

# Sampling Procedure Instruction Sheet

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## 1. Objective

To outline the standard procedure for sampling [Material/Product Name] for quality control testing and analysis.

## 2. Scope

This procedure applies to all batches of [Material/Product Name] received, produced, or stored at [Site/Facility Name].

## 3. Responsibilities

- Quality Control Staff: Responsible for performing the sampling as per this instruction sheet.
- Production Supervisor: Ensures samples are readily accessible for testing.
- QA Manager: Reviews and approves sampling records and results.

## 4. Materials and Equipment

- Sampling tool (e.g. sampling thief, scoop, pipette)
- Clean and labeled sample containers
- Gloves and other PPE as required
- Sample log sheet

## 5. Procedure

- Verify the identity and status of the batch to be sampled against documentation.
- Ensure all sampling equipment is clean and dry.
- Wear the required PPE.
- Collect the sample from designated sampling points as per the sampling plan:
  - Top, middle, and bottom of the container or as specified.
- Transfer the sample into the labeled container without contamination.
- Seal the sample container immediately and complete the sample label with the following:
  - Batch number
  - Date and time of sampling
  - Sampler's initials
- Record sampling details in the sample log sheet.
- Send the sample to the laboratory for analysis.
- Clean sampling equipment after use.

## 6. Documentation

- Sampling Log Sheet
- Sample Label
- Laboratory Test Request Form

## 7. Important Notes

- Always use clean and dry equipment to avoid sample contamination.
- Ensure all samples are properly labeled and documented.
- Follow safety protocols at all times during sampling.
- This instruction sheet must be reviewed and updated regularly for compliance.
- Deviations from the procedure must be documented and reported immediately.

