

SOP: Standard Procedure for Data Collection and Entry

This SOP defines the **standard procedure for data collection and entry**, covering methods for accurate data gathering, validation processes, proper documentation, and systematic data input into designated databases or software systems. The goal is to ensure data integrity, consistency, and reliability throughout all phases of collection and entry to support effective decision-making and reporting.

1. Purpose

Establish standardized steps for collecting, validating, documenting, and entering data to guarantee accuracy and support organizational objectives.

2. Scope

This procedure applies to all staff members involved in data collection and entry for [Project/Department Name].

3. Responsibilities

- **Data Collectors:** Gather data in accordance with prescribed methods and guidelines.
- **Data Entry Personnel:** Input and validate data as specified in this SOP.
- **Supervisors/Managers:** Oversee adherence to procedures, provide support, and conduct periodic reviews.

4. Procedure

1. **Preparation**
 - Identify required data fields and sources.
 - Prepare data collection tools (forms, checklists, devices, etc.).
 - Train staff on data collection methods and entry protocols.
2. **Data Collection**
 - Collect data directly from validated sources according to predefined criteria.
 - Avoid estimations or assumptions. Record data exactly as observed or provided.
 - Verify completeness at the point of collection before proceeding.
3. **Data Validation**
 - Review collected data for accuracy, consistency, and completeness.
 - Address discrepancies or missing data with the source when possible.
4. **Documentation**
 - Record all data using approved templates or digital forms.
 - Ensure legibility (for paper records) or correct formatting (for electronic records).
5. **Data Entry**
 - Enter data into the designated database or software system in a timely manner.
 - Double-check entries for typographical or logical errors.
 - Where applicable, perform automated or manual validation checks within the system.
6. **Quality Control**
 - Supervisors should perform periodic random audits of entered data.
 - Document and correct any identified inaccuracies.
7. **Backup and Security**
 - Backup electronic data regularly according to IT/data management policy.
 - Store physical documents securely, following company protocols.

5. References

- Data protection and privacy policy
- Data management guidelines
- Related SOPs and standards

6. Revision and Approval

This SOP is to be reviewed annually or as needed. All changes must be approved by the management team.

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Effective Date: [DD/MM/YYYY]

Approved by: [Name/Title]