

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed to ensure that all records are properly maintained and updated. This includes regular audits and reviews to verify the accuracy and completeness of the data.

3. Key Responsibilities

3.1. The primary responsibility for maintaining accurate records lies with the designated record keepers. These individuals must ensure that all transactions are recorded promptly and accurately, following the established protocols.

3.2. Additionally, all staff members are responsible for providing accurate and complete information to the record keepers. This includes providing supporting documentation and ensuring that all data is entered correctly into the system.

4. Reporting and Review

4.1. Regular reports must be generated and submitted to the management team. These reports should provide a clear overview of the current status of the records and any discrepancies identified during the review process.

4.2. The management team will conduct periodic reviews to assess the effectiveness of the record-keeping process and identify areas for improvement. This includes evaluating the accuracy of the records and the efficiency of the procedures.

4.3. Any issues or discrepancies identified during the review process must be reported immediately to the management team. The team will then investigate the cause of the issue and implement corrective actions to prevent future occurrences. This ensures that the record-keeping process remains robust and reliable.

