

Sampling Criteria Definition Sheet

Project/Study Name:

Prepared By:

Date:

1. Objective

State the purpose of the sampling and what question or hypothesis it aims to address.

2. Population Definition

Describe the complete population from which the sample will be drawn.

3. Sampling Method

Specify the selected sampling technique (e.g., random sampling, stratified sampling, etc.) with a brief description.

4. Sample Size

Describe how the sample size is determined, and any key considerations applied.

5. Inclusion Criteria

List all criteria that must be met for an element to be included in the sample.

- _____
- _____

6. Exclusion Criteria

List all criteria that would prevent an element from being included in the sample.

- _____
- _____

7. Sampling Process

Step-by-step outline of the actions needed to perform sampling.

1. _____
2. _____
3. _____

8. Data Recording & Management

Describe how the sample will be recorded, logged, and managed.

Important Notes

- Clearly defined sampling criteria ensure consistency and reduce selection bias.
- Document all deviations or exceptions from these criteria for traceability.
- Review and approve the sampling sheet before beginning the sampling process.
- Regularly revisit and update the sampling criteria as needed throughout the study.