

# **SAMPLING TECHNIQUES PROCEDURE**

## **UIS-P-10**

### **1. Purpose**

The purpose of this procedure is to obtain a well preserved representative sample to be used as an evident for inspection results and as reference.

### **2. Scope**

This procedure applies to:

- All inspection works of food, feedstuff and chemicals
- As required for some inspection works for Industrial materials, textiles, ..etc .

### **3. Responsibility**

U.I.S. inspectors or sub contractors are responsible for operating this procedure.

### **4. Procedure**

- 4.1 Whenever laboratory tests or analysis are required, sampling is a mandatory requirement of U.I.S. inspection process. Otherwise, sampling is an optional requirement determined on a case to case basis.
- 4.2 Sampling plan should be made according to approved standards and methods (ISO Standards, Gafta sampling rules No. 124, Libyan standard, MIL-STD-105D) before starting the inspection works and it should be communicated to the seller / manufacturer.
- 4.3 Instruments and tools used for sampling should be adequate and calibrated.
- 4.4 Samples should be collected by the inspector himself or under his supervision in an efficient way and time, taking by the appropriate tool to avoid contamination, packed and handled properly.
- 4.5 Samples should be collected systematically at random (at equal interval time or quantity during the day) regardless the quality of the consignment.

4.6 Samples to be tested or analysed in an accredited laboratory to ISO 17025 requirements and should be able to perform all the required tests and analysis. However if for some tests the laboratory is not accredited, UIS may carry out its own evaluation by its own staff or through contracted staff.

4.7 Samples should be properly sealed, correctly labeled, distributed according to clause 7 of the same procedure, and dispatched by an efficient courier.

5. **Sampling methods and sample size:**

5.1 Sampling method depends on the type of material and done according to Standards.

5.2 Sample size is a function of the lot size and the acceptance quality level of the manufacturer. It is determined according to the International Standard MIL-STD-105D, ISO Standards, Gafta sampling rules No. 124, Libyan Standards or contractual conditions.

5.3 Instruments and tools used for sampling and tests should be clean, adequate and calibrated.

6. **Sampling devices:**

Only approved tools and devices are to be used.

7. **Sampling distribution:**

Six to eight samples are to be prepared :

- For Laboratory.
- U.I.S. reference.
- Supplier reference.
- Master of the vessel (if sample is collected during loading) to be delivered to the buyer at discharging port.

8. **Samples identification:**

- Inspector is to make use of sample ID card form UIS-F-35A to identify each sample. Such card is signed and stamped and sealed to the sample itself.

- Lab. sample is identified with a unique number (UIS-sample number) that will appear only on UIS Laboratory samples using form UIS-F-35B.

**9. Records needed**

- Samples logbook is maintained by the Technical Department Secretary according to Record Control procedure (UIS-P-16)
- Samples are retained at the store as reference, (UIS-P-15 and UIS-I-01)