SOP Template: Data Entry and Accuracy Verification Steps

This SOP defines **data entry and accuracy verification steps** to ensure precise and reliable data management. It covers procedures for systematic data input, validation techniques, error detection and correction, consistency checks, and documentation of verification processes. The objective is to maintain data integrity, reduce errors, and support informed decision-making through rigorous accuracy controls.

1. Purpose

To standardize the process of entering data and verifying its accuracy to ensure data integrity and minimize the risk of errors.

2. Scope

This SOP applies to all personnel responsible for data entry, validation, and management within the organization.

3. Responsibilities

- **Data Entry Personnel:** Accurate and timely entry of data.
- **Supervisors/Reviewers:** Verification of data and approval of corrections.
- **IT/Data Management:** Maintenance of data entry systems and backup processes.

4. Procedures

1. **Data Entry Preparation**
   - Gather all required source documents.
   - Ensure documents are accurate, complete, and up to date.
   - Open the appropriate data entry platform or software.
2. **Systematic Data Input**
   - Enter data as per prescribed formats and guidelines.
   - Cross-check entries with source documents for completeness.
   - Avoid use of unauthorized abbreviations or symbols.
3. **Data Validation Techniques**
   - Use built-in software validation rules (e.g., field limits, compulsory fields).
   - Perform logic checks and confirm that data values are sensible.
   - Flag or resolve system-generated validation warnings/errors.
4. **Error Detection and Correction**
   - Review data entries for inconsistencies or outliers.
   - Perform double-entry; i.e., another person re-enters the same data for comparison (if required).
   - Correct errors promptly and document changes made.
5. **Consistency Checks**
   - Check for data consistency across related records and fields.
   - Use automated tools for batch consistency checks when possible.
6. **Documentation of Verification Processes**
   - Record date, time, and person responsible for each verification step.
   - Maintain a log of detected and corrected errors.
   - Archive signed verification checklists.
7. **Final Review and Approval**
   - Obtain sign-off from supervisor or designated reviewer.
   - Store completed records securely for future reference and audits.

5. Records and Documentation

Record Name	Responsible	Retention Period
Data Entry Log Sheets	Data Entry Personnel	3 Years
Verification Checklists	Supervisors	3 Years

| Error Correction Logs | Data Entry Personnel | 3 Years |

6. Review and Update

This SOP should be reviewed annually or whenever significant changes are made to data entry procedures or systems.