

# Sampling Criteria Definition Sheet

Project/Study Name:

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Prepared By:

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Date:

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## 1. Objective

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

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## 2. Population Definition

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

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## 3. Sampling Method

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

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## 4. Sample Size

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

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## 5. Inclusion Criteria

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

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## 6. Exclusion Criteria

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

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## 7. Sampling Process

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

1. 

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2. 

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3. 

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## 8. Data Recording & Management

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

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### 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.