

# SOP: Results Processing and Documentation Procedures

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## 1. Purpose

This SOP details the **results processing and documentation procedures**, covering accurate data collection, systematic analysis, verification protocols, timely reporting, and secure record-keeping. The goal is to ensure the integrity, accuracy, and traceability of all results through standardized processes that support quality assurance and compliance with regulatory requirements.

## 2. Scope

This procedure applies to all staff involved in data processing, analysis, reporting, and record management within [Department/Organization Name].

## 3. Responsibilities

- **Data Collectors:** Ensure accurate recording and timely submission of data.
- **Analysts:** Perform systematic analysis and initial verification of data.
- **Supervisors:** Review and approve results, oversee compliance with SOP.
- **Records Manager:** Ensure secure documentation, storage, and retrieval of records.

## 4. Procedure

1. **Data Collection**
  - Use approved data collection tools and templates.
  - Verify completeness and accuracy at the point of entry.
  - Assign unique identifiers to each data set/sample.
2. **Data Processing & Analysis**
  - Process data according to standardized analytical methods.
  - Document all calculations, methodologies, and software used.
3. **Verification**
  - Conduct peer or supervisory review of processed results.
  - Compare data against expected outcomes or standards where applicable.
  - Document any discrepancies and follow corrective action procedures.
4. **Reporting**
  - Prepare results reports using standardized formats.
  - Ensure reports are clear, accurate, and include all required information.
  - Distribute reports to authorized recipients within required timelines.
5. **Documentation & Record-Keeping**
  - Store all original data, analysis records, and reports in secure, access-controlled repositories.
  - Maintain records according to the organization's retention policy and regulatory requirements.
  - Log all access to records and changes made to documentation.

## 5. Quality Assurance & Compliance

- Regularly audit data processing and documentation processes.
- Provide periodic training for staff on SOP adherence and updates.
- Report non-conformance and implement corrective actions promptly.

## 6. References

- [List applicable regulations, standards, or related SOPs]

## 7. Revision History

Date	Version	Description of Change	Approved By
[To be completed]	[To be completed]	[To be completed]	[To be completed]