

SOP: Records Updating and Correction Procedures

This SOP details the **records updating and correction procedures**, including the identification of inaccurate or outdated information, proper methods for amending records, authorization requirements, documentation of changes for audit trails, and ensuring data integrity and confidentiality throughout the update process. The purpose is to maintain accurate, reliable, and compliant records across all organizational operations.

1. Purpose

To outline a standardized process for updating and correcting records to ensure their accuracy, reliability, and compliance with regulatory requirements.

2. Scope

This procedure applies to all employees who create, manage, or maintain organizational records, both physical and electronic.

3. Responsibilities

- **Record Owners:** Ensure records are accurate, initiate corrections, and approve updates.
- **Employees:** Report discrepancies and follow SOP when updating or correcting records.
- **IT/Data Management:** Maintain audit trails and system permissions.

4. Procedure

4.1 Identification of Inaccurate or Outdated Information

- Regularly review records for completeness and accuracy.
- Report errors or outdated information to the record owner or supervisor immediately.

4.2 Methods for Amending Records

- For physical records, strike through the incorrect information, enter the correct information nearby, and initial and date the correction. Do not erase or remove original data.
- For electronic records, use system functionality for edits; do not delete records outright unless approved.

4.3 Authorization Requirements

- All changes must be authorized by the designated record owner or supervisor.
- Sign-off is required for significant or sensitive corrections.

4.4 Documentation for Audit Trail

- Record all changes, including:
 - Date and time of change
 - Name of person making the change
 - Description of the original and corrected data
 - Reason for the change
 - Authorization/signature
- For electronic systems, ensure automatic audit logging is enabled.

4.5 Ensuring Data Integrity and Confidentiality

- Limit editing permissions to authorized personnel only.
- Protect sensitive data in accordance with the organization's confidentiality policy.
- Back up records prior to performing updates or corrections.

5. Training

All relevant personnel must receive training on this SOP at the time of hire and whenever the procedure is updated.

6. References

- Data Protection Policy
- Records Management Policy
- Applicable regulatory standards

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial release	[Name/Title]