SOP: Document Check-in/Check-out Protocols

1. Purpose

This SOP details the **document check-in/check-out protocols** to ensure accurate tracking and management of documents within the organization. It covers the procedures for issuing documents to authorized personnel, recording document details during check-in and check-out, maintaining a secure log for audit trails, and safeguarding sensitive information. The purpose is to enhance document accountability, prevent loss or misplacement, and facilitate efficient retrieval and return of critical documents.

2. Scope

This SOP applies to all physical and electronic documents classified as critical or sensitive, and to all personnel authorized to access, handle, or manage such documents within the organization.

3. Responsibilities

- **Document Custodian:** Manages access, maintains records, and ensures protocol adherence.
- **Authorized Staff:** Follows check-in/check-out procedures and safeguards documents.
- **Audit Team:** Periodically reviews logs for compliance.

4. Procedures

4.1. Document Check-Out

- Requesting party submits a document check-out request (digital or paper form).
- Custodian verifies authorization before releasing the document.
- Details are entered into the Check-Out Log:
    - Document ID/Name
    - Date and Time of Check-Out
    - Name and Signature of Person Checking Out
    - Purpose of Use
- Document is handed over to the authorized person.

4.2. Document Check-In

- The user returns the document to the custodian.
- Custodian inspects document for integrity and completeness.
- Check-In Log is updated with:
    - Date and Time of Check-In
    - Name and Signature of Person Returning
    - Condition of Document
- Document is secured in its proper location.

4.3. Secure Log Maintenance

- Logs are maintained digitally or in a locked registry book.
- Access to logs is restricted to document custodians and auditors.
- Logs are retained for at least [specify retention period].

4.4. Security & Confidentiality

- All documents must be stored in secure, access-controlled locations.
- Electronic documents require appropriate permission settings.
- Report any discrepancies, missing, or damaged documents immediately to management.

5. Documentation

Log Field	Check-Out Log	Check-In Log
Document Name/ID	âœ"	âœ"

Date/Time	Check-Out	Check-In
Name & Signature	Checked Out By	Returned By
Purpose/Condition	Purpose for Check-Out	Condition On Return
Approved By (if required)	Optional	Optional

6. Review & Compliance

- This SOP is reviewed annually or following any incident involving document loss or unauthorized access.
- Non-compliance may result in disciplinary action as per company policy.