

SOP Template: Preparation and Submission of Investigation Report

This SOP details the **preparation and submission of investigation reports**, covering steps for gathering evidence, analyzing findings, documenting results, and ensuring timely delivery to relevant stakeholders. It aims to standardize the reporting process, maintain accuracy and clarity, and support effective decision-making and follow-up actions in investigative procedures.

1. Purpose

To establish a standardized process for preparing and submitting investigation reports that ensures accuracy, clarity, and timely communication to relevant stakeholders.

2. Scope

This SOP applies to all personnel involved in conducting and documenting investigations within the organization.

3. Responsibilities

- **Investigator:** Collects evidence, analyzes findings, drafts the report, and submits it within the specified timeline.
- **Reviewing Authority:** Reviews the report for accuracy and completeness prior to distribution.
- **Stakeholders:** Receive the finalized report and take appropriate follow-up actions.

4. Procedure

1. Initiation

- Receive directive to conduct investigation.
- Define scope, objectives, and timeline of the investigation.

2. Gathering Evidence

- Collect relevant documentation, physical or digital evidence, and witness statements.
- Maintain a chain of custody for all evidence.

3. Analysis of Findings

- Review and verify collected evidence.
- Analyze data to identify causes and contributing factors.

4. Report Preparation

- Use the standard investigation report template.
- Include sections for executive summary, background, methodology, findings, conclusions, recommendations, and appendices (if any).
- Ensure clarity, accuracy, and objectivity in documentation.

5. Internal Review

- Submit draft report to reviewing authority for feedback.
- Address any comments and finalize the report.

6. Submission

- Submit the finalized report to relevant stakeholders as per distribution list.
- Ensure timely delivery as per organizational timelines and requirements.
- Retain copies in accordance with document retention policies.

7. Follow-up

- Monitor the implementation of recommendations.
- Conduct follow-up investigations if required.

5. Documentation

- Investigation Report Template

- Evidence Collection Forms
- Chain of Custody Logs

6. References

- Internal investigation policy
- Document retention policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial template release	SOP Admin