SOP Template: Record-keeping for Attendance, Incidents, and Vehicle Logs

This SOP details the processes for **record-keeping for attendance, incidents, and vehicle logs**, including accurate documentation of employee attendance, detailed reporting of workplace incidents, and systematic logging of vehicle usage. The objective is to maintain organized, reliable records that support operational efficiency, enhance safety compliance, and facilitate accountability within the organization.

1. Purpose

To establish standardized procedures for recording attendance, reporting incidents, and maintaining vehicle logs to ensure accuracy, traceability, and compliance with organizational and legal requirements.

2. Scope

This SOP applies to all employees, supervisors, and relevant personnel responsible for record-keeping within the organization.

3. Responsibilities

- **Employees:** Accurately report attendance, incidents, and vehicle usage as required.
- **Supervisors/Managers:** Review, verify, and approve records; escalate any discrepancies or concerns.
- **HR/Admin Dept:** Ensure records are maintained, stored securely, and retained as per policy.

4. Procedures

4.1 Attendance Record-keeping

1. Employees must sign in and out using the designated attendance system (e.g., biometric, manual register, or digital app).
2. Supervisors review daily records for completeness and accuracy.
3. Attendance discrepancies must be reported and resolved within 24 hours.
4. Attendance data is submitted to HR at the end of each month for payroll and compliance review.

Date	Employee Name	Time In	Time Out	Remarks
YYYY-MM-DD	John Smith	08:00	17:00	---

4.2 Incident Reporting and Documentation

1. Any workplace incident (accident, near-miss, safety concern) must be reported immediately to a supervisor.
2. Complete an incident report form including date, time, people involved, description, immediate actions taken, and any witnesses.
3. Supervisor to investigate, document findings, and implement corrective actions if necessary.
4. Incident reports must be stored securely and reviewed periodically for trends.

Date	Time	Location	Description	Persons Involved	Actions Taken	Reporting Person
YYYY-MM-DD	14:30	Warehouse	Minor slip on wet floor	Jane Doe	Cleaned spill, posted warning sign	Jane Doe

4.3 Vehicle Log Maintenance

1. Drivers must complete the vehicle log before and after each trip, noting starting/ending odometer readings, route, and purpose.
2. Any anomalies (e.g., defects, unusual noises) must be noted and reported.
3. Supervisors review logs weekly for completeness and initiate maintenance as required.
4. Logs are retained for auditing and regulatory purposes as per company policy.

Date	Vehicle ID	Driver	Odometer Start	Odometer End	Route/Purpose	Remarks
YYYY-MM-DD	ABC-1234	Michael Lee	23500	23548	Office to Downtown (delivery)	---

5. Record Retention and Security

- All records must be stored securely (physical or digital as applicable).
- Retention period is a minimum of 3 years, unless otherwise mandated by law or policy.
- Access to records is restricted to authorized personnel only.

6. Review and Audit

- Records will be reviewed biannually for compliance and accuracy.
- Random audits will be conducted to ensure adherence to this SOP.

7. Revision History

Version	Date	Prepared By	Description of Change
1.0	YYYY-MM-DD	Name	Initial Release