

SOP: Documentation and Audit of Pricing Actions

This SOP details the **documentation and audit of pricing actions**, ensuring all pricing decisions are accurately recorded, tracked, and reviewed. It covers the process for documenting pricing changes, maintaining audit trails, verifying compliance with pricing policies, conducting regular internal audits, and implementing corrective actions to enhance transparency and accountability in pricing management.

1. Purpose

To establish a standard procedure for the documentation, tracking, and auditing of all pricing-related actions within the organization, thereby supporting transparency, accountability, and regulatory compliance.

2. Scope

This procedure applies to all employees and departments involved in pricing decisions, price changes, discounts, promotional pricing, and related actions.

3. Responsibilities

Role	Responsibility
Pricing Manager	Initiate, approve, and document pricing actions; oversee audit process.
Sales/Marketing Teams	Request and justify pricing changes; provide required documentation.
Finance Department	Review pricing justifications; verify compliance with financial guidelines.
Internal Auditor	Conduct regular audits; report findings and recommend corrective actions.

4. Procedure

4.1 Documentation of Pricing Actions

- All proposed pricing changes must be submitted via the **Pricing Action Form**, including the following details:
 - Product/Service Name
 - Current Price
 - Proposed Price
 - Reason/Justification
 - Requested By
 - Approval Status
- Completed forms must be stored in the centralized pricing documentation repository (e.g., shared drive, pricing management system).
- All pricing decisions must be referenced by unique identification numbers for traceability.

4.2 Maintaining Audit Trails

- System logs should capture all submissions, reviews, approvals, and changes related to pricing actions.
- No pricing change should occur without:
 - Documented approval(s) from authorized personnel
 - Timestamped records
- Backups of all records must be retained according to the company data retention policy.

4.3 Verification and Compliance

- The Finance Department will review a sample of documented pricing actions each month to ensure compliance with company policies.
- Non-compliant actions must be flagged and escalated to the Pricing Manager and Internal Auditor.

4.4 Internal Audit Process

- Internal audits of pricing actions are to be conducted quarterly.

2. Audit scope includes:
- Review of documentation completeness

◦ Verification of approval trails

◦ Check for compliance with pricing and discounting policies

4.5 Corrective Actions

1. Audit findings are to be documented and reported to management.
2. Root cause analysis is to be performed for any significant deviations or recurring issues.
3. Action plans must be implemented to rectify deficiencies and prevent recurrence.

5. Related Documents

- Pricing Action Form

• Pricing Policy Manual

• Internal Audit Checklist

• Data Retention Policy

6. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial release	[Your Name]