

[Organization logo]

[Organization name]

Commented [170251]: All fields in this document marked by square brackets [] must be filled in.

SAMPLING PROCEDURE

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [170252]: Adapt to the existing practice in organization.

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Change History

Date	Version	Created by	Description of change
	0.1	17025Academy	Basic document outline

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1. Purpose, Scope and Users

The purpose of this procedure is to describe the process of systematic sampling of a smaller population of materials or parts chosen under controlled conditions using statistically valid methods.

Sampling procedure applies to the process of preparation of small sections selected from whole population of substances, materials or products for subsequent testing and calibrations, as well as addressing factors to be controlled to ensure the validity of testing or calibration results. Specifically, the laboratory uses a prescribed method of selecting a representative part of a population for testing and determining parameters or characteristics of the whole population.

Users of this procedure are all laboratory personnel.

2. Reference Documents

- ISO/IEC 17025:2017; clauses 7.3, 7.5 and 7.8.5
- Quality Manual
- NIST/SEMATECH 2012
- ANSI/ASQ Z1.4 2008
- ANSI/ASQ Z1.9 2008
- ISO 2859 series of standards for sampling procedures

Commented [17A4]: You will find this document in the ISO 17025 Toolkit folder "03_Quality_Manual".

Commented [170255]: List standards and statistical methods which are used in your organization.

3. Sampling

3.1. Sample requests and planning

Requests for sampling must be communicated by [job title] to the laboratory manager. Requests

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about sample preparation and handling. Furthermore, details must be clarified, including

If the laboratory performs sampling, it is the responsibility of [job title] to create a Sampling Plan that

Commented [17A7]: Laboratory or quality manager.

sampling is carried out by the designated laboratory personnel.

Commented [17A8]: Laboratory or quality manager.

The Sampling Plan includes:

- [Redacted]

[organization name]

- The number of test samples or measurements needed.
- [blurred]
- [blurred]
- [blurred]
- [blurred]
- Laboratory personnel roles and responsibilities.

3.2. Sample execution

The laboratory employee performing the test or calibration of the sampled items must have access to [blurred]

The laboratory employee then marks and/or tags the sample items to identify them. The inventory or quantity level of the original quantity must be reduced (on tags or spreadsheets where listed) by the [blurred]

[blurred]

Sample items tested or calibrated must remain physically separated after the test or calibration is completed.

Commented [170259]: Physical separation could be e.g. in separate box or container, etc. Adapt to your laboratory practice.

3.3. Sample records and reports

The laboratory employee must record and report all sampling in the sampling report with the following information:

- Part number or other numbering system to identify items being sampled.
- [blurred]
- [blurred]
- Date, time, location of the sampling activity and relevant environmental conditions.
- Identification of the equipment used.
- [blurred]
- [blurred]
- [blurred]

4. Managing Records Kept on the Basis of this Document

Record name	Code	Storage	Responsibility
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[organization name]

		Retention time	Location	
Sampling Plan	PR.12.1	7 years	[office of [job title]]	[job title]
Sampling Report	PR.12.2	7 years	[office of [job title]]	[job title]

Commented [1702510]: It's suggested retention time, you can adapt it to the organization needs or national requirements.

Commented [1702511]: The Sampling Plan must accompany the laboratory or calibration work request.

Commented [1702513]: Laboratory manager or Quality manager.

Commented [1702512]: Usually the office of Quality or Laboratory manager.

Commented [1702515]: Laboratory manager or Quality manager.

Commented [1702514]: Usually the office of Quality or Laboratory manager.

5. Appendices

- Appendix 1 – Sampling Plan
- Appendix 2 – Sampling Report