

# Standard Operating Procedure (SOP): Data Entry and Database Maintenance

This SOP details the procedures for **data entry and database maintenance**, including accurate data input, verification protocols, regular database updates, backup processes, user access management, error correction methods, and consistent data quality checks. The aim is to ensure data integrity, reliability, and security for efficient organizational operations and reporting.

## 1. Purpose

To provide clear and standard procedures for effective data entry and database maintenance, ensuring the accuracy, integrity, and security of organizational data.

## 2. Scope

This SOP applies to all personnel involved in data handling, input, management, and maintenance within the organization's information systems.

## 3. Responsibilities

- **Data Entry Staff:** Accurate data input and initial verification.
- **Database Administrator (DBA):** Maintenance, updates, backups, and access control.
- **Quality Assurance (QA):** Regular audits and data quality checks.
- **IT Support:** Technical support for error correction and database restoration.

## 4. Procedures

### 1. Data Entry

- Confirm that data sources are accurate and authorized before entry.
- Input data promptly and accurately using approved formats and templates.
- Ensure mandatory fields are completed, using standardized codes/values where required.

### 2. Verification Protocols

- Review entries for completeness and accuracy immediately after input.
- Where applicable, have a second team member verify the entries.
- Flag discrepancies for correction before submission to the live database.

### 3. Regular Database Updates

- Update records as needed to reflect organizational changes (e.g., new entries, amendments, removals).
- Perform scheduled reviews (e.g., monthly/quarterly) to validate data currency.

### 4. Backup Processes

- Schedule automated daily backups of all databases.
- Store backups securely, following data retention and disaster recovery policies.
- Periodically test backup restoration procedures.

### 5. User Access Management

- Grant access based on job function and necessity (principle of least privilege).
- Review access rights quarterly and update as needed.
- Revoke access for terminated or transferred personnel immediately.

### 6. Error Correction Methods

- Log all identified errors with date, description, and corrective actions taken.
- Correct errors promptly and re-verify affected data.
- Conduct root cause analysis for recurring errors and recommend process improvements.

### 7. Data Quality Checks

- Perform random or scheduled sampling for data accuracy, consistency, and completeness.
- Document findings and implement corrective actions as necessary.
- Report significant data quality issues to management.

## 5. Documentation and Records

- Maintain records of data entries, backups, error logs, and access rights changes for audit purposes.

- Store documentation securely and in accordance with data privacy regulations.

## 6. Review and Revision

- Review this SOP annually or after significant process/system changes.
- Document revisions with dates and responsible personnel.

## 7. References

- Organizational Data Management Policy
- IT Security Guidelines
- Data Privacy Regulations (specify relevant laws/regulations)

## 8. Approval and Distribution

Prepared by	Reviewed by	Approved by	Date
[Name/Position]	[Name/Position]	[Name/Position]	[YYYY-MM-DD]

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