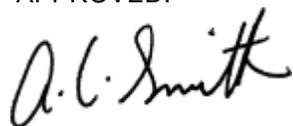




SUBJECT: <b>OPI Quality Assurance Function</b>	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: <b>25-OPI-10</b>
RULE/CODE REFERENCE:	SUPERSEDES: 25-OPI-10 dated 03/18/14
RELATED ACA STANDARDS: 2-CI-6A-6, 2-CI-6F-3	EFFECTIVE DATE: <b>April 22, 2019</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish the quality assurance function within the Ohio Penal Industries (OPI) that produce food products, as well as guidelines for quality assurance inspection stations, procedures, and checklists within the operations. These guidelines shall meet the standards and approval of the appropriate government agencies, as well as their inspections. The guidelines of OPI and the appropriate agencies shall ensure that food products are delivered promptly to their destination.

## III. APPLICABILITY

This policy applies to all OPI personnel employed within the Ohio Department of Rehabilitation and Correction (ODRC) with special emphasis on institutional employees and inmates.

## IV. DEFINITIONS

**Action** - Instruction as to pass or reject.

**Alternative Steps** - A series of steps in a decision tree format.

**Identification Number** - OPI assigned part number.

**Inspection Frequency** - A stated number of items to be inspected within a lot (i.e., 1 of 5, 1 of 8, 1 of 10).

**Rejection Level** - The level, when reached, which will cause an entire lot to be rejected based on a sample.

**Sample Size** - The number of parts/products selected for inspection.

**Specifications** - Exact product or service requirements of the marketplace and/or customer that will meet the needs and uses of the marketplace and/or the customer.

**Standards** - Specific numerical, quantifiable, and measurable data that provides dimensions to the product and/or its individual component parts. Verbal terms such as “even,” “uniform,” and “smooth” may be used but must be as precise and universally understood.

**Tolerances** - The approved variance from standard, which recognizes “perfection” is impossible, yet holds the work effort within acceptable limits. Tolerances may be bilateral (plus or minus 4) from a base dimension or unilateral (plus only or minus only) from a base dimension.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure OPI assists production through inspections of raw materials, work-in-process, and finished goods as frequently as necessary and as early in the manufacturing process as possible to ensure that established standards are maintained. Once the products are produced, they are to be shipped to their destination promptly.

## VI. PROCEDURES

### A. Non-Eatable Products

1. OPI shall have on file written standards, specifications, blueprints, drawings, tolerances, and complete manufacturing instructions prior to any product being made available for sale. Quality assurance inspectors shall have access to these files to ensure specifications are being met. The local industries manager, product manager, and production manager shall review and approve these standards, specifications, blueprints, and drawings on products. No changes to an approved product shall be permitted without those changes being approved by the same parties.
2. Inspections shall occur as early in the design and production cycles as possible and to inspect raw materials, work-in-process, and finished goods as frequently as necessary and as early in the manufacturing process as possible. Inspection stations shall be located as near as possible to the production line in order to minimize material handling.
3. Inspection points shall be selected so product can be inspected at natural production breaks, and in critical production locations, after production or before moving to the next workstation.
4. Inspection checklists may be prepared by product/part/component or by workstation. Each must be signed by either the industries superintendent or the industries manager. Depending on the operation, checklists may include all the following:
  - a. Date of Inspection;
  - b. Indication of either raw material, work-in-process or finished goods;
  - c. Part and/or component name and identification number;
  - d. Subassembly name and identification number;
  - e. Finished Goods name and identification number;

- f. Sample size and/or inspection frequency rate;
  - g. Rejection level;
  - h. Indication of format: Product or Workstation Checklist;
  - i. Inspection and/or test characteristics;
  - j. Method or tool for inspection;
  - k. Specifications and tolerances or reference document with same;
  - l. Action and/or alternative steps;
  - m. Inspector's name, number, and date;
  - n. Reviewer – industry manager/superintendent's name and date;  
(Date of form and signature of the industries manager/shop superintendent are required to complete the checklist)
5. The final set-up of a product into the product line shall be according to procedures set forth in the Material Resource Planning instructions.

## **B. Food and Beverage Products**

1. The function of the inmate quality assurance inspector is to monitor the “quality” of work performed and to identify deficiencies of quality. If deficiencies are found the Inmate Inspectors shall stop production and notify shop staff of the issue identified. Applicable federal and state standards shall be the basis of inspections and standards for food and beverage products.
2. Inspection points shall be selected so for food and beverage products can be inspected at natural production breaks, after production, or before moving to the next workstation.
3. Inspection checklists may be prepared by product/process and by workstation. Either the industries manager or the industries lab scientist 3 must sign each. The following checklists shall be used for the appropriate center:  
  
Meat Processing Career Center Inspection Checklists:
  - a. USDA Inspection Report;
  - b. Quality Assurance Lab Report;
  - c. Hazard Analysis and Critical Control Points (HACCP) Slaughter Plan;
  - d. Processing Hazard Analysis and Critical Control Points Monitoring Form.
4. The appropriate governmental agencies shall conduct independent inspections during the various stages of production. These inspections can be routine or random and will be up to the agency performing the inspections.
5. The shop shall maintain copies of the OPI inspections, as well as copies of the inspections conducted by governmental agencies.
6. Internal records shall be maintained at the shop for finished goods by processed date, date of delivery, delivery destination and quantity shipped of each product.

**C. Guidelines for Inmate Quality Assurance Inspectors**

1. Training shall be provided for the inmate quality assurance inspector through a formal training program established by the local shop superintendent and subsequently approved by the respective product manager. All training shall be documented on an Inmate Training form (DRC1953) along with any written test and training material and placed in the inmate's training file.
2. The function of an inmate quality assurance inspector is to evaluate the quality of the work performed and not on any other issue. The inmate is instructed when he/she finds a variance from standards and specifications beyond tolerance to take the following actions:
  - a. Speak immediately to the inmate worker involved and advise him/her of that variance. The inmate quality assurance inspector may offer suggested corrective action regarding the manufacture of that part.
  - b. If the variance continues, the inmate quality assurance inspector shall speak immediately to the penal workshop specialist involved and advise him/her of that variance. The inmate quality assurance inspector may offer suggested corrective action.
  - c. Inmate quality assurance inspectors shall never become belligerent and/or take a position of authority when discussing variances from standards and specifications with either another inmate or a civilian supervisor.
3. Because of the special nature of quality assurance, the inmate quality assurance inspector is permitted to give his/her concern of the issue in a respectful manner to the shop staff. If, in the inmate quality assurance inspector's opinion, he/she still disagree with the solution, the inspector shall then note it, along with the decision made, on his/her inspection reports. The final decision shall be made by staff.

**Related Department Forms:**

Inmate Training      DRC1953