

SOP: Report Submission and Distribution Process

This SOP details the **report submission and distribution process**, outlining the procedures for preparing, submitting, reviewing, and distributing reports within the organization. It ensures timely and accurate delivery of reports to relevant stakeholders, promotes accountability, and maintains consistent communication standards. The SOP covers report formatting guidelines, submission deadlines, approval workflows, distribution channels, and archiving protocols to streamline the entire reporting cycle effectively.

1. Purpose

To establish standard procedures for the preparation, submission, review, approval, distribution, and archiving of reports throughout the organization.

2. Scope

This SOP applies to all staff responsible for creating, reviewing, approving, and distributing reports within the organization.

3. Roles and Responsibilities

Role	Responsibilities
Report Author	Prepares the report according to guidelines and submits it for review.
Reviewer	Reviews the report for accuracy, completeness, and adherence to standards.
Approver	Provides final approval and authorizes distribution.
Distributor	Ensures timely and secure distribution of approved reports to stakeholders.
Archivist/Recordkeeper	Archives the final version in accordance with document retention policies.

4. Procedure Overview

- Report Preparation**
 - Use the standardized report template.
 - Ensure completeness, accuracy, and clarity.
 - Follow formatting guidelines (see Section 5).
- Submission**
 - Submit the draft report by the specified deadline via the designated platform/email.
- Review**
 - Reviewer checks content for accuracy, compliance, and completeness.
 - Feedback is provided for revisions if necessary.
- Approval**
 - Approver gives final sign-off before distribution.
- Distribution**
 - Distribute the approved report to relevant stakeholders using predefined channels (email, intranet, shared drives).
- Archiving**
 - Archive the final report as per records management policy.

5. Report Formatting Guidelines

- Font: Arial, size 11 or 12
- Margins: 1 inch on all sides
- Title page with report title, author, date, and revision number
- Table of contents (for reports over 5 pages)
- Clear headings and subheadings
- Page numbers in footer
- Consistent use of tables, charts, and appendices as needed

6. Submission Deadlines

- Regular reports: Submit by the 5th business day of the month
- Ad hoc/Project reports: Submit within five business days of project completion or as specified

7. Approval Workflow

1. Draft report submitted by Author
2. Review by assigned Reviewer (2 business days)
3. Revision by Author (if needed, within 1 business day)
4. Final approval by Approver (1 business day)

8. Distribution Channels

- Email (use official distribution lists)
- Internal portal/intranet for broader dissemination
- Shared drives with controlled access

9. Archiving Protocols

- Save the approved report in PDF and editable format
- Use standardized naming conventions (ReportType_Date_Author_Version)
- Store in designated folders on secure shared drives or document management systems
- Retain reports for prescribed period as per company policy