

SOP Template: Protocol for Witness or Third-Party Involvement

This SOP defines the **protocol for witness or third-party involvement** in documentation, verification, and validation processes to ensure transparency and accuracy. It covers criteria for selecting appropriate witnesses, their roles and responsibilities, proper documentation methods, confidentiality considerations, and steps to follow when their involvement is necessary. This protocol aims to enhance accountability and impartiality in procedures requiring third-party verification.

1. Purpose

To outline the procedures for involving witnesses or third parties in processes requiring independent verification, ensuring documentation integrity and impartiality.

2. Scope

This SOP applies to all departments and processes where third-party or witness involvement is required for documentation, verification, or validation activities.

3. Criteria for Selecting Witnesses / Third Parties

- Must have no direct personal or professional interest in the documented activity.
- Should possess adequate knowledge to understand the process being verified.
- Should be authorized or designated as a legitimate witness or third-party under organizational or regulatory guidelines.

4. Roles and Responsibilities

1. Observe the process or activity requiring validation or verification.
2. Review, verify, or attest to the accuracy and completeness of relevant records or actions.
3. Sign off on documents as evidence of witnessing the process.
4. Report any discrepancies or irregularities observed.
5. Maintain confidentiality of information reviewed or witnessed.

5. Documentation Methods

- Document the name, signature, date, and contact details of the witness or third party on all relevant records.
- Record the scope of involvement and description of the process witnessed.
- Store all signed documents securely according to organizational record-keeping policies.
- Retain a copy of the third-party credentials or designation record where applicable.

6. Confidentiality Considerations

- Witnesses/third parties must sign a confidentiality agreement if sensitive information is involved.
- Access to records is limited to relevant parties only.
- Disclosures must follow organizational privacy and data protection policies.

7. Step-by-Step Process

1. Determine need for witness/third-party involvement based on process requirements.
2. Select and document qualified witness/third party per criteria.
3. Inform the witness of their roles, responsibilities, and confidentiality obligations.
4. Conduct the process/activity with the witness present.
5. Obtain witness/third-party verification by having them review and sign the relevant documents.
6. File and store documentation securely.
7. Review and update witness involvement processes periodically.

8. References

- Relevant organizational and regulatory guidelines on third-party/witness involvement.

- Confidentiality and data protection policies.

9. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP release	[Author Name]