Standard Operating Procedure (SOP)

Timelines and Formats for Report Submission

This SOP defines the **timelines and formats for report submission** to ensure consistency, accuracy, and timely delivery of all reports. It outlines the specific deadlines for various types of reports, standardized formatting requirements including templates and documentation styles, and the submission procedures to maintain organized and efficient communication within the organization. Adhering to these guidelines helps streamline data collection, review processes, and decision-making.

1. Report Submission Timelines

Report Type	Frequency	Submission Deadline
Weekly Status Report	Weekly	Every Friday by 5:00 PM
Monthly Performance Report	Monthly	5th of every month
Quarterly Review Report	Quarterly	10 days after quarter end
Incident/Ad-hoc Reports	As Required	Within 24 hours of incident/request

2. Report Formats & Documentation Standards

- All reports must be created using the organization's official templates (see attached template repository/link).
- File format: PDF (preferred) or DOCX. Spreadsheets should be in XLSX format.
- Font: Arial, Size: 11pt for body text, 14pt bold for headings.
- Include the following on the first page:
  - Report Title
  - Author(s)
  - Date of Submission
  - Version Number
- All pages must be numbered in the footer.
- Tables, figures, and appendices should be labeled and referenced in the text.

3. Submission Procedures

1. Name reports using the format: **[ReportType]_[Department]_[YYYYMMDD]** (e.g., *MonthlyPerformance_Admin_20240605.pdf*).
2. Submit reports electronically via the designated platform (e.g., company intranet, email to reports@company.com).
3. Notify the supervisor/manager upon submission through email or designated messaging channel.
4. For sensitive/confidential reports, ensure the document is password-protected and only accessible to authorized personnel.

4. Review and Compliance

- Supervisors/Managers to review submissions within 2 business days.
- Late or incorrectly formatted submissions may be returned for corrections.
- Persistent non-compliance will be escalated to senior management.

5. Revision History

Version	Date	Description	Prepared By	Approved By
1.0	2024-06-15	Initial SOP release	Jane Doe	John Smith