

[organization name]

## Appendix 1 – Sampling Plan

**Commented [170251]:** This plan is only for one job or work order and applies only to one part or item part number.

<b>Part or Item Identification Number:</b> <i>e.g. Part number 123W456</i>	<b>Customer Name:</b> <i>[Redacted]</i>
<b>Job or Work Order Number:</b> <i>[Redacted]</i>	<b>Customer Contact and Phone Number:</b> <i>e.g. Billy Bole / Purchasing / 248-555-9798</i>

<b>Plan Prepared by:</b> <i>e.g. Ralf Stevens</i>	<b>Department:</b> <i>[Redacted]</i>	<b>Date Prepared:</b> <i>[Redacted]</i>
<b>Material part and quantity used:</b> <i>[Redacted]</i>	<b>Total items submitted:</b> <i>[Redacted]</i>	<b>Total items sampled:</b> <i>e.g. 100pcs (10%)</i>
<b>Specific sampling instructions:</b> <i>e.g. Parts are packed in five containers. Take twenty parts from each container for a sample test. If initial test finds any failures, then test the entire shipment of 1,000 pcs.</i>		
<b>Equipment used:</b> <i>[Redacted]</i>		
<b>Requirements for handling, transporting, handling, and preparation of the samples:</b> <i>[Redacted]</i>		
<b>Special environmental requirements (if necessary):</b> <i>e.g. None</i>		
<b>Location, address and/or website:</b> <i>[Redacted]</i>		
<b>Plan approved by:</b> <i>e.g. Nick Copper</i>	<b>Position:</b> <i>e.g. Quality Manager</i>	<b>Date of approval:</b> <i>[Redacted]</i>

**Commented [170252]:** Sampling plan is usually approved by Quality or Laboratory manager.

<b>Date of sampling:</b> <i>[Redacted]</i>	<b>Location:</b> <i>[Redacted]</i>	<b>Sampled by whom:</b> <i>e.g. Sam Smith employee # 87</i>
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**Commented [170253]:** Sampling is usually done by laboratory technician, responsible for sampling and in some cases also for testing.