

# SOP Template: Digital and Manual Tracking of Approval Status

This SOP details the processes for **digital and manual tracking of approval status**, ensuring accurate and timely monitoring of approval workflows. It covers the use of digital tools and manual records to document, update, and verify the status of approvals across departments. The procedure is designed to maintain transparency, improve communication, and enhance accountability throughout the approval process.

## 1. Purpose

To establish a standardized procedure for tracking and recording approval statuses using both digital and manual systems, ensuring all approvals are accurately documented and easily accessible for review.

## 2. Scope

This SOP applies to all departments involved in approval workflows, including but not limited to finance, administration, and human resources.

## 3. Definitions

Term	Definition
Approval Status	The current state of an approval request (e.g., Pending, Approved, Rejected).
Digital Tracking	Monitoring and recording approvals via electronic tools or software.
Manual Tracking	Recording approvals using paper-based forms or logs.

## 4. Responsibilities

- **Requestor:** Initiates approval requests and provides necessary documentation.
- **Approver:** Reviews and updates approval status through designated channels.
- **Records Officer:** Maintains and verifies both digital and manual tracking records.
- **Department Head:** Ensures adherence to this SOP across teams.

## 5. Procedure

### 5.1 Digital Tracking

1. Requestor submits an approval request via the approved digital system (e.g., workflow management software, intranet portal).
2. System automatically records the submission date and assigns a unique tracking ID.
3. Approver reviews the request, updates the status (Pending, Approved, Rejected), and adds comments if necessary.
4. The digital system notifies relevant stakeholders of each status update.
5. Records Officer reviews digital logs weekly to ensure accuracy and completeness.

### 5.2 Manual Tracking

1. Requestor fills out a physical approval form and submits it to the designated department.
2. The manual logbook is updated to reflect the submission, including date, type of request, and requestor name.
3. Approver reviews the document, annotates the decision, signs, and dates the form.
4. Records Officer files the approved or rejected document in the appropriate location and updates the manual tracking log.
5. Periodic audits are conducted to cross-check manual records against digital entries.

## 6. Verification and Audit

- The Records Officer performs monthly reconciliations between digital and manual records to identify discrepancies.
- Discrepancies are reported to the Department Head and corrective actions are initiated within 5 business days.

## 7. Documentation and Records

All records, both digital and manual, shall be retained as per organizational policy. Access to records is restricted to authorized personnel only.

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial version	SOP Team