SOP Template: Monthly Reporting, Performance Review, and Audit Trail Documentation

This SOP defines the process for **monthly reporting, performance review, and audit trail documentation**, including the collection and consolidation of monthly data, analysis of key performance indicators, conducting performance reviews, and maintaining detailed audit trails. It ensures accurate, timely reporting and transparent record-keeping to support continuous improvement and compliance with organizational standards.

1. Purpose

To outline the standardized procedures for preparing, reviewing, and documenting monthly reports, monitoring performance, and maintaining audit trails ensuring accountability and compliance.

2. Scope

This SOP applies to all departments and personnel responsible for compiling and reviewing monthly operational and performance data within the organization.

3. Responsibilities

Role	Responsibility
Department Heads	Oversee data collection and initial review of monthly reports.
Data Analysts	Compile and analyze performance data; prepare monthly reports.
Compliance Officer	Audit trail documentation and ensure adherence to procedures.
Senior Management	Review monthly reports and performance outcomes, and approve improvement actions.

4. Procedure

1. **Data Collection**
   - Request required data from relevant teams by the 3rd working day of each month.
   - Ensure data sources are reliable and verifiable.
   - Maintain a log of all data received (date, source, responsible person).
2. **Data Consolidation**
   - Aggregate received data into standardized reporting templates by the 7th working day.
   - Check for data consistency and resolve discrepancies.
3. **Performance Analysis**
   - Analyze key performance indicators (KPIs) against monthly targets and historical trends.
   - Document deviations, root causes, and corrective actions.
4. **Performance Review Meetings**
   - Schedule monthly review meetings with stakeholders by the 10th working day.
   - Present findings, discuss improvement areas, assign action items, and record decisions.
5. **Report Finalization and Distribution**
   - Finalize and approve monthly reports by management.
   - Distribute reports to relevant stakeholders and archive electronic copies.
6. **Audit Trail Documentation**
   - Maintain complete records of all data received, analysis conducted, meetings held, and decisions/actions taken.
   - Store audit trails securely for at least 3 years, accessible for audits and reviews.

5. Documentation & Records

Document Name	Responsible	Retention Period
Monthly Report Templates	Data Analysts	3 Years
Meeting Minutes	Department Heads	3 Years

| Audit Trail Logs | Compliance Officer | 3 Years |
| KPI Dashboards | Data Analysts | 3 Years |

6. Review & Improvement

- This SOP is reviewed annually or after any significant process or compliance changes.
- Feedback from users is documented and assessed for continual process improvement.

7. References

- Organizational Reporting Policy
- Data Management Guidelines
- Audit and Compliance Manual

8. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial Version	Admin