

Standard Operating Procedure (SOP)

Data Collection and Verification Procedures

1. Purpose

This SOP defines the **data collection and verification procedures** to ensure accurate and reliable data acquisition. It outlines systematic data gathering methods, validation techniques for data integrity, error checking processes, and documentation standards to maintain data quality and consistency throughout all stages of data collection and verification.

2. Scope

This procedure applies to all personnel involved in collecting, entering, validating, and reporting data for *[project/department/process name]*.

3. Responsibilities

Role	Responsibility
Data Collector	Gather, record, and submit raw data accurately and promptly.
Data Verifier	Validate collected data for completeness, accuracy, and consistency.
Supervisor/Manager	Review process compliance and resolve discrepancies.

4. Procedures

4.1 Data Collection

- Identify required data fields in line with project objectives.
- Use standardized data collection forms or tools.
- Collect data directly from original sources wherever possible.
- Ensure data is captured in a timely manner.
- Label and store data securely to maintain confidentiality and integrity.

4.2 Data Verification

- Review data entries for accuracy against source documents.
- Cross-check data for logical consistency and completeness.
- Utilize automated validation scripts or tools where applicable.
- Document any discrepancies, missing values, or errors found during verification.
- Communicate discrepancies to the responsible data collector for correction.

4.3 Error Checking and Correction

- Identify and log errors using an error tracking system or checklist.
- Rectify errors through consultation with data providers and/or supervisors.
- Re-verify corrected data entries to ensure accuracy.
- Maintain records of all corrections and error resolutions.

4.4 Documentation Standards

- Maintain clear, complete, and up-to-date records of all data collection and verification activities.
- Store documentation in designated data management systems with access controls.
- Retain data and verification logs as per organizational policy or regulatory requirements.

5. Quality Assurance

- Regular audits of data collection and verification activities will be conducted to ensure SOP compliance.

- Continuous training must be provided to all personnel involved in data handling.
- Periodic reviews of this SOP should be performed and updated as necessary.

6. References

- Organizational data management policy
- Applicable national or industry data standards
- Data privacy regulations (e.g., GDPR, HIPAA)

7. Revision History

Version	Date	Description	Author
1.0	[YYYY-MM-DD]	Initial version	[Name]