

# Standard Operating Procedure (SOP)

## Meeting Room Usage Logging and Audit Trail Documentation

This SOP details the process for **meeting room usage logging and audit trail documentation**, including booking procedures, usage tracking, access control, and record maintenance. It ensures accurate and transparent documentation of meeting room activities to enhance resource management, prevent conflicts, and support security and accountability audits within the organization.

### 1. Purpose

To establish standardized procedures for booking, tracking, and auditing the use of meeting rooms to ensure effective resource management, prevent scheduling conflicts, and maintain a secure, auditable record of usage.

### 2. Scope

This procedure applies to all employees, contractors, and visitors utilizing meeting rooms managed by [Organization Name].

### 3. Responsibilities

- **Employees/Users:** Responsible for booking rooms as per procedure and ensuring accurate usage logging.
- **Facilities/Admin Team:** Oversees booking system, performs regular audits, and maintains records.
- **IT Department:** Manages electronic access controls and audit trails.

### 4. Procedure

#### 1. Meeting Room Booking

- Access the official room booking platform (e.g., Office 365, Google Calendar, or internal system).
- Select the required meeting room, date, and time slot.
- Enter meeting details: organizer, attendees, meeting title, and purpose.
- Submit the booking. Confirmation and reference number will be emailed.
- For ad-hoc or walk-in usage, contact the Facilities/Admin Team to log the usage manually.

#### 2. Usage Tracking & Access Control

- All meeting rooms are equipped with electronic access control (badge/RFID/biometric).
- Users must authenticate with their credentials when entering the room.
- Entry and exit times are automatically logged in the access control system.

#### 3. Audit Trail Documentation

- Booking details and access logs are synced daily to a secure, centralized database.
- All records must include: booking reference, organizer, room, date, time in/out, attendees, and purpose.
- Manual entries (if any) are digitized and attributed to the input staff.

#### 4. Record Maintenance

- Maintain records for a minimum of [X] years (specify as per organizational policy/legal obligation).
- Regularly review records for discrepancies or unauthorized usage.
- Report anomalies to Security and IT for investigation.

#### 5. Audit & Review

- Facilities/Admin Team conducts quarterly audits of meeting room usage and access logs.
- Findings are documented and submitted to management for review.

- Corrective actions (if any) are implemented promptly and recorded.

5. Record Template

Booking Reference	Date	Room	Organizer	Attendees	Purpose	Time In	Time Out	Logged by	Remarks
MR-2024-001	2024-06-15	Room A	Jane Smith	John Doe, Anna Lee	Project Kickoff	09:00	10:30	Jane Smith	

6. Related Documents

- Access Control Policy
- Data Retention Policy
- Incident Reporting SOP

7. Revision and Approval

- **Version:** 1.0
- **Date Approved:** [YYYY-MM-DD]
- **Next Review:** [YYYY-MM-DD]
- **Approved by:** [Name/Role]