

# SOP Template: Data Entry Standards and Verification Steps

This SOP details the **data entry standards and verification steps** necessary for maintaining accurate, consistent, and reliable data input. It covers standardized formatting, data validation protocols, error detection and correction methods, and verification procedures to ensure data integrity. The objective is to minimize errors, enhance data quality, and support efficient data management across all relevant systems and departments.

## 1. Scope

This SOP applies to all personnel involved in entering, updating, verifying, or reviewing data in organization-managed systems and databases.

## 2. Responsibilities

- **Data Entry Personnel:** Accurate and timely entry, initial verification of data.
- **Supervisors/Managers:** Oversight, periodic reviews, error escalation.
- **Quality Assurance Team:** Conducts audits, recommends improvements.

## 3. Data Entry Standards

- Use standardized formats for all data fields (e.g., date: YYYY-MM-DD; names: First Last).
- Enter data exactly as provided, verifying against source documents.
- Do not use abbreviations or special characters unless specified.
- Ensure mandatory fields are not left blank.
- Follow case sensitivity as required by system protocols.

Field	Format	Example
Date	YYYY-MM-DD	2024-06-04
Name	First Last, Proper Case	Jane Doe
Email	Lowercase, valid pattern	example@email.com
Phone Number	(###) ###-####	(123) 456-7890

## 4. Data Validation Protocols

1. Utilize built-in software validation where available (e.g., format checks, required fields, dropdowns).
2. Cross-check data entries with source documents before submission.
3. Flag and correct any discrepancies immediately.
4. Mark unverifiable data for review and escalate to supervisor if needed.

## 5. Error Detection and Correction

- Perform regular spot checks (minimum 10% of daily entries).
- Log identified errors in an error tracking log (include date, nature, and resolution).
- Notify impacted parties of significant corrections.
- Root cause analysis for recurring errors and implement corrective actions.

## 6. Verification Procedures

1. Review completed data entries for accuracy and completeness.
2. Where possible, have a second person verify critical data fields.
3. Conduct periodic audits according to the master data verification schedule.
4. Document verification steps and outcomes for accountability.

## 7. Record Keeping

- Maintain logs of data entry, errors, and verification activities for a minimum of three years.
- Ensure all records are securely stored and accessible to authorized personnel only.

## 8. Review & Revision

- SOP to be reviewed annually and after any major system or process change.
- Document and communicate any updates to all relevant staff.

## 9. Appendix

- Sample data entry log template
- Error tracking log sample
- Data verification checklist