

## Explanations on sampling

- Sampling has to be carried out in accordance with the applicable rules of the GGM Gütegemeinschaft Mineralwolle e.V..
- The sampling protocol has to be fully completed and signed by the sampling institute and an authorized signatory of the production plant.
- Sampling is carried out twice a year, i. e. once every six months.
- The minimum period between two regular external samplings is four months.
- Only one remote sampling per year is permitted.
- A separate sample has to be taken for each independent melting unit and a separate sampling protocol has to be completed.
- Sampling from the warehouse is only permitted in justified exceptional cases. The reasoning has to be stated in the sampling protocol.
- The maximum period between two regular internal conformity tests is seven days.

The sampling code is composed as follows:

Country	Half-year I / II / Repeat test	Date of sampling	Internal number of the plant
Country code of the country in which the plant is located, i. e. AT for Austria, DE for Germany, ...	I: Sampling in 1 <sup>st</sup> half-year II: Sampling in 2 <sup>nd</sup> half-year R: Repeat test	Date [day   month   year]	Internal number of the plant  can be freely defined

- In the case of temporary production, this has to be marked accordingly in the sampling protocol.
- In the case of temporary production, the manufacturer has to proceed in accordance with item 3.7 of the “Rules of procedure for the quality control committee”. The manufacturer has to complete and return the “Temporary Production” form to the GGM office immediately after the end of each half-year. The form has to be received by the GGM office by July 31<sup>st</sup> or January 31<sup>st</sup> at the latest.
- The sampling institute shall ensure that each sample is sent to the analysis institute together with the original sampling protocol.
- The period between sampling and receipt of the sample at the analysis institute should not exceed 4 weeks.