

PS 8450.01 FURNITURE TESTING PROCEDURES



Program Statement

OPI: FPI
NUMBER: 8450.01
DATE: 3/19/99
SUBJECT: Furniture Testing
Procedures

1. **PURPOSE AND SCOPE.** To establish a furniture testing program. This program will determine the performance, quality level, compliance with accepted industry test standards, and Federal Prison Industry specifications for all furniture products and vendor components.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. All furniture manufactured by FPI will meet or exceed prevailing industry test standards

b. All raw materials, components, and manufacturing processes will conform to approved prints and specifications.

3. **DIRECTIVES AFFECTED.** None.

4. **STANDARDS REFERENCED.** None.

5. **RESPONSIBILITIES**

a. **The Manager, Furniture Product Support** shall:

Ž Coordinate and administer the furniture testing program.

Ž Ensure all standard furniture offerings have passed the appropriate tests.

Ž Determine the appropriate test(s) to be used relevant to the specific product/material.

Ž Review and approve test reports.

- Ž Develop and maintain a database containing historical test information and results.
- Ž Periodically publish a summary of all testing completed.
- Ž Establish a testing schedule that will insure sufficient quantities of product are tested.
- Ž Work with factory staff to determine corrective action required in the event of test failure.
- Ž Issue emergency stop production/shipment notice, with Program Management concurrence, in the event of test failure which could lead to serious safety concerns for the customer.

b. The Associate Warden (Industries)/Superintendent of Industries (AW/SOI) shall:

- Ž Ensure that all FPI furniture products produced at his or her location meet approved drawings/specifications.
- Ž Contact the Manager, Furniture Product Support for a determination of required testing prior to deviating from approved specifications for a custom order.
- Ž In the case of test failure, implement corrective action and submit additional samples of the product for retesting as the Product Support Center (PSC) directed within 30 days of test failure.
- Ž Ensure that production and shipment is immediately ceased on products affected by emergency stop production/shipment notices.

7. TESTING

a. The Furniture Test Lab Supervisor shall develop a schedule for furniture product testing based on:

- Ž the capacity of the PSC Furniture test lab,
- Ž new product testing requirements, and
- Ž periodic testing of factory production.

The schedule of periodic testing shall be based on a specific product's last test date and the number of factories producing the product. The schedule shall insure that product from each furniture factory is tested annually.

b. The PSC Test Lab shall purchase products scheduled for periodic testing from the factory through normal procurement procedures.

The purchase price for these products shall be discounted 15% below catalog price. The Factory shall assume the cost of products ordered for retesting because of an initial test failure.

c. Upon receipt of the test samples, the Furniture Test Lab Supervisor shall assign a test number that will be used for tracking, reporting, and data entry purposes.

d. The Furniture Test Lab Supervisor shall perform any testing/retesting in accordance with all applicable industry test standards. Absent an industry test standard, an FPI test shall be developed.

e. When testing is completed, a report on each test sample shall be developed documenting:

- Ž the test standards used,
- Ž results of the test, and
- Ž any corrective action recommended.

f. Factory or corporate management can make a request to test a raw material item at any time. Testing of vendor components usually shall be conducted when a deviation from the original specification for raw materials is requested. A determination to test shall be made if the new raw material has an effect on the structural integrity or over all quality of the finished item.

Vendor component testing may also be conducted in response to increased failure of vendor components or customer complaints due to failure of vendor components

8. SUSPENSION OF MANUFACTURING. In the event of a test failure, the Furniture Product Support Manager shall determine if such a failure could lead to serious safety concerns. Upon such determination, and with Program Management concurrence, he or she has the authority to issue an emergency notice to the manufacturing facility to cease production and shipment of the product in question immediately until the concern is resolved and a replacement item is retested.

If the cause of the test failure is determined to be a design flaw, all locations producing the item in question shall also be notified to cease production and shipment immediately until the design flaw is corrected.

Emergency notices to cease production and shipment shall be immediately communicated to the AW/SOI of the affected factories via telephone and confirmed in writing electronically. Copies of such notices shall be provided to:

Ž the Manager, Product Support Center,
Ž Sr. Program Manager (Furniture),
Ž Chief, Quality, Engineering and Operational Support,
Ž appropriate Factory Managers, and
Ž Quality Assurance Managers at the affected locations.

/s/

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Director