



Data Quality Review Checklist

A practical checklist for routine health information systems, surveys, registers, and program reports.

Dimension	Review question	Evidence	Status	Action
Completeness	Were all expected reports and records received?	Reporting tracker	Good / Review	
Accuracy	Do source records match submitted totals?	Register and report	Good / Review	
Timeliness	Were data submitted by the deadline?	Submission log	Good / Review	
Consistency	Are definitions and periods consistent?	Reference sheet	Good / Review	
Validity	Does the measure reflect the intended concept?	Protocol and tools	Good / Review	
Integrity	Are corrections documented and traceable?	Audit trail	Good / Review	

Action Log

Issue identified	Corrective action	Responsible person	Due date	Status