



ZIBU Health Institute

SOP for Data Analysis Services

DOCUMENT#: ZHI-SOP-04

ISSUE # 01

ISSUE DATE: 01-06-2025

SOP FOR DATA ANALYSIS SERVICES

Purpose

To ensure standardized statistical analysis services.

Procedure

Step 1: Data Receipt

Receive:

- Dataset
- Objectives
- Variables list
- Statistical requirements

Step 2: Data Review

Check:

- Missing values
- Data consistency
- Data formatting

Step 3: Analysis Planning

Select appropriate:

- Statistical tests
- Software
- Analytical methods

Step 4: Statistical Analysis

Conduct analysis using validated methods.

Step 5: Quality Review

Senior reviewer verifies:

- Accuracy



ZIBU Health Institute

SOP for Data Analysis Services

DOCUMENT#: ZHI-SOP-04

ISSUE # 01

ISSUE DATE: 01-06-2025

- Interpretation
- Outputs

Step 6: Reporting

Provide:

- Tables
- Graphs
- Interpretation
- Statistical summary

Confidentiality

Client data shall remain confidential.