

Standard Operating Procedure (SOP): Attendance Tracking and Participant Verification

This SOP details the process for **attendance tracking and participant verification**, specifying methods for accurate recording of participant presence, use of identification tools, verification procedures to ensure legitimacy, data privacy considerations, and protocols for managing absences and discrepancies. The goal is to maintain reliable attendance records, support compliance requirements, and enhance overall event or program management efficiency.

1. Purpose

To establish standardized procedures for tracking attendance and verifying the identity of participants, ensuring accuracy, data integrity, and compliance with privacy standards.

2. Scope

This SOP applies to all staff responsible for managing events, training sessions, or programs where participant attendance and verification are required.

3. Responsibilities

- **Attendance Manager:** Oversees implementation of attendance protocols and addresses discrepancies.
- **Event Staff:** Collect attendance and verify participant identity.
- **IT/Data Team:** Ensure secure handling and storage of attendance data.

4. Attendance Recording Methods

- **Manual Sign-in Sheet:** Participants sign physical attendance sheets upon entry.
- **Digital Sign-in:** Use of attendance apps or QR codes scanned upon arrival.
- **Biometric Systems:** Use of fingerprint or facial recognition devices where applicable.

5. Participant Verification Procedures

1. Request an approved photo ID (e.g., driver's license, organizational badge).
2. Cross-check in the registered participant list/database.
3. For digital sign-ins, ensure login credentials match the participant's registration.
4. For remote/virtual events, require video verification or secure system login.

6. Data Privacy and Security

- Store attendance records in secure, access-controlled systems.
- Limit access to sensitive identification data to authorized personnel only.
- Comply with applicable data protection regulations (GDPR, HIPAA, etc.).
- Periodically audit data storage and processing practices.

7. Managing Absences and Discrepancies

1. **Absences:** Mark absent participants in the record and, if applicable, request an absence explanation within the specified timeframe.

2. **Discrepancies:** (e.g., mismatched credentials):
- Report immediately to the Attendance Manager.
 - Investigate and verify against original registration details.
 - Record corrective actions taken.

8. Documentation and Reporting

- Maintain attendance logs for designated retention periods.
- Submit summary reports after each event/session to relevant stakeholders.

9. Revision and Review

- Review and update the SOP annually or as required by policy changes.
- Document revision history and approval dates.

Appendix: Sample Attendance Log Sheet

Date	Participant Name	Photo ID Checked	Time In	Time Out	Signature	Remarks
YYYY-MM-DD	Jane Doe	Yes	09:00	17:00		