SOP: Procedures for Data Verification and Accuracy Checks

This SOP details the **procedures for data verification and accuracy checks**, covering systematic methods to ensure data integrity, validation techniques, error detection and correction protocols, cross-referencing practices, documentation of verification processes, and continuous monitoring for maintaining data quality. The goal is to guarantee reliable, precise, and trustworthy data for decision-making and reporting purposes.

1. Purpose

To establish standardized procedures for verifying the accuracy of data, detecting and correcting errors, and ensuring high data quality for organizational needs.

2. Scope

This SOP applies to all staff responsible for data entry, processing, management, and reporting across all systems where organizational data are utilized.

3. Definitions

Term	Definition
Data Verification	The process of ensuring that data are accurate and consistent with original or authoritative sources.
Accuracy Check	Systematic review and assessment to confirm the correctness of data entries.
Data Integrity	The maintenance and assurance of data consistency and trustworthiness over its lifecycle.

4. Responsibilities

- **Data Entry Personnel**: Perform initial verification during and after data entry.
- **Supervisors/Managers**: Oversee data verification, approve corrections, and ensure procedures are followed.
- **Data Quality Team**: Conduct periodic audits and continuous monitoring of data integrity.

5. Procedures

1. **Systematic Data Entry**
   - Use standardized data entry forms and checklists.
   - Require double-entry where feasible to minimize manual errors.
2. **Validation Techniques**
   - Implement system-based validations (e.g., required fields, format restrictions, dropdown lists).
   - Conduct manual cross-checks against source documents.
3. **Error Detection and Correction**
   - Run regular reports to identify anomalies, missing values, and outliers.
   - Flag suspicious entries for review and correction.
   - Document all corrections made, including the reason and person responsible.
4. **Cross-Referencing Practices**
   - Compare key data points across independent datasets/sources for consistency.
   - Reconcile discrepancies by consulting the original source or stakeholders.
5. **Documentation of Verification Processes**
   - Maintain logs of all verification and correction activities.
   - Ensure traceability of data changes through version control and audit trails.
6. **Continuous Monitoring**
   - Schedule regular data quality reviews and audits.
   - Employ automated tools for ongoing integrity checks.

6. Documentation & Records

- Data verification and correction logs
- Audit reports and findings
- Records of staff training on data verification procedures

7. References

- ISO 8000: Data Quality
- Internal data management policy documents

8. Review & Revision

This SOP is subject to annual review or as required due to system/process changes. All revisions must be documented and communicated to relevant staff.