Operators
- 323. Computer Associate Professionals

33. OPTICAL/ELECTRONIC EQUIPMENT OPERATORS

- 331. Photographers and Image and Sound Recording Equipment Operators
- 332. Broadcasting and Telecommunications Equipment Operators
- 333. Medical Equipment Operators
- 334. Air Crafts Pilots.
- 335. Air Traffic Controllers.

34. LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS

- 341. Life Science Technicians
- 342. Agronomy and Forestry Technicians
- 343. Farming and Forestry Advisor
- 344. Veterinary Technicians
- 345. Nurses and Midwives
- 346. Modern Health Associate Professionals, Except Nurses Midwives and Veterinary Technicians
- 347. Traditional Medicine Practitioners and Faith Healers
- 349. Life Science and Health Associate Professionals

35. LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS

- 351. Primary Education Teachers
- 352. Pre-Primary Education Teachers
- 353. Primary and pre-primary Education Teachers

36. FINANCE AND SALES ASSOCIATE PROFESSIONALS

- 361. Insurance Brokers and Agents
- 362. Estate Agents
- 363. Travel Consultants and Organisers.
- 364. Buyers
- 365. Technical and Commercial Sales Representatives.

d Auctioneers
e Dealers and Brokers
e Professionals **NEC**

37. ADMINISTRATIVE ASSOCIATE PROFESSIONALS

- 371. Administrative Secretaries and Assistants
- 372. Legal and Related Business Associate Professionals.
- 373. Bookkeepers and Accounting Assistants
- 374. Statistical, Mathematical and Related Associate Professionals
- 375. Administrative Associate Professionals

38. CREATIVE AND PERFORMING ARTISTS AND SPORTSPERSONS

- 381. Artists, Painters and Sculptors
- 382. Decorators and Commercial Designers
- 383. Radio, Television and Other Announcers.
- 384. Musicians
- 385. Athletes and Other Related Sportspersons
- 389. Creative and Performing Artists and Sportspersons **NEC**

39. MISCELLANEOUS TECHNICIANS AND ASSOCIATE PROFESSIONALS

- 391. Building, Fire Safety, Health and Quality Inspectors
- 392. Clearing and Forwarding Agents
- 393. Social Workers, Welfare Workers and Community Development Workers
- 394. Customs, Tax and Related Government Associate Professionals
- 395. Police Inspectors and Detectives.
- 399. Technicians and Associate Professionals

4. CLERKS

41. OFFICE CLERKS.

- 411. Secretaries, Typists, Word Processing and Related Keyboard Operators
- 412. Calculating Machine and Data Entry Operators
- 413. Accounting, Bookkeeping, Statistical and Accounting Clerks
- 414. Stock and Production Clerks
- 415. Transportation Controllers and Dispatchers
- 416. Library and Filing Clerks
- 417. Mail Carriers and Sorting Clerks.
- 418. Coding and Proof-Reading Clerks
- 419. Office Clerks **NEC**

42. OFFICE CLERKS.

- 421. Cashiers and Ticket Clerks
- 422. Tellers and Counter Clerks
- 423. Travel Agency and related Clerks.

5. SERVICE WORKERS AND SHOP & MARKET SALES WORKERS

51. PERSONAL SERVICES WORKERS

- 511. Flight Attendants and Transport Conductors
- 512. Game Guides and Other Travel Guides.
- 513. Housekeepers and Related Works.
- 514. Cooks
- 515. Waiters, Waitresses and Bartenders
- 516. Child-Care Workers and Teacher's Aids.
- 517. Family Welfare Educators and Related Works.
- 518. Hairdressers, Barbers, Beauticians and Related Works.
- 519. Personal Services Workers **NEC**

52. PROTECTIVE SERVICES WORKERS

- 521. Police Officers.
- 522. Fire Fighters.
- 523. Prison Guards.
- 524. Security Guards.
- 529. Protective Services Workers **NEC**

53. SALESPERSONS, DEMONSTRATORS AND MODELS

- 531. Shop Salespersons and Demonstrators.
- 532. Kiosks, Street Stalls and Markets Salespersons.
- 533. Salespersons Demonstrators and Models **NEC**

6. SKILLED AGRICULTURAL AND RELATED WORKS

61. MARKET ORIENTED SKILLED AGRICULTURAL

- 611. Field Crops and Vegetable Grower.
- 612. Dairy and Livestock Products
- 613. Poultry Products
- 614. Forestry Workers, Loggers, Charcoal Burners and Related Works.
- 615. Fishery Workers, Hunters and Trappers
- 619. Market Oriented Skilled Agricultural and Related Works **NEC**.

62. SUBSISTENCE AGRICULTURAL AND RELATED WORKS

- 620. Subsistence Agricultural and Related Works.

WORKS

71. EXTRACTION TRADES WORKS.

711. Miners Quarry Workers Shotfirers and blasters. Stone Splitters, Cutters and Carvers

72. BUILDING AND CONSTRUCTION TRADES WORKS

- 721. Builders, Traditional Materials
- 722. Bricklayers and Stonemasons
- 723. Concrete Placers, Concrete Finishers and Related Workers
- 724. Construction Carpenters and Joiners
- 725. Roofers
- 726. Plumbers and Pipe Fitters
- 727. Floor Layers, Tile Setters, Plasterers, Insulation Workers and Glaziers
- 728. Painters, Building Structure Cleaners and Related Trades Workers
- 729. Building and Construction Trades Workers **NEC**

73. MACHINERY MACHINES AND FITTERS

- 731. Motor Vehicle Mechanics and Fitters
- 732. Refrigeration and Air Conditioning Equipment Mechanics
- 733. Agricultural or Industrial Machinery Mechanics and Fitters
- 739. Machinery Mechanics and Fitters **NEC**

74. METAL MOULDERS/WELDERS

- 741. Blacksmiths and Tool Makers
- 742. Machine Tool Setters and Setter-Operators
- 743. Metal Moulders and Coremakers
- 744. Welders and Flame-Cutters
- 745. Boilersmiths
- 746. Panel Beaters
- 747. Structural Metal Preparers and Erectors
- 748. Riggers and Cable Splicers
- 749. Metal, Machinery and Related Trades Workers **NEC**

75. ELECTRICAL/ELECTRONIC EQUIPMENT MECHANICS AND FITTERS

- 751. Building Electricians
- 752. Motor Vehicle Electricians
- 753. Electrical Line Installers, Repairers and Cable Jointers
- 754. Telegraph and Telephone Installers and Servicers
- 755. Electronic Fitters, Mechanics and Servicers
- 759. Electrical and Electronic Equipment Mechanics and Fitters **NEC**

76. HANDICRAFT AND RELATED TRADE WORKS.

- 761. Diamond Cutters and Polishers, and Jewellery and Precious Metal

764. Basket Makers, Brush & Broom Makers, and Wicker Furniture Makers
 765. Weavers, Spinners, Knitters and Crocheters
 766. Tanners, Shoe Makers & Repairers, and Related Leather Goods Makers
 767. Tailors and Dressmakers
 769. Handicraft Workers Not Elsewhere Classified

77. FOOD PROCESSING AND RELATED TRADES WORKS.

771. Traditional Beer and Beverage Makers
 772. Butchers
 773. Bakers, Pastry Cooks and Confectionery Makers
 774. Food Processing and Related Trades Workers **NEC**

78. WOOD TREATERS/FURNITURE MAKERS.

781. Wood Treaters
 782. Village Carpenters and Wooden Furniture Makers
 783. Woodworking Machine Setters and Setter-Operators
 789. Wood Treaters, Wood Furniture Makers and Related Trades Workers

NEC

79. MISCELLANEOUS CRAFT AND RELATED TRADES WORKS.

791. Printing and Related Trades Workers
 792. Watch Repairers and Other Precision Instrument Makers and Repairers
 799. Craft and Trades Workers Not Elsewhere Classified

8. PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81. INDUSTRIAL PLANT OPERATORS

811. Mining and Mineral-Processing Plant Operators
 812. Well Driller and Borers
 813. Metal Processing Plant Operators
 814. Glass and Ceramics Plant Operators
 815. Wood Processing and Papermaking Plant Operators
 816. Chemical Processing Plant Operators
 817. Power Production, Steam Engine, Boiler, Incinerator and Water Treatment Plant Operators
 818. Automated Assembly Line Operators
 819. Industrial Plant Operators **NEC**

82. STATIONARY MACHINE OPERATORS AND ASSEMBLERS

821. Metal and Mineral Products Machine Operators
 822. Chemical Products Machine Operators
 823. Rubber and Plastic Products Machine Operators

Machine Operators
Food and Paper Products Machine Operators
Other Products Machine Operators

- 827. Food and Related Products Machine Operations
- 828. Assemblers
- 829. Stationary Machine Operators and Assemblers **NEC**

83. DRIVERS AND MOBILE MACHINERY OPERATORS

- 831. Locomotive Engine Drivers, Railway Brakers, Signallers and Shunters
- 832. Car, Taxi, Van, Motorcycle and Bus Drivers
- 833. Heavy Truck and Lorry Drivers
- 834. Motorised Farm and Forestry Machinery Operators
- 835. Earthmoving and Related Machinery Operators
- 836. Crane and Hoist Operators
- 837. Lifting-Truck Operators
- 839. Drivers and Mobile Machinery Operators **NEC**

9. ELEMENTARY OCCUPATIONS

91. LABOURERS IN MINING/CONSTRUCTION/MANUFACTURING

- 911. Mining and Quarry Labourers
- 912. Construction and Maintenance Labourers
- 913. Mealie Stampers
- 914. Hand Packers, Assembling Labourers and Other Manufacturing Labourers
- 915. Freight Handlers
- 919. Labourers in Mining, Construction, Manufacturing & Transport **NEC**

92. AGRICULTURAL AND RELATED LABOURERS

- 921. Cattle Herders
- 922. Farm Labourers
- 923. Domestic Gardeners
- 924. Forestry Labourers
- 925. Fishery, Hunting and Trapping Labourers
- 929. Agricultural and Related Labourers **NEC**

93. SALES AND SERVICES ELEMENTARY OCCUPATIONS

- 931. Street Vendors, Hawkers and Related Workers
- 932. Shoe Cleaners, Vehicle Washers and Other Street Services Elementary Workers
- 933. Domestic Maids and Related Helpers, Cleaners and Launderers
- 934. Building Caretakers and Window Cleaners
- 935. Messengers, Porters, Package Carriers and Deliverers
- 936. Garbage Collectors
- 937. Street Sweepers, Wood Choppers, Water Carriers and Related Labourers



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Watchpersons
ons **NEC**

BOTSWANA STANDARD INDUSTRIAL CLASSIFICATION CODING SCHEME

A: AGRICULTURE, HUNTING AND FORESTRY

- 0100 Traditional or Subsistence agriculture
- 0110 Commercial crop farming
- 0120 Commercial livestock farming
- 0130 Commercial mixed farming, Agricultural & Husbandry Services e.g. Artificial Insemination, & Irrigation
- 0150 Hunting and trapping (Traditional)
- 0200 Forestry (All)

B: FISHING

- 500 Fishing (All)

C: MINING AND QUARRYING

- 1010 Coal Mining
- 1320 Copper/Nickel mining
- 1423 Diamond Mining
- 1424 Soda ash and salt mining
- 1425 Gold Mining
- 1426 Quarrying and other mining

D: MANUFACTURING (REPAIR OF MACHINERY & EQUIPMENT)

- 1510 Meat and meat products
- 1520 Dairy products
- 1530 Grain mill Products Includes maize, sorghum, millet etc. Human & animal feeds
- 1541 Bakery products
- 1545 Other food products NEC. (E.g. Chocolates, Sweets)
- 1550 Beverages (Beer incl. Traditional, Beer Soft Drinks etc.)
- 1600 Tobacco Products - Cigarettes etc
- 1700 Textiles (exc. Clothing) includes preparation of textile fibres, natural or synthetic material
- 1800 Clothing and other wearing apparel (inc. Leather)
- 1910** Tanning and leather products(exc. Clothing/Footwear) e.g. Handbags, Souvenirs
- 1920 Footwear
- 2000 Wood and Wood Products excluding furniture but including building materials, and Straw Products (mats baskets etc.)
- 2100 Paper and paper products e.g. Newsprint, tissues
- 2200 Printing and publishing (Incl. periodicals, journals etc.
- 2400 Chemical and chemical products (incl. Soap, Paint) Fertilisers & Pesticides etc



Products (Incl. Tyres, Retreading)

- Products excluding. cement but including Glass,
Ceramic & Cement Products e.g. Bricks, Tiles, Pots
- 2700 Basic metals e.g. Iron Foundaries
 - 2800 Fabricated metal products exc. machinery and equipment (including Tanks & Steam Generators)
 - 2900 Machinery and equipment including refrigerators and other domestic equipment (e.g. Engines, Turbines, Pumps)
 - 3000 Office, accounting and computing machinery e.g. Photocopying Machines, Typewriters etc
 - 3100 Electrical machinery and apparatus e.g. Lightning Arreters, Voltage Limiters etc
 - 3200 Radio television and communication equip and apparatus (e.g. TV, Cameras, Switchboards)
 - 3300 Medical, precision, optical instruments, watches, clocks incl. Dental & Vet Instruments
 - 3400 Motor vehicles, trailers and semi-trailers
 - 3500 Other transport equipment e.g. Ships & Boats, Railway Locomotives, Aircraft etc.
 - 3610 Furniture (all types incl. of wood, also mattresses)
 - 3690 Manufacturing of other products NEC Pens, Pencils, Smoking Pipes etc
 - 3700 Recycling Processing of Metal & Non Metal Waste

E: ELECTRICITY, GAS AND WATER SUPPLY

- 4010 Electricity generation and supply (Not household/building electricians)
- 4020 Gas manufacture and distribution
- 4030 Steam/hot water supply
- 4100 Collection, purification, distillation of water (incl. village supply for sale)
- 4200 Bore Hole Syndicates

F: CONSTRUCTION

- 4510 Site preparation e.g. Demolition and clearing of sites
- 4521 Construction of Buildings and Houses - Complete incl. repair/maintenance
- 4522 Construction/Civil Engineering - Roads, Dams, Water Projects
- 4530 Building installation work - Plumbing, Electrical, Air-Con incl. repair of these
- 4540 Building completion work - Paining, Tiles, Carpets incl. repair of these
- 4550 Renting of construction or demolition equipment incl. crane hire

G: WHOLESALE & RETAIL TRADE

- 5010 Sale of motor vehicles
- 5020 Maintenance and repair of motor vehicles
- 5030 Sale of motor vehicle parts and accessories
- 5040 Sale, maintenance and repair of motorcycles
- 5050 Sale of automotive fuel/Petroleum products (filling stations)
- 5100 Wholesale and commission trade (exc. cattle dealers)
- 5151 Cattle Dealers

Trade e.g. General Dept. Stores
g in food, beverages and tobacco exc. bottle stores

- 5230 Retail stores specialising in goods except food, beverages and tobacco
- 5252 Retail trade through informal outlets: stalls, markets, and hawkers
- 5260 Repair of personal and household goods e.g. TVs, Videos, Watches

H: HOTELS AND RESTAURANTS

- 5510 Hotels and other short stay accommodation e.g. hostels, camp sites
- 5521 Restaurants, cafes and canteens
- 5522 Bars/Bottle Stores (& shabeens) - mostly consumed on the premises

I: TRANSPORT, STORAGE & COMMUNICATIONS

- 6010 Rail transport
- 6023 Freight transport by road
- 6024 Passengers road transport e.g. Buses and Taxi/Combi Companies
- 6025 Taxis/Combis - Sole or small operators only
- 6030 Transport by pipeline
- 6100 Water transport
- 6200 Air transport
- 6304 Travel agents, tour operators, safari operators include hunting
- 6305 Cargo handling, storage, warehousing
- 6309 Other transport NEC e.g. Hand carts, Donkeys
- 6411 Postal services
- 6412 Courier activities - e.g. DHL, TNT
- 6420 Telecommunications

J: FINANCIAL INTERMEDIARIES

- 6510 Banking
- 6590 Financial leasing and credit granting (ex banking/insurance)
- 6600 Insurance & pension funds
- 6700 Other financial activities (e.g. stockbroking)

K: REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

- 7000 Real estate
- 7110 Transport Rental e.g. Hire Car Rental
- 7120 Other Rental exc. Person and Household Goods e.g., Machinery
- 7130 Rental of Household and Personal Goods e.g. Video Tapes
- 7200 Computing and related activities including data entry/processing & software consultancy organisations
- 7300 Research and Development
- 7410 Legal, accounting, bookkeeping, auditing: business/management consultancy
- 7421 Geological exploration and Prospecting
- 7422 Architectural, engineering and other technical activities e.g. surveying
- 7430 Advertising

L: PUBLIC ADMINISTRATION

- 7540 Central Government Administration
- 7550 Local Government Administration

M: EDUCATION

- 8010 Primary education (incl. pre-primary)
- 8021 Secondary education
- 8022 Technical & Vocational Education
- 8030 Higher education
- 8090 Adult and other education

N: HEALTH AND SOCIAL WORK

- 8510 Human health activities (Hospitals etc.)
- 8520 Veterinary activities
- 8530 Social work activities (incl. Children's day care centres)

O: OTHER COMMUNITY/SOCIAL AND PERSONAL SERVICE ACTIVITIES

- 9000 Sewage and refuse disposal, sanitation etc. exc. pest control
- 9110 Business, employer and professional organisation
- 9120 Trade Unions
- 9191 Religious organisations
- 9192 Political Organisations
- 9198 Burial Societies
- 9199 Other membership organisations
- 9210 Motion Picture, Radio, TV, other entertainment
- 9220 News agency activities
- 9231 Libraries and Archives
- 9232 Museums and other cultural organisations
- 9240 Sporting and other recreational activities
- 9300 Other services activities (incl. dry cleaning, hairdressing, personal services, informal car washing, funerals)

P: PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

- 9500 Private households with employed persons (Maids, Gardeners, Security - NOTE only private household employees)

Q: FOREIGN MISSIONS, INTERNATIONAL ORGANISATIONS

- 9900 Foreign Missions: International Organisations

DIX III

TRADITIONAL AND COMMERCIAL CROPS AND THEIR CODES

NAME	Pure	Mixture.
(Crop mixtures apply to Traditional Sector only)		
Sorghum	01	11.
Maize	02	12.
Beans/Pulses	03	13.
Millet	04	14.
Sunflower	05	15.
Groundnuts	06	16.
Water Melon	07	17.
Other	08	18.
Fallow Land	09	
Wheat	15	
Lucerne	16	
Potatoes	17	
Tomatoes	18	
Onions	19	
Cabbage	20	
Spinach	21	
Carrots	22	
Oranges	23	
Naartjies	24	
Lemons	25	
Grapefruits	26	
Bananas	27	
Cotton	28	
Lettuce	29	
Chemolier	30	
Beetroots	31	
Pumpkins	32	
Lab-Lab (Grass)	33	
Butternuts	34	
Squash	35	
Mangoes	36	
Rape	37	
Chillies/Pepper	38	
Okra	39	
Baby Marrow	40	
Egg Plant	41	

CONVERSION TABLE

CROP	LBS	gALLONS	LITRES	KGS
Maize (grain) – (02,12)	70	***** One *****	***** ***** One	30.80 3.50 0.90
Maize (shell) – (02,12)	56	***** One *****	***** ***** One	25.40 5.80 0.72
Millet (04,14)	49	***** One *****	***** ***** One	22.20 2.50 0.63
Sorghum (01,11) Sweetreed (08,18)	56	***** One *****	***** ***** One	25.40 2.80 0.72
Beans/Pulses (03,13) This includes: <ul style="list-style-type: none"> • Jogo Beans • Mum beans • Letlhodi etc	***	One *****	***** One	3.00 0.77
Sunflower (05,15) Also include: <ul style="list-style-type: none"> • Melons (08,18) 	***	One *****	***** One	1.40 0.36
Peanuts (06,16)	***	One *****	***** One	1.30 0.32
AREA CONVERSION	1 Morgan = 0.8565 HA 1 Acre = 0.4050 HA 1 SQ. KM = 100.00 HA 1 Tonne = 1000 kgs			

ALWETSE A DIRUIWA

MALWETSE	CODES
ANTHRAX (Kwatsi)	01
QUARTER-EVIL (Serotswana)	02
ENTEROTOXAEMIA (Diphilo)	03
DEWORM (Dibokwana)	04
PASTEROLLOSIS (Madi)	05
BOTULISM (Mokokomalo)	06
CONTAGIOUS ARBOTION (Pholotso)	07
LUMPY SKIN DISEASE (Nkokomane)	08
RABBIES (Molafo)	10
VITAMIN A	11
CALF PARALYPHOID	12
BRUCELLOSIS	13
BLUE UDDER	14
TETANUS	15
LAMB DISPECTERY	16
FOOT & MOUTH	17
HEART WATER	18
TICKS	19
OTHER	20