SOP Template: Scheduled Review, Audit, and Update of Entered Data

This SOP defines the process for the **scheduled review, audit, and update of entered data**, ensuring data accuracy, consistency, and integrity. It covers routine verification of data entries, identification and correction of discrepancies, documentation of audit findings, and timely updates to maintain reliable and up-to-date information. The procedure supports data quality management and compliance with organizational standards.

1. Purpose

To establish a standardized process for the periodic review, audit, and update of entered data across systems and databases, ensuring continuous data quality and compliance.

2. Scope

This SOP applies to all staff responsible for entering, maintaining, and auditing data in organizational systems.

3. Responsibilities

- **Data Entry Personnel:** Ensure data is entered accurately and promptly.
- **Data Auditors:** Conduct periodic audits, document findings, and recommend corrective actions.
- **Data Managers/Supervisors:** Review audit reports, oversee corrective actions, and update procedures as needed.

4. Procedure

1. **Scheduled Review**
   - Establish a timeline for data reviews (e.g., weekly, monthly, quarterly).
   - Assign responsibilities for conducting the reviews.
2. **Audit Process**
   - Randomly sample or fully examine data entries for accuracy and completeness.
   - Use checklists and validation tools to assist in the audit.
3. **Discrepancy Identification & Correction**
   - Document any inconsistencies or errors in an **Audit Findings Report**.
   - Notify relevant personnel to correct discrepancies within a predefined timeframe.
4. **Update Procedure**
   - Update data as required, ensuring changes are tracked and logged.
   - Confirm corrections have resolved identified issues.
5. **Documentation**
   - Maintain a record of all audits, findings, actions taken, and outcomes.
   - Store documentation according to organizational data retention policies.

5. Audit Reporting

- Complete and submit an **Audit Findings Report** after each review cycle.
- Report should include details of records reviewed, discrepancies found, corrective actions, and final status.

6. References

- Organizational Data Management and Retention Policies

- Applicable Regulatory Requirements

7. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-18	Initial SOP Release	[Name/Title]