DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **402.050** |
| **Title:** | **MINNCOR Quality Control** |
| **Effective Date:** | **10/16/18** |

**PURPOSE:** To provide a written quality control plan for all Minnesota Corrections Industries Program (MINNCOR) production facilities and all MINNCOR products and services.

**APPLICABILITY:** MINNCOR production facilities

**DEFINITIONS:** None

**PROCEDURES:**

A. Each MINNCOR factory business unit must document and provide a quality control plan that includes:
   1. Standards of compliance to specifications;
   2. Tolerances and dimensions, as well as production techniques;
   3. Appropriate measures for determining conformance to those standards are in place;
   4. Periodic inspection of the finished product and whether such inspections are of 100% or statistical sampling; and
   5. Maintenance of quality control records and how results are summarized and communicated to appropriate staff for training purposes and to prevent reoccurrence of similar problems.

B. Facility industry directors ensure that product specifications and documentation of manufacturing processes for all finished goods inventory items exist and are updated and approved by the vice-president of operations before the initial production run. The vice-president of operations authorizes any variation or changes of this specification or manufactured parts specification, supplies, and all applicable tolerances.

C. Facility industry director ensures that every business unit has written quality control procedures in place to provide inspection of raw materials and work-in-progress, and final product inspection. Those quality control procedures are retained at each facility.

D. All facilities and business units must use consistent forms and reports to document and report the inspection results. Quantitative analysis must be utilized to improve the quality of the products. Inspection results and shop floor production files are retained at each facility.

E. Each facility follows MINNCOR Internal and External Cost of Quality Guidelines (attached) to monitor cost of quality.

F. Applicable MINNCOR products are inspected before the transfer to the central warehouse and delivery to the customer for the following:
   1. Comparability of work order and product specification including size, quantity and all required parts and hardware;
   2. Appearance of products: cleanliness and absence of dust, dirt, and any imperfections; and
   3. Functionality: products and/or parts must work properly.

**INTERNAL CONTROLS:**

A. Quality control plans are retained at each facility.

B. Inspection results are retained at each facility along with the shop floor production files.

**ACA STANDARDS:** 4-4459

**REFERENCES:** Minn. Stat. § 241.27
Product specification and work orders

**REPLACES:** Division Directive 402.050, "MINNCOR Quality Control," 12/6/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** MINNCOR External Cost of Quality Guidelines (402.050A)
MINNCOR Internal Cost of Quality Guidelines (402.050B)

**APPROVALS:**
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support