



USE OF CHECKLISTS, INTERNAL AUDITS BASED OF GSBPM AND QUALITY REPORTS

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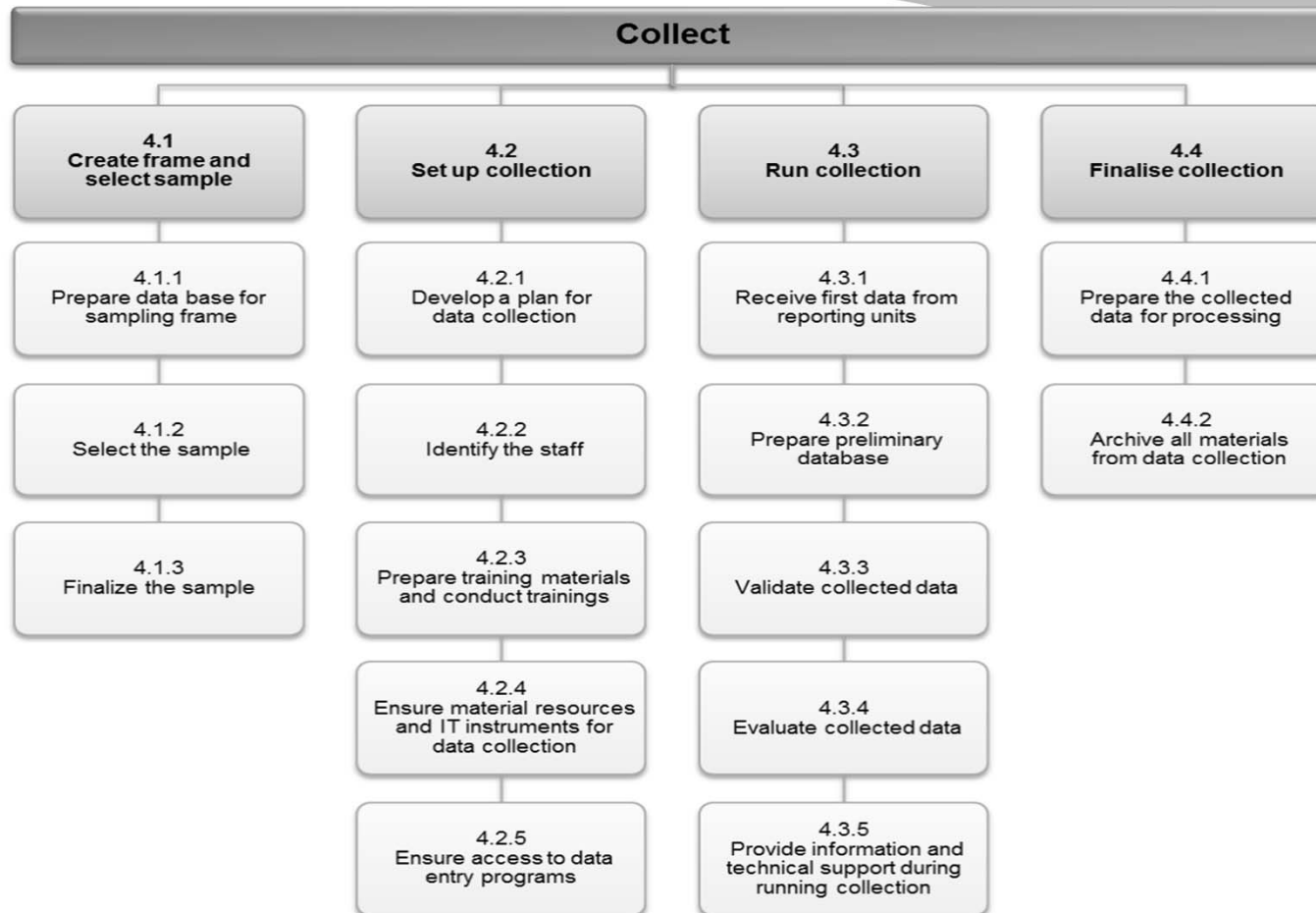


Statistical Office of the Republic of Serbia

And how application of GSBPM has been launched?

- Application of GSBPM has been launched in 2012:
 - The first national version has been developed and GSBPM Azerbaijan version has been improved several times in accordance with internal requirements and GSBPM international version;
 - The appropriate works were done due to cooperation with experts of statistical systems of Azerbaijan, Bulgaria, Germany and Slovenia in the framework of Twinning project “Support to the State Statistical Committee in harmonisation of the National Statistics System of the Republic of Azerbaijan in line with European standards” within Component of “Statistical quality management”.
- GSBPM national version covers the standards for implementation of statistical production activity of the SSC consists of 8 stages, 44 sub-processes and 108 sub sub-processes. Main difference of GSBPM national version from the international one is that each sub-process has sub sub-processes and for better understanding of these sub sub-processes the explanations for each item have been developed (https://www.stat.gov.az/menu/2/quality/en/00_2_en.pdf)..

And how application of GSBPM has been launched?



Questionnaire (checklist) for the internal audit in accordance with the relevant clauses of the GSBPM

Checklist (<i>Statistical process management based on relevant GSBPM paragraphs</i>)						Audit date:				
						Department:				
The purpose of the audit:										
Row No.	Questions	The relevant clause of the GSBPM	Completed			Availability of written notes		Degree of nonconformities		Notes
			Yes	No	Partly	Available	Not available	important	less important	
4. Collect										
Create frame and select sample		4.1								
1.	<i>Has the database for sampling frame been prepared?</i>	4.1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<i>Has the sample been selected?</i>	4.1.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<i>Has the sample been carried out?</i>	4.1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Set up collection		4.2								
4.	<i>Has a plan for data collection been developed?</i>	4.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	<i>Has the staffselection been made?</i>	4.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<i>Has the training material been prepared and training been implemented?</i>	4.2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	<i>Have the material resources and IT tools been prepared for data collection?</i>	4.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	<i>Has the access to data entry programs been ensured?</i>	4.2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Written notes according to the relevant clauses of the GSBPM

Row №	Name of process and subprocess	Written notes
Collect		
Crate frame and select sample		
1	Prepare data base for sampling frame	Prepared data base
2	Select the sample	Database of selected sample
3	Finalize the sample	List of finalize sample
Set up collection		
4	Develop a plan for data collection	Plan
5	Identify the staff	List of personnel
6	Prepare training materials and conduct trainings	Training materials and report about instruction
7	Ensure material resources and IT instruments for data collection	Sending registry
8	Ensure access to data entry programs	Data entry proqrams

Joint application of GSBPM and ISO 9001 international standards

The followings have been achieved in the SSC:

- through the application of GSBPM the creation of flexible tool for identification and explanation of processes required for production of official statistics;
- standardization of management of current statistical processes, and the process mapping;
- through the application of ISO 9001 standard the observance of current guidelines and manuals;
- the application of PDCA (“Plan – Do – Check – Act”) cycle in improvement of outputs, as well as implementation of appropriate actions to prevent potential inconsistencies by risk-based thinking;
- implementation of monitoring and improvement measures through conduction of internal audits for completion of GSBPM assessment stage;
- control of the extent of observance of measures taken in the system of statistics relating to GSBPM stages.

We came to the following conclusion

- GSBPM processes standardizes the way how to manage ISO processes;
- Processes in GSBPM are implemented in not linear form; in ISO it is implemented based on PDCA cycle;
- GSBPM serves for increasing data quality and ISO – for data quality assessment;
- GSBPM gives general view of production process, ISO assesses the general production process;
- GSBPM considers risks in production process, ISO estimates the risks;
- Both models, GSBPM and ISO, standardize quality process management.

Metadata system and quality reports

- The establishment of the metadata system in SSC began in 2010 and this system includes:
 - ✓ metadata on statistical reporting forms;
 - ✓ metadata on statistical indicators.
- **Theoretical and methodological frameworks for metadata system and quality reports are:**
- “Standards and recommendations on quality assessment report”;
- “Conception of metadata, standards, models and registers”;
- “Statistical metadata in corporative context”;
- “The structure of a single integrated metadata (SIMS 2.0) and its main components as quality reports (ESQRS 2.0) and metadata (ESMS 2.0)”;
- “Methodological recommendations on inclusion of information on metadata structure into database”;
- Methodological recommendations on assessment of statistical data quality;
- “Methodology on integrating metadata system into statistical database”, etc

Metadata system and quality reports

Practical steps

- 2 international standards have been used in the introduction of metadata systems:
 - DCMI (Dublin Core Metadata Initiative);
 - SDMX (Statistical Data and Metadata eXchange).
- Writing quality reports using the ESQRS standard began in 2014 and was available on the Committee's official website.
- SIMS 2.0 has been introduced in recent years, and its main components, such as quality reports and metadata, are intended for simultaneous distribution to users according to two different standards:
 - metadata on statistical indicators are disseminated in ESMS 2.0;
 - quality reports on statistical indicators are disseminated in ESQRS 2.0.



**Thanks for your
attention!**

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