

## SOP for Database Management for Saral

### I. Introduction

- Purpose: To provide a standard operating procedure for database management in the company/ organization.
- Scope: This SOP applies to all employees and departments that have access to the company's database.

### II. Roles and Responsibilities

- Database Administrator (DBA): The DBA is responsible for creating, maintaining, and securing the database.
- Department Managers: Each department manager is responsible for ensuring that their department's data is accurate and up-to-date.

### III. Database Access and Security

- Access: Access to the database will be granted based on an employee's job function and level of responsibility.
- Passwords: All employees must create strong passwords and change them every three months.
- Security: Regular backups of the database will be taken, and only authorized personnel will have access to the backups.

### IV. Data Entry and Maintenance

- Data Entry: All data entry must be accurate and up-to-date.
- Data Maintenance: The database must be regularly updated to ensure that the information is current and accurate.

### V. Database Updates

- New Versions: The DBA will keep the database software updated to the latest version.
- Upgrades: The DBA will regularly upgrade the database to improve performance and security.

### VI. Reporting

- Reports: The database will be used to generate reports on a regular basis.
- Report Requests: Requests for reports must be submitted to the DBA in a timely manner.

### VII. Training

- Training: All employees who have access to the database must receive training on how to use the database effectively and efficiently.

- Refresher Courses: Refresher courses will be offered to employees on a regular basis to ensure that they remain up-to-date with the latest database features and functions.

#### VIII. Conclusion

- This SOP is intended to provide a standard operating procedure for database management in the company/ organization. All employees are expected to follow these guidelines to ensure the security, accuracy, and integrity of the company's database.