

ANNEX 9 – SAMPLING WORK INSTRUCTIONS

1.0 SAMPLING METHODS

- 1.1 INS-O shall ensure that the consignment is placed at appropriate place for the intended sampling.
- 1.2 INS –O shall ensure the environmental conditions are suitable for the intended sampling.
- 1.3 INS-O shall ensure that sampling containers and tools are clean, dry, sealable, airtight, corrosion resistant, moisture proof etc wherever applicable.
- 1.4 INS-O shall sample from the targeted identified consignment
- 1.5 **Where consignments have been targeted for sampling, photos of the consignments and samples therefrom shall be taken capturing all labeling information required by the standard.**

2.0 Bulk solid consignments:

- 2.1 Where sampling is to be done from the ship's hatches or holds, INS-O shall use a suitable sampling probe or rod. INS-O shall draw samples from different points from the surface of the material at the top, middle and bottom levels.
- 2.2 INS-O shall draw a minimum of ten (10) homogenous distributed increments per each 10 square metre from the material surface. The sample shall be drawn from the maximum possible depth of the probe.
- 2.3 INS-O shall thoroughly mix all the increments per hatches/hold to form a single aggregate sample using a device such as a double-cone mixer or, if this is not available, by hand. The aggregate sample (i.e. composite sample) shall be placed in a clean, sealable airtight container.
- 2.4 Where sampling is to be done from conveyor belt, INS-O shall draw sample based on the sample increments shown in appendix A using a sampling scoop/ shovel. INSO shall prepare a composite sample by thoroughly mixing the increments using a double-cone mixer or, if not available, by hand. The composite sample shall be placed in a clean, sealable airtight container.
- 2.5 Where sampling is to be done from bags, INS-O shall draw samples based on the sampling plan shown in Appendix B using sampling spike. INS-O shall prepare a composite sample by thoroughly mixing the increments using a double-cone mixer or, if not available, by hand. The composite sample shall be placed in a clean, sealable airtight container.
- 2.6 **Inspectors shall make reference to the applicable sampling methods in the applicable**

Standards/ approved specifications and where possible current best practices. Where the method prescribed in the Standard is not practical the INS-O shall adopt simple random sampling from a random number generator

3.0 Assorted consignments:

3.1 INS-O shall determine different products and their sizes/ quantities in the consignment.

3.2 Where there is reasonable sample population, INS-O shall draw samples adequate for quality determination.

3.3 Inspectors shall make reference to the applicable sampling methods in the applicable Standards/ approved specifications and where possible current best practices. Where the method prescribed in the Standard is not practical the INS-O shall adopt simple random sampling from a random number generator

4.0 Homogenous consignments:

4.1 Where the batch numbers are marked on the goods, INS-O shall randomly draw samples from batches representative of the consignment.

4.2 Where the batch numbers are not marked on the goods, INS-O shall randomly draw a sample from the consignment.

4.3 Inspectors shall make reference to the applicable sampling methods in the applicable Standards/ approved specifications and where possible current best practices. Where the method prescribed in the Standard is not practical the INS-O shall adopt simple random sampling from a random number generator

5.0 Bulk liquid consignment:

5.1 Where there is no automatic sampler mounted on the ship or tank, INS-O shall use a standard sampling can and draw samples from different points from the surface of the material at the top, middle and bottom levels of the tank.

5.2 INS-O shall cork the sampling can and dip to the desired depth, then jerk to draw the sample.

5.3 Sampling at the top shall be done one (1) foot beneath the surface.

5.4 INS-O shall prepare a composite sample by mixing the increments.

5.5 INS-O shall complete form STA/ 30A and identify the sample appropriately.

- 5.6 INS-O shall identify a reference sample, where appropriate, for safe storage at the sample control centre.
- 5.7 INS-O shall handle the samples as per ANNEXURE CLAUSE
- 5.8 Inspectors shall make reference to the applicable sampling methods in the applicable Standards/ approved specifications and where possible current best practices.