

# Sampling Plan Review and Update Log

**Document Number:** SPR-2024-01

**Department:** Quality Assurance

**Plan Name:** Raw Material Sampling Plan

## Review & Update History

Date	Reviewed By	Summary of Changes	Reason for Change	Approved By
2024-06-01	Maria Lin	Changed sampling frequency from monthly to bi-weekly	Improved risk mitigation	John Smith
2023-11-12	Ahmed Patel	Updated sample size calculation method	Regulatory requirement	Susan Lee
2023-05-25	Emily Wang	Added new supplier sampling protocol	New supplier onboarding	John Smith

## Important Notes

- Maintain this log with each revision or review of the sampling plan.
- All changes must be clearly documented with dates and authorization.
- Regular reviews help ensure compliance with regulatory and internal standards.
- Always notify relevant stakeholders about significant updates.
- Archived versions should be retained for reference and audit purposes.