SOP: Frequency and Timing of Record Updates

This SOP defines the **frequency and timing of record updates** to ensure accurate and timely documentation of all relevant information. It establishes clear guidelines for how often records must be reviewed, updated, and maintained to support compliance, operational efficiency, and data integrity. The procedures include scheduled intervals for updating records, triggers for immediate revisions, and responsibilities assigned to personnel for timely record management.

1. Purpose

To establish standard intervals and triggers for updating, reviewing, and maintaining all records, ensuring timely, accurate, and compliant documentation across all departments.

2. Scope

This SOP applies to all personnel involved in the creation, revision, and maintenance of organizational records, including but not limited to operational, compliance, and administrative records.

3. Definitions

- **Record:** Any documented information, in physical or digital form, created or received by the organization as evidence of activities.
- **Update:** The process of revising or adding new information to a record.
- **Revision Trigger:** An event or situation that warrants immediate record update outside scheduled intervals.

4. Responsibilities

- Record Owners are responsible for initiating scheduled and triggered updates.
- Managers must ensure compliance with review/ update schedules in their area.
- Quality/Compliance team to conduct periodic audits of record updates.

5. Procedure

1. **Scheduled Updates:**
   - Review records at defined intervals (see Table 1).
   - Document all updates with date, time, and initials of responsible personnel.
2. **Immediate Update Triggers:**
   - Significant operational changes
   - System upgrades
   - Audit findings or compliance requirements
   - Reports of inaccuracies or outdated information
3. **Update Process:**
   - Access the record and log the required changes.
   - Save and back up revised records.
   - Communicate significant changes to relevant personnel.

6. Frequency Table

Record Type	Scheduled Review/Update Interval	Responsible Party
Standard Operating Procedures	Annually or upon regulatory changes	Quality Manager
Training Records	Quarterly	HR Coordinator
Operational Logs	Daily	Operations Supervisor
Equipment Maintenance Records	Monthly	Maintenance Lead
Incident Reports	Immediately after event	Relevant Department Lead

7. Documentation & Records

- Maintain updated versions of all records in designated repositories.
- Archive superseded records according to the Records Retention Policy.
- Ensure all updates are traceable and auditable.

8. Review & Revision

This SOP shall be reviewed annually or when significant changes in operational or regulatory requirements occur.

9. References

- Records Retention Policy
- Change Management SOP
- Regulatory and compliance frameworks as applicable