

SOP: Report Submission and Communication Log Update

This SOP defines the process for **report submission and communication log update**, detailing the steps for timely and accurate report preparation, submission protocols, and maintaining comprehensive communication logs. It ensures consistent documentation of communications, facilitates transparency, and supports effective follow-up and accountability within the organization.

1. Purpose

To establish standardized procedures for the prompt preparation and submission of reports and to ensure thorough, accurate logging of communications related to reports and organizational activities.

2. Scope

This SOP applies to all staff members responsible for preparing, submitting, or communicating about organizational reports.

3. Roles & Responsibilities

Role	Responsibilities
Report Author	<ul style="list-style-type: none">Drafts report according to guidelinesEnsures accuracy and completenessSubmits report within defined timelines
Reviewer/Supervisor	<ul style="list-style-type: none">Reviews and approves reportsProvides feedback if revisions are neededEnsures timely completion of reviews
Administrative Staff	<ul style="list-style-type: none">Maintains communication logsEnsures all relevant communications are documented and easily accessible

4. Procedure

4.1 Report Preparation

- Initiate report drafting as per reporting schedule or trigger event.
- Follow the required format/template for the specific report type.
- Gather and verify data and supporting documentation.
- Ensure the report is comprehensive, accurate, and clear.

4.2 Report Submission

- Submit report to the assigned reviewer/supervisor by the specified deadline.
- Incorporate reviewer feedback and make necessary revisions.
- Upon approval, submit the finalized report through the designated channel (e.g., email, document management system).
- Retain a copy of the final report for record-keeping.

4.3 Communication Log Update

- Record all report-related communications (e.g., submission notifications, review feedback, clarifications) in the communication log.
- Include the following details for each log entry:
 - Date and time

- Name(s) of participants
 - Type of communication (email, meeting, phone call, etc.)
 - Summary of discussion or instructions
- Ensure the log is updated promptly after each communication event.
- Store logs securely, accessible to relevant personnel as needed.

5. Documentation

All reports and communication logs should be systematically stored in the organization's document management system or other designated repository, following retention policies.

6. Monitoring & Review

- Supervisors conduct periodic checks to ensure compliance with report submission and communication logging procedures.
- This SOP is reviewed annually or as needed to incorporate improvements and address process changes.

7. References

- Reporting Guidelines/Manual
- Internal Document Management Policy
- Records Retention Policy