

Participant Handbook

Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Quality Assurance

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**Inline Checker
Sewing**

Published by

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Address: Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Website: www.sscamh.com

Phone: (+91) 011 - 40160600

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Shri Narendra Modi
Prime Minister of India

“

Skill development of the new generation is a national need and is the foundation of Aatmnirbhar Bharat

”



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for

SKILLING CONTENT: PARTICIPANT HANDBOOK

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Inline Checker Sewing'**
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This participant handbook is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

About this book

Welcome to the “Inline Checker Sewing” training programme. This PHB is designed to provide participants with comprehensive knowledge about the principles and practices of maintaining security, ensuring vigilance, and safeguarding premises. It also focuses on planning, executing, and managing routine security tasks, conducting inspections, and verifying the integrity of individuals and documents as part of field operations.

This Participant Handbook is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/ topics and additional topics.

1. AMH/N0105: Carry out in- line checking activities
2. AMH/N0106: Maintain work area and tools
3. AMH/N0107: Carry out measurement checking activities
4. AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PWD) Sensitization
5. AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices
6. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used



Key Learning
Outcomes



Unit
Objectives



Exercise



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1. Introduction to Inline Checker Sewing



Unit 1.1 - Introduction to the Role of the Inline Checker Sewing



Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the size and scope of the apparel industry.
2. Describe various employment opportunities for an 'Inline Checker Sewing' in the apparel industry.
3. Explain the roles and responsibilities of a 'Checker Inline and Measurement'.
4. Describe the apparel production process and the role that the 'Inline Checker Sewing plays in the process.

UNIT 1.1: Introduction to the Role of the Inline Checker Sewing

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the size and importance of the apparel industry and explain how many people work in it.
2. Explain the different jobs and work areas available for someone working as an Inline Checker in the apparel industry.
3. Outline the primary duties and tasks done by an Inline and Measurement Checker in a garment factory.
4. Illustrate how an Inline Checker helps in checking and maintaining quality during the making of clothes.

1.1.1 Apparel Manufacturing Sector

The apparel manufacturing sector in India is one of the biggest industries in the country. It includes making clothes like shirts, pants, dresses, uniforms, and traditional wear. It also includes items we use at home, such as bed sheets, towels, curtains, cushion covers, and tablecloths. Many factories and small units across India manufacture these garments for both domestic consumption and export to other countries.

This sector provides employment to millions of people, particularly women and workers in rural areas. It includes many types of work such as stitching, cutting, embroidery, ironing, checking, and packing. India is renowned for its skilled workers and exquisite designs, which is why clothing made in India is in high demand worldwide.

The apparel industry in India is growing every year. With an increasing number of people purchasing clothes in India and other countries, there is a growing need for more workers and enhanced skills. New machines, better training, and government support are helping this sector grow fast. It is a strong part of India's economy and offers good job opportunities for skilled workers.

Market Size and Growth

- **Current Value:** The Indian apparel market size was valued at USD 115.70 billion in 2024. The broader Indian textile and apparel market was valued at USD 222.08 billion in 2024.
- **Projected Growth:** The Indian apparel market is projected to grow to USD 171.60 billion by 2034, exhibiting a compound annual growth rate (CAGR) of 4% from 2025 to 2034.

(Source: textileinsights.in)



Fig. 1.1.1: Apparel manufacturing unit

India is known around the world for its beautiful embroidery, traditional designs, and skilled work. Because of this, there is a high demand for Indian-made clothes and home products in many countries.

The work in this sector is done by hand and by machines. It requires workers who are careful, skilled, and hard-working. Jobs like those of embroidery machine operators are crucial in maintaining the quality and design of products.

This sector helps many families earn a living and plays an important role in the country's growth.

Key Strengths and Growth Drivers of India's Apparel Industry

The garment and textile industry of India is strong and growing fast. The reasons for this are mentioned as follows:

1. Plenty of Raw Material

India grows a lot of cotton, the highest in the world and is also the top producer of jute and jute products. India is also the second-largest producer of silk. India also produces and exports various types of blended and synthetic yarns.



Fig. 1.1.2: Cotton tree and pre-processed jute plant

2. Large Domestic Market

India has a big population that buys clothes. People in India now have more money to spend and like to wear new styles. This means there is always high demand for new garments in the local market.



Fig. 1.1.3: Domestic Apparel market of India

3. Government Support

The government is giving help through special schemes like PLI and PM MITRA Parks. These programs help build better factories, support workers, and attract more companies to invest in India.

4. Strong Export Business

India exports clothes and textiles to many countries, including the USA and those in Europe, making it the sixth-largest exporter of textiles and garments in the world.

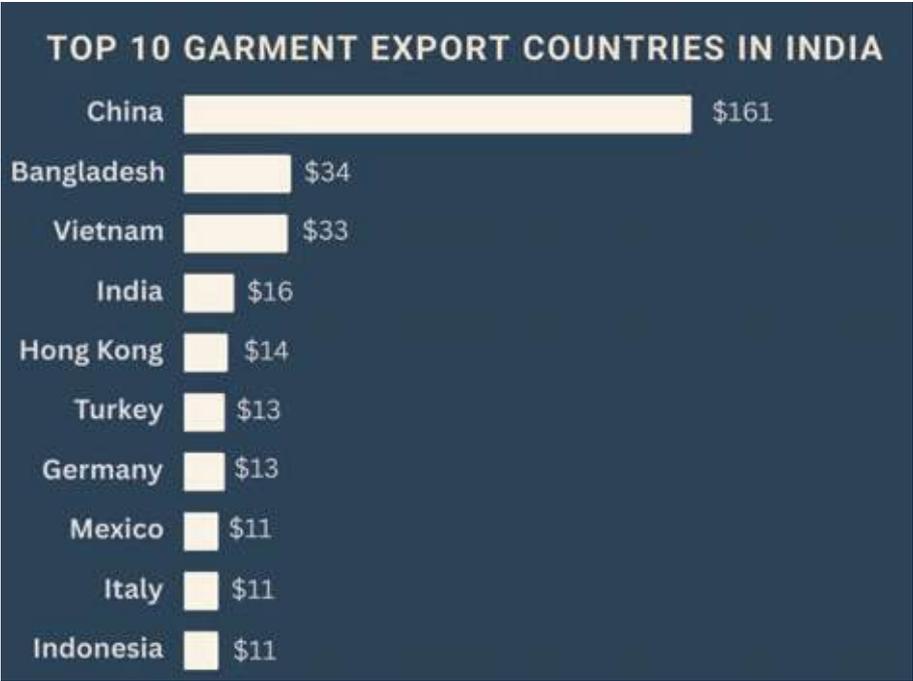


Fig. 1.1.4: Indian export of garments in FY 23-24 (\$16 billion)

(Source: <https://www.exportimportdata.in/blogs/garment-exports-from-india.aspx>)

5. Use of New Technology

Modern machines and computers are now used in many factories. This makes the work faster, better, and more accurate.



Fig. 1.1.5: Use of a modern sewing machine

6. Focus on Sustainability

Many companies are now using eco-friendly methods. They are making clothes from organic cotton and trying to reduce waste. This is good for the environment and future generations.

Apparel, Made-Ups and Home Furnishing Sector Skill Council (AMHSSC)

The Apparel, Made-Ups, and Home Furnishing Sector Skill Council (AMHSSC) is an organisation that helps people acquire the necessary skills to work in the clothing and home furnishing industry.

The Apparel, Made-Ups and Home Furnishing Sector Skill Council (AMHSSC) helps people learn the right skills to work in the garment and home furnishing industry. It offers special training programs for different jobs like tailors, embroidery machine operators, pressmen, and fashion designers. These programs teach people how to work safely, quickly, and correctly.



**APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL**

Fig. 1.1.6: AMHSSC logo

AMHSSC also talks to factories and companies to understand what kind of workers they need. This way, the training matches the jobs available. After learning, people can get jobs in factories, export businesses, or even start their own businesses. With the right skills, they can make better products, earn more money, and feel more confident. AMHSSC helps skilled workers find good jobs and build a better future.

Total Number of People Working in the Indian Apparel Industry

In India, the textile & apparel sector combined employs approximately 45 million people directly, making it the second largest employment generator in the country after agriculture (Source: <https://asiagarmenthub.net/agh-countries/india>).

Here is the complete breakdown of the employment of people working in the Indian apparel industry:

Direct employment across the textile and apparel sectors: 45 million workers (as of 2024) (Source: <https://asiagarmenthub.net/agh-countries/india>).

This includes textile processing, apparel manufacturing, handloom, handicraft, and garment production. The number of women workers stands at 39.7% (as of 2023) (Source: <https://asiagarmenthub.net/agh-countries/india>).



Fig. 1.1.7: Women workers in the Indian apparel industry

Importance of the Apparel Industry to India

The importance of the apparel industry to the Indian economy is discussed below:

- **Gives Jobs to Many People:** The apparel industry gives jobs to many people in both cities and villages. It helps many women get work and become more independent.
- **Helps India Earn from Other Countries:** This industry also helps India earn money from other countries by selling clothes and garments. It makes India known in the world for its textiles.
- **Protects Traditional Work:** It keeps India's old weaving and handloom traditions alive by helping local weavers and artisans. This gives them work and protects their culture.
- **Supports Small Businesses:** Many small and medium businesses are part of the apparel industry. These businesses create jobs and help local areas grow.
- **Provides Work to New and Less Skilled People:** Since it needs many workers, the industry gives jobs to people with little or no skills. It also helps young people get their first jobs.
- **Helps Other Related Businesses:** The apparel industry also helps other businesses grow, like those that make cloth, buttons, dyes, and packaging. This helps the country's economy in many ways.
- **Uses New Technology:** The apparel industry in India is using new machines and modern methods to keep up with other countries. This helps factories work faster and better. It also makes India stronger in the global market.



Fig. 1.1.8: Indian garment manufacturing unit

1.1.2 Different Jobs and Work Areas available as an Inline Checker in the Apparel Industry

An Inline Checker Sewing is a person who works in a garment factory to check the quality of clothes while they are being made on the sewing line. This job is important because it helps find mistakes early and prevents faulty garments from moving to the next stage. The Inline Checker watches the stitching, measurements, fabric quality, and finishing of garments carefully. They use tools like measuring tapes, scissors, and seam rippers to inspect and correct problems. Their main goal is to make sure every piece meets the company's quality standards before it is completed and packed.

The Inline Checker works with tailors, supervisors, and quality staff to keep the stitching, measurements, and fabric neat and correct. They also check buttons, zippers, and labels to make sure everything is in the right place and working well. If they find any problems, they report them to the supervisor. Inline Checkers help save time, reduce waste, and make sure the final clothes are of good quality. Their careful checking helps the factory make better clothes and keeps customers happy.



Fig. 1.1.9: Inline checker

Different Jobs and Work Areas as an Inline Checker

The available jobs and work areas are mentioned as follows:

Jobs and Work Areas	Job Role	Age Criteria	Qualification	Skills
Checking Stitching	The Inline Checker watches the stitching on clothes while they are being made. They make sure the stitches are neat, straight, and strong.	At least 18 years of age, which is the minimum legal age for working in an apparel manufacturing unit.	At least 8th-10th standard	<ul style="list-style-type: none"> • Must know how to look at stitching carefully and find mistakes like loose threads, skipped stitches, or broken seams. • Should be able to check if the stitching is neat, straight, and strong.

Jobs and Work Areas	Job Role	Age Criteria	Qualification	Skills
				<ul style="list-style-type: none"> Needs to understand basic garment parts like sleeves, collars, and pockets. Should be careful, focused, and able to work with sewing team members. Must know how to use simple tools like scissors and measuring tape.
<p>Checking Sizes and Measurements</p>	<p>They use a measuring tape to check if the clothes are being made in the right size. They compare the measurements with the sample or size chart.</p>	<p>At least 18 years of age, which is the minimum legal age for working in an apparel manufacturing unit.</p>	<p>At least 8th-10th standard</p>	<ul style="list-style-type: none"> The person should know how to use a measuring tape properly. They should be able to read and understand size charts and sample measurements. They must be careful and accurate while checking sizes. They should be able to spot any size mistakes quickly and report them. Basic understanding of garment parts like sleeves, collars, and hems is helpful.
<p>Checking Fabric and Accessories</p>	<p>They look for holes, stains, or damage in the cloth. They also check if the buttons, zippers, and labels are correct and properly attached.</p>	<p>At least 18 years of age, which is the minimum legal age for working in an apparel manufacturing unit.</p>	<p>At least 8th-10th standard</p>	<ul style="list-style-type: none"> Good eyesight to spot small holes, stains, or fabric damage. Knowledge of different fabrics and trims like buttons, zippers, and threads. Careful checking skills to make sure all accessories are correctly attached. Ability to follow a sample or style sheet to compare and check the correct materials.

Jobs and Work Areas	Job Role	Age Criteria	Qualification	Skills
				<ul style="list-style-type: none"> • Basic communication skills to report problems clearly to the supervisor. • Use of simple tools like scissors, measuring tape, or check boards
Finding and Reporting Mistakes	If there is any mistake, the Inline Checker writes it down and tells the supervisor. This helps fix the problem quickly and saves time and cloth.	At least 18 years of age, which is the minimum legal age for working in an apparel manufacturing unit.	<p>The person should have passed at least the 8th grade in school.</p> <p>Knowing how to read and write basic English or the local language is helpful.</p>	<ul style="list-style-type: none"> • Good Observation: The person should be able to notice small mistakes in stitching, measurements, or cloth. • Basic Writing Skills: They must be able to write down the problems clearly in a report or checklist. • Communication Skills: They should be able to explain the problem to the supervisor or team members. • Honesty and Attention to Detail: The person should be honest and careful while checking the garments. • Basic Knowledge of Garments: They should understand how clothes are made and what correct stitching looks like.
Keeping Area Clean and Safe	The Inline Checker keeps their table clean and organised. They also follow safety rules while working in the factory.	At least 18 years of age, which is the minimum legal age for working in an apparel manufacturing unit.	<p>The person should have passed at least the 8th grade.</p> <p>They should be able to read safety signs and instructions in simple language</p>	<ul style="list-style-type: none"> • Cleanliness Awareness: The person should understand the importance of keeping the work area clean and tidy. • Basic Safety Knowledge: They must follow safety rules like wearing proper gear and keeping tools in the right place.

Jobs and Work Areas	Job Role	Age Criteria	Qualification	Skills
				<ul style="list-style-type: none"> • Attention to Detail: The person should notice any dirt, cloth waste, or sharp objects that may cause harm and clean them quickly. • Discipline and Routine: The person should clean regularly and follow a routine for checking the work table, chair, tools, and floor.

Table 1.1.1: Available jobs and work areas for an Inline Checker

1.1.3 Main Duties and Tasks Done by an Inline and Measurement Checker in a Garment Factory

A Checker Inline and Measurement works in a garment factory to check clothes during the stitching process. They make sure that the clothes are stitched properly and are of the correct size. Their job helps in catching mistakes early and making sure the final product is of good quality. They play an important role in checking both the look and fit of the clothes.



Fig. 1.1.10: A Checker Inline performing duty

Duties and Tasks	Responsibilities
Checks Stitching Quality	The checker looks at the stitching to make sure it is neat and strong. They find loose threads or broken stitches and tell the tailor or supervisor.
Checks Fabric Condition	The checker checks for holes, stains, or marks in the fabric. If they see damaged fabric, they stop the work and report it.

Duties and Tasks	Responsibilities
Checks Buttons and Zippers	They make sure that buttons, zippers, and other items are attached properly. If something is missing or loose, they report it for fixing.
Report Problems to Supervisor	The checker writes down any mistakes and tells the supervisor. This helps in fixing problems quickly and keeps the line moving smoothly.
Keeps Checking Area Clean	They clean their table and tools regularly. A clean area helps them work better and keeps clothes safe.
Follows Safety Rules	The checker wears gloves or other safety items if needed. They make sure their workplace is safe and tidy.
Measures Garments	The checker uses a measuring tape to check if the garment is the right size. They compare it to the sample or size chart.
Checks Length and Width	They measure parts like sleeves, shoulders, waist, and overall length. This helps make sure the clothes fit well.
Marks Measurement Mistakes	If the size is wrong, they mark it and send it back for correction. This saves time and avoids waste.
Matches with Size Chart	The checker uses a size chart to check each part of the garment. This helps make sure each size (S, M, L, etc.) is made correctly.
Keeps Measurement Records	They write down all measurement details in a report. This helps others know what changes were needed.
Works with Quality Team	They talk to the quality control team if they find any fitting problems. This helps in making better clothes that fit well.

Table 1.1.2: Duties and Tasks of a Checker Inline

1.1.4 Helping in Checking and Maintaining Quality during the Making of Clothes

An Inline Checker plays an important role in keeping the quality of clothes high while they are being made. They check each piece during stitching to catch mistakes early. This helps save time, cloth, and effort. By doing their job carefully, Inline Checkers help the factory make good-quality clothes that customers will like.



Fig. 1.1.11: An Inline Checker checking and adjusting the sewing

Step 1: Check the Fabric Before Stitching

The Inline Checker looks at the fabric for any damage, such as stains or holes. If the fabric is not good, they report it before stitching starts.

Step 2: Watches the Stitching Process

They check the stitching while it is being done. They make sure the stitches are straight, neat, and strong.

Step 3: Matches the Garment with the Sample

The Inline Checker compares the piece being made with the approved sample. This helps them see if the design, style, and stitching are correct.

Step 4: Measures the Garment Size

They use a measuring tape to check the size of each part, like sleeves, chest, and length. If the size is wrong, they mark the problem and return it for fixing.

Step 5: Checks Buttons, Zippers, and Labels

The checker makes sure that all extra parts, like buttons, hooks, zippers, and labels, are correct and attached well. Wrong or loose items are reported.

Step 6: Reports and Records Faults

If there is any mistake, the Inline Checker writes it in a report or checklist. They also inform the supervisor so the problem can be fixed quickly.

Step 7: Check the Sewing Machine Output Regularly

The Inline Checker watches the clothes coming out of each sewing machine. If the machine makes the same mistake again, they stop the work and report it.

Step 8: Use Quality Checklist for Each Garment

The checker uses a printed checklist to follow all the quality steps. This helps make sure nothing is missed during checking.

Step 9: Checks the Matching of Fabric Panels

They check if the front and back parts of the garment match in size and shape. If not, they return the piece for correction.

Step 10: Checks the Placement of Prints and Embroidery

The checker looks to see if any printed designs or embroidery are placed correctly on the garment. Wrong placements can spoil the look of the item.

Step 11: Checks Folding, Pleats, or Designs

If the garment has pleats, frills, or special folds, they make sure these are done properly. Poor design work is marked for rework.

Step 12: Talks to Tailors to Stop Repeating Mistakes

The Inline Checker politely explains mistakes to the tailors so they don't repeat them. This helps in improving quality from the beginning.



Fig. 1.1.12: An inline checker checking the sewing process

Summary

- The apparel industry is large and provides jobs to many people globally.
- Inline Checkers have different job opportunities and work in various areas of garment factories.
- They perform key duties like inspecting garments during production.
- Measurement Checkers ensure garment sizes meet the required specifications.
- Inline Checkers play a vital role in maintaining quality standards.
- They check garments at different production stages to detect faults early.
- This role helps improve the final product quality and reduces defects.

Exercise

Multiple-choice Question:

1. What does the apparel industry mainly deal with?
 - a. Building houses
 - b. Making clothes and garments
 - c. Growing crops
 - d. Producing machines

2. Who is responsible for checking garment quality during production?
 - a. Designers
 - b. Inline Checkers
 - c. Delivery staff
 - d. Store managers

3. What is one of the main tasks of a Measurement Checker?
 - a. Packing garments
 - b. Measuring garments to meet size requirements
 - c. Printing labels
 - d. Operating embroidery machines

4. Why is the role of an Inline Checker important?
 - a. To design clothes
 - b. To handle store inventory
 - c. To maintain garment quality during production
 - d. To transport raw materials

5. At which stage does an Inline Checker usually inspect garments?
 - a. Before fabric purchase
 - b. During garment production
 - c. After delivery to shops
 - d. At the customer's home

Descriptive Questions:

1. Describe the size and importance of the apparel industry and mention how many people are employed in it.
2. Explain the different jobs available for an Inline Checker in a garment factory.
3. Outline the main duties performed by an Inline Checker and a Measurement Checker.
4. Illustrate how an Inline Checker ensures quality control during the making of garments.
5. Discuss why early fault detection by Inline Checkers is crucial in garment production.

2. Prepare for Inline Checking Activities



Unit 2.1 - Apparel Inspection Basics and Workplace Safety



Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the points to keep the work area free from hazards.
2. Explain the measures to maintain a hazard-free work area.
3. Identify the types of fibres, yarns and fabric with their properties.
4. List commonly used tools and equipment for inspection.
5. Recognise various types of faults such as fabric faults, stitch faults, and seam faults.
6. Identify the trims and accessories used in garments.

UNIT 2.1: Apparel Inspection Basics and Workplace Safety

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the steps needed to keep the work area clean and free from dangers.
2. Explain how a person can keep the workplace safe by following rules and using safety tools.
3. Illustrate different types of fibres, yarns, and fabrics, and tell how they feel or behave.
4. Outline the common tools and machines used to check the quality of garments.
5. Illustrate how to find mistakes in the cloth, stitches, or seams during checking.
6. Describe the different small parts added to clothes, like buttons, zippers, and lace.

2.1.1 Steps Needed to Keep the Work Area Clean and Free from Dangers

In a garment factory, it is very important to keep the work area clean and safe, especially for someone doing inline checking. A clean place helps the checker do their job well and keeps the garments free from dirt and damage. A safe area also prevents accidents like slipping, falling, or getting hurt by tools. By following simple steps every day, an Inline Checker can make the workplace neat, safe, and better for everyone.

The steps that are required for keeping the work area clean and free from dangers for the inline checkers are given below:

Step 1: Clean the Checking Table Before and After Work

The Inline Checker wipes the table with a clean cloth before starting and after finishing work. This removes dust or thread pieces and keeps the garments clean.



Fig. 2.1.1: Checking table

Step 2: Keep All Tools in the Right Place

Tools like measuring tape, scissors, and marking chalk should be kept in their proper spots. This helps find them easily and avoids accidents or loss.



Fig. 2.1.2: Tools used for inline checking

Step 3: Throw Waste Material in the Dustbin

Small cloth cuttings, loose threads, and paper should not be thrown on the floor. They must be put in the dustbin to keep the area tidy and prevent slipping.



Fig. 2.1.3: Gathering waste materials in garment manufacturing

Step 4: Keep the Floor Clean and Dry

If water, oil, or fabric falls on the floor, the checker must clean it quickly. A dry floor helps prevent people from slipping and getting hurt.



Fig. 2.1.4: Keeping the floor clean

Step 5: Tie Up Loose Wires or Cords

Any wires from machines or lights should be tied and kept away from walking paths. This stops people from tripping or pulling machines down.



Fig. 2.1.5: Tied loose wires and cords

Step 6: Do Not Eat or Drink in the Work Area

The checker should avoid eating or drinking at the checking table. Spilled food or drink can damage the clothes and make the area dirty.

Step 7: Check and Report Any Broken Tools or Furniture

If a chair, table, or tool is broken or shaky, the checker must tell the supervisor. Using damaged items can be dangerous and may cause injury.



Fig. 2.1.6: Need to check the quality of the sewing machine

Step 8: Keep Fabrics and Garments Neatly Arranged

Garments should be folded properly and kept in a clean space. This avoids confusion, damage, or mixing up different pieces.



Fig. 2.1.7: Keeping fabrics and garments neatly

Step 9: Wear Safety Gear if Needed

If the checker uses sharp tools or bright lights, they should wear gloves or safety glasses. This protects their hands and eyes during work.



Fig. 2.1.8: Safety glasses

Step 10: Follow All Factory Safety Signs and Rules

The checker must obey signs like “No Smoking,” “Keep Area Clean,” or “Use Dustbin.” These signs help keep the factory safe and organised.



Fig. 2.1.9: Factory safety signs

Step 11: Clean Up at the End of the Shift

Before leaving, the Inline Checker should check the table, tools, and floor. Leaving the place clean helps the next worker start easily and safely.



Fig. 2.1.10: Cleaning the working table

Step 12: Stay Alert and Aware of Surroundings

The Inline Checker must always pay attention to what's happening around them. If they see something unsafe, they should report it or remove it.

2.1.2 Keeping the Workplace Safe by Following Rules and Using Safety Tools

In a garment factory, it is important to follow safety rules and use the right tools to keep the workplace safe. A person who follows these rules can avoid accidents and protect themselves and others. Safety tools like gloves, masks, and proper shoes help workers stay safe while working with machines and sharp tools. By following some simple steps every day, a person can make the factory a safe place for everyone.

The process of keeping the workplace safe in garment manufacturing is mentioned as follows:

1. **Wear Safety Gloves While Using Sharp Tools:** The person must wear gloves when using scissors, cutters, or needles. This protects their hands from cuts and injuries.
2. **Wear a Mask to Avoid Dust or Thread Particles:** A mask helps stop dust, fabric threads, or small particles from entering the nose or mouth. This keeps the person healthy while working.
3. **Wear Closed-Toe Shoes for Foot Safety:** Proper shoes protect the feet from falling tools, heavy objects, or sharp items on the floor. Slippers or open shoes should not be worn in the factory.
4. **Follow All Safety Signs and Instructions:** The person should read and obey safety signs like “No Smoking,” “Wear Helmet,” or “Do Not Touch.” These signs help everyone understand the right thing to do.
5. **Keep Tools in the Right Place After Use:** After using tools like measuring tape, chalk, or scissors, the person should put them back in their place. This avoids mess and stops others from getting hurt.
6. **Use Machines Carefully and with Training:** Only trained people should use sewing or cutting machines. The person must not touch or play with machines without permission.
7. **Keep the Work Area Clean and Dry:** A clean and dry work area helps prevent slipping and falling. Water or cloth pieces on the floor should be cleaned immediately.

8. **Do Not Run or Push Inside the Factory:** The person must walk calmly and not run or push others. This helps avoid bumps, falls, or accidents near machines.
9. **Report Broken Tools or Unsafe Areas:** If any machine, chair, or table is broken, the person should tell the supervisor. Using broken items can be dangerous.
10. **Turn Off Machines When Not in Use:** The person should turn off sewing or pressing machines after use. This prevents overheating or short circuits.
11. **Do Not Touch Electric Wires or Plugs Without Permission:** The person should never touch wires or plugs unless trained to do so. This avoids electric shocks or fires.
12. **Help Others Follow Safety Rules:** If someone forgets a rule, the person should remind them kindly. Working together makes the place safer for everyone.

2.1.3 Different Types of Fibres, Yarns, and Fabrics

Fibres, yarns, and fabrics are used to make the clothes we wear every day. Fibres are the tiny threads that are spun into yarns, and yarns are woven or knitted to make fabric. Different types of fibres and fabrics feel different when touched and behave in special ways when worn. Some are soft and warm, others are shiny or strong, and each one is used for different types of clothing or home items.

Name	Type	Characteristics	Texture / Feel	Common Uses
 <p>Cotton</p>	Natural Fibre	Soft, breathable, and absorbs water	Soft and smooth	T-shirts, dresses, bedsheets
 <p>Silk</p>	Natural Fibre	Shiny, smooth, and light	Very soft and smooth	Sarees, scarves, party clothes
 <p>Wool</p>	Natural Fibre	Warm, thick, and stretches slightly	Soft and fluffy	Sweaters, shawls, winter clothes

Name	Type	Characteristics	Texture / Feel	Common Uses
 <p>Polyester</p>	Synthetic Fibre	Strong, quick-drying, and does not shrink easily	Smooth and slightly slippery	Sportswear, bags, school uniforms
 <p>Nylon</p>	Synthetic Fibre	Very strong, stretchy, and lightweight	Silky and stretchy	Stockings, raincoats, ropes
 <p>Linen</p>	Natural Fibre	Cool, crisp, and dries quickly	Rougher than cotton	Summer clothes, tablecloths
 <p>Acrylic Yarn</p>	Synthetic Yarn	Looks like wool, easy to wash	Soft and warm	Knitted sweaters, baby clothes
 <p>Denim Fabric</p>	Woven Fabric	Thick, strong, and durable	Rough but softens over time	Jeans, jackets, bags

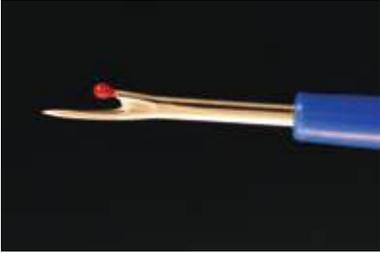
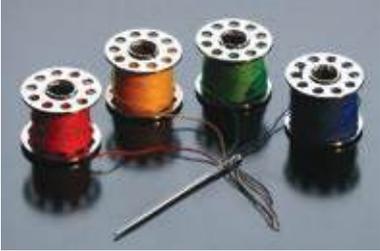
Name	Type	Characteristics	Texture / Feel	Common Uses
 <p>Chiffon Fabric</p>	Woven Fabric	Light, airy, and delicate	Soft and flowing	Dresses, dupattas, fancy outfits
 <p>Rayon</p>	Semi-synthetic Fibre	Soft like cotton but shinier	Soft and silky	Kurtis, blouses, home furnishings

Table 2.1.1: Types of Fibres, Yarns, and Fabrics

2.1.4 Common Tools and Machines Used to Check the Quality of Garments

An Inline Checker uses different tools and machines to check the quality of garments while they are being made. These tools help them find mistakes early, like wrong stitching, incorrect sizes, or missing buttons. Each tool has a special use and helps make sure the clothes are neat, clean, and made the right way. By using these tools correctly, the Inline Checker helps the factory make good-quality clothes.

Name of Tool / Machine	Images	Usage / Purpose
Measuring Tape		Used to check the length, width, and size of different parts of the garment.

Name of Tool / Machine	Images	Usage / Purpose
<p>Seam Ripper</p>		<p>Used to open wrong stitches or remove extra threads.</p>
<p>Scissors</p>		<p>Used to cut loose threads or fabric neatly.</p>
<p>Needle and Thread</p>		<p>Used to do small repairs or fix minor stitching mistakes.</p>
<p>Magnifying Glass</p>		<p>Helps to see tiny stitching errors or thread breaks clearly.</p>
<p>Quality Checklist Sheet</p>	 <p>Inspected By: _____ Inspected By: _____ Inspected By: _____</p>	<p>Used to mark and record problems found in the garment.</p>

Name of Tool / Machine	Images	Usage / Purpose
Light Table / Lamp		Gives bright light to clearly see the fabric and stitching.
Pins and Clips		Used to hold fabric in place while checking or repairing.
Label Checking Machine		Helps make sure labels are printed and attached correctly.
Fabric Inspection Machine		Used to check fabric rolls for stains, holes, or weaving problems.

Table 2.1.2: Tools and machines that are used by an Inline Checker

2.1.5 Process of Finding Mistakes in the Cloth, Stitches, or Seams during Checking

An Inline Checker must look carefully to find mistakes in the cloth, stitches, or seams while the garment is being made. They use their eyes, hands, and simple tools to check each part of the garment. If they find a problem early, it can be fixed quickly before the garment moves to the next stage. This helps in making good-quality clothes that fit well and look nice.

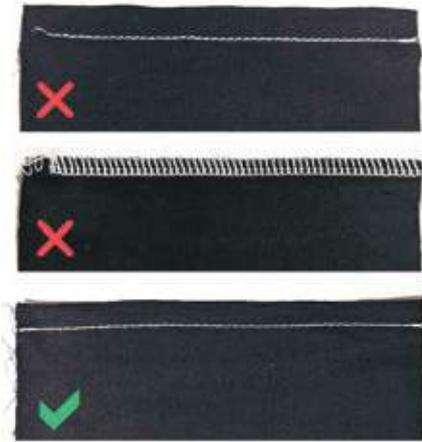


Fig. 2.1.11: Identified mistakes in garment manufacturing

Step 1: Check the Cloth Surface

The checker looks at the fabric to see if there are any stains, holes, or colour changes. If the cloth is damaged, it is marked for replacement.

Step 2: Feel the Fabric with the Hand

The checker gently touches the fabric to find rough or thick spots that may mean there is a weaving problem.

Step 3: Observe the Stitch Lines

The checker looks at the stitches to make sure they are straight, neat, and strong. They also check if any stitches are missing or broken.

Step 4: Inspect the Seams

The checker opens the garment slightly to check if the seam (where two pieces of cloth are joined) is tight, even, and clean.

Step 5: Use Measuring Tape

The checker measures parts like the sleeves, chest, or waist to see if they match the correct size.

Step 6: Use a Seam Ripper (if needed)

If there is a stitching mistake, the checker uses a seam ripper to open the wrong stitch so it can be fixed.

Step 7: Check for Missing Items

The checker looks for buttons, zippers, hooks, and labels to make sure they are in the right place and not lost or missing.

Step 8: Use Bright Light

The checker uses a lamp or light table to clearly see tiny mistakes, especially on dark or printed fabrics.

Step 9: Compare with the Sample Garment

The checker compares the garment with a sample piece to check the design, shape, and overall look.

Step 10: Record the Mistake

If any mistake is found, the checker writes it down on a checklist or report and tells the supervisor.



Fig. 2.1.12: Mistake in sewing technique

2.1.6 Different Small Parts added to Clothes like Buttons, Zippers, and Lace

Clothes are made with not just fabric but also small extra parts like buttons, zippers, lace, and more. These parts help clothes look nice and work better. For example, zippers help open and close a jacket easily, and buttons keep shirts fastened. Each part has a special use and is added to the right place to make the clothes useful and beautiful.

Name of Part	Where It Is Added	Benefits of Adding
 <p data-bbox="363 1697 464 1729">Buttons</p>	<p data-bbox="651 1532 975 1563">Front of shirts, cuffs, pants</p>	<p data-bbox="1023 1518 1347 1585">Helps to open and close clothes easily and securely</p>

Name of Part	Where It Is Added	Benefits of Adding
 <p>Zippers</p>	<p>Jackets, pants, skirts, bags</p>	<p>Allows quick and smooth opening or closing</p>
 <p>Hooks</p>	<p>Waistbands of skirts, trousers, dresses</p>	<p>Holds clothes in place when tight closure is needed</p>
 <p>Lace</p>	<p>Necklines, sleeves, and hems of dresses</p>	<p>Makes clothes look pretty and decorative</p>
 <p>Elastic Bands</p>	<p>Waist of pants, skirts, sleeves, socks</p>	<p>Makes the clothes stretch to fit the body comfortably</p>
 <p>Velcro</p>	<p>Kids' shoes, bags, easy-wear clothing</p>	<p>Makes opening and closing easy, especially for children</p>

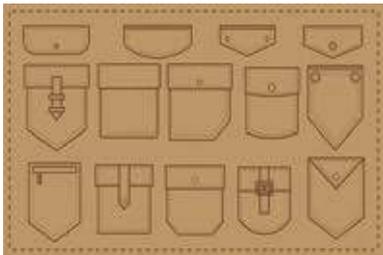
Name of Part	Where It Is Added	Benefits of Adding
 <p>Drawstrings</p>	<p>Hoodies, pyjamas, gym pants</p>	<p>Let the wearer tighten or loosen the garment as needed</p>
 <p>Studs/Snaps</p>	<p>Baby clothes, jeans, jackets</p>	<p>Provides a quick way to fasten and unfasten clothes</p>
 <p>Pockets</p>	<p>Pants, shirts, jackets, skirts</p>	<p>Gives space to carry small things like keys or money</p>
 <p>Labels</p>	<p>Inside the collar or the waistband</p>	<p>Shows brand name, size, and washing instructions</p>

Table 2.1.3: Various small parts that are added to clothes

Summary

- A clean and danger-free work area ensures safety during apparel inspection.
- Workplace safety is maintained by following safety rules and using proper protective tools.
- Different fibres, yarns, and fabrics have unique textures and behaviours.
- Common tools and machines help check the quality of garments effectively.
- Mistakes in cloth, stitches, or seams are identified during the inspection process.
- Small garment parts like buttons, zippers, and lace are important for final garment quality.
- Understanding these basics ensures proper garment inspection and workplace safety.

Exercise

Multiple-choice Question:

1. Why is it important to keep the work area clean in apparel inspection?
 - a. To decorate the space
 - b. To prevent dangers and maintain safety
 - c. To make clothes colourful
 - d. To dry fabrics faster
2. Which of these helps keep the workplace safe?
 - a. Ignoring safety rules
 - b. Using safety tools and following safety rules
 - c. Running machines without training
 - d. Working without gloves
3. What is the main difference between fibres, yarns, and fabrics?
 - a. They are all the same
 - b. Fibres are raw, yarns are threads, and fabrics are woven materials
 - c. Fabrics are smaller than yarns
 - d. Yarns and fabrics have no relation
4. Which tool is commonly used to check garment quality?
 - a. Scissors
 - b. Measuring tape
 - c. Inspection machines and tools
 - d. Paintbrush
5. What are buttons, zippers, and lace called in garment making?
 - a. Threads
 - b. Fibres
 - c. Small parts or accessories
 - d. Fabrics

Descriptive Questions:

1. Describe the steps to maintain a clean and safe work area in garment inspection.
2. Explain how safety rules and safety tools help in maintaining workplace safety.
3. Illustrate the differences in feel and behaviour of fibres, yarns, and fabrics.
4. List common tools and machines used for garment quality checking and explain their purpose.
5. Describe how to identify mistakes in cloth, stitches, or seams during inspection.



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3. Carry out In-line Checking Activities



Unit 3.1 - Inspection and Quality Assurance

Unit 3.2 - Production and Workflow Management



AMH/N0105

Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Explain the procedure of inspecting garments and cut components as per the required quality standards.
2. Outline the steps to record and document faults identified in cut components and finished garments.
3. Describe the method of informing superiors or colleagues about the faults detected during inspection.
4. Elucidate the process of handling garments and components appropriately during inspection to avoid damage.
5. Illustrate how to calculate and keep a count of faults found in garments and components.
6. Discuss the techniques to inspect cut components systematically before further processing.
7. Explain how to maintain workflow rate in order to meet production targets effectively.
8. Describe the procedures for bundling and labelling of cut components after inspection.
9. Elaborate on the steps to properly store cut components as per quality and organisational standards.
10. Outline methods to identify and resolve problems in garment components during inspection.

UNIT 3.1: Inspection and Quality Assurance

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain the procedure for inspecting garments and components to meet required quality standards.
2. Outline the method of recording and documenting faults found in garments and components.
3. Describe the correct process for reporting identified faults to supervisors or colleagues.
4. Elucidate the appropriate techniques for handling garments and components during inspection to prevent damage.
5. Illustrate how to count and calculate the number of faults accurately in inspected items.
6. Discuss the systematic steps involved in inspecting cut components before proceeding to the next stage.

3.1.1 Procedure for Inspecting Garments and Components

Inspecting garments means carefully checking clothes to make sure they are made properly. The checker looks at the cloth, stitching, size, and extra parts like buttons and zippers. This helps make sure that the clothes meet the quality rules before they are packed or sent to the customer. If a mistake is found, it is marked and sent for repair.

The step-by-step procedure to inspect garments and components is given below:

Step 1: Check the Fabric

The checker looks at the fabric to see if there are stains, holes, or colour problems. If the fabric is damaged, the garment may be rejected or fixed.



Fig. 3.1.1: Checking the fabric

Step 2: Observe the Stitching

The checker makes sure the stitches are straight, neat, and not broken. Loose or missing stitches are marked for repair.



Fig. 3.1.2: Observing the stitching

Step 3: Measure the Garment

The checker uses a measuring tape to check parts like the chest, sleeve, or length. The size must match the order given by the buyer.



Fig. 3.1.3: Measuring the garment

Step 4: Inspect Trims and Accessories

The checker checks buttons, zippers, hooks, and labels to see if they are placed correctly and are not loose or missing. These parts must also be strong and neat.



Fig. 3.1.4: Checking the trimming

Step 5: Compare with the Sample Garment

The garment is compared with a master sample to check if the design, colour, and shape are correct. It helps find any difference from the approved design.



Fig. 3.1.5: Comparing with samples

Step 6: Record and Report Defects

If the checker finds any mistakes, it is written on a checklist or quality sheet. The garment is then sent to the repair area or reported to the supervisor.

Date: Inspection At:
 Inspector: Dept:
 Supplier:
 Order QTY: Total No. of Garments Inspected
 Garments Type: Keycode:
 Purchase Order: Carton/ Pack QTY:
 Cost Price: Sell Price:

Checklist 1	
A. Inner Packing - Size (asstd/solid) to Order	
B. Outer Cartons - Size (asstd/solid) to Order	
C. Packing per Piece (Printed poly bag/ Plain poly bag/ no poly bag/ on hanger)	
D. If poly bag used (warning/ care instructions/country/ correct wording, fiber content)	
E. Open neck of hanger facing right side of garments	
F. Fire hazared label (correct category, correct placement)	
G. Garments weight (comply with report)	
Signature 1	Signature 2

Checklist 2 Garment workmanship - worksheet results (measureme

Measurements variations of more than +/- 2 cm, or +/- 1/2 inch are not acceptable.
 One garments of each size should be taken random to include all colors in the order. These shou
 measured at each point where a dimension is given on the specification. Where an unacceptabl
 inspect sufficient of the remaining stock at random. (Use the quantities in the sample tabel)

You are now required to inspect for other defects - refer to reverse side [DN3]. Using those garm
 measured, inspect the full sample nominated by the sample tabel. (Use the quantities specified
 if the item is defective, number each garment on the kimble tag for ease of recording and identi
 garments that contain measurement variations or defects.

Summary of garments defects		
A. Total quantity of garments with major defects =		B. Total quantity of gar
Major Defect/ Description	QTY of defects	Minor Defe

Fig. 3.1.6: Reporting format in the inspection process

3.1.2 Method of Recording and Documenting Faults Found in Garments and Components

When mistakes are found in garments during checking, it is important to write them down clearly. This helps the factory know what problems need to be fixed. The person who checks the garment must follow a proper method to note each type of fault. This record helps the supervisor and repair team make the garment better before it is packed.

Garment Style	Size	Fault Found	Location	Fault Code	Quantity	Remarks
Shirt #A1005	M	Skipped Stitch	Left Sleeve	SKS	5 pcs	To be re-stitched

Fig. 3.1.7: Process of recording and documenting a fault

The method or process of recording and documenting faults found in garments and components is given below:

Step 1: Identify the Fault

The checker closely looks at the garment or component (like a sleeve, pocket, or zip). They look for problems such as stains, missing stitches, broken zippers, or incorrect sizes.

Step 2: Mark the Fault on the Garment

Once the checker finds a fault, they mark the spot using chalk, coloured thread, or a sticker. This helps the repair person find the exact area quickly and easily.

Step 3: Write in the Fault Report Sheet

The checker then fills out a form called a fault report sheet or quality control sheet. They write what the problem is (e.g., "open seam at sleeve") and where it is found (e.g., "right armhole").

Step 4: Use Standard Codes or Symbols (if available)

In some factories, small codes or marks are used for common problems — like "STN" for stain or "MSB" for missing button. This helps save time and keep records neat.

Step 5: Count the Number of Faults

If there are many garments with the same problem, the checker counts them and writes the total. For example, "10 garments found with crooked stitching on the collar." This helps identify if there is a pattern or machine issue.

Step 6: Record Garment Details

Along with the fault, the checker also writes the garment name, size, style number, production date, and line number (if required). These details help trace where the problem came from.

Step 7: Inform the Supervisor or Quality Head

After writing everything clearly, the checker gives the report to the supervisor or the quality manager. This person checks the report and decides if the garment should go for repair, rework, or rejection.

Step 8: Send the Garment for Correction

All marked garments are kept in a separate tray or box. These are sent to the repair team or alteration department for fixing. Once repaired, the garment may be checked again.

Step 9: File the Report for Record

All fault reports are saved in files or on computers. These records help the factory learn what mistakes happen often and how to stop them in the future.

Step 10: Share Feedback with the Production Team

If a lot of mistakes are found, the quality team gives feedback to the sewing workers. This helps them avoid the same fault next time.

3.1.3 Correct Process for Reporting Identified Faults to Supervisors or Colleagues

When a worker finds a fault or problem in a garment, it is important to tell the right person quickly. This helps the factory fix the issue and stop more mistakes from happening. The worker must follow a proper step-by-step method to report the fault. By doing this, everyone stays informed, and the garments can be corrected in time.

The correct process of reporting identified faults to supervisors or colleagues is discussed as follows:

Step 1: Stop and Recheck the Fault

The worker first stops and checks the fault carefully one more time. This is to make sure the problem is real and not a small or temporary issue.

Step 2: Mark the Fault Clearly

The worker marks the area with chalk, thread, or a small sticker. This helps others see where the problem is on the garment.

Step 3: Inform the Immediate Supervisor or Team Leader

The worker goes to the supervisor and tells them about the problem. They explain what the fault is and which part of the garment it is on.

Step 4: Show the Faulty Garment

The worker shows the garment to the supervisor so they can see the problem with their own eyes. This helps in taking quick action, such as repair or correction.

Step 5: Fill the Fault Report Sheet (if required)

In some factories, the worker needs to write the problem in a fault sheet. They mention the type of fault, the garment name, and the number of garments affected.

Step 6: Discuss with Colleagues (if needed)

If other team members are involved, the worker can show them the problem too. This way, everyone knows what mistake to avoid in future.

Step 7: Hand Over the Faulty Garment for Repair

The worker places the marked garment in a box or area meant for repairs. The repair person or quality checker will then fix the problem.

Step 8: Follow the Supervisor's Instructions

The worker listens carefully to what the supervisor says. They may be asked to check other garments or stop using a faulty tool or machine.

Step 9: Help Prevent the Same Fault

After reporting, the worker must be careful to avoid the same mistake again. They may help others understand what caused the problem.

Step 10: Continue Work After Reporting

Once the fault is reported and the garment is sent for repair, the worker can go back to checking the next garment. This keeps the work going smoothly.

3.1.4 Techniques for Handling Garments and Components during Inspection to Prevent Damage

While checking clothes in a factory, it is important to handle the garments properly. If a person is not careful, the garment may tear, get dirty, or lose its shape. Using the right methods helps keep the clothes clean and neat for customers. It also saves time and money by avoiding damage.



Fig. 3.1.8: Handling garments during inspection

The techniques for handling garments during inspection are mentioned as follows:

1. **Use Clean Hands or Wear Gloves:** The checker must wash hands or wear gloves before touching garments. This keeps the fabric safe from stains, oil, or dirt.
2. **Lift Garments Gently from Seams:** The checker should hold the garment at the seams or strong areas. Pulling from weak spots may tear the cloth or damage stitches.
3. **Keep Garments on a Clean, Flat Surface:** Garments should be placed on a clean inspection table while checking. This prevents dust or sharp objects from spoiling the fabric.
4. **Fold Neatly After Inspection:** After checking, the garment should be folded neatly along the correct fold lines. This avoids wrinkles and keeps the item in good shape.
5. **Avoid Using Sharp Tools Near Fabric:** The checker should not keep scissors, seam rippers, or needles too close to the garment. Sharp tools may poke or tear the cloth by mistake.
6. **Do Not Stretch or Pull Fabric Hard:** While checking size or seams, the checker should not pull the cloth too tightly. Stretching can change the shape or damage the fabric.
7. **Handle Delicate Items with Extra Care:** If the garment has lace, beads, or embroidery, it should be touched very softly. These parts are fragile and may break or come loose easily.
8. **Use Proper Hangers or Bins for Storage:** Garments should be stored on hangers or kept in clean bins after inspection. This keeps them safe until the next step, like packing or repairing.
9. **Keep Hands Away from Face or Hair:** While working, the checker should avoid touching their face or hair. This helps prevent hair, sweat, or oil from falling onto the garments.
10. **Inform the Supervisor if Damage Happens:** If a mistake happens and something gets damaged, the checker should tell the supervisor. This way, the damage can be fixed quickly and correctly.



Fig. 3.1.9: Checking the garment

3.1.5 Process of Counting and Calculating the Number of Faults Accurately in Inspected Items

When a checker inspects clothes in a factory, they must look carefully for any mistakes. These mistakes are called faults, like loose stitches, missing buttons, or stains. The checker must count each fault correctly and write it down to help improve the quality. By doing this, the factory can fix the problems and make better clothes.

Critical	<ul style="list-style-type: none"> • Critical defects are completely unacceptable. They can pose safety risks or cause product failure and require a 0% tolerance.
Major	<ul style="list-style-type: none"> • Major defects impact the product's performance or appearance. They are typically allowed up to a 2.5% defect rate.
Minor	<ul style="list-style-type: none"> • Minor defects don't affect functionality and are often unnoticed. They are generally acceptable up to a 4% defect rate.

Fig. 3.1.10: Types of quality defects

The steps to count and calculate faults or quality defects accurately in inspected items are given below:

Step 1: Check Each Item One by One

The checker looks at every garment carefully from top to bottom. This helps make sure no fault is missed during the inspection.

Step 2: Mark the Faults on a Checklist

Each time a fault is found, the checker puts a mark or tick next to the type of fault on a printed checklist. This helps to keep track of what kind of problems are seen often.

Step 3: Count the Total Number of Faults

After checking the whole garment, the checker counts all the marks on the checklist. This gives the total number of faults in that garment.

Step 4: Record the Faults in the Inspection Sheet

The checker writes the total number of faults in an inspection register or report sheet. This information is later shared with supervisors or quality teams.

Step 5: Use a Calculator if Needed

If many garments are being checked, the checker may use a calculator to add all the faults quickly and correctly. This reduces the chance of making counting mistakes.

Step 6: Check the Fault Rate (If Required)

Sometimes, the checker must calculate how many faults are found per 100 garments. For this, they divide the total number of faults by the total number of inspected items and multiply by 100.

An example of fault rate calculation:

If 10 faults are found in 50 garments:

$(10 \div 50) \times 100 = 20\%$ is the fault rate.

3.1.6 Systematic Steps Involved in Inspecting Cut Components

In a garment factory, fabric pieces are cut before stitching. These cut pieces are called cut components, like sleeves, collars, or pant legs. Before moving to the sewing section, each piece must be checked to make sure it is clean, correct, and not damaged. This helps avoid mistakes later and ensures good-quality clothes.



Fig. 3.1.11: Cutting process in garment manufacturing

The systematic steps to inspect cut components before proceeding to the next stage are mentioned as follows:

Step 1: Collect and Arrange the Cut Pieces

The checker gathers all the cut parts from the cutting table or bundle. They arrange the pieces in sets to make sure none are missing.

Step 2: Check the Shape and Size

Each cut part is matched with the pattern or template to check if the shape is correct. The checker also uses a measuring tape to see if the size is as per the design.

Step 3: Look for Damage or Defects

The checker carefully looks at each fabric piece for stains, holes, or frayed edges. Any damaged part is removed or marked for replacement.

Step 4: Match the Fabric Grain and Direction

The checker makes sure that the fabric grain (the line of the threads) is going in the right direction. This helps the garment keep its proper shape after stitching.

Step 5: Check for Notches and Marks

Cut parts often have small marks or notches that guide stitching. The checker ensures these marks are present and visible, so the tailor can sew the pieces correctly.

Step 6: Count and Bundle the Components

After checking, the checker counts all the pieces in a set (like two sleeves, one front, one back). The pieces are bundled together neatly and passed to the sewing team.

UNIT 3.2: Production and Workflow Management

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the strategies to maintain workflow and achieve daily production targets efficiently.
2. Describe the correct procedures for bundling and labelling cut components after inspection.
3. Explain the standard practices for storing cut components according to quality and organisational requirements.
4. Outline the steps to identify and resolve problems found in garment components during inspection.

3.2.1 Strategies to Maintain Workflow and Achieve Daily Production Targets

In a garment factory, each of the individuals must work in an organised way to finish the required number of clothes each day. This is called meeting the daily production target. To do this, workers must follow some smart methods to keep the work moving smoothly. These methods help save time, avoid mistakes, and make sure the work is finished on time.



Fig. 3.2.1: Workflow in a garment manufacturing unit

The strategies for maintaining workflow and meeting daily targets are discussed as follows:

1. **Start Work on Time:** All workers should begin their work at the right time every day. This helps the whole team stay on schedule and complete the work smoothly.
2. **Follow the Work Plan:** A daily plan or schedule is made to divide the tasks among workers. When everyone follows the plan, there is less confusion and better teamwork.
3. **Keep the Work Area Ready:** Tools, fabric, and machines must be ready before starting. A clean and organised area saves time and prevents delays.
4. **Communicate Clearly:** Workers should talk politely and clearly with each other and with supervisors. Good communication helps solve problems quickly and keeps the work moving.
5. **Check for Mistakes Early:** Quality checkers should find and fix mistakes as soon as possible. This stops the mistakes from moving forward and saves time later.

6. **Take Short Breaks, Not Long:** Workers can take short breaks to rest, but they should not waste time. This keeps them fresh without slowing down production.
7. **Help Each Other When Needed:** If one worker finishes early, they can help others. Helping each other makes the team stronger and the work faster.
8. **Use Machines Properly:** Machines should be used correctly and handled with care. This avoids breakdowns and keeps the production going smoothly.



Fig. 3.2.2: Workers working in garment manufacturing to meet the daily target

3.2.2 Correct Procedures for Bundling and Labelling Cut Components after Inspection

After fabric pieces are cut and checked, they must be bundled and labelled properly before they go to the stitching section. Bundling helps keep similar parts together and in order. Labelling tells us the size, style, and quantity of each bundle. These steps help avoid mistakes and save time during the next stages of making clothes.

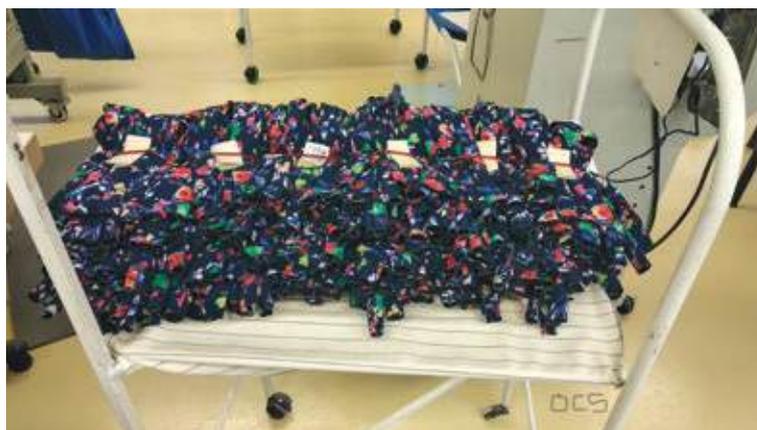


Fig. 3.2.3: Bundling process in garment manufacturing

The correct procedures for bundling and labelling cut components are discussed as follows:

1. **Sort the Components by Size and Style:** The worker keeps all pieces of the same size and style together. This makes it easy to send the correct parts for stitching.

2. **Stack the Pieces Neatly:** Each fabric piece is kept one above the other in a flat, even pile. This prevents wrinkles, damage, or loss of parts.
3. **Count and Verify the Quantity:** Before tying the bundle, the worker counts all pieces to make sure the number is correct. Any missing piece is reported to the supervisor.
4. **Tie the Bundle Properly:** Bundles are tied using soft fabric tapes or strings to hold them safely. The bundle should not be too tight, as that may damage the fabric.
5. **Attach a Clear Label:** Each bundle is labelled with important details like size, style number, colour, number of pieces, and order number. Labels are fixed where they are easily seen.
6. **Place the Bundle in the Correct Bin or Shelf:** The labelled bundle is placed in the correct bin, rack, or trolley based on where it has to go next. This helps workers pick it quickly for stitching.



Fig. 3.2.4: Labelling in garment manufacturing

3.2.3 Standard Practices for Storing Cut Components

After fabric parts are cut, they need to be stored safely until they are used for stitching. Storing them properly helps prevent damage, mixing up of sizes, or losing pieces. The storage method must follow the rules of the company and keep the quality of the fabric safe. These steps make sure that work goes smoothly and quickly.

The standard practices for storing cut components are discussed below:

1. **Use Clean and Dry Storage Bins:** Cut pieces are kept in clean bins or trays so that dust or moisture does not spoil the fabric. Dry storage helps avoid fungus or stains.



Fig. 3.2.5: Bins used to keep clothes

2. **Separate by Size, Colour, and Style:** Each set of cut pieces is kept separate based on their size, colour, or design. This helps avoid mixing of parts and makes picking easy.



Fig. 3.2.6: Separated by colours

- 3. Label the Bins Clearly:** Each storage bin or shelf has a clear label showing the size, style number, colour, and quantity. This helps workers identify the parts quickly and correctly.



Fig. 3.2.7: Labelling the bins

- 4. Keep in a Safe and Organised Place:** All cut components are stored in a fixed area that is clean and free from danger. This keeps the pieces safe from getting lost or damaged.



Fig. 3.2.8: Keeping the clothes neatly

- 5. Follow First-In-First-Out (FIFO) Rule:** Old cut pieces are used before the new ones so that no fabric gets wasted. This is called the FIFO method (First In, First Out).



Fig. 3.2.9: Following the FIFO method

- 6. Protect from Heat and Sunlight:** The storage place should be away from direct sunlight or hot areas. This keeps the fabric colour and texture safe.



Fig. 3.2.10: Keeping cut components away from heat and sunlight, and using them

3.2.4 Steps to Identify and Resolve Problems Found in Garment Components during Inspection

Garment components like sleeves, collars, or pockets, sometimes, may have problems when they are being checked. These problems can be stains, wrong stitching, missing parts, or wrong sizes. It is important to find these problems early so they can be fixed quickly. This helps to keep the garments neat and ready for the next step in making clothes.



Fig. 3.2.11: identifying problems while inspecting the garments

The steps for identifying problems in garment components are mentioned below:

1. **Look Closely at Each Part:** The checker looks carefully at each garment part to find stains, holes, or wrong stitching. This helps them see if something is damaged.
2. **Feel the Fabric by Hand:** The checker gently rubs the cloth to check for rough spots or thickness. This helps find hidden fabric problems.
3. **Measure the Component:** The checker uses a measuring tape to check the length, width, or shape. If it does not match the correct size, it is marked.
4. **Compare with the Sample Garment:** They check the part by matching it with a correct sample. This helps to see if the shape or design is wrong.
5. **Check Stitching and Seams:** The checker checks if the stitches are neat and strong. Loose or broken stitches are noted as faults.
6. **Mark the Faulty Area:** If any mistake is found, the checker puts a sticker or chalk mark on the problem. This makes it easy to fix later.

On the other hand, the steps for resolving the identified problems in garment components are mentioned below:

1. **Report to Supervisor or Team Leader:** The checker tells the supervisor about the fault. This helps to get permission or advice for repair.
2. **Note the Fault in a Record Sheet:** The checker writes down the type of fault in a report. This helps others know what needs fixing.
3. **Send the Part for Repair:** The faulty component is sent to the stitching worker or repair section. They correct the problem quickly.
4. **Replace the Damaged Part if Needed:** If the part is badly damaged, a new piece is cut and used. This keeps the garment looking perfect.
5. **Re-check the Fixed Component:** After repairing, the checker checks the part again. This ensures the fault is solved and the part is correct.
6. **Approve for Next Process:** If everything is fine, the part is allowed to move to the next stage. This helps keep production smooth and on time.

Summary

- The garment inspection process ensures products meet required quality standards.
- Faults found during inspection must be properly recorded and documented.
- Identified faults should be reported to supervisors or colleagues following correct procedures.
- Proper handling techniques prevent garment damage during inspection.
- Inspectors must accurately count and calculate faults in each item.
- Workflow management helps maintain daily production targets with proper bundling and labelling of components.
- Storing components correctly and resolving detected problems ensures smooth production flow and quality assurance.

Exercise

Multiple-choice Question:

1. What is the main purpose of inspecting garments?
 - a. To change the garment colour
 - b. To meet required quality standards
 - c. To pack the garments
 - d. To increase prices

2. How should faults found during inspection be recorded?
 - a. By memory only
 - b. By guessing
 - c. By proper documentation
 - d. By ignoring them

3. What is the correct way to handle garments during inspection?
 - a. Roughly pulling the fabric
 - b. Folding and handling carefully to avoid damage
 - c. Using sharp tools unnecessarily
 - d. Throwing garments in bins

4. After inspecting and bundling cut components, what should be done next?
 - a. Label and store them as per quality requirements
 - b. Leave them on the table
 - c. Mix them randomly
 - d. Send them without labels

5. Why is workflow management important in garment production?
 - a. To reduce working hours
 - b. To achieve daily production targets efficiently
 - c. To skip inspection steps
 - d. To avoid training workers

Descriptive Questions:

1. Explain the procedure for inspecting garments and ensuring quality standards are met.
2. Describe the method of recording and documenting faults found during inspection.
3. Discuss the techniques used to handle garments safely during the inspection process.
4. Outline the steps for bundling and labelling components after inspection.
5. Explain the strategies used in workflow management to meet daily production goals.

4. Maintain Work Area and Tools



Unit 4.1 - Equipment Care and Cleaning Operations

Unit 4.2 - Workplace Safety and Efficiency



Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Describe safe working practices for the cleaning and maintenance of tools and equipment.
2. Explain the effects of contamination, such as machine oil or dirt, on finished products.
3. Identify various types of cleaning equipment and substances along with their appropriate uses.
4. Illustrate how to safely and correctly handle materials, tools, and cleaning equipment during work.
5. Elaborate on the correct lifting and material handling procedures to ensure safety and efficiency.
6. Outline the procedure for carrying out regular maintenance of tools and equipment within assigned responsibilities.
7. Discuss how to carry out cleaning activities according to schedules and defined responsibilities.
8. Explain how to store cleaning tools and equipment safely after use in designated areas.
9. Elucidate the importance of maintaining correct posture and a comfortable working position during tasks.
10. Describe ways to minimise wastage and dispose of waste safely in designated areas.

UNIT 4.1: Equipment Care and Cleaning Operations

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe safe practices to follow during the cleaning and maintenance of equipment.
2. Identify different types of cleaning equipment and explain their specific uses.
3. Illustrate the correct cleaning methods suitable for various tasks and surfaces.
4. Explain how to carry out routine maintenance of equipment as per standard procedures.
5. Outline responsibilities involved in scheduled cleaning tasks within the assigned scope.
6. Elaborate on the importance of performing cleaning tasks within defined limits and responsibilities.
7. Discuss the proper storage practices for cleaning equipment after use to ensure safety and readiness.

4.1.1 Safe Practices to Follow During the Cleaning and Maintenance of Equipment

Cleaning and maintaining machines and tools is very important to keep them working well. If a person does not follow safety rules, they can get hurt. An inline checker or worker must be careful while using and cleaning equipment. There are some easy safety steps that everyone should follow.

The description of safe practices that need to be followed during the cleaning and maintenance of equipment in the garment manufacturing process is stated as follows:

1. **Switch Off the Machine First:** The person should always turn off the machine before cleaning or fixing it. This helps stop the machine from starting suddenly and causing an accident.



Fig. 4.1.1: Need to push the red button

2. **Unplug the Equipment:** Before cleaning, the person must remove the plug from the power socket. This makes sure there is no electricity going to the machine.
3. **Wear Safety Gloves and Masks:** The person must wear gloves to protect their hands and a mask if there is dust or a strong smell. This keeps the body safe from harm.



Fig. 4.1.2: Wearing gloves and a face mask

4. **Use the Right Cleaning Tools:** Only soft brushes, cloths, or proper tools should be used to clean machines. Sharp or hard tools can damage the machine parts.



Fig. 4.1.3: Soft brush used to clean the machines

5. **Follow Instructions in the Manual:** Each machine comes with a small guidebook called a manual. The person should follow those steps to clean and check the machine properly.

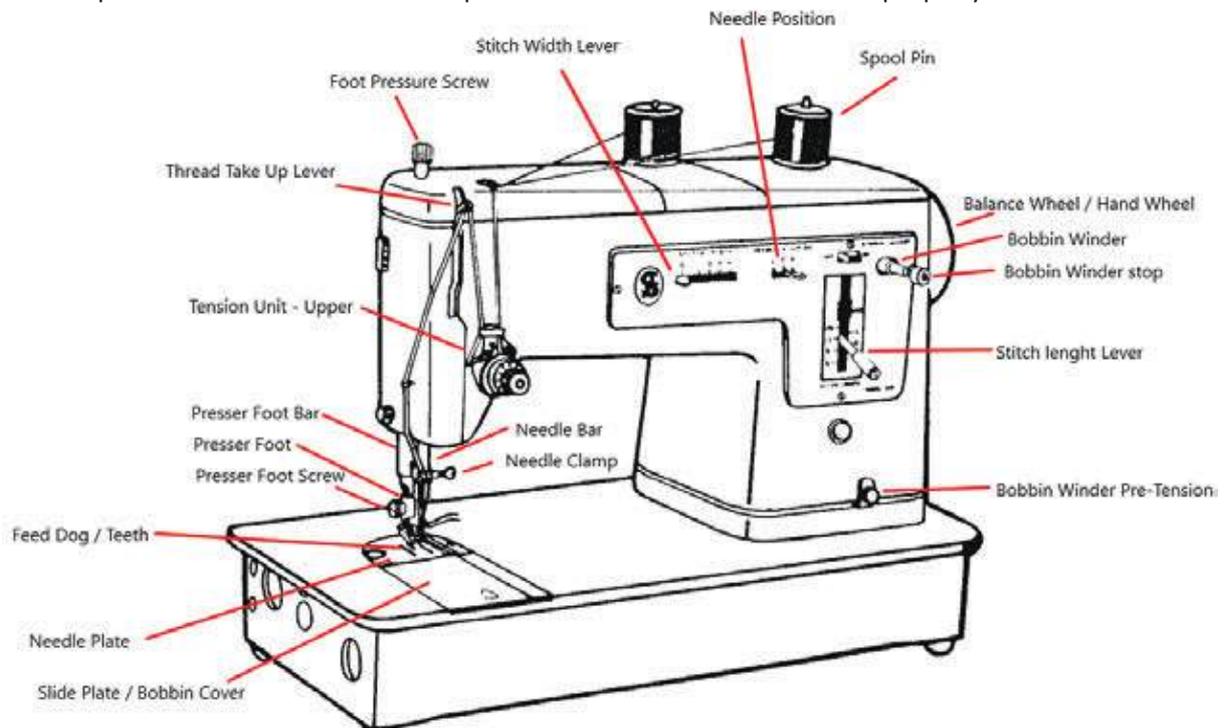


Fig. 4.1.4: Manual for a sewing machine

6. **Report Damaged Tools or Wires:** If the person finds broken wires or loose parts, they should not fix them alone. They must inform the supervisor to call a trained person.



Fig. 4.1.5: Damaged wires

7. **Keep Water Away from Machines:** Water should not be used near electric machines. It can cause shocks or damage the equipment.
8. **Clean the Floor Around the Machine:** After cleaning the machine, the floor around it must be wiped dry. This helps avoid slipping and falling.



Fig. 4.1.6: Cleaning the floor

9. **Store Tools After Use:** Cleaning brushes, oil cans, or cloths should be kept back in their correct place. This helps keep the work area neat and safe.



Fig. 4.1.7: Storing the tools after usage

10. Check Before Starting Again: Before switching the machine back on, the person should check if everything is dry, tight, and clean. This helps avoid problems when the machine starts again.



Fig. 4.1.8: Checking the sewing machines

4.1.2 Different Types of Cleaning Equipment and Their Specific Uses

Cleaning equipment helps people keep homes, schools, and hospitals neat and healthy. There are many tools for different cleaning jobs, like removing dust, washing floors, or cleaning glass. Each equipment has a special use and helps save time and energy. Knowing how and when to use the right tool makes cleaning easier and better.

Name of Cleaning Equipment	Specific Use	Description of the Equipment	Image
Broom	Sweeps dust and dirt from the floor	A broom has long bristles that collect dust and small dirt particles. It is mostly used on dry floors.	
Mop	Cleans wet floors	A mop has a long stick with a soft cloth or sponge at the end. It is dipped in water and used to wipe and clean the floor.	

Name of Cleaning Equipment	Specific Use	Description of the Equipment	Image
Vacuum Cleaner	Sucks up dust and dirt	A vacuum cleaner uses electric power to pull in dust from floors, carpets, and furniture. It is useful for fast and deep cleaning.	
Dustpan and Brush	Picks up dirt and dust after sweeping	The brush helps sweep the dirt into the dustpan. It is usually used with a broom for small cleaning jobs.	
Bucket	Holds water for cleaning	A bucket is used to carry water, usually when mopping floors. It helps in rinsing and washing during cleaning.	
Scrubbing Brush	Scrubs hard stains from surfaces	This brush has hard bristles and is used to clean tough dirt. It works well on bathroom tiles and kitchen surfaces.	
Sponge	Wipes surfaces like tables or dishes	A sponge is soft and holds water or soap to clean smooth surfaces. It is used in kitchens and bathrooms.	

Name of Cleaning Equipment	Specific Use	Description of the Equipment	Image
Duster	Removes dust from furniture and fans	A duster is soft and light, perfect for cleaning delicate surfaces. It is helpful for reaching high places like shelves or fans.	
Toilet Brush	Cleans inside the toilet bowl	This brush is specially shaped to clean toilets. It removes dirt and stains from inside the toilet.	
Window Squeegee	Cleans and dries windows	A squeegee has a rubber blade to wipe water off glass. It leaves the window clean and streak-free.	

Table 4.1.1: Different types of cleaning equipment

4.1.3 Correct Cleaning Methods Suitable for Various Tasks and Surfaces

Cleaning is important to keep the workplace safe and tidy, especially in the garment industry. Different cleaning methods are used for different tasks and surfaces, like machines, floors, and tables. Each method helps remove dust, threads, stains, or oil that can cause problems. Using the right method keeps things clean and improves the quality of garments.

Cleaning Method	Images	Usage (Tasks and Surfaces)	Benefits
Dry Dusting		Used on cutting tables, sewing machines, and shelves.	It removes loose dust, threads, and small particles. It helps keep work surfaces clean and free from lint.

Cleaning Method	Images	Usage (Tasks and Surfaces)	Benefits
Wet Mopping		Used on tiled floors or concrete factory floors.	This method uses water and soap to clean dirty floors. It removes stains and prevents people from slipping.
Vacuum Cleaning		Used for carpets, storage rooms, or cloth bundles.	The vacuum sucks in dust, lint, and tiny cloth pieces. It keeps the air cleaner and reduces allergies.
Wiping with Disinfectant		Used on door handles, machine buttons, and workstations.	This method kills germs and removes dirt. It helps workers stay healthy and prevents the spread of illness.
Spot Cleaning		Used on stained garment pieces or tools.	A small brush or cloth is used to clean just the dirty spot. It saves time and avoids damage to the full surface.
Sweeping		Used on open floors, corridors, and under machines.	Sweeping clears dust, threads, and paper pieces. It is a quick way to tidy large areas.
Compressed Air Blowing		Used on machines or hard-to-reach parts.	The air blows away dust from tiny machine parts. It keeps machines working smoothly and safely.

Cleaning Method	Images	Usage (Tasks and Surfaces)	Benefits
Scrubbing		Used on washroom floors or oil-stained factory areas.	Scrubbing removes hard dirt and oily stains. It keeps areas clean and prevents accidents.

Table 4.1.2: Correct cleaning methods

4.1.4 Process of Carrying Out Routine Maintenance of Equipment

Routine maintenance means taking care of equipment regularly to keep it working well. In a garment factory, machines and tools must be cleaned and checked often. This helps avoid breakdowns and saves time. Following proper steps ensures safety and better performance of the equipment.



Fig. 4.1.9: Maintenance of the sewing machine

The process of carrying out routine management of equipment is discussed as follows:

Step 1: Switch off the machine

The worker must turn off the machine and unplug it before starting any maintenance work.

Step 2: Clean the machine surface

Dust, thread, and oil must be wiped off using a soft cloth or brush.

Step 3: Check moving parts

The worker should check belts, needles, or wheels to see if they are loose or worn out.

Step 4: Apply oil if needed

Some machines need oil on moving parts to run smoothly, so the worker adds a few drops.

Step 5: Tighten loose parts

If screws, bolts, or knobs are loose, the worker should tighten them using proper tools.

Step 6: Replace damaged parts

Broken or old parts, like needles or belts, must be replaced with new ones.

Step 7: Test the equipment

After maintenance, the worker turns on the machine to check if it is working properly.

Step 8: Record the maintenance

The worker writes down the date and what work was done in the maintenance logbook.



Fig. 4.1.10: Cleaning the sewing machine

4.1.5 Responsibilities Involved in Scheduled Cleaning Tasks

Scheduled cleaning means cleaning that is done at fixed times every day, week, or month. In a garment factory, workers must follow a plan to clean machines, floors, and work areas. Each person has their own cleaning job to do as part of their duty. This keeps the factory neat, safe, and ready for good-quality work.

The responsibilities in scheduled cleaning tasks

1. **Follow the cleaning schedule properly:** The worker cleans the area or machine at the right time as mentioned in the cleaning plan.
2. **Use the correct cleaning tools and materials:** The worker uses proper brooms, cloths, mops, or disinfectants for different surfaces.
3. **Clean machines and equipment safely:** The worker turns off the machine before cleaning and makes sure not to damage it.
4. **Remove dust, threads, and waste from the work area:** The worker sweeps or vacuums the area to keep it tidy and free from cloth scraps.
5. **Report broken tools or unsafe conditions:** The worker tells the supervisor if a machine or tool is damaged or not working properly.

6. **Store cleaning items properly after use:** After finishing, the worker puts all cleaning tools back in their proper place.
7. **Record cleaning tasks in the logbook:** The worker writes down when and what was cleaned to keep a record for the supervisor.
8. **Wear safety gear during cleaning:** The worker wears gloves, masks, or aprons if needed to stay safe while cleaning.

4.1.6 Importance of Performing Cleaning Tasks

It is very important to do cleaning tasks properly and stay within one's duty. In a garment factory, each worker has a special job to clean certain areas or machines. This helps avoid confusion, saves time, and keeps everyone safe. When workers follow their limits and roles, the whole factory stays clean and works smoothly.

Defined Responsibility	Importance
Cleaning only the assigned area or machine	It avoids overlapping work and makes sure every part is cleaned.
Using only approved tools and materials	It keeps equipment safe from damage and ensures proper cleaning.
Following the cleaning schedule	It keeps the workplace clean at all times and avoids dirt build-up.
Reporting any damage or problems	It helps fix things early and prevents accidents or delays.
Not touching other machines or tools	It avoids mistakes and keeps responsibility clear.
Wearing proper safety gear	It protects the worker from harmful dust or chemicals.
Writing in the cleaning logbook	It shows that the job is done and helps supervisors check the work.
Working under a supervisor's instructions	It helps workers follow correct steps and learn better cleaning habits.

Table 4.1.3: Importance of performing cleaning tasks

4.1.7 Proper Storage Practices for Cleaning Equipment

After using cleaning tools, it is very important to store them properly. In a garment factory, this keeps the workplace safe and clean. Proper storage helps the tools last longer and be ready for the next use. It also prevents accidents and saves time when someone needs the equipment.



Fig 4.1.11: Proper storage of cleaning equipment

The proper storage practices for cleaning equipment after use to ensure safety and readiness are mentioned below:

- **Wash and dry the tools after use:** The worker cleans mops, brushes, and cloths so they don't stay dirty or wet.
- **Keep tools in their proper storage place:** All cleaning items like brooms, buckets, and sprays are kept in a storage room or cabinet.
- **Hang mops and brooms on wall hooks:** This helps keep the tools off the floor and allows them to dry properly.
- **Store liquids and chemicals in closed containers:** Cleaning liquids are kept tightly closed and in a safe place to avoid spills or danger.
- **Label the storage areas clearly:** Shelves and cabinets have name labels so workers know where each item goes.
- **Keep the storage area neat and dry:** The place where tools are kept should be clean and not wet to avoid slipping.
- **Do not block walkways with cleaning tools:** Tools must not be left lying around so that others don't trip or get hurt.
- **Check the tools for damage before storing:** Broken or unsafe items are reported and not stored with the rest.



Fig. 4.1.12: Another way of storing the cleaning equipment

UNIT 4.2: Workplace Safety and Efficiency

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the effects of product contamination caused by substances like machine oil, dust, or dirt.
2. Describe the correct and safe methods for handling tools and materials in the workplace.
3. Illustrate proper lifting and handling techniques to prevent injury and ensure safety.
4. Explain the importance of maintaining proper working posture for comfort and long-term health.
5. Discuss different ways to minimise material and resource wastage during operations.
6. Outline the procedures for disposing of waste safely in designated locations.

4.2.1 Effects of Product Contamination

In garment manufacturing, keeping the fabric and clothes clean is very important. Sometimes, harmful substances like oil, dust, or dirt can spoil the products. This is called contamination, and it can make garments look bad or become useless. Workers must be careful to keep all materials and machines clean to avoid these problems.

Name of the Substance	Effects
 <p style="text-align: center;">Machine Oil</p>	<p>Machine oil can leave dark stains on the fabric. These stains are hard to remove and can spoil the entire garment.</p>
 <p style="text-align: center;">Dust</p>	<p>Dust can settle on cloth and make it look dirty or faded. It can also affect the stitching and finishing of the garment.</p>

Name of the Substance	Effects
 <p>Dirt (Mud or Grease)</p>	<p>Dirt makes the garment unhygienic and unpleasant to touch or wear. It can damage the fabric and reduce its quality.</p>
 <p>Loose Threads or Lint</p>	<p>These can get stuck in machines or on clothes and make the product look untidy. They can also cause defects during sewing.</p>
 <p>Chemical Spills</p>	<p>Chemicals can bleach or damage the fabric colour. This can lead to rejected pieces and waste of materials.</p>

Table 4.2.1: Effects of product contamination due to certain substances

4.2.2 Correct and Safe Methods for Handling Tools and Materials in the Workplace

Handling tools and materials properly is very important in the garment factory. It helps keep workers safe and prevents damage to tools or fabric. Using the correct method also helps finish the work faster and better. Everyone must follow safety rules while working.



Fig. 4.2.1: Need to use these tools safely

The correct and safe methods for handling tools and materials are given as follows:

- **Use tools only for their right purpose:** The worker must use scissors for cutting fabric, not wires or paper. This keeps the tool sharp and safe to use.
- **Hold sharp tools carefully:** Scissors, cutters, or needles should be held by the handle and pointed away from the body. This helps avoid cuts and injuries.
- **Pass tools safely to others:** The worker should pass tools like scissors by holding the closed end. This keeps others from getting hurt by sharp points.
- **Lift materials the right way:** Heavy bundles of fabric should be lifted by bending the knees, not the back. This prevents body pain and injury.
- **Keep tools in proper place after use:** Workers must return tools to drawers or toolboxes after work. This prevents tools from getting lost or causing accidents.
- **Avoid running with tools:** Running or walking fast while carrying sharp tools can cause accidents. Tools should always be carried slowly and carefully.
- **Use both hands when needed:** Some tools or materials are heavy and should be held with both hands. This gives better control and prevents dropping them.
- **Wear safety gear when needed:** Workers should wear gloves or aprons when working with certain tools. This protects their skin and clothes.

4.2.3 Proper Lifting and Handling Techniques

Lifting and handling things the right way is very important to avoid getting hurt. In a garment factory, workers often move fabric bundles, boxes, or tools. If they do not lift properly, they can hurt their back, hands, or legs. Using correct techniques keeps the body safe and helps finish work easily.

Technique	Usage	Benefits of the technique
Bend the knees, not the back	Used when lifting fabric rolls or heavy boxes from the ground.	It protects the back from injury. The knees help to carry the weight safely.
Hold the load close to the body	Used when carrying cloth bundles or tools.	Holding things close gives better balance. It makes lifting easier and prevents dropping.
Use both hands	Used while lifting large or heavy items, such as cutting tables or machine parts.	It gives a better grip and control. It also prevents the item from slipping.
Do not twist the body	Used when turning while carrying a load.	Turning with feet, not the waist, avoids muscle strain. It keeps the spine safe.
Ask for help with heavy items	Used when something is too heavy to carry alone.	Working with a partner makes lifting safer. It prevents injuries caused by overloading.
Use trolleys or carts	Used for moving fabric bundles or packed garments across rooms.	Wheels reduce the need to lift heavy loads. It saves energy and avoids back pain.
Clear the path before lifting	Used before moving items from one place to another.	It avoids tripping or slipping while walking. It makes handling smooth and safe.

Table 4.2.2: Proper lifting and handling techniques

4.2.4 Importance of Maintaining Proper Working Posture for Comfort and Long-term Health

Proper working posture means sitting, standing, or working in the right way. It helps the body stay comfortable and healthy during long hours of work. In a garment factory, workers use machines, cut fabrics, or pack clothes, so good posture is very important. It prevents pain, tiredness, and long-term health problems.



Fig. 4.2.2: Correct sitting posture to be followed while sewing garments

The importance of maintaining proper working posture for comfort and long-term health is discussed below:

- **Reduces back and neck pain:** When a worker sits straight with support, the back and neck stay relaxed. It prevents pain and discomfort during long work hours.
- **Improves focus and work quality:** Good posture helps the worker stay alert and active. This leads to better stitching, cutting, or packing.
- **Prevents long-term injuries:** Bad posture every day can harm bones and muscles over time. Proper posture keeps the body strong and safe for years.
- **Increases comfort while working:** Sitting at the right height and using the right chair makes work easier. The worker feels less tired and can work longer.
- **Supports smooth machine use:** Proper posture helps workers reach machine pedals, buttons, and fabric easily. This improves speed and safety while working.
- **Keep hands and eyes at the right level:** When cutting or stitching, the hands and eyes should be in a comfortable position. This reduces strain and mistakes.
- **Helps in standing tasks like ironing or folding:** Standing straight with feet apart gives better balance. It avoids leg pain and keeps energy levels up.



Fig. 4.2.3: Ergonomics need to be followed in apparel manufacturing units

4.2.5 Different Ways to Minimise Material and Resource Wastage during Operations

In garment manufacturing, saving fabric, thread, water, and electricity is very important. Wasting materials and resources increases cost and harms the environment. Workers must learn smart ways to use everything properly. This helps make good-quality garments and keeps the factory running smoothly.

Way	Usage	Benefits
Use fabric as per the cutting plan	Workers follow the marker layout before cutting fabric.	This reduces fabric waste and saves money. It helps get more pieces from less fabric.
Reuse leftover fabric pieces	Small cloth pieces are used for making accessories or patches.	This avoids throwing away useful material. It also adds value by making new items.
Use the correct amount of thread	Workers measure the thread properly before stitching.	It avoids extra thread wastage. This keeps machines clean and saves materials.
Switch off machines when not in use	Power is turned off during breaks or when work is over.	This saves electricity and reduces the factory's power bill. It also helps machines cool down.
Check machines before use	Workers inspect machines for problems like oil leakage.	It prevents fabric damage or stains. This reduces loss of both material and time.
Follow stitching instructions	Workers stitch exactly as per the design and size.	It avoids mistakes that lead to rejected garments. This saves cloth and time.
Train workers regularly	Workers learn how to handle materials carefully.	Training reduces errors and improves material use. It helps in making good-quality products.
Store materials properly	Fabric, thread, and tools are kept safely in dry, clean places.	This prevents damage from dust, moisture, or pests. It keeps everything ready for use.

Table 4.2.3: Various ways of minimising material and resource wastage during operations

4.2.6 Procedures for Disposing of Waste Safely in Designated Locations

Safe disposal of waste is important to keep the garment factory clean and safe. Waste like fabric scraps, thread, paper, or oil must be thrown in the right bins. This helps protect workers and the environment. Following proper steps makes the workplace tidy and healthy.

The procedures for disposing of waste safely in designated locations in the garment manufacturing units are given below:

- **Collect waste in proper bins:** Workers throw cloth pieces, paper, and thread in separate bins. This helps in sorting the waste easily.



Fig. 4.2.4: Using proper bins for collecting waste

- **Use colour-coded bins for different types of waste:** Factories may use different colours for dry, wet, and harmful waste. It helps workers know where to put each type of waste.



Fig. 4.2.5: Using proper colour-coded bins

- **Empty bins regularly:** Cleaning staff remove the waste from bins every day or as needed. This stops the waste from piling up and causing a smell or mess.



Fig. 4.2.6: Emptying bins

- **Wear gloves while handling waste:** Workers must wear gloves to avoid touching dirty or sharp items. This protects them from injury and germs.



Fig. 4.2.7: Waste management gloves

- **Do not mix harmful waste with normal waste:** Items like oil-soaked cloth or broken needles must go in special bins. Mixing can be dangerous for people and the environment.



Fig. 4.2.8: Mixing harmful and normal waste

- **Keep waste area clean and dry:** The place where waste is kept should be neat and free from spills. This helps avoid slips, falls, or pests.



Fig. 4.2.9: Need to clean up the waste area

- **Follow factory rules for disposal:** Every worker must follow the waste management rules made by the factory. It keeps everyone safe and the factory well-organised.



Fig. 4.2.10: Dumping the garment wastes

Summary

- Safe practices must be followed during the cleaning and maintenance of workplace equipment.
- Different types of cleaning equipment are used for specific tasks and surfaces.
- Routine maintenance and scheduled cleaning tasks should follow standard procedures and assigned responsibilities.
- Proper storage of cleaning tools ensures safety and readiness for the next use.
- Workplace safety includes avoiding contamination from dust, oil, and dirt.
- Correct handling, lifting techniques, and proper posture help prevent injuries and maintain efficiency.
- Waste should be minimised and disposed of safely in designated areas to maintain cleanliness and order.

Exercise

Multiple-choice Question:

1. What should be followed during the cleaning and maintenance of equipment?
 - a. Unsafe shortcuts
 - b. Safe practices and standard procedures
 - c. Random cleaning methods
 - d. Ignoring safety guidelines

2. Why is it important to store cleaning equipment properly after use?
 - a. To waste storage space
 - b. To ensure safety and readiness for next use
 - c. To hide tools from others
 - d. To avoid routine checks

3. Which factor can cause product contamination in the workplace?
 - a. Fresh air
 - b. Proper cleaning
 - c. Machine oil and dust
 - d. Safe handling of tools

4. What is the correct way to dispose of waste in a workplace?
 - a. Throwing it anywhere
 - b. Burning without approval
 - c. Disposing of it safely in designated locations
 - d. Mixing it with clean materials

5. How can lifting heavy materials be made safer for workers?
 - a. By using unsafe bending methods
 - b. By maintaining proper lifting techniques
 - c. By avoiding posture guidelines
 - d. By carrying loads on one shoulder only

Descriptive Questions:

1. Describe safe practices that should be followed during equipment cleaning and maintenance.
2. Explain the different types of cleaning equipment and their uses.
3. Discuss proper workplace methods to avoid product contamination.
4. Illustrate correct lifting and handling techniques to ensure safety.
5. Outline the steps for safe and proper waste disposal in a workplace.

5. Fundamental Concepts and Preparation



- Unit 5.1 - Measurement and Garment Fundamentals
- Unit 5.2 - Work Instructions and Specifications
- Unit 5.3 - Workplace Procedures and Communication
- Unit 5.4 - Safety, Responsibility, and Problem-Solving



Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Explain the metric system of measurement and the significance of fabric grain lines in garment construction.
2. Describe the features and correct usage of measuring tapes and other tools required in garment making.
3. Interpret work instructions, specifications, size charts, and job cards received from authorised sources.
4. Explain the importance of complying with written instructions, operating procedures, and the manufacturer's guidelines.
5. Outline organisational rules, codes, timekeeping practices, lines of communication, authority, and reporting procedures.
6. Discuss the importance of effective communication with supervisors and colleagues in the workplace.
7. Describe types of garments, parts of apparel, standard measurements, and basic fabric and stitch faults.
8. Explain the types of faults that occur in stitching and the corrective actions to be taken.
9. Apply basic mathematical skills to perform simple arithmetic and algebraic calculations relevant to the job.
10. Describe the importance of quality standards, accurate record-keeping, safe working practices, and responding to problems within the work area.

UNIT 5.1: Measurement and Garment Fundamentals

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain the metric system of measurement used in garment construction.
2. Elaborate on the significance of the fabric grain line in cutting and sewing.
3. Describe the features of a measuring tape and how to use it accurately.
4. Explain the basic types of fabric and common stitches used in garment making.
5. Illustrate common stitching faults and their impact on garment quality.
6. Describe the different types and parts of garments and their functions.
7. State the standard parts and measurements of a finished apparel.
8. Identify the essential tools and equipment required for garment production tasks.

5.1.1 Metric System of Measurement used in Garment Construction

The metric system is the most common measuring system used in garment manufacturing worldwide. It includes small and large units like millimetres (mm), centimetres (cm), and meters (m) to measure fabric, stitches, trims, and finished garment sizes. The system is simple and based on multiples of 10, which makes calculations easy. An Inline Checker must understand and use this system to measure and inspect garments accurately. Proper use of the metric system ensures correct fitting, high-quality stitching, and consistency in all produced garments.



Fig. 5.1.1: Metric conversion chart

In a garment factory, the metric system is essential for every step of production, from fabric cutting to final inspection. Fabric rolls are measured in meters to know how much material is needed for each style. During stitching, seam allowances and stitch lengths are checked in millimetres to maintain uniformity. The Inline Checker uses a metric measuring tape to check garment dimensions like chest width (e.g., 50 cm), sleeve length (e.g., 60 cm), and pant length (e.g., 100 cm). Buttons and trims are placed at specific distances measured in centimetres to ensure correct alignment.

The metric system also helps in grading sizes, meaning garments of different sizes (S, M, L, XL) are increased or decreased by certain centimetres. Even small parts like stitches per inch (SPI) are converted and checked in millimetres. This accurate checking prevents fitting issues, maintains production standards, and avoids costly rework. Following metric measurements ensures all garments meet specification charts and customer requirements globally, as most countries use this system.

5.1.2 Significance of the Fabric Grain Line in Cutting and Sewing

The fabric grain line is one of the most important aspects of garment construction. It shows the direction of yarns in woven or knitted fabric and helps control how the garment will fit and drape. There are three main grain directions—lengthwise (warp), crosswise (weft), and bias (diagonal). When the grain line is not properly followed during cutting or sewing, the garment can twist, stretch unevenly, or lose its intended shape. Inline Checkers carefully check that all pieces follow the correct grain line to maintain high-quality standards in garment making.

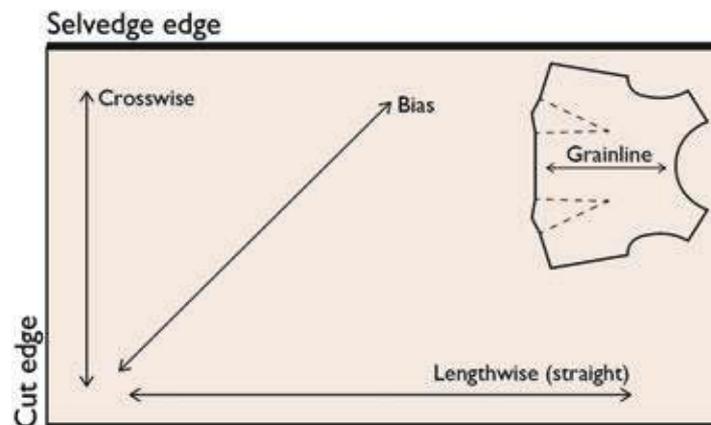


Fig. 5.1.2: Fabric Grainline

In garment construction, following the grain line is essential because it affects the garment's appearance, strength, and comfort. The lengthwise grain runs parallel to the selvage and is the strongest direction with minimal stretch. Most garments are cut along this grain to ensure durability and a smooth fit. The crosswise grain runs perpendicular to the selvage and has slightly more stretch, often used for parts requiring flexibility. The bias grain runs diagonally at a 45° angle, giving maximum stretch and flexibility, commonly used for designs like bias-cut dresses.

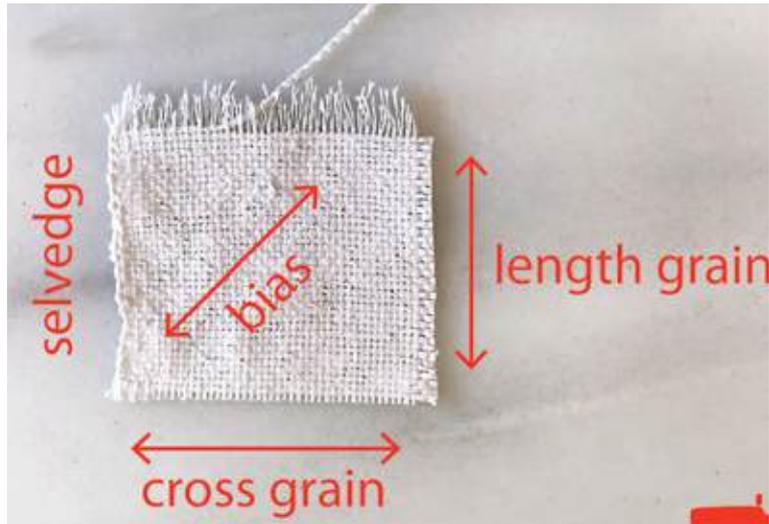


Fig. 5.1.3: Grainline

An Inline Checker ensures that during cutting, the pattern pieces are perfectly aligned with the indicated grain line arrows. If the fabric is cut off-grain, the garment may twist after sewing or washing, causing uneven hems and seams. During stitching, maintaining the grain line keeps seams straight and prevents puckering. It also ensures that checks, stripes, and printed designs stay aligned. Correct grain alignment improves garment balance, enhances drape, and ensures that the final product meets customer specifications.

5.1.3 Features of a Measuring Tape

A measuring tape is an important tool used in garment manufacturing to take accurate measurements of fabric and finished garments. It is flexible and marked with units like centimetres and inches for easy use. An Inline Checker uses a measuring tape to check garment dimensions such as length, width, and sleeve size. Using it correctly ensures that every garment matches the size chart and customer requirements. Proper use of a measuring tape helps maintain quality and prevents fitting problems.



Fig. 5.1.4: Measuring tape

The features of a measuring tape and the process of using it accurately are discussed as follows:

- 1. Flexible and Portable:** The measuring tape is made of soft material like fibreglass or cloth, making it easy to bend around curves and measure different garment parts. Inline Checkers can carry it in their pocket and use it anytime for quick checks.

2. **Dual Measurement Units:** It has markings in both centimetres and inches on both sides. This allows the checker to measure garments based on different customer or country requirements.
3. **Metallic or Plastic Ends:** The tape usually has metal or plastic tips at both ends to prevent fraying and ensure long-lasting use. This makes it easy to start measuring from the edge of the fabric.
4. **High Accuracy:** The markings are clear and precise, allowing accurate measurements of even small parts like collars, cuffs, and trims. Inline Checkers must place the tape flat and straight for correct readings.

An Inline Checker uses a measuring tape carefully to take accurate garment measurements. He or she holds the end of the tape and places it at the starting point of the garment part to be measured. The tape is kept flat and straight without any twists to avoid mistakes. The checker stretches the tape along the part, such as the chest, sleeve, or waist, and reads the marking at the endpoint in centimetres or inches. The measurement is then written down and compared with the size chart or specification sheet. If it does not match, the checker reports the issue for correction to maintain proper garment quality.

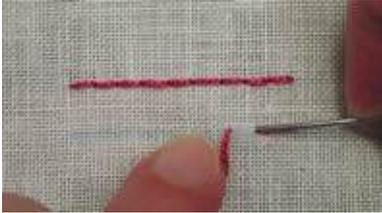


Fig. 5.1.5: Measuring tape used in garment manufacturing

5.1.4 Basic Types of Fabric and Common Stitches Used in Garment Making

In garment making, different types of fabrics are used to create various clothing items. Fabrics can be natural, like cotton and silk, or synthetic, like polyester and nylon. Each fabric has unique properties such as softness, stretch, or strength, which affect how garments are made. Stitches are also important because they hold the pieces of fabric together and give shape to the garment. Inline Checkers need to understand different fabrics and stitches to inspect garments properly and ensure quality.

Type / Stitch	Images	Description	Usage in Garment Making
Cotton Fabric		Soft, breathable natural fabric made from cotton plants.	Used for shirts, dresses, and everyday wear due to comfort.

Type / Stitch	Images	Description	Usage in Garment Making
Silk Fabric		Smooth, shiny natural fabric made from silkworm fibres.	Used for luxury garments like sarees and formal dresses.
Polyester Fabric		Synthetic fabric that is strong, durable, and wrinkle-resistant.	Commonly used in sportswear and casual clothing.
Nylon Fabric		Lightweight and strong synthetic fabric with high elasticity.	Used for jackets, swimwear, and activewear.
Running Stitch		Simple, straight stitch made by passing the needle in and out.	Used for temporary stitching or basic seams.
Backstitch		Strong stitch where each stitch overlaps the previous one.	Used for durable seams and repairs.
Overlock Stitch		A stitch that wraps thread around the fabric edge to prevent fraying.	Used for finishing raw edges in t-shirts and knitwear.

Type / Stitch	Images	Description	Usage in Garment Making
Zigzag Stitch		A side-to-side stitch that provides stretch and prevents unravelling.	Used in stretchy garments like leggings and elastic waistbands.

Table 5.1.6: Basic Types of Fabric and Common Stitches used in Garment Making

5.1.5 Common Stitching Faults and Their Impact on Garment Quality

In garment making, stitching faults can reduce the quality and appearance of the finished product. Common faults include skipped stitches, loose stitches, broken threads, and uneven seams. These issues can make the garment weak, uncomfortable, or visually unattractive. An Inline Checker must identify these faults during inspection to ensure garments meet quality standards. Fixing stitching faults early helps maintain customer satisfaction and avoids production losses.

Stitching Fault	Description	Impact on Garment Quality
Skipped Stitches	The needle misses stitches, leaving gaps in the seam.	Weak seams that can open easily, making the garment less durable.
Loose Stitches	The thread is not tight enough, causing loops in stitching.	Gives a poor look and may cause seams to snag or break.
Broken Threads	Threads snap during sewing, leaving unfinished seams.	Creates weak points that can tear during use or washing.
Uneven Seams	Stitch lines are not straight or aligned.	Makes the garment look untidy and affects its fit.
Puckering	Fabric gathers along the seam due to wrong tension or handling.	Distorts the garment's shape and makes it uncomfortable to wear.
Incorrect Stitch Density	Too many or too few stitches per inch.	Too many stitches damage the fabric, while too few make seams weak.

Table 5.1.7: Common Stitching Faults and Their Impact on Garment Quality

5.1.6 Different Types and Parts of Garments and their Functions

Garments come in many types, such as shirts, trousers, dresses, and jackets, each designed for specific uses. Every garment has different parts like collars, sleeves, buttons, and zippers that serve important functions. An Inline Checker needs to understand these parts to inspect the garment properly. Checking each part ensures that the garment is complete, well-stitched, and functional. Knowing garment types and parts helps maintain quality and meet customer satisfaction.

Garment Type / Part	Description	Function
Shirt	A top garment with a collar, sleeves, and buttons.	Used for covering the upper body, often for formal or casual wear.
Trousers / Pants	Lower body garment with a waistband and legs.	Provides comfort and coverage for the lower body.
Dress	A one-piece garment covering the upper and lower body.	Worn for casual or formal occasions, offering style and comfort.
Collar	Fabric strip around the neck of a shirt or jacket.	Gives shape, style, and supports ties or buttons.
Sleeves	Part of a garment covering the arms.	Protects arms and adds to the garment's style.
Cuffs	End part of sleeves, often with buttons or elastic.	Secures sleeve openings and adds decoration.
Buttons / Zippers	Fastening parts are used in shirts, trousers, and jackets.	Used to close or open garments easily.
Pockets	Small fabric sections attached to garments.	Used for carrying small items or decorations.
Hemline	The bottom edge of a garment that is folded and stitched.	Prevents fraying and gives a neat finish.
Waistband	Fabric strip around the waist of trousers or skirts.	Holds the garment securely at the waist.

Table 5.1.8: Different Types and Parts of Garments and their Functions

5.1.7 Standard Parts and Measurements of a Finished Apparel

Finished apparel has standard parts and measurements that help ensure proper fit and quality. These parts include sleeves, collars, cuffs, waistbands, hemlines, buttons, and zippers. Each part must be measured carefully to match the size chart and customer requirements. An Inline Checker checks these parts during inspection to make sure they are accurate and well-stitched. Correct measurements and parts make the garment comfortable, stylish, and durable.

The standard parts and measurements of a finished apparel are mentioned below:

- **Collar Size:** The Inline Checker measures the collar width and circumference to ensure it fits comfortably around the neck.
- **Shoulder Width:** Measures the distance from one shoulder seam to the other for proper fitting.
- **Sleeve Length:** Checks the length of sleeves from the shoulder seam to the cuff for correct arm coverage.
- **Cuff Size:** Measures the opening of the sleeve cuff to ensure easy hand movement and proper closure.
- **Chest/Bust Width:** Measures across the front of the garment to confirm it matches the size chart.
- **Waist Size:** Checks the waistband measurement to ensure a secure and comfortable fit.

- **Hip Width:** Measures the garment's width at the hip area for proper fitting.
- **Inseam and Outseam:** Measures the inside and outside length of pants or trousers for accurate leg coverage.
- **Hemline Length:** Ensures the bottom edge of the garment is even and matches the required design.
- **Button and Zipper Placement:** Checks the alignment and positioning of fasteners for smooth opening and closing.

5.1.8 Essential Tools and Equipment Required for Garment Production Tasks

Garment production requires many important tools and equipment to make and check clothes properly. These tools help workers cut, stitch, measure, and finish garments accurately. An Inline Checker Sewing uses these tools to check garment quality and ensure they meet the required standards. Each tool has a specific purpose in making the production process smooth and efficient. Knowing and using the right tools improves quality and saves time.

Tool / Equipment	Description	Use in Garment Production
Measuring Tape	Flexible tape with centimetre and inch markings.	Used to measure garments accurately during inspection.
Scissors / Shears	Sharp cutting tools.	Used for cutting fabric or trimming threads.
Sewing Machine	A machine used for stitching garments.	Helps stitch different parts of a garment neatly and strongly.
Needles and Threads	Thin metal rods with an eye for thread.	Used for hand stitching or small repairs.
Seam Ripper	Small tool with a pointed tip and blade.	Used to remove wrong stitches without damaging the fabric.
Iron and Ironing Table	Heating device with a flat surface.	Used to press and remove wrinkles from garments.
Pins and Clips	Small metal or plastic holders.	Used to hold fabric pieces together before stitching.
Marking Chalk / Pencil	Special chalk or pencil for fabric marking.	Used to mark cutting or stitching lines on fabric.
Trimming Knife	Sharp, small knife.	Used to cut extra threads and clean garment edges.
Quality Inspection Table	Flat surface table for checking garments.	Used by the Inline Checker to spread garments for proper inspection.

Table 5.1.9: Essential Tools and Equipment Required for Garment Production Tasks

UNIT 5.2: Work Instructions and Specifications

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe common methods to accurately receive work instructions from authorised sources.
2. Explain how to use the information provided in a job card for performing tasks.
3. State garment specifications and size charts accurately for production activities.
4. Mention the correct approach to understanding and applying work specifications.
5. Discuss the importance of complying with written instructions to ensure quality and consistency.

5.2.1 Common Methods to Accurately Receive Work Instructions

In a garment factory, it is very important to receive correct work instructions to do the job properly. Inline Checkers must follow instructions from supervisors or other authorised people to avoid mistakes. Receiving instructions accurately ensures that the garments are inspected as per the required standards. It also helps in maintaining a smooth workflow and meeting production targets. There are different methods to receive these instructions clearly and correctly.

The common methods to accurately receive work instructions from authorised sources are given below:

- **Listening Carefully:** The checker pays full attention when supervisors give verbal instructions to avoid missing important details.
- **Reading Job Cards or Work Tickets:** The checker reads written instructions on job cards to understand garment specifications and inspection points.
- **Asking Questions:** If something is not clear, the checker politely asks the supervisor for more explanation to avoid mistakes.
- **Following Notice Boards or Display Sheets:** The checker checks boards or sheets that display daily targets, updates, or quality instructions.
- **Attending Team Meetings:** The checker attends meetings where supervisors explain new tasks, changes in designs, or special instructions.
- **Using Checklists or Manuals:** The checker refers to the provided checklists or manuals that contain step-by-step instructions for garment inspection.

5.2.2 Process of Using the Information Provided in a Job Card for Performing Tasks

A job card is like a guidebook for workers in a garment factory. It gives complete information about what needs to be done for each style and batch of garments. An Inline Checker uses it to know the garment measurements, quality checks, stitching type, and accessories needed. This helps them inspect garments correctly and report any defects properly. Understanding and using the job card well ensures smooth production, fewer errors, and satisfied customers.

STYLE DETAILS :-		DATE :- 06/05/2021						
BRAND	HERE&NOW							
STYLE NO.	RWJA-1131							
FIT	REGULAR TRUCKER							
FABRIC NO	57065							
COLOUR	INDIGO							
ORDER QTY.	950 PCS							
BODY AVERAGE								
POCKETING AVERAGE								
SIZES								
	XS	S	M	L	XL	XXL	TOTAL	
RWJA-1131	96	228	266	152	128	90	950	
EXTRA CUT QTY								
CUTTING RATIO								
ZIPPER SIZE								
COMMENTS :-	STYLING AS PER ORIGINAL							
	FOLLOW TECH-PACK							
TOTAL FABRIC RECEIVED :-								
Prepared By				Received By				

Fig. 5.2.1: Job card

An Inline Checker begins by reading the job card carefully before starting any inspection. The job card usually has several parts, such as style number, order quantity, fabric details, stitching methods, trims and accessories, size chart, special instructions, and quality checkpoints. The checker uses the size chart to compare measurements like chest, waist, sleeve length, and overall garment length. They use the stitching instructions to ensure the correct seam type, stitch density, and thread colour are used. The trims and accessories section tells them where buttons, zippers, or labels should be placed, which helps them confirm that no parts are missing.



Fig. 5.2.2: An Inline Checker providing instructions to a worker given in the job card

Special instructions in the job card may include handling methods for delicate fabrics or customer-specific finishing requirements. The quantity section helps the checker track how many pieces have been inspected and how many are left. If they find any difference between the garment and the job card details, they mark the defect and report it to the supervisor for correction. Using the job card step by step allows the Inline Checker to maintain accuracy, follow the customer’s requirements, and support the factory in delivering high-quality garments on time.

5.2.3 Garment Specifications and Size Charts

Garment specifications and size charts are important guides used in garment production. They show the measurements, style details, fabric type, and finishing requirements for each garment. An Inline Checker uses these specifications to check if every piece is made correctly. The size chart helps the checker ensure that garments match the required sizes, like small, medium, or large. Following these details correctly helps maintain quality and meet customer expectations.

"Women's" (in inches)			
	bust	waist	hips
XXS	31 - 32	23 - 24	33 - 34
XS	33 - 34	25 - 26	35 - 36
S	35 - 36	27 - 28	37 - 38
M	37 - 38	29 - 30	39 - 40
L	39 - 40	31 - 32	41 - 42
XL	41 - 43	33 - 35	43 - 45
1X	44 - 46	36 - 38	46 - 48
2X	47 - 49	39 - 41	49 - 52
3X	50 - 53	42 - 45	53 - 56
4X	54 - 58	46 - 50	57 - 61
5X	59 - 63	51 - 55	62 - 67
6X	64 - 68	56 - 60	68 - 73

Fig. 5.2.3: Garment size and specification for women

Specification / Size Chart Element	Description	How Inline Checker Uses It
Style Number	Unique code for each garment design	Checker uses it to identify the garment and match it with the correct production details.
Fabric Type	Material used (e.g., cotton, polyester)	Checker ensures the fabric matches the specified material and quality.
Measurement Points	Key parts like chest, waist, sleeve, and length	A checker measures these points on garments to check if they match the size chart.
Size Labels	Sizes like S, M, L, XL	Checker verifies that size labels on garments match their actual measurements.

Specification / Size Chart Element	Description	How Inline Checker Uses It
Stitching Details	Information about seams, stitch type, and density	Checker inspects stitching to ensure it follows the given specifications.
Trims and Accessories	Buttons, zippers, hooks, and labels	Checker checks that all trims are attached correctly as per specifications.
Finishing Instructions	Pressing, folding, and packaging requirements	Checker ensures garments are finished and packed according to these instructions.

Table 5.2.1: Garment Specifications and Size Charts

5.2.4 Correct Approach to Understand and Apply Work Specifications

Work specifications guide workers to complete their tasks correctly and meet quality standards. In garment manufacturing, they explain the type of garment, fabric, stitching, measurements, trims, and finishing instructions. An Inline Checker must understand these specifications well to inspect garments accurately. Applying them correctly avoids production errors, saves time, and ensures that customers receive garments as per their expectations. A clear and careful approach to understanding specifications improves both product quality and factory performance.

An Inline Checker first collects the work specification sheet or job card from the supervisor. This document usually includes style details, size charts, fabric type, seam allowance, stitch count, trim placements, finishing instructions, and packaging requirements. The checker reads each section carefully to understand what needs to be checked during inspection. For example, if the stitch type is mentioned as "double-needle," the checker ensures that the garment seams use double-needle stitching. If the seam allowance is given as 1 cm, the checker measures it to confirm accuracy.

The checker also uses measuring tools to compare garment dimensions with the given size chart for different sizes like S, M, and L. Special instructions, such as handling delicate fabrics or attaching specific labels, are noted carefully to avoid missing any detail. During inspection, the checker follows these specifications step by step to check stitching quality, trims, fabric condition, and overall finishing. If any difference or defect is found, it is reported immediately to the supervisor for correction. This methodical approach helps maintain product consistency, prevents customer complaints, and supports smooth production flow.

5.2.5 Importance of Complying with Written Instructions

Written instructions are important in a garment factory because they guide workers to do their jobs correctly. These instructions explain how to stitch, measure, finish, and pack garments. An Inline Checker must follow these instructions to check garments properly and avoid mistakes. When everyone follows written instructions, the garments look the same and meet quality standards. This helps the factory work smoothly and deliver good products to customers on time.

The importance of complying with written instructions to ensure quality and consistency is mentioned as follows:

- **Ensures Accuracy:** The checker follows instructions to measure and inspect garments correctly. This reduces errors and avoids rework.

- **Maintains Quality:** By checking stitching, trims, and finishing as per written steps, the checker makes sure every garment meets the factory's quality level.
- **Keeps Consistency:** Written instructions help the checker maintain the same standards for all garments, making the products uniform.
- **Improves Efficiency:** When the checker uses clear instructions, it saves time and avoids confusion during inspection.
- **Builds Customer Trust:** Following instructions ensures that garments are made as customers expect, leading to satisfaction and repeat orders.

UNIT 5.3: Workplace Procedures and Communication

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the organisation's rules, codes of conduct, and timekeeping guidelines.
2. Discuss the importance of effective communication within the workplace.
3. Explain the lines of communication, authority, and reporting procedures in the organisation.
4. Outline the company's quality standards and their role in maintaining product consistency.
5. Identify the types of records maintained in the workplace for quality and operational tracking.
6. Illustrate the correct methods for accurately completing workplace records.
7. Explain how to report quality issues to appropriate personnel in a timely manner.
8. State the importance of maintaining accurate and complete quality records.

5.3.1 Organisation's Rules, Codes of Conduct, and Timekeeping Guidelines

In a garment manufacturing organisation, every worker must follow certain rules and codes of conduct to maintain discipline. These rules help in creating a safe, respectful, and productive workplace. Timekeeping guidelines are also important because they ensure that work starts and finishes on time, helping the factory meet production targets. Following these rules and guidelines helps both workers and the organisation succeed.

Category	Description	Importance
General Rules	Workers must wear proper uniforms, follow safety signs, and keep their work area clean.	Ensures safety and smooth workflow in the factory.
Codes of Conduct	Workers must behave respectfully, avoid arguments, and listen to supervisors' instructions.	Promotes teamwork and a peaceful workplace.
Timekeeping – Attendance	Workers must be on time for their shifts and record their attendance daily.	Prevents delays in production and maintains discipline.
Timekeeping – Breaks	Workers should take lunch and tea breaks only at the scheduled times.	Keeps workflow steady and avoids machine stoppages.
Reporting Absences	Workers must inform supervisors early if they cannot attend work.	Helps in adjusting workload and maintaining productivity.

Table 5.3.1: Rules, Codes of Conduct, and Timekeeping Guidelines of Companies

5.3.2 Importance of Effective Communication within the Workplace

Effective communication is very important in a garment factory to ensure smooth and correct work. It helps workers understand instructions clearly and avoid mistakes during sewing and checking. Good communication builds teamwork between checkers, tailors, and supervisors. It also helps in solving problems quickly and maintaining quality. Without proper communication, work can get delayed, and garments may not meet the required standards.

The importance of effective communication within the workplace is given as follows:

- **Understanding Instructions:** The Inline Checker listens carefully to supervisors to know exactly what quality checks are needed. This helps avoid confusion and errors in garment inspection.
- **Reporting Defects:** The Inline Checker informs supervisors quickly when defects or faults are found. This allows for immediate corrections and prevents poor-quality garments from moving forward.
- **Team Coordination:** Good communication helps the Inline Checker work well with sewing machine operators and other checkers. This improves workflow and ensures that everyone works toward the same goal.
- **Maintaining Production Targets:** Clear and timely communication avoids delays in the sewing line. This helps the factory meet its daily production and quality targets.
- **Improving Workplace Safety:** The Inline Checker reports unsafe conditions or damaged equipment to supervisors. This prevents accidents and keeps the workplace safe for all workers.

5.3.3 Lines of Communication, Authority, and Reporting Procedures

In a garment manufacturing company, the lines of communication are designed to ensure that everyone knows who to talk to and how to pass information. For an Inline Checker Sewing, communication usually starts with the line supervisor, who provides work instructions, explains quality standards, and assigns tasks. If the checker finds defects or problems, they first communicate with the supervisor. If the issue cannot be solved at that level, the supervisor escalates it to the quality control (QC) manager or production manager.



Fig. 5.3.1: Authority followed in a garment manufacturing unit

The authority in the factory moves from top management (factory manager) → production manager → line supervisor → sewing operators, and inline checkers. Each level has decision-making power and responsibilities. The Inline Checker has the authority to stop defective garments from moving forward, but must report serious issues to higher-level supervisors.

The reporting procedure includes writing in inspection sheets, marking defects on garments, and verbally informing supervisors about urgent issues. Daily reports are often submitted to the QC department to track problems and solutions. Clear communication also happens during daily briefings, where supervisors discuss production targets and quality requirements.

This structured communication and reporting system helps prevent confusion, ensures quick problem-solving, maintains safety, and keeps the production line running smoothly without delays.

5.3.4 Company's Quality Standards and Their Role in Maintaining Product Consistency

In garment manufacturing, quality standards are carefully designed guidelines that control every step of production. These include fabric standards (no stains, tears, or defects), measurement standards (accurate size as per size charts), stitching standards (strong, neat, and even stitches), colour consistency (no mismatch in fabric shades), and finishing standards (proper pressing, clean trimming of threads, correct labels, buttons, and zippers).

An Inline Checker Sewing plays a big role in ensuring these standards are maintained. While garments are being stitched, the checker inspects them step by step. They use tools like measuring tapes, specification sheets, and defect tags to identify problems. If an issue is found, the checker immediately separates the defective piece and reports it to the supervisor for correction.

These standards help maintain product consistency, meaning every garment of the same style and size looks and fits exactly the same. This reduces customer complaints, avoids returns, and ensures the brand's reputation remains strong. Maintaining consistency also improves production efficiency, reduces material wastage, and ensures that bulk orders meet deadlines with high quality.

5.3.5 Types of Records Maintained in the Workplace

In a garment manufacturing company, maintaining records is very important to check quality and keep operations running smoothly. These records help in tracking how much work is done, what defects are found, and how problems are fixed. An Inline Checker Sewing uses these records to report on stitching quality, measurements, and finishing checks. Proper record-keeping helps supervisors make good decisions and improve production. It also ensures that customers get the right quality products on time.

Simple Method - 1: Measuring Quality Performance in Defective Percentage

Line/Section No.	T-4	Checker Name	Ajay	Total units Checked	266
Style No.	#29845	Date	1/31/2014	Total Defetive units	20
				% Defective	7.52

Hours	Total Pieces Checked	Total Pieces Accepted	Total Defective Pieces found	Remarks
Hour - I	20	19	1	
Hour - II	32	30	2	
Hour - III	25	21	4	
Hour - IV	30	28	2	
Hour - V	25	24	1	
Hour - VI	22	18	4	
Hour - VII	26	24	2	
Hour - VIII	30	29	1	
OT Hours	56	53	3	
Total	266	246	20	

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Fig. 5.3.2: An example of an Inspection report format

The types of records maintained in the workplace for quality and operational tracking are discussed as follows:

1. **Production Records:** The checker writes down the number of garments checked and passed during each shift. This helps in tracking how much work is completed daily.
2. **Defect Records:** The checker keeps a record of stitching faults, open seams, wrong measurements, or missing parts. This is used to report issues to supervisors for quick correction.
3. **Measurement Records:** The checker records measurements of different garment parts to ensure they match the size chart. This helps in maintaining size accuracy for all garments.
4. **Inspection Reports:** A detailed report is prepared showing the quality checks done during different stages of sewing. This is used to track overall garment quality.
5. **Rework and Repair Records:** The checker notes garments that need rework or repair before they are passed. This helps in ensuring only good quality pieces move to the next step.
6. **Finished Goods Records:** The final count of garments that are completely stitched, checked, and ready for packing is recorded. This helps in monitoring production targets and delivery schedules.

5.3.6 Correct Methods for Accurately Completing Workplace Records

In a garment factory, keeping workplace records correctly is very important. These records help track garment quality, production progress, and any issues found during sewing. An Inline Checker Sewing needs to complete records carefully to avoid mistakes and confusion. Accurate record-keeping also helps supervisors make good decisions for improving production. Following proper methods ensures that all information is clear and useful for future reference.

The correct methods for accurately completing workplace records are mentioned as follows:

1. **Write Clearly:** The checker writes all information neatly so that everyone can read and understand it without confusion.
2. **Use Correct Formats:** The checker fills in records using the correct company format or template to keep information organised.
3. **Record Details Immediately:** The checker writes down production numbers, defects, and measurements as soon as they are checked to avoid forgetting.
4. **Double-Check Entries:** The checker reviews the written information to make sure there are no mistakes in numbers or defect descriptions.
5. **Be Honest and Accurate:** The checker reports defects or issues truthfully without hiding or changing details.
6. **Include Dates and Times:** The checker always notes the date and time for each record to track when the work was done.
7. **Submit Records on Time:** The checker gives completed records to the supervisor at the scheduled time for smooth reporting.

5.3.7 Process of Reporting Quality Issues

In a garment factory, reporting quality issues quickly is very important to avoid bigger problems in production. An Inline Checker Sewing must carefully observe the garments and inform the right person when they find defects. Timely reporting helps fix the issue before more defective garments are made. It also maintains the company's quality standards and customer satisfaction. Reporting in the correct way ensures the problem is solved efficiently and safely.



Fig. 5.3.3: Inline checker checking the measurement of a garment

The process of reporting quality issues to appropriate personnel in a timely manner is given below:

1. **Identify the Problem Clearly:** The checker carefully checks the garment and finds any defects like loose stitches, wrong size, or stains.
2. **Write Down the Details:** The checker notes the type of defect, where it is found, and how many pieces are affected in a record sheet.
3. **Inform the Supervisor Immediately:** The checker tells the line supervisor about the defect without waiting to avoid production delays.
4. **Show the Defective Garment:** The checker takes the defective piece to the supervisor to help them see and understand the issue quickly.
5. **Follow Company Reporting Steps:** The checker uses the company's proper process, such as filling a defect report form or using tags for marking faulty pieces.
6. **Cooperate During Fixing:** The checker helps the supervisor or repair team by explaining the problem clearly to solve it fast.
7. **Confirm the Issue is resolved:** After reporting, the checker checks again to ensure the problem is fixed and does not repeat.

5.3.8 Importance of Maintaining Accurate and Complete Quality Records

Keeping accurate and complete quality records is very important in a garment factory. These records help track defects, monitor production quality, and improve future processes. An Inline Checker Sewing must record every defect and correction to maintain consistency. Proper records help supervisors make good decisions and prevent mistakes from repeating. It also ensures customer satisfaction by maintaining high-quality standards.

The importance of maintaining accurate and complete quality records is given below:

- 1. Helps Track Defects:** The checker writes down all defects to know how often and where problems happen in garments.
- 2. Supports Quality Control:** Accurate records help supervisors and managers check if the quality of garments is improving or getting worse.
- 3. Prevents Repeated Mistakes:** When records show common defects, workers can fix them and avoid making the same mistakes in the future.
- 4. Ensures Proper Communication:** Records allow clear communication between the checker, supervisors, and repair teams about what issues need fixing.
- 5. Helps in Customer Satisfaction:** Maintaining quality records ensures garments meet standards, keeping customers happy and confident in the product.
- 6. Assists in Decision-Making:** Managers use these records to make better plans for training, tools, and quality improvement.

UNIT 5.4: Safety, Responsibility, and Problem-Solving

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe safe working practices and organisational procedures to ensure a hazard-free environment.
2. Discuss equipment operating procedures and the manufacturer's instructions correctly before use.
3. Explain the limits of self-responsibility in relation to assigned tasks and workplace conduct.
4. Mention effective ways of identifying and resolving problems within the work area.
5. State the importance of taking timely and appropriate corrective actions when issues arise.
6. Apply basic mathematical skills to perform simple arithmetic and algebraic calculations relevant to garment operations.

5.4.1 Safe Working Practices and Organisational Procedures

A safe workplace is important to protect workers and keep garment production running smoothly. Safe working practices and organisational procedures help prevent accidents, injuries, and machine damage. An Inline Checker plays a key role by following safety rules while checking garments and moving between sewing lines. These practices include wearing protective gear, keeping the work area clean, and using tools properly. Following these procedures ensures a hazard-free environment for everyone in the factory.

Practice/Procedure	Images	Description
Wearing Protective Gear		The checker wears gloves, closed shoes, and ties their hair properly to avoid injuries near machines.
Keeping Work Area Clean		The workstation is kept free of fabric waste, and tools are placed neatly to prevent tripping or accidents.
Proper Tool Handling		Tools like scissors and measuring tapes are used safely to avoid cuts and damage to garments.

Practice/Procedure	Images	Description
Machine Safety		The checker stays away from moving needles and reports any machine issues to technicians for repair.
Fire and Emergency Safety		The checker knows emergency exits, fire extinguishers' locations, and follows evacuation drills for safety.
Reporting Hazards		Any oil spills, broken needles, or unsafe areas are reported to supervisors immediately for quick action.
Waste Disposal		Fabric scraps and defective pieces are placed in proper bins to avoid clutter and workplace hazards.

Table 5.4.1: Safe Working Practices and Organisational Procedures

5.4.2 Equipment Operating Procedures and Manufacturer's Instructions

Before using any equipment in a garment factory, it is important to understand how it works. Following operating procedures and reading the manufacturer's instructions helps prevent accidents and machine damage. An Inline Checker needs to know how to handle tools and machines safely during garment inspection. These steps also make the work faster and improve garment quality. Proper preparation ensures smooth and safe operation every time.

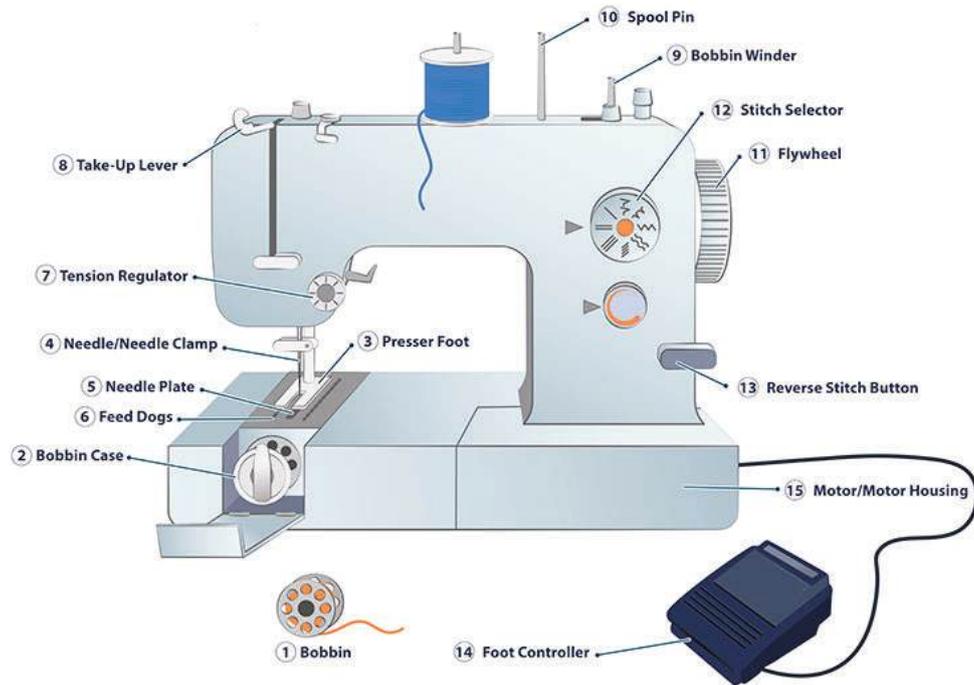


Fig. 5.4.1: Operating procedure of a sewing machine

Step	Instructions
Reading Instructions	The checker reads the machine's manual to understand its functions and safety warnings before using it.
Checking Machine Condition	The checker inspects the machine for loose parts, damage, or missing safety guards before starting work.
Understanding Controls	The checker learns how to operate switches, speed controls, and emergency stop buttons for safe handling.
Following Start-Up Procedures	The checker turns on the machines step by step as per instructions to avoid sudden movement or damage.
Using Correct Accessories	The checker ensures that tools like needles, threads, and attachments are properly fitted and suitable for the task.
Regular Maintenance	The checker follows guidelines for cleaning and lubricating machines to keep them in good working condition.
Switching Off Safely	After finishing, the checker switches off the machine correctly and disconnects power if needed to prevent hazards.

Table 5.4.2: Equipment Operating Procedures and Manufacturer's Instructions

5.4.3 Limits of Self-Responsibility in Relation to Assigned Tasks and Workplace Conduct

Every worker has certain responsibilities while doing their job in a garment factory. An Inline Checker must know the limits of their responsibilities to work safely and effectively. These limits help the worker understand what tasks they can do and what decisions only supervisors or managers can make. Following these boundaries ensures proper teamwork, discipline, and smooth production in the workplace.

An Inline Checker's main responsibility is to inspect garments during production and report any defects found. Their work is limited to checking measurements, stitching quality, fabric issues, and missing parts. They are responsible for marking defects and separating faulty garments, but cannot make changes to sewing machines or production settings, as these are handled by operators and supervisors. The Inline Checker must also follow all workplace rules, such as safety procedures, proper handling of tools, and attending training sessions. They cannot approve final shipment decisions or solve big production problems alone without guidance from senior staff. By staying within these limits and reporting issues to the right personnel, the Inline Checker ensures proper communication, avoids mistakes, and helps maintain a safe and organised workplace.

5.4.4 Effective Ways of Identifying and Resolving Problems

In a garment factory, problems can occur during stitching, checking, or moving garments. An Inline Checker needs to find these problems quickly to keep production smooth. Resolving issues early helps save time and avoid damage to the garments. Using proper methods ensures good quality and timely delivery.



Fig. 5.4.2: Inline checker measuring the size

The effective ways to identify and resolve problems within the work area are mentioned as follows:

- **Regular Inspection:** The checker looks carefully at garments during production to find defects like wrong stitching or missing buttons early.
- **Using Checklists:** The checker follows a checklist to ensure no step is missed and all quality points are checked properly. The checklist includes Stitch Quality, Seam Appearance, Fabric Defects, Component Placement, Seam Strength, Overall Appearance, Markings and Cut, Safety, Test Sew, and Documentation procedure.
- **Reporting Issues:** Any major problem is immediately reported to the supervisor for quick action and guidance.
- **Separating Defective Pieces:** Faulty garments are kept in a marked area to avoid mixing with good ones and to send for repair.

- **Communicating with Team:** The checker talks to machine operators and other team members to solve small issues on the spot.
- **Following Guidelines:** The checker uses company instructions and quality standards to fix small problems within their allowed responsibility.
- **Rechecking Corrected Garments:** After fixing defects, the checker rechecks garments to ensure the issue is resolved before continuing.

5.4.5 Importance of Taking Timely and Appropriate Corrective Actions on Issues

When problems arise in garment production, they must be solved quickly to keep the workflow smooth. Timely corrective actions stop defects from spreading and save the company time and money. For an Inline Checker, acting early ensures each garment meets quality standards before moving to the next stage. Taking proper action also improves teamwork and reduces customer complaints. This is very important for maintaining the factory's reputation and meeting delivery deadlines.

An Inline Checker has the responsibility to closely watch garments during production and quickly identify any mistakes, such as wrong stitching, open seams, broken threads, or missing parts. If these issues are not corrected on time, many more garments can have the same defect, leading to bulk rejection. Timely corrective action means marking the defect, separating faulty garments, informing the supervisor immediately, and making sure the garment is sent to the repair section. Appropriate corrective actions involve using the right tools and following company procedures to fix the problem without causing further damage.

Taking prompt action also helps avoid delays in production lines, as unresolved issues can stop the next stages, like finishing and packing. It reduces material wastage and saves costs on rework. Additionally, it helps maintain consistent garment quality, leading to higher customer satisfaction and repeat business. When corrective actions are done properly, they also teach the team how to prevent similar issues in the future, improving the overall production process and efficiency of the factory.

5.4.6 Basic Mathematical Skills

Mathematics plays a key role in garment manufacturing as it ensures accuracy in size, fit, and production numbers. An Inline Checker regularly uses arithmetic to measure garments and calculate differences from the standard size. Algebraic calculations help in adjusting proportions and making corrections during production. These skills also help in counting defects, checking fabric usage, and ensuring proper stitching alignment. By applying basic math, the checker supports quality control and avoids costly errors in garment production.



Fig. 5.4.3: An Inline Checker guiding a worker

An Inline Checker uses several mathematical skills every day to maintain accuracy in garment inspection. Arithmetic calculations include measuring sleeve lengths, adding seam allowances, and subtracting incorrect measurements to see how much adjustment is needed. For example, if the standard sleeve length is 60 cm and a garment measures 58 cm, the checker quickly calculates a 2 cm shortage. Multiplication and division are used to check total pieces in a batch, calculate defect percentages, and compare production output with targets.

Process Description: Waist Belt Top Stitch											SMV		Target		Achieve		
											0.65		150		86		
PRODUCTION PCS											Bundle handling	Bobbing change	Thread break	Waiting for work	Damage repair	M/C brake	Others
	1	2	3	4	5	6	7	8	9	10							
10	38	39	37	40	38	36	37	38	37	35					50	25	
20	36	37	38	35	36	37	37	36	38	39						24	
30	38	40	41	38	39	38	37	39	37	39					40	22	
40	37	38	40	41	41	40	39	38	37	37						23	
50	36	38	33												30	24	
60															28	35	
70															35	30	
80																	
90																	
100																	

Remarks: **Poor motion and handling. After changing the operator line target is achieved.**

Fig. 5.4.4: Requirement of calculations in production

Algebraic skills are applied when proportions need adjusting. For instance, if a shirt needs to be resized while keeping proper body-to-sleeve ratios, the checker uses formulas to distribute changes evenly. They may calculate how much to increase or decrease in multiple areas to meet the size chart. These calculations also help in predicting fabric requirements, adjusting machine settings for seam width, and ensuring consistent pattern placement.

By using these basic math skills, an Inline Checker avoids mistakes, ensures garments match specifications, and helps the production line run smoothly. This improves overall efficiency, saves fabric and labour costs, and ensures the final product meets customer quality expectations.

Summary

- The unit explains measurement systems, fabric types, stitches, tools, and garment parts essential for garment construction.
- It highlights accurate ways of receiving work instructions, understanding job cards, and following specifications for quality production.
- The importance of workplace communication, authority lines, company rules, and quality standards is emphasised.
- Maintaining proper workplace records and reporting quality issues ensures operational tracking and consistency.
- Safety practices, equipment operation guidelines, and understanding personal responsibilities help create a hazard-free environment.
- Problem-solving skills and timely corrective actions are necessary to manage issues effectively in the workplace.
- Basic mathematical skills support accurate garment operations and production tasks.

Exercise

Multiple-choice Question:

1. What measurement system is commonly used in garment construction?
 - a. Imperial system
 - b. Metric system
 - c. Binary system
 - d. Optical system

2. Which of the following is essential for accurate garment cutting and sewing?
 - a. Fabric colour
 - b. Fabric grain line
 - c. Fabric smell
 - d. Fabric weight only

3. Why is it important to comply with written instructions during garment production?
 - a. To save paper
 - b. To ensure quality and consistency
 - c. To decorate the workplace
 - d. To confuse workers

4. Which of the following is a safe working practice?
 - a. Ignoring hazard signs
 - b. Wearing safety gear
 - c. Running near machines
 - d. Using tools carelessly

5. What is the purpose of maintaining workplace records?
 - a. Entertainment
 - b. Tracking quality and operations
 - c. For decoration
 - d. To confuse new employees

Descriptive Questions:

1. Explain the significance of the metric system in garment construction with examples.
2. Describe the importance of fabric grain lines and their impact on sewing.
3. Discuss the role of communication and reporting procedures in maintaining workplace quality standards.
4. Explain safe working practices and why following equipment instructions is necessary.
5. Illustrate common stitching faults and describe how they affect garment quality.



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6. Measurement Checking Activities



- Unit 6.1 - Garment Inspection and Quality Control
- Unit 6.2 - Operational Procedures and Garment Handling
- Unit 6.3 - Problem Solving and Responsibility Management



AMH/N0107

Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Illustrate how to measure various types of garments accurately using appropriate tools.
2. Explain the correct procedure for storing cut components to preserve their quality.
3. Outline the steps to verify dimensions and grain lines of garment parts and finished products against specification charts.
4. Describe the process of visually inspecting garment parts and finished apparel for defects based on standard inspection criteria.
5. Discuss how to carry out basic inspections efficiently while maintaining safety, workflow, and production targets.
6. Explain the method for isolating defective pieces for rectification or disposal as per quality procedures.
7. Elaborate on documenting and reporting identified defects to the appropriate personnel accurately and promptly.
8. Describe the importance of ensuring garments are free from stitching and other visible defects before final delivery.
9. Explain how to identify, resolve, or escalate quality-related problems within and beyond one's area of responsibility.
10. Describe the importance of handling garment parts properly and maintaining the cleanliness of tools and equipment according to work instructions.

UNIT 6.1: Garment Inspection and Quality Control

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain how to accurately measure different types of garments using standard tools.
2. Elaborate on checking garment dimensions and grain lines as per specification charts.
3. Describe the process of visually inspecting apparel for defects according to quality standards.
4. Discuss how to carry out basic garment inspection safely while maintaining productivity.
5. Identify common defects in garment pieces during the inspection process.
6. Explain how to isolate and dispose of defective garment parts according to organisational procedures.
7. Mention the correct method to document any defects identified during inspection.
8. Outline the steps for reporting garment defects to appropriate supervisors or quality personnel.
9. State how to inspect finished garments for stitching defects as per inspection guidelines.
10. Discuss the use of standard inspection procedures to ensure consistent garment quality.

6.1.1 Accurately Measuring Different Types of Garments using Standard Tools

In garment manufacturing, accurate measurement is very important to make sure clothes fit properly. An Inline Checker uses standard tools like measuring tapes, rulers, and templates to check garment sizes. Different garments like shirts, pants, skirts, and jackets have specific parts that need to be measured. Measuring correctly helps find mistakes early and ensures all garments are of the same size. Proper measurement maintains quality and keeps customers happy with the final product.

Garment Type	Parts to Measure	Standard Tools Used	Process
Shirt	Chest, shoulder, sleeve length, collar	Measuring tape, ruler	The checker lays the shirt flat and measures from seam to seam for the chest and shoulders. Sleeves and collars are measured from the edge to the end accurately.
Pants	Waist, hips, inseam, outseam, hem width	Measuring tape	The pants are placed flat, and the checker measures the waist, hips, and full length. The inseam is measured from crotch to hem.
Skirt	Waist, hips, length	Measuring tape	The checker measures the waist and hips straight across and checks the skirt length from the top waistband to the bottom hem.
Jacket/Coat	Chest, sleeve, shoulder, total length	Measuring tape, ruler	The checker lays the jacket flat, measuring the chest and shoulders seam-to-seam. Sleeve and total lengths are checked carefully for uniform size.

Garment Type	Parts to Measure	Standard Tools Used	Process
T-shirt	Chest, sleeve, shoulder, length	Measuring tape	The checker measures chest and shoulders flat across. Length is measured from the highest shoulder point to the bottom hem.

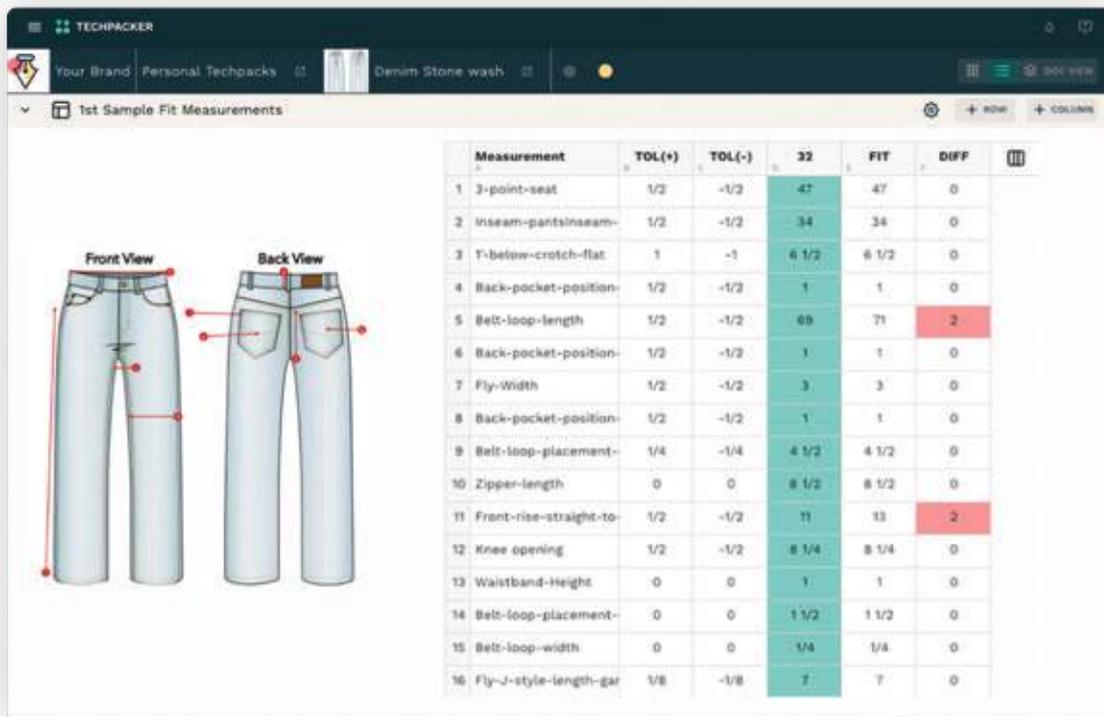
Table 6.1.1: Measuring various types of garments using standard tools

6.1.2 Checking Garment Dimensions and Grain Lines

In garment manufacturing, checking garment dimensions and grain lines is very important to make sure clothes are made correctly. Specification charts guide the Inline Checker to verify measurements and alignment during production. If dimensions or grain lines are wrong, the garment may not fit well or look neat. Proper checking ensures that all garments match the required size and shape. This helps in delivering high-quality products to customers without defects.

The process of checking garment dimensions and grain lines as per specification charts is mentioned below:

- 1. Read the specification chart carefully:** The Inline Checker studies the chart to understand required measurements and grain line placement. This helps in knowing what to check.



Measurement	TOL(+)	TOL(-)	32	FIT	DIFF
1 3-point-seat	1/2	-1/2	47	47	0
2 Inseam-pants/inseam-	1/2	-1/2	34	34	0
3 T-below-crotch-flat	1	-1	6 1/2	6 1/2	0
4 Back-pocket-position-	1/2	-1/2	1	1	0
5 Belt-loop-length	1/2	-1/2	69	71	2
6 Back-pocket-position-	1/2	-1/2	1	1	0
7 Fly-Width	1/2	-1/2	3	3	0
8 Back-pocket-position-	1/2	-1/2	1	1	0
9 Belt-loop-placement-	1/4	-1/4	4 1/2	4 1/2	0
10 Zipper-length	0	0	8 1/2	8 1/2	0
11 Front-rise-straight-to-	1/2	-1/2	11	13	2
12 Knee opening	1/2	-1/2	8 1/4	8 1/4	0
13 Waistband-Height	0	0	1	1	0
14 Belt-loop-placement-	0	0	1 1/2	1 1/2	0
15 Belt-loop-width	0	0	1/4	1/4	0
16 Fly-J-style-length-gar	1/8	-1/8	7	7	0

Fig. 6.1.1: Specification chart used in garment manufacturing

- 2. Use measuring tools accurately:** The checker uses a measuring tape, ruler, or template to measure chest, waist, sleeves, and other parts as mentioned in the chart. Accurate tools ensure correct results.



Fig. 6.1.2: Measuring tools used in garment manufacturing

- 3. Check all garment parts:** Each section, like collar, cuffs, shoulders, and hem, is measured to match the chart. This avoids size mismatches.



Fig. 6.1.3: Checking all garment parts

- 4. Inspect grain lines visually:** The checker looks at how the fabric threads run along the garment. Proper grain alignment ensures the garment hangs straight.

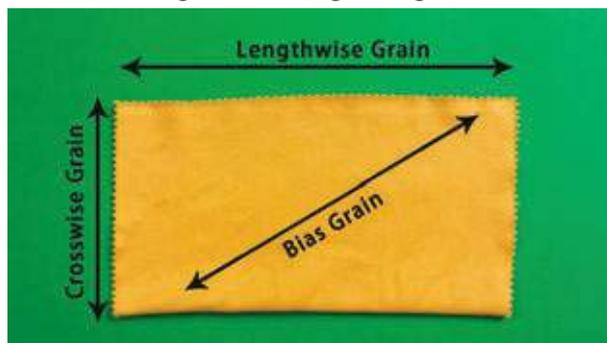


Fig. 6.1.4: Grain lines

- 5. Compare measurements with the chart:** After checking, the Inline Checker compares all sizes with the specification chart to confirm they are correct.



Pro Bodyfit (men)	Chest (cm)	Waist (cm)	Hip (cm)
0 / XXS	80 - 85	68 - 73	80 - 85
1 / XS	85 - 90	73 - 78	85 - 90
2 / S	90 - 95	78 - 83	90 - 95
3 / M	95 - 100	83 - 88	95 - 100
4 / L	100 - 105	88 - 93	100 - 105
5 / XL	105 - 110	93 - 99	105 - 110
6 / XXL	110 - 116	99 - 105	110 - 116
7	116 - 122	105 - 111	116 - 122
8 / SL	122 - 128	111 - 117	122 - 128
9	128 - 134	117 - 123	128 - 134

INSTRUCTIONS:

For your chest and hip size, place the measuring tape around the widest part.

For your waist, place the measuring tape just above the belly button around the narrowest spot.

If your hips are wider than your chest or vice versa, choose the size that corresponds to the widest of the two.

Fig. 6.1.5: Measurement chart

- 6. Mark and report defects:** If any dimension or grain line is wrong, the checker marks the defect and reports it to the supervisor. This prevents further production mistakes.



Fig. 6.1.6: Defects in garment manufacturing

- 7. Recheck after corrections:** Once fixed, the checker measures again to ensure that the garment now matches the specification chart.



Fig. 6.1.7: Rechecking

6.1.3 Process of Visually Inspecting Apparel

In garment manufacturing, visually inspecting apparel is an important step to ensure clothes meet quality standards. An Inline Checker looks carefully at each garment to find defects like loose stitches, stains, or wrong measurements. This process helps catch mistakes early before garments move to the next stage. Checking visually ensures that all finished clothes are neat, clean, and well-stitched. A proper inspection keeps customers happy and maintains the factory's good reputation.



Fig. 6.1.8: Visual inspection of the garment

The process of visually inspecting apparel for defects according to quality standards is given below:

1. **Prepare a clean inspection area:** The Inline Checker works on a clean, well-lit table to see defects clearly and avoid adding dirt to garments.
2. **Check overall appearance:** The checker looks at the garment to see if it is neat, properly pressed, and has the correct shape.
3. **Inspect stitching quality:** The checker examines seams, hems, and edges for loose threads, skipped stitches, or uneven lines.
4. **Look for stains or dirt:** The garment is checked for oil spots, dust, or fabric marks that affect its appearance.
5. **Check measurements visually:** The checker compares garment parts to see if they match in size and look balanced before using tools for exact measurement.
6. **Verify trims and accessories:** Buttons, zippers, hooks, and labels are checked to make sure they are correctly attached and functional.
7. **Identify and mark defects:** Any defect found is marked with a tag or chalk for easy identification.
8. **Report and separate defective garments:** The Inline Checker informs the supervisor and keeps defective garments aside for repair or rework.



Fig. 6.1.9: Inspecting a garment visually

6.1.4 Carrying Out Basic Garment Inspection Safely

In garment manufacturing, basic garment inspection helps in finding defects early without slowing down production. An Inline Checker must check each garment carefully while working safely. Safety is important to avoid injuries from needles, scissors, or machines during inspection. At the same time, the inspection should be fast enough to keep up with the production speed. Following proper steps helps maintain both safety and productivity in the factory.



Fig. 6.1.10: Basic garment inspection

The process of carrying out basic garment inspection safely while maintaining productivity is mentioned as follows:

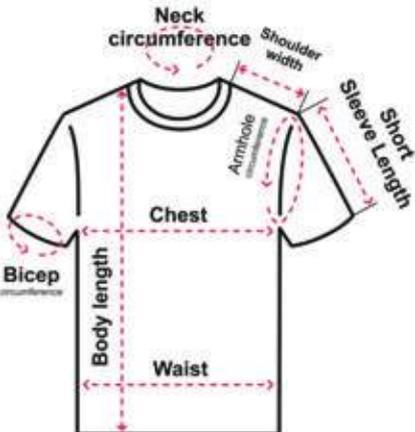
1. **Keep the work area clean and safe:** The Inline Checker removes loose threads, sharp objects, or waste around the table to avoid accidents.
2. **Sit or stand in a comfortable posture:** The checker maintains a good posture to avoid back or neck pain while inspecting garments for long hours.
3. **Use proper tools carefully:** Scissors, measuring tapes, and tags are handled safely to prevent injuries during checking.
4. **Inspect garments in order:** The checker examines garments one by one, following the production sequence to save time and avoid mixing.
5. **Focus on key quality points:** The checker quickly checks stitching, trims, measurements, and cleanliness as per the standard checklist.
6. **Handle garments gently:** Garments are lifted and moved carefully to prevent damage like stretching, tearing, or staining.
7. **Report defects without delay:** Any issues found are marked and reported to the supervisor immediately to stop further defective production.
8. **Work at a steady pace:** The checker avoids rushing or working too slowly, balancing speed with accuracy to meet daily targets.



Fig. 6.1.11: Inspecting the measurement properly

6.1.5 Common Defects in Garment Pieces During the Inspection Process

In garment manufacturing, inspecting for defects is important to make sure only good-quality clothes reach customers. An Inline Checker looks for different types of mistakes in each garment piece during production. These defects can include stitching problems, fabric issues, missing parts, or wrong measurements. Finding these defects early helps in repairing garments before they are packed. This process saves time, materials, and keeps the final product neat and ready for sale.

Defect Name	Images	Description
<p>Uneven stitching</p>		<p>Stitches are not straight or neat, making the garment look poor and weak.</p>
<p>Open seams</p>		<p>Parts of the garment have missing stitches or seams coming apart, which can tear easily.</p>
<p>Incorrect measurements</p>		<p>The garment size does not match the required chart, making it unfit for customers.</p>

Defect Name	Images	Description
Stains or dirt		Oil marks, dust, or other stains are present on the fabric, making it look dirty.
Fabric holes or damage		The garment cloth has holes, tears, or cuts that make it unusable.
Missing parts		Buttons, zippers, hooks, or labels are missing or not attached properly.
Colour mismatch		Different parts of the garment show colour differences, spoiling its look.

Table 6.1.2: Common defects in garment pieces

6.1.6 Isolating and Disposing of Defective Garment Parts

In a garment factory, defective parts must be handled carefully to protect the quality of finished clothes. If damaged pieces are mixed with good ones, it can lead to production mistakes and delays. The Inline Checker is responsible for separating, marking, and disposing of defective pieces as per factory rules. These parts are stored in special bins or sent for repair, depending on the defect type. Proper isolation and disposal ensure smooth production and prevent faulty garments from reaching customers.

When an Inline Checker finds a defect in a garment part during inspection, they must act immediately. First, the garment is clearly marked using a rejection tag, chalk, or coloured sticker to show it is faulty. This marking helps other workers avoid using it by mistake. The defective garment is then carefully removed from the normal production line and placed in a separate area or bin meant only for rejected pieces.

REJECTED

JOB NO. _____ P. O. NO. _____

PART NO. _____ SERIAL NO. _____

PART NAME _____

NO. OF PIECES REJECTED _____

REASON _____

INSPECTOR _____ DATE _____

15017

Fig. 6.1.12: Rejection tag

The factory usually has two types of bins – one for parts that can be repaired and another for parts that cannot be used at all. Repairable pieces are sent to a special team that fixes stitching, replaces trims, or cleans stains. If the part is badly damaged or cannot be repaired, it is collected in a disposal bin and later thrown away safely in a waste area as per factory guidelines.



Fig. 6.1.13: Bins used in garment manufacturing

The Inline Checker must also record the defect details in a logbook or system, noting the garment style, defect type, and quantity. This helps supervisors track repeated problems and take action to prevent them in future production. Finally, the area is cleaned and organised to ensure that only good-quality garments move forward in the production process.

6.1.7 Correct Method to Document any Defects Identified During Inspection

In garment manufacturing, documenting defects during inspection is very important for maintaining quality. When an Inline Checker finds a defect, they must record it properly so that supervisors and workers can take action. A well-documented report helps track problems and prevents the same defects from happening again. This process also helps in repairing garments quickly without mixing them with good pieces. Using proper tools and records ensures smooth communication and better garment quality.

Step	Action	Purpose
1	Mark the defect on the garment using chalk, a tag, or a sticker.	Helps everyone easily see and separate defective pieces.
2	Write down garment details like style number, size, and order ID.	Identifies which garment and order the defect belongs to.
3	Describe the defect clearly (e.g., open seam, stain, wrong measurement).	Helps supervisors understand the exact issue for repair.
4	Count the number of defective pieces found.	Keeps track of how many garments have the same problem.
5	Fill in the inspection sheet or logbook with all details.	Creates a permanent record for checking and future reference.
6	Inform the supervisor and hand over the documented report.	Ensures quick action and prevents defective garments from moving forward.
7	Place the defective garments in the rejection or repair bin.	Keeps the production line clean and separates faulty garments safely.

Table 6.1.3: Correct actions against the identified defects in garments during inspection

6.1.8 Steps for Reporting Garment Defects

In garment manufacturing, it is important to report defects quickly to keep production smooth and maintain garment quality. When an Inline Checker finds a defect, they must follow proper steps to inform the right supervisor or quality team. This helps fix the problem early and prevents more defective garments from being made. Clear reporting also helps in tracking issues and improving future production. Following the correct steps ensures everyone knows about the defect and takes action without delay.



Fig. 6.1.14: Defects in garments

The steps for reporting garment defects to appropriate supervisors or quality personnel are discussed below:

- 1. Identify and mark the defect:** The Inline Checker uses chalk, tags, or stickers to mark the faulty garment clearly for easy identification.

2. **Record defect details:** The checker writes down garment style, size, defect type, and number of defective pieces in the inspection sheet.
3. **Separate defective garments:** The faulty garments are moved to a designated rejection or repair area to avoid mixing with good pieces.
4. **Inform the immediate supervisor:** The checker personally reports the defect to the line supervisor or shows the documented sheet.
5. **Report to the quality control (QC) team if needed:** For major or repeated defects, the checker also informs the QC personnel for deeper investigation.
6. **Provide suggestions if possible:** If the checker knows a possible solution, they share it with the supervisor to speed up corrections.
7. **Follow up on corrective action:** After reporting, the checker checks again to confirm that the defect has been repaired or resolved properly.

6.1.9 Process of Inspecting Finished Garments for Stitching Defects

Inspecting finished garments is an important step to ensure they are neat, strong, and ready for customers. An Inline Checker must carefully check stitching as per the factory's inspection guidelines. Stitching defects like skipped stitches, loose threads, or broken seams can make garments weak or look bad. By following proper inspection steps, these problems are found and fixed before packing. This helps maintain quality standards and customer satisfaction.



Fig. 6.1.15: Stitching defects

The steps for inspecting finished garments for stitching defects as per inspection guidelines are given as follows:

Step 1: Prepare a clean inspection area

The checker keeps the table clean and well-lit to see stitches clearly without adding dirt to garments.

Step 2: Check seam alignment

The checker makes sure seams are straight and properly joined as per the garment design.

Step 3: Look for skipped or broken stitches

The garment is inspected for missing stitches or breaks that can cause seams to open.

Step 4: Inspect for loose threads

The checker removes or reports any hanging threads that make the garment look unfinished.

Step 5: Examine seam strength

The checker gently pulls seams to ensure they are strong and will not tear during use.

Step 6: Verify stitch type and spacing

The checker ensures the stitch pattern and spacing match the specifications in the guidelines.

Step 7: Check hems and finishing

The garment's bottom hems and edges are inspected for neat folding and secure stitching.

Step 8: Tag and report defects

Any stitching defect found is tagged and reported to the supervisor for repair.

6.1.10 Use of Standard Inspection Procedures

Standard inspection procedures are necessary in garment manufacturing to keep every piece consistent in quality. These procedures tell an Inline Checker exactly how to look for defects, measure sizes, and check stitching and finishing. When these steps are followed carefully, errors are reduced, and garments are produced with the same high quality. This ensures smooth production, less rework, and satisfied customers. It also helps in maintaining the reputation of the factory by meeting buyer expectations.

An Inline Checker relies on standard inspection procedures to inspect garments properly. These procedures act like a step-by-step guide that covers all parts of quality checking. By following these standard procedures, every checker in the factory performs inspection in the same way. This avoids differences in garment quality and ensures that all products leaving the factory meet customer expectations for size, fit, and appearance.



Fig. 6.1.16: Measurement checking of the garment

Measurement checking is an important part of garment inspection where the Inline Checker uses a measuring tape and specification chart to measure chest, waist, sleeves, and overall length. This ensures that each garment matches the required size without variation. Stitching quality is also checked carefully by examining seams, hems, and edges to make sure there are no skipped stitches, loose threads, or broken seams, and the stitch type and spacing are as per the guidelines. Fabric and colour inspection is done to look for holes, tears, stains, and to confirm that the fabric colour is uniform without mismatching between different parts of the garment.



Fig. 6.1.17: Presence of buttons needs to be checked

Trims and accessories such as buttons, zippers, labels, and hooks are checked to ensure they are properly attached and correctly positioned as per the standard requirements. Finishing inspection ensures that the garment is clean, well-pressed, and neatly folded with no visible defects before packing. Finally, documentation is done where every defect found is marked and recorded in the inspection sheet, helping to track repeated issues and improve future quality control.

UNIT 6.2: Operational Procedures and Garment Handling

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the correct method for storing cut components to preserve their quality.
2. Explain how to handle garments as per the specified procedures to avoid damage.
3. Discuss ways to maintain workflow rate in order to meet daily production targets.
4. Illustrate the proper cleaning techniques for tools and equipment as per work instructions.
5. Elaborate on the importance of precisely following work instructions to ensure quality and consistency.

6.2.1 Correct Method for Storing Cut Components

In garment factories, after cutting fabric, all parts like sleeves, fronts, backs, collars, and cuffs must be stored carefully. Proper storage keeps them clean, safe, and ready for sewing without any mistakes. If these pieces are stored poorly, they can get wrinkled, mixed with other sizes, or even damaged. This can slow down stitching and reduce the quality of the final garment. Following the correct storage method saves time and ensures every piece is stitched correctly.



Fig. 6.2.1: Cut components

After the fabric is cut, the Inline Checker ensures that all pieces are sorted and handled carefully. First, the worker groups the cut parts according to size, style, and colour to avoid mixing different orders. Each group is tied or placed together using straps or placed in trays or bins to keep them flat. Every bundle or bin should have a clear label mentioning the garment type, size, and the number of pieces. Workers must store these bundles on shelves or racks that are clean, dry, and away from dust or dirt. Heavy components should not be kept on top of smaller or delicate ones to avoid pressing marks or tearing.

To protect the components from losing shape or colour, they must be kept away from sunlight, water, or oil. In some factories, workers cover the bundles with plastic sheets or cloth to prevent contamination. During storage, components should not be folded tightly; instead, they should lie flat to avoid wrinkles. When needed for sewing, workers take out bundles carefully without disturbing other stored items. Following these steps helps keep every part neat and ready for sewing, ensuring the final garment looks good and fits well.



Fig. 6.2.2: Cut fabric components

6.2.2 Handling Garments as per the Specified Procedures

In garment manufacturing, handling garments carefully is very important to keep them in good condition. If workers are careless, garments can get dirty, torn, or lose their shape. Inline Checkers and other workers must follow proper handling rules during sewing and inspection. This includes carrying, folding, and placing garments in the right way. Proper handling ensures that finished garments look neat, strong, and ready for customers without any damage.

The procedure for handling garments as per the specified procedures is discussed as follows:

1. **Wash hands before touching garments:** The worker cleans hands to avoid leaving dirt, oil, or stains on the fabric. Clean hands keep the garment looking fresh.



Fig. 6.2.3: Washing hands properly

2. **Carry garments carefully:** The worker lifts garments gently instead of pulling or dragging them. This prevents stretching or tearing of the fabric.



Fig. 6.2.4: Lifting the raw material

- 3. Do not place garments on dirty or rough surfaces:** Garments should be kept only on clean tables or trays. This avoids dust, stains, or fabric snags.



Fig. 6.2.5: placing garments improperly

- 4. Avoid using sharp objects near garments:** The worker keeps scissors, pins, or needles safely to avoid cutting or poking holes in the garment.



Fig. 6.2.6: Using sharp objects

- 5. Follow correct folding and stacking methods:** Garments must be folded or stacked as instructed, without pressing too hard. This prevents wrinkles and shape loss.



Fig. 6.2.7: Folding method

- 6. Use hangers for delicate garments:** If the garment is soft or easily wrinkled, it should be hung on a hanger. This keeps it smooth and well-shaped.



Fig. 6.2.8: using hangers

- 7. Move garments in bundles or trays:** The worker carries garments in bundles or trays to avoid dropping or mixing them. This keeps them neat and organised.



Fig. 6.2.9: Moving garments in trays

8. **Report any damage immediately:** If a garment gets damaged during handling, the worker informs the supervisor at once. This ensures quick fixing before further processing.



Fig. 6.2.10: Damaged garment

6.2.3 Ways of Maintaining Workflow Rate

In garment manufacturing, keeping a steady workflow is very important to meet daily production targets. If work slows down or stops, it can delay the entire line and reduce the number of finished garments. An Inline Checker plays a key role in ensuring that quality checks do not block the flow of garments. Good planning, teamwork, and quick action on problems help keep the work moving smoothly. Maintaining the workflow rate helps the factory complete orders on time and keep customers happy.

The ways to maintain workflow rate to meet daily production targets are given below:

- **Check garments quickly and carefully:** The Inline Checker inspects each piece without wasting time, but still ensures quality. This prevents slowdowns in the production line.
- **Organise checked garments properly:** After inspection, garments are neatly placed in the correct area for the next process. This avoids confusion and delays.
- **Report defects immediately:** If many garments have the same defect, the checker informs the supervisor quickly. Early action stops more defective pieces from being made.
- **Work in coordination with sewing operators:** The checker communicates with operators to handle garments smoothly. Good teamwork keeps the line moving without breaks.
- **Prepare tools and tags before starting work:** The Inline Checker keeps all checking tools, tags, and trays ready. This saves time during inspection.
- **Avoid unnecessary movement:** The checker stays near the work area and arranges items within reach. This reduces time wasted in walking or searching for tools.
- **Follow the planned checking process:** The checker uses the standard inspection method. This avoids mistakes and speeds up the workflow.
- **Ask for help if the workload is too high:** If many garments need checking at once, the checker requests support. This ensures the target is met without reducing quality.

6.2.4 Proper Cleaning Techniques for Tools and Equipment

In garment manufacturing, tools and equipment must be cleaned regularly to keep them working properly. An Inline Checker also needs to ensure that the tools used for checking garments are clean and safe. Dirty or damaged tools can spoil the fabric and slow down work. Following the correct cleaning instructions prevents rust, dust buildup, and accidents. Clean tools help in maintaining good quality garments and a smooth workflow in the factory.

The proper cleaning techniques for tools and equipment, as per work instructions, are mentioned as follows:

- **Turn off and unplug equipment before cleaning:** The worker ensures that machines like sewing tools are switched off. This prevents electric shock or injury during cleaning.



Fig. 6.2.11: Unplugging the sewing machine

- **Use a dry cloth to wipe off dust and threads:** The worker gently wipes scissors, measuring tapes, and machines to remove loose dirt. This keeps tools ready for smooth use.



Fig. 6.2.12: Using a dry cloth to wipe off the dust from the sewing machine

- **Clean sewing machine parts with a soft brush:** A small brush is used to remove lint and threads stuck inside the machine. This helps the machine run without jamming.



Fig. 6.2.1.3: Cleaning the sewing machine with a soft brush

- **Apply machine oil where required:** Workers add a few drops of oil to moving parts as instructed. This keeps machines smooth and prevents rust.



Fig. 6.2.14: Using machine oil

- **Wash and dry reusable cloths and trays:** The checker washes trays, cloths, and bins used for holding garments. Clean trays to avoid staining the fabric.



Fig. 6.2.15: Using clean trays

- **Avoid using strong chemicals:** Workers do not use harsh cleaners on tools or machines unless specified. This prevents damage to the equipment.



Fig. 6.2.16: Need to avoid strong chemicals

- **Store cleaned tools properly:** After cleaning, tools are placed in their designated spots. Proper storage keeps them safe and ready for the next use.



Fig. 6.2.17: Storing cleaned tools properly

6.2.5 Importance of Precisely Following Work Instructions

In garment manufacturing, every worker receives work instructions that explain how to do their job correctly. These instructions guide the worker on stitching, checking, and finishing garments. If the instructions are not followed exactly, the garments may not meet the required quality. This can cause production delays, rework, and unhappy customers. Following instructions carefully helps make garments that look the same, fit well, and are ready on time.



Fig. 6.2.18: Sewing the garments properly to maintain the quality

An Inline Checker must follow work instructions exactly to maintain the quality of garments. These instructions tell the checker how to inspect stitching, measure sizes, and find defects. By following them properly, the checker ensures that every garment is checked the same way, making the quality consistent. If instructions are ignored or done incorrectly, defects can be missed, leading to faulty garments reaching the customer. This can harm the factory's reputation and cause financial loss. Properly following instructions also saves time because fewer mistakes happen, and rework is reduced. It helps in smooth teamwork, as all workers understand and perform their tasks in the same standard way. Overall, precise following of instructions keeps the garments neat, strong, and up to the buyer's quality requirements.

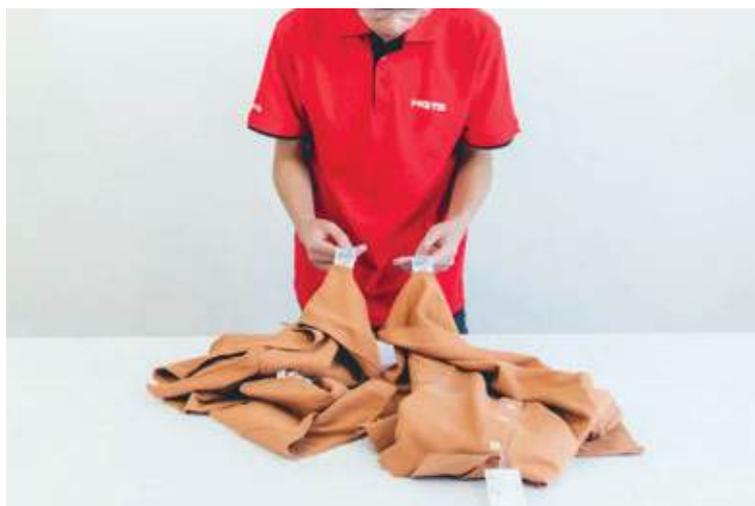


Fig. 6.1.19: Checking the quality of sewn garments

Precisely following work instructions is very important for an Inline Checker in garment manufacturing because it helps maintain consistent garment quality. When the checker follows the given steps correctly, every garment is inspected in the same way, which reduces errors and avoids the need for rework. It ensures that only good-quality garments reach customers, keeping them satisfied and maintaining the factory's reputation. Following instructions also saves time, helping the factory meet production deadlines smoothly. It improves teamwork because all workers understand and perform tasks in the same standard way. Moreover, many instructions include safety guidelines that protect workers from injuries. Overall, carefully following work instructions ensures high-quality garments, smooth workflow, and safe operations.

UNIT 6.3: Problem Solving and Responsibility Management

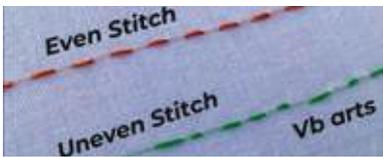
Unit Objectives

By the end of this unit, the participants will be able to:

1. Identify common quality-related issues that may arise during garment production or inspection.
2. Explain how to resolve problems within one's area of responsibility using appropriate actions.
3. Outline the procedure for reporting issues that fall outside one's scope of responsibility to the concerned personnel.
4. Discuss the consequences of failing to identify and address quality-related problems in a timely manner.

6.3.1 Common Quality-related Issues during Garment Production or Inspection

In garment manufacturing, it is important to make clothes that are neat, strong, and well-stitched. Sometimes, mistakes happen during sewing, cutting, or finishing, which can affect the quality of the garment. These quality issues must be found early during checking or inspection. Fixing these problems helps to make sure the customer receives a good product.

Quality Issue	Image	Description
Uneven stitching		The worker checks if the stitches are straight and neat. Uneven stitching makes the garment look bad and weak.
Open seams		The worker looks for missing or broken stitches. Open seams can cause the garment to tear easily.
Incorrect measurements		The worker measures the garment to match the size chart. The wrong size makes the garment unfit.
Stains or dirt on fabric		The worker checks for oil marks, dust, or other stains. Stains make the garment look dirty.

Quality Issue	Image	Description
Fabric holes or damage		<p>The worker looks for holes or torn fabric. Damaged fabric makes the garment unusable.</p>
Missing parts (buttons, zippers)		<p>The worker checks for all buttons, hooks, zippers, and labels. Missing parts make it incomplete.</p>
Colour mismatch		<p>The worker compares colours on different parts. Colour difference spoils the look of the garment.</p>

Table 6.3.1: Common quality-related issues that can arise during garment production or inspection

6.3.2 Resolving Problems using Appropriate Actions

In a garment factory, workers may face problems like machine issues, missing materials, or stitching mistakes. It is important for each worker to solve small problems on their own when possible. Taking quick and correct action helps in continuing the work without delays. If the problem is big, the worker must ask for help from a supervisor.



Fig. 6.3.1: Broken part of a sewing machine

The process of resolving problems within one's area of responsibility within the garment industry of India, from the viewpoint of an Inline Checker Sewing, is discussed below:

1. **Identify the problem early:** The worker should look carefully and find out what is wrong, like a loose thread or a missing button. Early action stops the problem from becoming bigger.
2. **Use available tools to fix small issues:** If a small stitch is loose, the worker can re-stitch it using the sewing machine. Fixing minor mistakes saves time and avoids delays.
3. **Organise materials properly:** If materials are mixed up or missing, the worker should arrange them neatly and check supplies. This avoids confusion during production.
4. **Clean the work area regularly:** If the workstation is messy, the worker can clean it immediately. A clean space helps work move smoothly without mistakes.
5. **Adjust the machine settings if needed:** If the stitching is uneven, the worker can check the thread tension or needle position. This simple adjustment often solves the problem.
6. **Ask for help if the issue is big:** If the machine stops working or the fabric is badly damaged, the worker must inform the supervisor. This ensures proper repair and avoids further loss.
7. **Follow factory guidelines for problem-solving:** The worker should act according to safety and company rules while solving issues. This keeps the work safe and correct.



Fig. 6.3.1: Broken wheel of a sewing machine

6.3.3 Procedure for Reporting Issues

An Inline Checker in a garment factory checks the quality of stitched garments during production. Sometimes, they may find problems that they cannot solve on their own, such as major machine faults or fabric damage. In such cases, it is important to report the issue to the right person. This ensures that the problem is fixed quickly and production continues smoothly.

Now, the procedure for reporting issues outside one's scope of responsibility is discussed as follows:

1. **Stop and note the problem clearly:** The checker first stops checking that piece and notes down what is wrong. This helps explain the issue correctly.
2. **Identify if the problem is outside their role:** The checker decides if the issue is too big for them to fix, like a machine breakdown or fabric defect.
3. **Inform the sewing operator immediately:** The checker tells the operator about the issue, so they also stop making faulty garments.
4. **Report to the line supervisor:** The checker goes to the supervisor and explains the problem in simple words. They must mention where and how the issue happened.



Fig. 6.3.2: An Inline Checker Sewing checking the size of the garment

5. **Show the defective garment or sample:** The checker gives the faulty piece to the supervisor for checking. This helps in understanding the problem quickly.
6. **Follow the supervisor's instructions:** After reporting, the checker listens and does what the supervisor says. This may include rechecking or waiting for a machine repair.
7. **Record the issue in the inspection report:** The checker writes the issue in the quality or inspection logbook. This helps keep track of production problems.

6.3.4 Consequences of Failing to Identify

In garment manufacturing, checking the quality of clothes on time is very important. If an Inline Checker does not find and fix problems quickly, it can lead to many issues in production. Faulty garments may be made in large numbers without being noticed. This causes waste of materials, delays in delivery, and unhappy customers. Timely checking and action help the factory save time, money, and keep customers satisfied.



Fig. 6.3.3: Checking the quality of the garments

The consequences of failing to identify and address quality-related problems are mentioned as follows:

1. **More defective garments are produced:** If problems are not checked early, many garments will have the same mistake. This increases the number of faulty pieces.
2. **Waste of fabric and materials:** Defective garments cannot be sold easily. This wastes fabric, thread, and other sewing materials.
3. **Slower production speed:** Fixing many defective clothes later takes extra time. This delays production and shipment.
4. **Customer complaints and returns:** Faulty garments may reach customers, leading to complaints. This can make buyers return the clothes.
5. **Extra work for the team:** When defects are found late, workers have to spend extra time repairing clothes. This makes the job harder and slower.
6. **Loss of orders and reputation:** Poor-quality products can make buyers lose trust in the factory. This can lead to fewer orders in the future.
7. **Financial losses to the factory:** Wasted materials, late delivery, and unhappy customers cause the company to lose money. This can also affect worker bonuses and job safety.

Summary

- Accurate garment measurement and inspection help ensure proper dimensions and grain alignment.
- Visual inspection and safe handling of garments are crucial to detect and manage defects.
- Defective garment parts must be isolated, disposed of, documented, and reported to supervisors.
- Standard inspection procedures are followed to maintain consistent garment quality.
- Proper storage and handling of cut components prevent damage and maintain workflow efficiency.
- Cleaning tools and following work instructions carefully help achieve quality and production targets.
- Identifying, resolving, and reporting quality-related issues on time is essential to avoid production delays and maintain standards.

Exercise

Multiple-choice Question:

1. What tool is commonly used to accurately measure garments?
 - a. Paintbrush
 - b. Measuring tape
 - c. Hammer
 - d. Iron
2. Why is it important to follow standard inspection procedures?
 - a. To save fabric
 - b. To ensure consistent garment quality
 - c. To decorate garments
 - d. To speed up ironing
3. How should defective garment parts be handled?
 - a. Mixed with good pieces
 - b. Thrown away anywhere
 - c. Isolated and disposed of as per procedure
 - d. Sent directly to customers
4. What is the correct way to store cut components?
 - a. Fold them randomly
 - b. Leave them on the floor
 - c. Store them properly to preserve quality
 - d. Mix them with waste materials
5. What should a worker do if they find a problem outside their responsibility?
 - a. Ignore it
 - b. Fix it without telling anyone
 - c. Report it to concerned personnel
 - d. Hide it in storage

Descriptive Questions:

1. Explain how to measure garments accurately using standard tools.
2. Describe the process of visually inspecting apparel for defects according to quality standards.
3. Discuss how proper handling and storage of garments can help maintain their quality.
4. Explain the procedure for documenting and reporting garment defects during inspection.
5. Describe how a worker should manage quality-related issues that are beyond their area of responsibility.

7. Ensure the Promotion of a Safe and Secure Work Environment while Integrating Gender and Persons with Disabilities (PwD) Sensitisation



Unit 7.1 - Workplace Safety and Emergency Preparedness

Unit 7.2 - Task Preparation and Operational Safety

Unit 7.3 - Work Efficiency and Sustainability Measures



Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Explain health and safety practices applicable at the workplace and list potential hazards, risks, and threats based on operational activities.
2. Describe potential workplace accidents and emergencies, and outline appropriate responses to such scenarios.
3. List the types of clarifications to seek from supervisors or authorised personnel when faced with perceived risks.
4. Explain organisational procedures for the safe handling of equipment and machine operations.
5. Describe the proper waste disposal system and actions to take during mock drills, evacuations, or actual emergencies.
6. Demonstrate how to follow the Environmental Management System procedures relevant to the work area.
7. Demonstrate how to obtain and interpret data from work tickets or job cards and align tasks with job role responsibilities.
8. Illustrate how to ask for clarifications when instructions are unclear and how to review agreed work targets with supervisors.
9. Explain how to check tools and equipment for safety, and demonstrate how to select, sort, and use them correctly.
10. Demonstrate how to prepare a hazard-free work area, operate equipment (e.g., fabric checking machine), maintain workflow, minimise wastage, and dispose of materials responsibly.

UNIT 7.1: Workplace Safety and Emergency Preparedness

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe general health and safety practices applicable in the workplace.
2. Identify common hazards, risks, and threats based on the nature of operations.
3. Explain the types of accidents and emergencies that may occur and the appropriate responses.
4. Discuss how to seek clarifications from supervisors or authorised personnel in case of perceived safety risks.
5. Elaborate on the actions to be taken during mock drills, evacuations, and actual emergencies.
6. Illustrate how to follow procedures related to the environmental management system in the workplace.

7.1.1 General Health and Safety Practices Applicable in the Workplace

Health and safety rules help workers stay safe and healthy while working. In a garment factory, there are many machines and tools, so everyone must follow proper practices. Good habits like keeping clean and using safety gear protect people from getting sick or hurt. These rules make the workplace better for everyone.



Fig. 7.1.1: Using an apron and head shield while sewing

Type	Practice	Explanation	Benefit
Health	Wash hands regularly	Workers must wash their hands before eating or after using the washroom. This keeps germs away and prevents sickness.	Keeps workers healthy and reduces illness.
Health	Keep the work area clean	A clean table or floor helps stop the spread of dust and germs. It also makes work easier and faster.	Helps in staying healthy and doing better work.

Type	Practice	Explanation	Benefit
Health	Drink clean water	Workers should drink safe and filtered water during breaks. This keeps them fresh and active.	Prevents tiredness and keeps the body strong.
Health	Take short breaks	Resting for a few minutes after long work helps the body relax. It also helps the eyes and mind.	Reduces stress and avoids body pain.
Safety	Wear protective gear	Workers should wear gloves, aprons, or masks when needed. This protects them from dust, cuts, and chemicals.	Prevents injuries and keeps the body safe.
Safety	Use tools properly	Scissors, cutters, and machines should be used with care. Workers should not play with tools.	Avoids accidents and damage to tools.
Safety	Keep walkways clear	Paths should be free from boxes, waste, or wires. This stops people from tripping or falling.	Makes movement safe and easy in the factory.
Safety	Follow emergency instructions	Workers must know what to do during a fire or other danger. They should listen to the supervisor or follow safety signs.	Keeps everyone safe during an emergency.

Table 7.1.2: General Health and Safety Practices Applicable in the Workplace

7.1.2 Common Hazards, Risks, and Threats based on the Nature of Operations

In a garment factory, workers use machines, tools, and materials every day. Some of these can cause harm if not handled properly. These harmful things are called hazards, risks, or threats. Knowing about them and taking care helps keep everyone safe and the work running smoothly.



Fig. 7.1.2: Injuring a finger while sewing

Name of Hazard/ Risk/Threat	Nature of Operation	Impact	How to Overcome
Sharp Tools (Scissors/Cutters)	Cutting fabric and threads	It can cause cuts or injuries to the hands and fingers.	Use tools carefully and wear safety gloves.
Electric Shock	Operating sewing machines or irons	It can harm the body or cause burns.	Check wires, keep machines dry, and do not touch with wet hands.
Slippery Floors	Cleaning or working near wet areas	It can make workers slip and fall.	Keep floors dry and place warning signs near wet areas.
Loud Noise	Running many machines together	It can hurt ears or cause stress.	Use earplugs and take short breaks in quiet areas.
Dust and Lint	Cutting, stitching, or finishing garments	It can cause breathing problems or sneezing.	Wear face masks and clean the area regularly.
Fire Hazard	Use of electric irons, machines, or chemicals	It can cause burns, damage to property, or serious accidents.	Keep fire extinguishers nearby and follow emergency fire rules.
Heavy Lifting	Moving bundles of fabric or boxes	It can hurt the back or legs if lifted incorrectly.	Use correct lifting posture or ask for help.
Poor Lighting	Working in dark or dim places	It can cause eye strain and lead to mistakes.	Use good lights and rest eyes often.
Broken Machines	Stitching or cutting on damaged machines	It can damage fabric or injure the worker.	Report and repair broken machines before using them.
Chemical Contact (Cleaning agents)	Cleaning or stain removal	It can harm the skin or eyes if touched directly.	Wear gloves and handle chemicals with care.

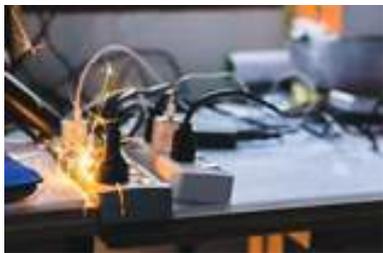
Table 7.1.3: Common Hazards, Risks, and Threats based on the Nature of Operations



Fig. 7.1.3: Maintaining fire hazards within the workplace

7.1.3 Types of Accidents and Emergencies

Accidents and emergencies can happen anytime in a garment factory. These may include fire, electric shock, cuts, or slips. It is important for every worker to stay calm and know what to do in such situations. Quick and correct action can help save people and prevent more damage.

Type of Accident/ Emergency	Images	Necessary Action	Explanation
Fire		Use a fire extinguisher and move to a safe area.	The worker must turn off the power and alert others quickly. They should follow the fire exit signs and not panic.
Electric Shock		Switch off the power and call for help.	Do not touch the person directly; use a wooden stick or a dry cloth. Inform the supervisor and call a trained person or doctor.
Cut or Bleeding Injury		Use a clean cloth to stop the bleeding and go to the first-aid box.	The worker must press the wound gently and keep the hand raised. Then, report to the supervisor and visit the health room if needed.
Slip or Fall		Help the person stand or sit and check for injury.	If the person is hurt, don't move them too much. Call for first aid and inform the supervisor.
Machine Malfunction		Stop the machine and report the problem.	The worker should not try to fix it alone. Only the maintenance person should check and repair it.

Type of Accident/ Emergency	Images	Necessary Action	Explanation
Chemical Spill		Stay away from the area and wear gloves or a mask if helping.	Inform the supervisor and let trained staff clean the spill. Do not touch the chemical with bare hands.
Eye Irritation (due to dust or chemical)		Wash the eyes gently with clean water.	The worker should not rub their eyes. If the irritation continues, they must go to the clinic.
Burns (from iron or machine)		Cool the area with cold water and cover it.	The worker must avoid using any cream without asking. Report the burn to the supervisor for first aid.

Table 7.1.4: Types of Accidents and Emergencies that can occur and necessary actions against them

7.1.4 Process of Seeking Clarifications from Supervisors or Authorised Personnel

Sometimes, workers in a garment factory may see something that looks unsafe or dangerous. It is important to ask questions or report the problem to a supervisor or authorised person. This helps prevent accidents and keeps everyone safe. Speaking up at the right time shows responsibility and care for others.



Fig. 7.1.4: Seeking clarification from supervisors

The process of seeking clarifications in case of perceived safety risks from supervisors or authorised personnel is discussed as follows:

- **Stay calm and observe the problem:** The worker should not panic and must look at what seems unsafe. This helps in giving the right information to the supervisor.
- **Go to the nearest supervisor or safety officer:** The worker should report the problem to the person in charge right away. They should not try to fix the issue without permission.
- **Explain the problem clearly:** The worker must tell what they saw, where it happened, and why it feels unsafe. Speaking clearly helps the supervisor understand and take action quickly.
- **Ask if it is safe to continue working:** The worker should ask if they can keep working or need to stop for safety. This keeps them and others protected from possible danger.
- **Follow the supervisor's instructions:** After reporting, the worker must listen carefully and do what the supervisor says. This helps fix the problem the right way.
- **Use polite and respectful language:** The worker should talk in a respectful and clear manner. Being polite helps in better communication and faster help.
- **Report again if the issue is not solved:** If the danger continues, the worker should report it again or talk to a higher authority. Safety is always more important than staying quiet.

7.1.5 Actions to be Taken during Mock Drills, Evacuations, and Actual Emergencies

Mock drills, evacuations, and real emergencies help workers in a garment factory learn how to stay safe. These actions are practised so that everyone knows what to do during a fire, earthquake, or other danger. It is important to stay calm, follow instructions, and move quickly. These safety steps can save lives and prevent injuries.

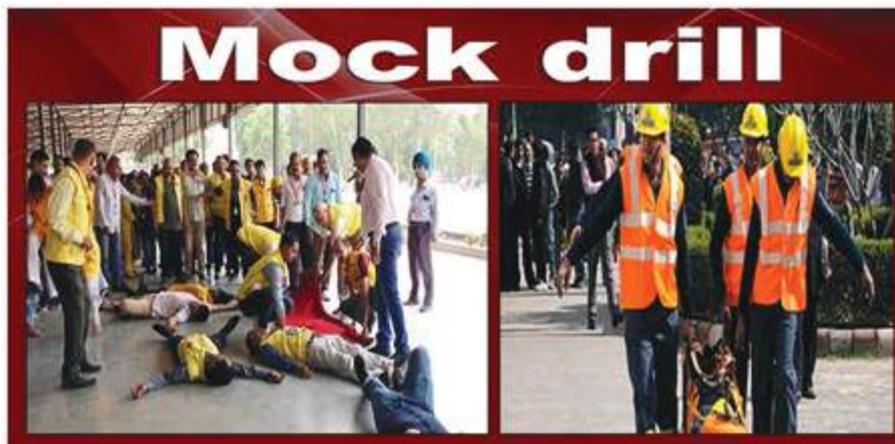


Fig. 7.1.5: Mock drill followed in the office premises

The actions to be taken during mock drills, evacuations, and actual emergencies are mentioned below:

- **Stop work immediately when the alarm rings:** Workers must stop using machines or tools right away. This prevents accidents while trying to evacuate.
- **Listen carefully to instructions:** Workers must stay quiet and hear what the supervisor or safety officer says. Clear listening helps them know where to go and what to do.
- **Do not panic or run:** Workers should walk quickly and calmly towards the exit. Running can cause falls or injuries.
- **Use the nearest emergency exit:** Workers must leave the factory using the exit shown during training. Emergency exits are the fastest and safest way out.
- **Follow the marked escape route:** Arrows and signs guide workers to safety during a drill or emergency. Following them avoids confusion or going the wrong way.
- **Help others if needed:** Workers can help co-workers, especially the elderly or those feeling unwell. Working as a team keeps everyone safe.
- **Do not carry bags or tools:** During emergencies, workers must leave all personal items behind. Carrying extra things slows them down and can block the way.
- **Gather at the assembly point:** After exiting, workers must go to the safe area outside the building. This helps the supervisor check if everyone is safe.
- **Wait for further instructions:** Workers must stay at the assembly point until they are told what to do next. This makes sure no one returns too early.
- **Take every drill seriously:** Even if it is only practice, workers should treat mock drills like real emergencies. This prepares them for real-life situations.



Fig. 7.1.6: Mock drills

7.1.6 Following Procedures Related to the Environmental Management System in the Workplace

An environmental management system helps the workplace stay clean and protect nature. In a garment factory, workers must follow rules to save energy, reduce waste, and keep the air and water clean. These small actions help the Earth and make the factory a better place. Everyone must do their part to care for the environment.

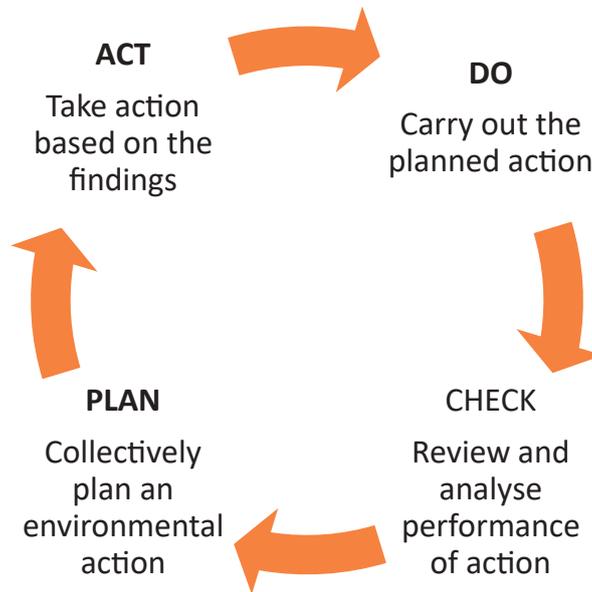


Fig. 7.1.7: Benefits of implementing an Environmental Management System

The procedures related to the Environmental Management System that need to be followed in the garment manufacturing units are discussed as follows:

1. **Switch off lights and machines when not in use:** Workers must turn off machines, fans, or lights during breaks or after work. This helps save electricity and reduce energy waste.
2. **Use water carefully:** Workers should not waste water while cleaning or washing their hands. Using only what is needed saves water for future use.
3. **Separate waste before throwing it:** Workers must put fabric scraps, paper, plastic, and chemical waste in different bins. This helps in recycling and keeps harmful waste away from the environment.
4. **Avoid using too much plastic:** Workers should use cloth bags or reusable containers instead of plastic. This reduces plastic waste and pollution.
5. **Report oil or chemical spills:** If any liquid spills on the floor or near machines, workers must inform the supervisor. This stops harmful chemicals from reaching the ground or water.
6. **Keep doors and windows closed when air conditioners are on:** This helps save energy and keeps the room temperature steady. It also reduces the factory's electricity use.
7. **Follow rules for using eco-friendly materials:** Workers should use safe dyes, threads, and chemicals as told by the supervisor. These are better for people and the planet.
8. **Keep the workplace clean and green:** Workers should clean their areas and help take care of plants or green corners in the factory. A clean and green place helps everyone feel fresh and healthy.

UNIT 7.2: Task Preparation and Operational Safety

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain organisational procedures for the safe handling of equipment and machine operations.
2. Demonstrate how to obtain and interpret information from work tickets or job cards accurately.
3. Illustrate how to ask relevant questions to clarify unclear task instructions from supervisors.
4. Discuss how to review and confirm agreed-upon work targets and special instructions with supervisors.
5. Describe how to select, inspect, and use tools and equipment safely and correctly.
6. Explain how to ensure the work area is hazard-free and set up equipment as per job requirements.

7.2.1 Organisational Procedures for the Safe Handling of Equipment and Machine Operations

In garment manufacturing, machines and tools are used every day for cutting, stitching, and finishing clothes. It is very important to follow the factory's safety rules while using this equipment. These rules help prevent accidents and keep workers safe. Following proper procedures also helps machines last longer and work better.



Fig. 7.2.1: Need to use the sewing machine safely

The organisational procedures for safe handling of equipment and machine operations are discussed below:

1. **Check machines before use:** The worker must look for any damage or loose wires before starting the machine. This helps avoid sudden breakdowns or shocks.
2. **Wear safety gear:** Workers should wear gloves, masks, or safety glasses if needed. This protects them from dust, sharp tools, or flying threads.
3. **Use machines only after training:** Only trained workers should use sewing machines, cutting machines, or ironing tools. This reduces mistakes and keeps the person safe.
4. **Do not touch moving parts:** Workers should keep their hands and clothes away from fast-moving machine parts. This prevents injury.
5. **Switch off machines after use:** After the task is done, the worker must turn off the machine and unplug it. This saves electricity and prevents fire or shock risks.

6. **Report machine faults to the supervisor:** If the machine is not working properly, the worker must inform the supervisor. This helps in quick repair and avoids accidents.
7. **Clean tools and machines regularly:** Workers should clean sewing machines, cutters, and other tools after use. Clean machines work better and are safer to handle.



Fig. 7.2.2: Proper way of using a sewing machine

7.2.2 Process of Obtaining and Interpreting Information from Work Tickets or Job Cards

In garment manufacturing, workers receive instructions through work tickets or job cards. These documents tell them what work to do, how to do it, and by when. It is important to read and understand the information correctly to avoid mistakes. This helps in finishing the work on time and to the quality.

Date:	Date:		
Job Card Number:	[Job Card Number]		
Location of Work:	[Second Party Company Address]		
Time Started:	[Time]		
Time Completed:	[Time]		
Electrician Details			
Name:	[Your Name]		
Job Title:	[Your Job Title]		
Certification Number:	[Number]		
Materials Used			
Description	Certification Number:	Unit Price	Total
Total Cost of Job:			

Fig. 7.2.3: Job card

The steps for obtaining and interpreting information from work tickets or job cards accurately are mentioned as follows:

1. **Collect the job card from the supervisor:** The worker takes the work ticket or job card before starting the task. It is given at the beginning of each shift or for each new job.
2. **Read the product details carefully:** The worker checks what type of garment needs to be made—like a shirt, pants, or dress. This helps them know what materials and machines to use.
3. **Check the quantity and size:** The job card tells how many pieces to make and what sizes. This avoids extra work or wrong production.

4. **Note the stitching or cutting instructions:** The card has steps or symbols that explain how to stitch, cut, or finish the garment. The worker must follow these steps exactly.
5. **Understand the deadline:** The job cards mention when the work should be completed. This helps the worker plan and finish on time.
6. **Ask questions if something is not clear:** If the worker does not understand any part, they must ask the supervisor. This prevents mistakes and keeps work smooth.
7. **Follow all points mentioned on the card:** The worker must complete the task as per the card. This helps maintain quality and workflow in the factory.

WORK TICKET		
Employee No. _____	Date _____	Job No. _____
Operation _____	Account _____	Dept. _____
Stop _____	Rate _____	Pieces: Worked _____
Start _____	Amount _____	Rejected _____
		Completed _____

Fig. 7.2.4: Work ticket

7.2.3 Process of Asking Relevant Questions to Clarify Unclear Task Instructions from Supervisors

In garment manufacturing, sometimes workers may not understand the instructions given for a task. It is important to ask the supervisor the right questions to avoid confusion. Asking clearly and politely helps the worker complete the job correctly and on time. It also shows that the worker wants to do the job well.



Fig. 7.2.5: Clarifying an unclear task from the supervisor

The process of asking relevant questions to clarify unclear task instructions is given as follows:

1. **Listen to the instructions carefully first:** The worker should pay full attention when the supervisor is explaining the task. This helps them understand most of the instructions clearly.
2. **Think about what is not clear:** If the worker feels confused about any part of the job, they should think and note down what they do not understand. This helps in asking the right question.
3. **Ask questions politely and clearly:** The worker should go to the supervisor and ask in a soft voice, "Can you please explain how to fold this fabric?" Being polite shows respect.
4. **Use simple and direct words:** The worker should use easy words to ask the question. For example: "Should I stitch one line or two lines?" makes the doubt clear.
5. **Repeat the answer to confirm understanding:** After getting the answer, the worker can repeat it, like, "So I will stitch two lines here, right?" This confirms if they understood correctly.
6. **Ask immediately before starting the task:** The worker should ask about the doubt right away and not wait until later. This saves time and avoids mistakes in the work.

7.2.4 Process of Reviewing and Confirming Agreed-upon Work Targets and Special Instructions with Supervisors

In garment manufacturing, it is important for workers to know exactly what work they need to do. Work targets and special instructions are given by supervisors. The worker must check and confirm these details before starting. This helps the worker do the job properly, on time, and without mistakes.

The process of reviewing and confirming agreed-upon work targets and special instructions is mentioned as follows:

1. **Listen carefully to the supervisor:** The worker should listen when the supervisor tells them the daily work targets and special points. This helps to understand the job clearly.
2. **Check the work ticket or job card:** The worker reads the job card to know how many pieces to make and if there are any extra instructions. It gives full details of the work.
3. **Ask questions if anything is unclear:** If the worker doesn't understand something, they should ask the supervisor politely. For example: "Should I use double stitch for all pieces?"
4. **Repeat the target and instruction to confirm:** The worker can repeat what they understood, like "So I will make 30 shirts with blue buttons today, right?" This helps confirm everything is correct.
5. **Write down the special instructions if needed:** If the supervisor gives extra steps or important notes, the worker can write them down. This avoids forgetting during work.
6. **Start the work only after confirming everything:** The worker begins the task only after making sure they fully understand the targets and instructions. This helps complete the job well.

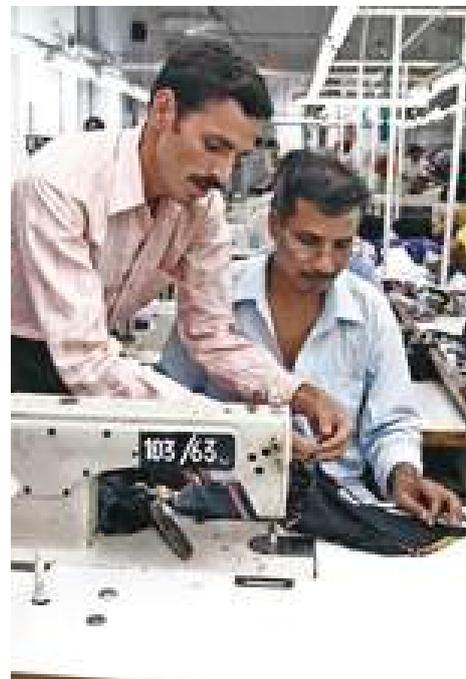


Fig. 7.2.6: Following special instructions from supervisors

7.2.5 Process of Selecting, Inspecting, and Using Tools and Equipment

In garment manufacturing, workers use many tools and equipment, like scissors, sewing machines, and measuring tapes. It is important to choose the right tool for the job and check if it is working properly. Safe use of tools helps to avoid accidents and complete the work neatly. Workers must follow the correct steps to keep the tools in good condition and work safely.

The system of selecting, inspecting, and using tools and equipment safely and correctly is discussed below:

1. **Select the right tool for the task:** The worker chooses the correct tool, like scissors for cutting or measuring tape for checking length. The right tools make the job easy and fast.
2. **Inspect tools before use:** The worker checks the tool for any damage or problems, like broken handles or loose wires. This helps stop accidents or poor-quality work.
3. **Inform supervisor if a tool is damaged:** If any tool is found broken or unsafe, the worker should tell the supervisor. This helps get a replacement or repair before starting the work.
4. **Use tools in the correct way:** The worker must use each tool as trained, like holding scissors properly or sewing in a straight line. Wrong use can harm both the worker and the material.
5. **Follow safety rules while using machines:** The worker should keep fingers away from moving parts and tie back loose hair or clothes. This prevents injuries.
6. **Keep tools clean and return after use:** After finishing work, the worker cleans the tools and returns them to their proper place. This keeps tools ready for the next use.



Fig. 7.2.7: Using a sewing machine correctly and safely



Fig. 7.2.8: Following fabric inspection correctly

7.2.6 Process of Ensuring Hazard-free Work Area and Setting Up Equipment as per Job Requirements

In garment manufacturing, it is very important to keep the work area clean and safe. A hazard-free area helps the worker move and work easily without getting hurt. The worker also needs to set up the right equipment in the correct way for the job. This helps the worker complete the task properly and on time.



Fig. 7.2.9: Fire hazard-free working area

The process of ensuring the work area is hazard-free and setting up equipment as per job requirements is given as follows:

1. **Clean the work area before starting:** The worker removes waste, threads, or fabric pieces from the table and floor. A clean space helps in safe and smooth working.
2. **Check the floor for water or slippery items:** The worker looks for water, oil, or tools lying on the floor and removes them. This prevents slips and falls.
3. **Arrange tools and materials properly:** The worker keeps scissors, measuring tape, and fabric neatly in the right place. This helps save time and avoid mistakes.
4. **Set up the machine correctly:** The worker checks the sewing machine, plugs it in, and sets the right stitch and thread. A proper setup makes the stitching job easy and neat.
5. **Ensure good lighting and ventilation:** The worker checks that the light is enough to see clearly and that there is fresh air. Good lighting helps avoid eye strain and errors.
6. **Check that safety gear is worn if needed:** If needed, the worker wears a glove or mask for safety. This protects from dust or sharp tools.



Fig. 7.2.10: Wearing a mask for prevention from dust

UNIT 7.3: Work Efficiency and Sustainability Measures

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss how to carry out operations at a pace that maintains workflow and meets production targets.
2. Explain how to minimise material wastage and reuse available resources effectively.
3. Describe appropriate methods for the disposal of waste and by-products in accordance with organisational procedures.

7.3.1 Process of Carry Out Operations

In a garment factory, it is important to work at a steady and correct speed. This helps the team complete their tasks on time and reach the daily production target. If one worker is too slow or too fast, it can affect the whole line. Working at the right pace keeps the workflow smooth and the quality good.



Fig. 7.3.1: Need to follow the plan and time to meet regular targets

The process of carrying out operations at a pace that maintains workflow and meets production targets is given as follows:

- **Follow the work plan and time schedule:** Workers must know how much work to finish in a certain time. This helps them plan their speed and avoid delays.
- **Focus on one task at a time:** Workers should give full attention to their current job, like stitching or cutting. This reduces mistakes and keeps work moving.
- **Keep tools and materials ready:** Having scissors, threads, fabric, and other tools nearby saves time. It helps workers continue working without stopping to search.
- **Ask for help if a problem occurs:** If a machine stops or a mistake happens, the worker should inform the supervisor quickly. This prevents long delays and keeps the line moving.
- **Avoid unnecessary breaks or distractions:** Workers should not stop working often or get distracted while on duty. Staying focused helps reach the production target.

- **Work at a steady speed, not too fast or too slow:** Moving too fast can cause mistakes; going too slow can delay others. A balanced speed helps the full team work well together.
- **Check quality while working:** Workers must make sure each piece is correct while working. This avoids rework and saves time later.
- **Support the team and follow instructions:** Workers must follow the supervisor's instructions and help team members if needed. Good teamwork helps everyone meet the target.

7.3.2 Minimising Material Wastage and Reusing Available Resources

In garment manufacturing, it is very important to use fabric, thread, and other materials carefully. Wasting materials increases cost and harms the environment. Workers should learn how to reuse leftover items and avoid mistakes. This helps the factory save money and make better use of resources.

Process	What to Do	Importance
Follow the fabric cutting plan	Cut fabric as per the marker layout given by the supervisor.	This helps to use every inch of fabric properly. It reduces leftover scraps.
Use leftover fabric pieces	Reuse small cloth pieces for making pockets, patches, or samples.	It avoids throwing away good material. It helps in creating useful items.
Measure the thread and materials before use	Take only the needed amount of thread, buttons, or labels.	This prevents extra usage and waste. It keeps the workstation tidy and neat.
Use old cartons and boxes again	Pack finished garments in reused boxes when possible.	It reduces the need for new packaging. This saves money and helps the environment.
Repair and reuse tools	Fix scissors, measuring tapes, or tools instead of buying new ones.	It saves money for the factory. It also teaches workers to care for tools.
Train workers to avoid mistakes	Teach workers how to do tasks correctly the first time.	This reduces rejected pieces and saves material. It also improves work quality.
Store materials properly	Keep fabric, threads, and accessories in clean and dry places.	This protects them from damage or getting dirty. It avoids wasting spoiled items.

Table 7.3.1: Minimising material wastage

Moreover, the reusing of available resources in the garment manufacturing units is mentioned below:

1. **Reuse fabric scraps for small items:** Workers can use leftover fabric pieces to make pockets, patches, or small sample garments.
2. **Use leftover thread for training or sampling:** Short thread pieces can be used in practice stitching or to test sewing machines.
3. **Reuse buttons, zippers, and accessories:** If buttons or zippers are unused or removed from damaged clothes, they can be used again in new garments.

4. **Use old cartons and packaging materials again:** Workers can pack finished clothes in clean, used boxes to save new ones.
5. **Use rejected or damaged clothes for practice:** Trainees can learn cutting or stitching using damaged or rejected garments.
6. **Turn old uniforms into cleaning cloths:** Old or torn uniforms can be cut and reused as dusting or cleaning cloths.
7. **Use leftover labels and tags in sample garments:** Labels from extra stock can be reused in trial pieces or dummy clothes.



Fig. 7.3.2: Dumping off garment wastes before recycling them

7.3.3 Appropriate Methods for the Disposal of Waste and By-Products

In garment manufacturing, many types of waste and by-products are created during cutting, stitching, and finishing. It is important to dispose of these wastes in the correct way as per the factory rules. This keeps the workplace clean, safe, and free from health risks. Proper disposal also helps protect the environment and improves the factory's image.

The appropriate methods for waste and by-products disposal in garment manufacturing units are mentioned as follows:

1. **Separate waste by type:** Workers must put cloth scraps, threads, papers, and plastic in different bins. This makes it easy to recycle or reuse materials.

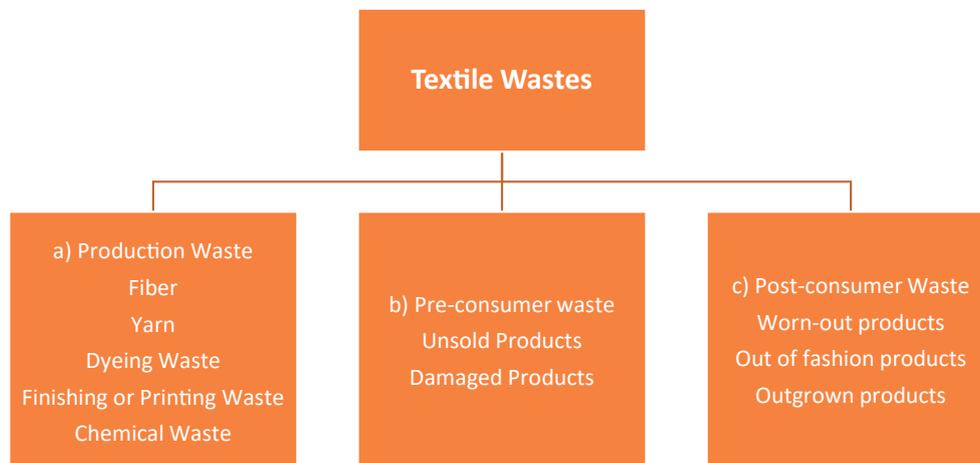


Fig. 7.3.3: Textile wastes segregation

2. **Use labelled dustbins:** All waste should be thrown into bins that are marked for specific materials. This avoids mixing and helps with proper disposal.



Fig. 7.3.4: Labelled dustbins

3. **Dispose of sharp items safely:** Needles, blades, or broken tools should be placed in a special container. This keeps workers safe from cuts or injuries.

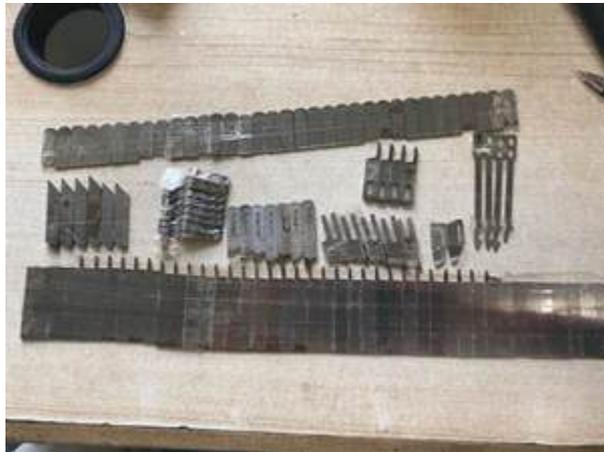


Fig. 7.3.5: Sharp tools used in garment manufacturing

4. **Follow factory rules for chemical waste:** If any cleaning liquids or oils are used, workers must follow safety steps to dispose of them properly. These must never be poured into regular drains.



Fig. 7.3.6: Storage of chemicals safely

5. **Send fabric scraps for recycling:** Leftover cloth pieces can be collected and sent to recycling units. This reduces waste and allows new items to be made.



Fig. 7.3.7: Fabric scraps

6. **Clean the workstation after disposal:** After throwing away waste, workers should sweep and clean their area. This keeps the place tidy and free of dust or threads.



Fig. 7.3.8: Disposal of waste

7. **Inform the supervisor if bins are full:** When waste bins are full, workers must inform the housekeeping staff or supervisor. This avoids overflowing and keeps the area hygienic.



Fig. 7.3.9: Full waste bins

Summary

- Workplace safety involves following health and safety practices to prevent hazards and accidents.
- Employees must identify risks and threats and respond properly to emergencies with guidance from supervisors.
- Mock drills and evacuations prepare workers for real-life emergencies while ensuring environmental safety.
- Safe handling of equipment and interpreting job instructions are crucial for operational safety.
- Workers should clarify doubts, confirm work targets, and use tools safely to avoid accidents.
- Maintaining workflow efficiency requires minimising material waste and disposing of waste properly.
- Sustainable practices like reusing resources help meet production targets while protecting the environment.

Exercise

Multiple-choice Question:

1. Which of the following is a general health and safety practice in the workplace?
 - a. Ignoring hazards
 - b. Wearing protective gear
 - c. Leaving tools scattered
 - d. Avoiding safety drills

2. What should an employee do if task instructions are unclear?
 - a. Guess and start working
 - b. Ignore the task
 - c. Ask relevant questions to supervisors
 - d. Stop working completely

3. Which activity helps prepare employees for actual emergencies?
 - a. Extra lunch breaks
 - b. Mock drills and evacuations
 - c. Taking a random leave
 - d. Cancelling safety meetings

4. What is the best way to minimise material wastage?
 - a. Throw away all unused materials
 - b. Use resources effectively and reuse materials
 - c. Avoid using materials
 - d. Mix waste with finished products

5. How should waste and by-products be disposed of?
 - a. Left on the floor
 - b. Dumped anywhere
 - c. Burned without checking the rules
 - d. Follow organisational disposal procedures

Descriptive Questions:

1. Describe two general health and safety practices that every workplace should follow.
2. Explain the importance of mock drills and evacuations during workplace emergencies.
3. Discuss how an employee should handle tools and equipment safely.
4. Explain two ways to reduce material wastage and reuse resources effectively.
5. Describe how to ensure the work area is free from hazards before starting operations.

8. Abide by Industry, Regulatory, and Organisational Mandates, while Integrating Environmentally Friendly Practices



Unit 8.1 - Ethical and Regulatory Compliance

Unit 8.2 - Operational Responsibility and Workflow

Unit 8.3 - Environmental and Technical Practices



Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Elucidate the importance of adopting an ethical and value-based approach to workplace governance and its benefits to both individuals and the organisation.
2. Explain the significance of punctuality, attendance, and adherence to customer-specific requirements in the apparel sector.
3. Describe country-specific and customer-specific regulatory requirements for the apparel industry and discuss their importance in maintaining compliance.
4. Outline the procedures to report deviations from organisational or regulatory standards and the limits of one's personal responsibility in such situations.
5. List possible doubts on policies and procedures and describe how to seek clarification from supervisors or authorised personnel.
6. Describe the organisational policies and procedures that fall within one's own authority and explain how to act in accordance with them.
7. Illustrate how to handle materials, tools, computers, and software safely and correctly to ensure a clean, hazard-free, and environmentally friendly workspace.
8. Discuss how to support supervisors and team members in upholding organisational policies, and identify procedures to follow when ethical or regulatory requirements are not met.
9. Interpret legal, regulatory, and ethical requirements specific to the apparel industry and explain how to integrate these into daily work practices, including sustainable consumption.
10. Demonstrate how to carry out routine maintenance and cleaning tasks, manage work interruptions effectively, use appropriate cleaning methods, and maintain backups or request software upgrades when needed.

UNIT 8.1: Ethical and Regulatory Compliance

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on ethical workplace governance principles to promote integrity, transparency, and accountability in professional conduct.
2. Explain the benefits of workplace ethics for personal growth and organisational effectiveness.
3. Outline key country- or customer-specific apparel sector regulations and their importance in ensuring compliance and quality standards.
4. Describe the procedure for reporting organisational deviations according to standard company protocols.
5. Discuss the limits of personal responsibility in the workplace and the importance of operating within defined boundaries.
6. Explain how to report possible regulatory deviations properly to the appropriate authorities or supervisors.
7. List common doubts regarding organisational policies and procedures that should be clarified with supervisors or authorised personnel.
8. Describe the scope of organisational policies and procedures within the limits of one's job role and authority.
9. Illustrate the correct response to non-compliance situations to ensure appropriate and timely action.
10. State legal, regulatory, and ethical requirements applicable to the apparel industry accurately and responsibly.

8.1.1 Ethical Workplace Governance Principles

Ethical workplace governance is about doing the right thing at work and following the rules of honesty and fairness. It helps in building trust between workers, supervisors, and customers. For an Inline Checker, it means inspecting garments carefully and reporting defects truthfully without hiding mistakes. It also means respecting company property and treating everyone equally. Following these principles keeps the factory safe, improves work quality, and ensures customers are happy.

An Inline Checker supports ethical workplace governance by performing their duties with honesty and fairness. Integrity is shown when the checker inspects garments properly without skipping any step to save time or hiding defects to make reports look better. They always tell the truth about the garment's condition, even if it may lead to extra work. Transparency means being open and clear in communication, such as informing supervisors about recurring defects, damaged machines, or safety issues without hesitation. The checker does not hide problems or try to fix them secretly if it is not their responsibility, but instead follows proper reporting procedures. Accountability is displayed when the checker takes full responsibility for their work results. If they make a mistake, they immediately admit it, correct it, and learn how to avoid it in the future instead of blaming others.



Fig. 8.1.1: An inline checker checking the sewing process

Additionally, the checker follows company policies, respects workplace rules, and avoids unfair behaviour like favouring certain workers or ignoring faults for personal benefit. They keep accurate documentation of inspections, which helps maintain a fair and reliable record of production quality. Ethical behaviour also means treating team members with respect, helping others when needed, and cooperating to meet deadlines without cutting corners. By following these principles of integrity, transparency, and accountability, the Inline Checker helps the organisation maintain high-quality standards, ensures smooth teamwork, and strengthens the trust of customers and management in the factory's work.



Fig. 8.1.2: Working abiding by the health safety guidelines

8.1.2 Benefits of Workplace Ethics

Workplace ethics are good habits and behaviours that help a person work honestly and fairly. For an Inline Checker, following these ethics helps them grow personally by improving skills, trust, and respect. It also helps the organisation by making production smooth and building a good reputation with customers. When workers are honest and responsible, the factory becomes more successful and safe for everyone.

The benefits of workplace ethics for personal growth and organisational effectiveness are discussed below:

- **Builds personal trust and respect:** The checker gains trust from supervisors and team members by being honest and responsible in their work.
- **Improves skill and confidence:** Following ethics helps the checker focus on quality, which improves their checking skills and confidence in decision-making.
- **Leads to career growth:** A worker with good ethics gets more chances for promotions and recognition in the factory.
- **Creates a safe and fair workplace:** Ethical behaviour ensures safety rules are followed, making the workplace safer for everyone.
- **Increases production quality:** Honest inspection and proper reporting help maintain high garment quality, reducing errors and waste.
- **Builds customer trust:** Ethical practices make customers believe in the factory’s products, leading to more business and long-term success.
- **Supports teamwork and harmony:** When everyone behaves ethically, workers cooperate better, avoid conflicts, and achieve common goals faster.



Fig. 8.1.3: Sewing garments by following hygiene standards as a part of a safe and fair workplace

8.1.3 Key Country- or Customer-specific Apparel Sector Regulations and Their Importance

In the apparel industry, different countries and customers have their own rules to make sure garments are safe, good in quality, and made in fair conditions. These rules include safety standards, chemical use limits, labelling requirements, and worker rights. An Inline Checker must know about these rules to inspect garments correctly and avoid mistakes that could stop shipments. Following these regulations helps the factory stay trusted, avoid penalties, and deliver high-quality products to customers.

Regulation Name	Description	Importance for Compliance and Quality
Labeling Standards	Each country has rules for labelling garments with size, fibre content, washing instructions, and country of origin.	Helps customers understand garment care and ensures the factory meets legal requirements for exporting products.
Chemical Safety Rules (e.g., REACH, CPSIA)	Regulations that control harmful chemicals used in dyes or finishes of garments.	Protects consumer health, ensures garments are safe to wear, and avoids product recalls.

Regulation Name	Description	Importance for Compliance and Quality
Flammability Standards	Rules that ensure garments, especially children's clothes, do not catch fire easily.	Prevents accidents and ensures garments meet safety laws in countries like the US and EU.
Worker Safety and Rights (e.g., OSHA)	Standards that ensure fair wages, safe working hours, and a hazard-free workplace.	Promotes ethical production, prevents factory shutdowns, and builds customer trust.
Customer-Specific Quality Guidelines	Some buyers have their own strict rules for stitching, fabric strength, and overall finish.	Ensures that garments match the customer's brand standards and avoid order rejections.

Table 8.1.1: Key Country- or Customer-specific apparel sector regulations and their importance

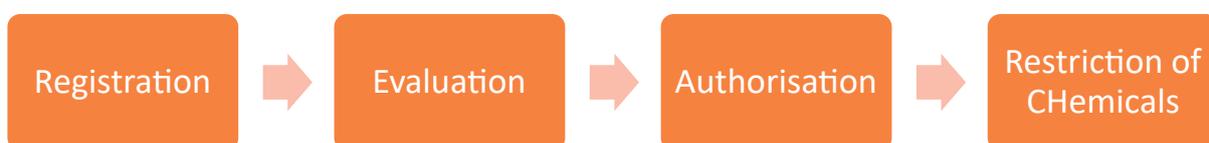


Fig. 8.1.4: Full form of REACH under Chemical Safety Rules

8.1.4 Procedure for Reporting Organisational Deviations

Organisational deviations happen when work is not done according to the company's rules or quality standards. These can include skipped inspection steps, wrong stitching methods, or using non-approved materials. Reporting these deviations on time helps the company take corrective action and avoid big losses. An Inline Checker must follow the proper reporting procedure to inform supervisors or quality managers. This ensures smooth production, fewer mistakes, and better garment quality.



Fig. 8.1.5: Protocol deviations seen within a company

When an Inline Checker identifies any deviation during the garment inspection process, the first step is to stop the faulty garments from moving to the next production stage. The checker should clearly mark or separate these garments in a safe area to avoid mixing them with good-quality pieces. Next, the checker writes down important details such as the type of deviation (for example, wrong stitching, missing parts, or size mismatch), the time it was noticed, the machine or line involved, and the approximate number of garments affected.

The Inline Checker must immediately inform the line supervisor or quality control manager, explaining the deviation in simple and clear words. If the factory uses deviation report forms or software, the checker fills them out with complete information, including photographs if required. This documentation helps supervisors understand the issue quickly and trace the root cause. The quality control team or supervisor will then inspect the reported deviation to confirm the problem and decide on the next steps, such as stopping production, arranging rework, repairing machines, or providing operator training.

After corrective action is taken, the Inline Checker assists in rechecking the fixed garments to ensure they now meet the required standards. Finally, the checker updates the inspection records to show that the deviation was resolved. This process ensures accountability, traceability, and continuous improvement, helping the factory avoid repeated mistakes and maintain trust with customers.

8.1.5 Limits of Personal Responsibility in the Workplace

In a workplace, every worker has specific duties and responsibilities that they must follow. An Inline Checker should know their limits and not take actions that are outside their role. This helps maintain safety, avoid mistakes, and ensure proper workflow. Staying within defined boundaries allows supervisors and other team members to do their parts correctly. Understanding and respecting these limits also improves discipline and teamwork in the factory.

An Inline Checker in a garment factory has the main responsibility of checking garments for defects, ensuring proper stitching, and reporting quality issues. The checker's responsibility is limited to inspecting garments and informing supervisors about any problems found. It is not their duty to repair machines, change sewing methods, or decide on production targets, as these tasks belong to other roles like machine operators or line managers. Operating outside these boundaries could create confusion, damage equipment, or even cause safety risks.



Fig. 8.1.6: A worker sewing safely in a garment manufacturing unit

By working within their assigned responsibilities, the Inline Checker ensures that each department does its job correctly, and the production line runs smoothly. Following these limits also helps maintain proper communication since supervisors know exactly who is responsible for each task. If the checker notices a problem that is outside their role, such as a machine breakdown or worker safety issue, they must report it to the concerned personnel instead of trying to fix it themselves. Respecting these boundaries also prevents conflicts with co-workers and ensures that corrective actions are handled by trained staff.

Overall, understanding personal limits and working within defined boundaries is essential for maintaining safety, accuracy, and teamwork in the garment factory. It allows the Inline Checker to focus on their primary role of quality control while supporting the organisation's workflow without overstepping into other responsibilities.

8.1.6 Process of Reporting Possible Regulatory Deviations

Regulatory deviations happen when factory work does not follow government rules or customer standards. These can include using banned chemicals, wrong labelling, or unsafe work practices. An Inline Checker must report such issues immediately to supervisors or the quality control department. Proper reporting helps avoid legal problems, rejected orders, and loss of trust with customers. Following the correct reporting steps ensures quick corrective action and keeps the factory safe and compliant.

The process of reporting possible regulatory deviations properly to the appropriate authorities or supervisors is given below:

1. **Observe and Identify Deviation:** The Inline Checker carefully checks garments and production processes to spot anything that goes against government rules or buyer standards, such as incorrect labelling or safety issues.
2. **Stop Handling Affected Garments:** If the deviation involves faulty garments, the checker separates and marks them clearly to prevent them from moving to the next production stage.
3. **Collect Clear Details:** The checker writes down important information like what rule is being broken, where it happened, and how many garments are affected.
4. **Inform the Line Supervisor Immediately:** The checker directly reports the issue to their immediate supervisor or the quality manager for quick action.
5. **Fill Deviation Report Forms:** If the company has forms or digital systems, the checker completes them with all necessary information for record-keeping and investigation.
6. **Support Supervisors in Investigation:** The checker answers questions from supervisors or compliance staff and helps them understand the issue for proper corrective steps.
7. **Follow Up Until Issue is Resolved:** The checker checks back with supervisors to ensure the problem has been fixed and that corrected garments meet all rules and standards.

8.1.7 Common Doubts Regarding Organisational Policies and Procedures

In a garment factory, workers sometimes have doubts about company rules and procedures. An Inline Checker should always ask supervisors or authorised staff to clear these doubts to avoid mistakes. This helps in following correct policies, maintaining safety, and producing quality garments. Clarifying these doubts also prevents confusion and improves teamwork in the workplace.

Doubt	Description	Need for Clarification
Quality Inspection Steps	Unsure about the exact steps or order of checking garments.	Ensures all defects are found and inspection matches company standards.
Reporting Defects	Not clear on whom to inform or how to document defects properly.	Avoids delays in fixing problems and keeps proper records.

Doubt	Description	Need for Clarification
Safety Rules	Confused about machine safety procedures or emergency exits.	Helps prevent accidents and keeps the workplace safe.
Handling Defective Pieces	Unsure whether to repair, recheck, or discard faulty garments.	Prevents good garments from being mixed with bad ones.
Use of Tools and Equipment	Unsure about using measuring tools or sewing machines for checking.	Ensures tools are used safely and correctly without causing damage.
Following Customer Requirements	Doubt about special instructions from a buyer for garment checking.	Helps meet customer quality expectations and avoids shipment rejection.

Table 8.1.2: Common Doubts Regarding Organisational Policies and Procedures

8.1.8 Scope of Organisational Policies and Procedures

Organisational policies and procedures guide workers on how to do their jobs safely and correctly. These rules explain what each worker is responsible for and what decisions they can make. An Inline Checker must understand these policies to avoid taking actions that are not part of their role. This ensures that every task is done by the right person, keeping the workflow smooth and avoiding mistakes. Following these policies also helps maintain high-quality production and discipline in the workplace.

An Inline Checker in a garment factory works under strict organisational policies that specify their responsibilities and what actions they are not authorised to take. The scope of their job includes checking garment pieces for stitching defects, measuring garments to match size charts, inspecting trims and accessories, and recording any defects found during the inspection. They are also responsible for reporting issues to the supervisor or quality manager, but they do not have the authority to stop the entire production line or change the sewing process without approval.



Fig. 8.1.7: Workers sewing garments as a team

Policies also require the Inline Checker to handle garments safely, follow hygiene rules, wear protective gear, and use proper documentation for quality reports. They cannot make final quality approvals, issue rework orders to workers directly, or make changes to customer-specific requirements. Instead, they must escalate such matters to higher-level personnel.

The procedures guide them on how to document defects, separate faulty pieces, and maintain inspection records as proof of quality checks. They are also expected to follow environmental and safety standards, such as disposing of waste correctly and keeping the work area clean.

By understanding these limits, the Inline Checker ensures that all actions are within their job role and avoid mistakes like making unauthorised changes or skipping inspection steps. This clear understanding of policies and procedures keeps the production process organised, improves communication with supervisors, and ensures garments meet required quality standards without delays or compliance issues.

8.1.9 Correct Response to Non-compliance Situations

Non-compliance in garment manufacturing happens when rules, quality standards, or safety procedures are not followed properly. It can occur during stitching, finishing, labelling, or inspection stages. Handling non-compliance properly is important to avoid production delays, customer rejections, or safety hazards. An Inline Checker has a key role in identifying and reporting these issues quickly. Proper response ensures timely corrective action, maintains workflow, and helps the factory deliver good-quality garments.

When an Inline Checker finds non-compliance, they must immediately stop the affected garments from moving forward in production. This is done by tagging or placing them in a marked area to avoid mixing with properly made garments. The checker then carefully documents the issue, noting down the production line, batch number, type of defect, and how many garments are impacted. This information helps supervisors trace the problem and take proper action.



Fig. 8.1.8: Types of Compliance in the garment industry

The next step is to inform the immediate supervisor or quality control manager as soon as possible. The Inline Checker should explain the non-compliance clearly, for example, “The stitching does not match the approved pattern” or “Wrong size labels are used on 20 garments.” If the factory uses non-compliance reports or software systems, the checker must fill in the report completely with all details and, if possible, include pictures for clarity.

Once reported, supervisors will investigate the cause of the non-compliance, which could be due to machine malfunction, untrained operators, or incorrect materials. The Inline Checker assists during this investigation by providing inspection sheets and helping recheck the garments after corrections are made.

Finally, after the problem is resolved, the Inline Checker ensures that all corrected garments meet the required quality and compliance standards before sending them forward. This entire process avoids repeated mistakes, keeps production running smoothly, and ensures that customers receive safe and high-quality garments.



Fig. 8.1.9: Sewing garment before inspecting

8.1.10 Legal, Regulatory, and Ethical Requirements Applicable to the Apparel Industry

The apparel industry must follow many rules to ensure safety, fairness, and good product quality. These include legal laws, government regulations, and ethical practices for treating workers and protecting the environment. An Inline Checker needs to know these requirements to work correctly and avoid breaking rules. Following these standards helps the factory make safe, high-quality garments and maintain trust with customers.

Type	Requirement	Explanation
Legal	Labour Laws	The factory must pay fair wages, provide proper working hours, and ensure no child labour is used.
	Health and Safety Laws	Workers must have safe machines, fire exits, and protective gear to avoid accidents.
Regulatory	Quality Standards (e.g., ISO, BIS)	Garments must meet set size, stitching, and material standards for safety and durability.
	Environmental Rules	The factory must control waste, use safe chemicals, and avoid polluting water and air.
Ethical	Fair Treatment of Workers	All workers must be treated with respect, without discrimination or harassment.
	Honest Practices	The factory should not use fake labels, false claims, or hide defects from customers.

Table 8.1.3: Legal, Regulatory, and Ethical Requirements Applicable to the Apparel Industry

UNIT 8.2: Operational Responsibility and Workflow

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain the importance of punctuality and attendance in maintaining discipline and productivity in the workplace.
2. Describe customer-specific requirements in workflow and their role in meeting service quality and satisfaction benchmarks.
3. Elaborate on how to comply with organisational work standards and procedures effectively.
4. Discuss strategies to enhance organisational performance through active contribution in one's role.
5. Illustrate how to support team members and supervisors in achieving collective goals and maintaining workflow.
6. Explain how to carry out scheduled maintenance and housekeeping tasks to ensure a safe and efficient working environment.
7. Describe the procedure for reporting unsafe work conditions to concerned personnel for timely corrective action.

8.2.1 Importance of Punctuality and Attendance

Punctuality and regular attendance are very important for discipline and smooth working in a garment factory. When workers come on time, daily production starts without delay and targets are met easily. Good attendance also shows responsibility and helps the team work together without extra pressure. If someone is often late or absent, it can slow down production and cause more workload for others. Being punctual and attending work regularly helps maintain order, improve teamwork, and increase overall productivity.



Fig. 8.2.1: Full attendance in a garment manufacturing unit

Punctuality is very important for an Inline Checker because garment inspection is a continuous process that needs to be done at every step of sewing. When the checker reaches work on time, they can begin checking garments as soon as they come from the sewing line. This prevents garments from piling up and ensures a smooth workflow without interruptions. If the checker is late, sewing operators might have to stop or wait for inspection, causing delays in production and affecting deadlines.

Attendance is equally important because regular checking ensures that garment quality is maintained every day. If the checker is absent often, defects may go unnoticed, leading to rework, wastage, and customer complaints. Consistent attendance also means the checker understands the day-to-day changes in production and can handle tasks efficiently.



Fig. 8.2.2: Workers actively involved in manufacturing garments

Good punctuality and attendance show responsibility, discipline, and reliability, which are valued qualities in a workplace. It sets a positive example for other team members and helps supervisors plan and distribute work evenly. Regular and timely presence also reduces stress on co-workers because they don't have to take on extra inspection duties. Overall, punctuality and attendance help maintain discipline, improve teamwork, achieve production targets, and ensure high-quality garments are delivered on time to customers.

8.2.2 Customer-specific Requirements in Workflow

Customer-specific requirements are special instructions or standards given by the customer that the factory must follow while making garments. These requirements may include garment size, stitching type, fabric quality, finishing style, and packaging details. An Inline Checker must understand these instructions and check garments accordingly to avoid mistakes. Meeting these requirements helps maintain service quality and ensures the customer is satisfied with the final product. Following them carefully also helps the factory build trust and long-term business with customers.

In garment manufacturing, every customer has their own expectations and requirements for how garments should be made. These can include precise garment measurements, fabric type, colour matching, seam strength, and finishing details like button placement or embroidery style. Some customers also have special packaging requirements, such as the type of tags, labels, or folding style to be used. An Inline Checker must understand these instructions clearly and inspect garments throughout the sewing process to ensure they match these specific standards.



Fig. 8.2.3: Workers working to meet the customer requirements and maintain the quality

The role of the Inline Checker is crucial because they are the first line of defence against defects that can reduce customer satisfaction. They measure garments during production to ensure they match size charts, check stitching for neatness and durability, and look for issues like open seams or fabric damage. The checker also verifies trims and accessories to ensure they are attached correctly and in the proper position as requested by the customer.



Fig. 8.2.4: Inline checker checking the garments, whether meeting the customers' requirements or not

By carefully following these requirements during the workflow, the Inline Checker helps prevent rework and production delays. This ensures that garments are completed on time, with the correct quality standards, and are delivered to the customer without complaints. Consistently meeting customer-specific requirements improves service quality benchmarks, builds strong relationships with buyers, and increases the chances of receiving more orders in the future. This process not only ensures customer satisfaction but also maintains the factory's reputation for producing reliable, high-quality garments.

8.2.3 Process of Complying with Organisational Work Standards and Procedures

Organisational work standards and procedures are rules set by the factory to make sure work is done safely and of good quality. An Inline Checker must follow these standards to check garments properly and maintain consistency. By following instructions carefully, the checker avoids mistakes and ensures that garments meet customer requirements. Complying with these rules also helps the factory finish work on time and maintain discipline. This improves teamwork, safety, and overall production efficiency.



Fig. 8.2.5: An inline checker checking the sewing process

The process of complying with organisational work standards and procedures is mentioned as follows:

1. **Understand the factory's quality guidelines:** The checker reads and understands the garment quality rules and specifications given by the factory to follow them correctly.
2. **Follow standard inspection methods:** The checker uses approved tools and methods to check measurements, stitching, and finishing without skipping any step.
3. **Maintain proper documentation:** The checker records all defects and inspection results in the given forms or software to keep accurate reports.
4. **Use safety practices:** The checker handles machines and tools safely as instructed to avoid accidents and damage to garments.
5. **Work in the correct sequence:** The checker follows the set order of checking garments during production to avoid confusion and delays.
6. **Report problems immediately:** The checker informs supervisors quickly if any issue or defect is found that they cannot fix on their own.
7. **Attend training sessions:** The checker joins factory training programs to stay updated on new rules, standards, and techniques.
8. **Maintain cleanliness and organisation:** The checker keeps the work area neat as per factory rules to work efficiently and safely.

8.2.4 Strategies to Enhance Organisational Performance

Enhancing organisational performance means making the garment factory work better, faster, and with fewer mistakes. Every worker, including an Inline Checker, has an important part in achieving this goal. By working carefully, avoiding errors, and helping teammates, they support smooth production. Proper communication, quick problem-solving, and following safety and quality standards improve efficiency. When each worker contributes actively, the factory produces high-quality garments, meets customer expectations, and grows successfully.

An Inline Checker plays a key role in improving organisational performance by ensuring that every garment meets quality standards during production. They carefully inspect garments to detect defects early, which reduces rework, saves materials, and keeps production on schedule. Consistent punctuality and attendance help maintain a smooth workflow without interruptions or delays in inspection. Active communication with sewing operators and supervisors allows the checker to report issues quickly, leading to faster problem-solving and better teamwork.



Fig. 8.2.6: Inline checker checking the sewn garment

The Inline Checker also follows safety and organisational procedures to prevent accidents and maintain discipline on the factory floor. They maintain accurate documentation of defects, which helps management identify common problems and improve training programs for workers. By suggesting ideas for improving inspection techniques or making better use of tools, they contribute to process innovation and efficiency. Handling garments carefully prevents unnecessary damage, while maintaining a clean and organised work area supports productivity and safety.

Additionally, by understanding customer-specific requirements and ensuring garments meet these expectations, the Inline Checker directly contributes to customer satisfaction and repeat orders. Working responsibly, helping teammates, and supporting supervisors strengthen teamwork and build a positive workplace culture. All these actions together enhance organisational performance, leading to higher production rates, better quality garments, and long-term success for the factory.

8.2.5 Supporting Team Members and Supervisors

Teamwork is essential in a garment factory to complete daily targets and ensure garment quality. An Inline Checker supports team members and supervisors by checking garments carefully, giving timely feedback, and helping maintain a smooth workflow. Cooperation between workers avoids delays and improves production speed. When supervisors receive accurate reports and updates, they can manage resources better and solve problems faster. By working together and supporting each other, everyone helps the factory achieve its goals efficiently.



Fig. 8.2.7: Workers working as a team in a garment manufacturing unit

An Inline Checker plays a big role in supporting team members during garment production. They work closely with sewing operators by inspecting garments as they come out of the machines and immediately pointing out any defects. This quick feedback helps operators correct mistakes right away, reducing rework and saving time. The checker also shares tips with team members to avoid repeating common stitching errors, which improves overall garment quality. In cases where production slows down due to machine issues or high workload, the Inline Checker can assist in organising garments or handling small tasks to keep the process moving smoothly.

Supporting supervisors is equally important for maintaining workflow. The Inline Checker provides detailed and accurate reports about inspection results, including the number of checked pieces and the types of defects found. This information helps supervisors make better decisions about production planning and quality control. If the checker notices repeated defects, they immediately report them to supervisors so they can arrange training or fix technical issues. The checker also follows all instructions from supervisors carefully and communicates clearly if they face any challenges.



Fig. 8.2.8: A worker sewing garments

Additionally, the Inline Checker helps maintain team discipline by being punctual, following safety rules, and keeping the work area clean. They encourage teamwork by cooperating with other checkers and helping new workers understand inspection procedures. During urgent orders or tight deadlines, the Inline Checker may work faster while still maintaining accuracy to help the entire team meet production goals. By supporting both team members and supervisors, the Inline Checker ensures that workflow runs smoothly, defects are minimised, and production targets are achieved on time.

8.2.6 Carrying Out Scheduled Maintenance and Housekeeping Tasks

Scheduled maintenance and housekeeping are important for keeping a garment factory safe and efficient. Regular maintenance makes sure machines and tools work properly without sudden breakdowns. Housekeeping tasks help keep the workplace clean, organised, and free from hazards. An Inline Checker plays a role in reporting maintenance needs and keeping their inspection area neat. This helps in a smooth workflow, prevents accidents, and ensures high-quality garment production.

The carrying out of scheduled maintenance and housekeeping tasks to ensure a safe and efficient working environment is discussed as follows:

- **Check tools and equipment daily:** The Inline Checker looks at tools and machines every day to ensure they are clean and working correctly.
- **Report maintenance needs:** If a machine or tool is damaged or not working properly, the checker informs the supervisor immediately for repair.
- **Follow the maintenance schedule:** The checker follows the factory's planned maintenance timetable to avoid sudden breakdowns during production.
- **Clean the inspection area:** The checker keeps the working table, chairs, and surrounding area clean to avoid dust and dirt on garments.

- **Organise inspected garments properly:** Finished garments and defective pieces are kept in separate, marked bins to avoid mixing and confusion.
- **Dispose of waste correctly:** Any threads, fabric waste, or packaging material is thrown in proper dustbins to keep the workplace safe.
- **Check safety equipment:** The checker makes sure that safety tools like gloves and first aid kits are available and in good condition.
- **Assist in machine cleaning:** The checker helps in basic cleaning of sewing machines (like wiping dust) to keep them running smoothly.

8.2.7 Procedure for Reporting Unsafe Work Conditions

Reporting unsafe work conditions is very important to keep everyone safe in a garment factory. Unsafe conditions can include broken machines, slippery floors, exposed wires, or blocked emergency exits. An Inline Checker must notice these risks early and report them to the right person without delay. Quick reporting helps supervisors or safety officers fix the problem and prevent accidents. This ensures a safe workplace and smooth production without injuries or delays.



Fig. 8.2.9: Working in front of a pile of garments

The procedure for reporting unsafe work conditions to concerned personnel for timely corrective action is given below:

- **Observe the work area carefully:** The Inline Checker checks for any unsafe conditions like damaged machines, loose wires, or slippery floors while working.
- **Stop working near danger:** If the unsafe condition is risky, the checker avoids working in that area to stay safe.
- **Inform the supervisor immediately:** The checker reports the unsafe condition to the line supervisor or floor manager without wasting time.
- **Describe the problem clearly:** The checker explains exactly what is unsafe, where it is located, and how it could cause harm.
- **Follow safety signs and rules:** While waiting for a fix, the checker follows all safety instructions, such as warning signs or temporary barriers.
- **Help mark the danger area:** If needed, the checker helps place warning boards or tapes to alert other workers about the unsafe condition.
- **Record the issue if required:** The checker may write the unsafe condition in a logbook or safety form if the factory requires documentation.
- **Cooperate with safety staff:** The checker helps safety officers or maintenance staff understand the issue and stays away until it is fixed.

UNIT 8.3: Environmental and Technical Practices

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe how to handle materials and equipment safely to ensure operational efficiency and prevent workplace hazards.
2. Explain how to maintain a clean and hazard-free work area in accordance with safety protocols and work instructions.
3. Discuss the best practices for sustainability and how to integrate them into daily work activities to reduce environmental impact.
4. Outline the procedure for requesting software upgrades and maintaining backup files to ensure smooth and secure operations.

8.3.1 Handling Materials and Equipment Safely

In a garment factory, safe handling of materials and equipment is important to keep work running smoothly and to avoid accidents. An Inline Checker must follow safety rules while using tools like scissors, measuring tapes, and machines. Handling materials carefully prevents damage to fabrics and keeps garments clean. Safe practices also help workers avoid injuries from sharp objects or moving machines. When safety is followed, both operational efficiency and workplace protection are maintained.



Fig. 8.3.1: Using scissors safely

The process of safe handling of materials and equipment to ensure operational efficiency and prevent workplace hazards is mentioned as follows:

1. **Use tools properly:** The checker uses scissors, measuring tapes, and tagging tools carefully to avoid cuts and injuries.
2. **Keep materials organised:** Fabrics, trims, and garments are kept neatly on tables or racks to prevent them from falling or getting dirty.
3. **Follow machine safety rules:** The checker stays away from moving machine parts and avoids touching needles or blades while the machine is running.
4. **Wear safety gear if needed:** Gloves or finger guards are used when handling sharp tools or heavy fabric bundles to protect hands.
5. **Lift materials correctly:** The checker bends knees and keeps the back straight while lifting bundles to avoid back injuries.

6. **Report damaged equipment:** Any broken scissors, faulty machines, or unsafe tools are reported to the supervisor immediately for repair.
7. **Clean the work area regularly:** The checker removes waste threads and keeps the table clean to avoid slips, trips, or garment damage.
8. **Follow factory safety signs and instructions:** The checker pays attention to warning signs and follows instructions to stay safe while working.

8.3.2 Maintaining a Clean and Hazard-free Work Area

Keeping the work area clean and safe is very important in a garment factory. A clean space helps workers focus, prevents accidents, and protects garments from getting dirty or damaged. Safety protocols guide workers on how to organise tools and handle waste properly. Following these instructions also avoids slips, trips, or injuries while working. An Inline Checker must always maintain a neat and hazard-free area to work efficiently and meet quality standards.



Fig. 8.3.2: Clean working area in a garment manufacturing unit

An Inline Checker starts by organising all tools in their proper places, such as keeping scissors, measuring tapes, and defect tags in tool holders or drawers. Loose threads, fabric scraps, and defective garment pieces are immediately collected in labelled bins to avoid clutter. The worktable is cleaned regularly using a soft cloth to remove dust and lint, ensuring garments stay neat during inspection.



Fig. 8.3.3: Dealing with the finished garments properly

To prevent hazards, the checker ensures that the floor is free of spills, sharp objects, or waste that could cause slips and injuries. Safety signs are followed strictly, and any heavy materials are placed securely to avoid falling. The Inline Checker also checks for loose wires or broken machines in the nearby area and promptly reports these issues to supervisors to prevent accidents.



Fig. 8.3.4: Need to clean the machines and the working area

Daily end-of-shift cleaning routines include wiping the table, emptying waste bins, and properly covering inspected garments. Maintaining good lighting and proper ventilation also helps in spotting defects easily and reducing strain while working. By following these detailed safety steps, the Inline Checker creates a clean, safe, and well-organised space that improves productivity and garment quality.

8.3.3 Best Practices for Sustainability

Sustainability in garment manufacturing means working in a way that protects the environment and saves resources. Best practices like reducing waste, reusing materials, and saving energy help keep the factory eco-friendly. An Inline Checker can also support sustainability by handling garments carefully and avoiding unnecessary damage. Small actions taken daily can reduce pollution and make production safer for the planet. Following these practices helps the factory meet environmental standards and create good-quality clothes responsibly.

An Inline Checker supports sustainability by working carefully to minimise fabric wastage and improve garment quality. They start by handling each garment gently during inspection to avoid tearing, staining, or creating extra defects that would lead to wastage. When defects are found, the checker ensures garments are repaired instead of thrown away, which reduces waste generation.



Fig. 8.3.5: Wastage of clothing material needs to be reduced

The checker uses defect tags and inspection sheets efficiently, reusing them where possible instead of wasting paper or materials. They follow the factory's recycling procedures by placing leftover threads, trims, and fabric scraps in proper recycling bins. Tools and equipment are kept clean and in good condition to last longer, reducing the need for frequent replacements.

Energy-saving practices include turning off unused lights and machines when not in use and reporting any energy leaks or machine malfunctions that waste power. Water-saving measures, such as avoiding unnecessary washing of garments during inspection, also help.

The checker also participates in training sessions about eco-friendly practices and reminds co-workers to follow the same rules. By maintaining a clean, organised work area and encouraging repair and reuse, the Inline Checker helps the factory meet sustainability goals while keeping garment production smooth and high-quality.



Fig. 8.3.6: Broken button

8.3.4 Procedure for Requesting Software Upgrades

In garment manufacturing, computer software is often used to track garment quality and production data. To keep this software working well, it may need upgrades and regular backup files. An Inline Checker should know how to request software updates and save backup files safely. This helps in preventing data loss and ensures the system runs without problems. Following the correct procedure also keeps operations secure and avoids delays in production.



Fig. 8.3.7: Need to update the software as required

The procedure for requesting software upgrades and maintaining backup files to ensure smooth and secure operations is mentioned as follows:

1. **Identify software issues or outdated features:** The Inline Checker notices if the software is slow, missing features, or not working properly and reports it.
2. **Inform the supervisor or IT department:** The checker tells the supervisor about the need for a software upgrade so the request can be passed to the IT team.

3. **Fill out a software upgrade request form:** If required, the checker helps by providing details like software version and type of problem in the official request form.
4. **Wait for IT approval and installation:** The IT team checks the request and safely installs the upgrade without affecting daily operations.
5. **Create regular backup files:** The Inline Checker saves garment inspection reports and other important data on a secure drive or storage device.
6. **Use factory-approved storage methods:** Backup files are saved in cloud storage or official company servers to avoid losing information.
7. **Verify data after upgrades:** After the software upgrade, the checker ensures all saved files are safe and working properly.
8. **Follow security guidelines:** The Inline Checker avoids using unauthorised software and follows password rules to keep data secure.

Summary

- Ethical workplace governance promotes integrity, transparency, and accountability in professional behaviour.
- Workplace ethics benefit both personal development and organisational success while ensuring compliance with industry regulations.
- Employees must understand policies, reporting procedures, and boundaries of responsibility to handle deviations properly.
- Operational responsibility includes punctuality, following standards, supporting teams, and reporting unsafe conditions.
- Maintaining workflow requires active contribution, teamwork, and adherence to scheduled maintenance and housekeeping tasks.
- Environmental and technical practices focus on safe handling of materials, clean work areas, and sustainability efforts.
- Proper use of software upgrades and secure backup systems ensures efficient and hazard-free workplace operations.

Exercise

Multiple-choice Question:

1. Which principle is part of ethical workplace governance?
 - a. Dishonesty
 - b. Transparency
 - c. Negligence
 - d. Irresponsibility
2. Why is punctuality important in workplace operations?
 - a. To increase personal free time
 - b. To show casual behaviour
 - c. To maintain discipline and productivity
 - d. To avoid attending meetings
3. What should an employee do if they notice unsafe work conditions?
 - a. Ignore the situation
 - b. Fix it without informing anyone
 - c. Report it to concerned personnel
 - d. Continue working normally
4. Which practice helps reduce environmental impact in the workplace?
 - a. Wasting resources
 - b. Ignoring sustainability measures
 - c. Implementing sustainable practices
 - d. Using hazardous methods
5. Why are backup files important for operations?
 - a. To decorate the system
 - b. To store extra games
 - c. To ensure secure and smooth operations
 - d. To increase internet speed

Descriptive Questions:

1. Explain how ethical workplace governance contributes to integrity and accountability in an organisation.
2. Describe strategies for supporting team members and supervisors to achieve collective goals.
3. Discuss best practices for sustainability and their importance in daily work activities.
4. Illustrate the procedure for reporting unsafe work conditions to maintain a safe workplace.
5. Explain how software upgrades and backup files help in ensuring smooth technical operations.



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9. Employability Skills



DGT/VSQ/N0102

Employability Skills is available at the following location



<https://www.skillindiadigital.gov.in/content/list>

Employability Skills



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& ENTREPRENEURSHIP



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REIMAGINE FUTURE

10. Annexure



Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 1: Introduction (Bridge Module) to Inline Checker Sewing	Unit 1.1: Introduction to the Role of the Inline Checker Sewing	1.1.3 Main Duties and Tasks Done by an Inline and Measurement Checker in a Garment Factory	16	https://www.youtube.com/watch?v=KRKIWY1vv6k	 <p>Checker Job In Garments Company Checker Job In Sewing Company</p>
		2.1.3 Different Types of Fibres, Yarns, and Fabrics	35	https://www.youtube.com/watch?v=hNC1fk6GjF4	 <p>Classification Of Textile Fibers - Sources Of Textile Fibre</p>
		2.1.4 Common Tools and Machines Used to Check the Quality of Garments	35	https://www.youtube.com/watch?v=lbZA4mo-08g	 <p>Types Of Fabric Names and Pictures</p>
		2.1.5 Process of Finding Mistakes in the Cloth, Stitches, or Seams during Checking	35	https://www.youtube.com/watch?v=hH_AHPkBsN8	 <p>Basic tools for every clothing brand owner</p>
Module 2: Prepare for Inline Checking Activities	Unit 2.1: Apparel Inspection Basics and Workplace Safety	2.1.5 Process of Finding Mistakes in the Cloth, Stitches, or Seams during Checking	35	https://www.youtube.com/watch?v=WKSd7Vr84eQ	 <p>Sewing Machine Troubleshooting - Skipped Stitches</p>

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 3: Carry out In-line Checking Activities	Unit 3.2: Production and Workflow Management	3.2.4 Steps to Identify and Resolve Problems Found in Garment Components during Inspection	56	https://www.youtube.com/watch?v=_yXkoDkvtMw	 <p>Inspection Process in Garment Industry: Pre - Production Inspection</p>
Module 4: Maintain Work Area and Tools	Unit 4.1: Equipment Care and Cleaning Operations	4.1.1 Safe Practices to Follow During the Cleaning and Maintenance of Equipment	80	https://www.youtube.com/watch?v=jet6rpfDhoU	 <p>Safety Precautions While Handling the Tools</p>
		4.1.2 Different Types of Cleaning Equipment and Their Specific Uses	80	https://www.youtube.com/watch?v=d3MANyjOocc	 <p>Housekeeping Equipment: Manual & Mechanical Equipment</p>
	Unit 4.2: Workplace Safety and Efficiency	4.2.5 Different Ways to Minimise Material and Resource Wastage during Operations	80	https://www.youtube.com/watch?v=60vtQJ4EGrM	 <p>How to Reduce Wastes and Improve Productivity in Garment Industry?</p>

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 5: Fundamental Concepts and Preparation	Unit 5.1: Measurement and Garment Fundamentals	5.1.1 Metric System of Measurement used in Garment Construction	110	https://www.youtube.com/watch?v=Ki8T_Keg81Q	 <p>Garments measurement system (How to measure a knit garments)</p>
		5.1.5 Common Stitching Faults and Their Impact on Garment Quality	110	https://www.youtube.com/watch?v=2cS8c2Y2MC8	 <p>MOST COMMON DEFECTS IN GARMENTS</p>
	Unit 5.3: Workplace Procedures and Communication	5.3.7 Process of Reporting Quality Issues	110	https://www.youtube.com/watch?v=Ddg14k2adD0	 <p>Inspection Process in Garment Industry: Bulk-Production Inspection</p>
Module 6: Measurement Checking Activities	Unit 6.2: Operational Procedures and Garment Handling	6.2.1 Correct Method for Storing Cut Components	142	https://www.youtube.com/watch?v=xFwJH6B8BII	 <p>How to Garments cutting parts bundling</p>
			142	https://www.youtube.com/watch?v=DdtfyENJ6dY	 <p>Modern Cutting Tools</p>

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 7: Ensure the Promotion of a Safe and Secure Work Environment while Integrating Gender and Persons with Disabilities (PwD) Sensitisation	Unit 7.1: Workplace Safety and Emergency Preparedness	7.1.2 Common Hazards, Risks, and Threats based on the Nature of Operations	166	https://www.youtube.com/watch?v=C3uei9RYJcU	 <p>Safety Toolbox Talk No 228 Health Hazards in Textile Industry</p>



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**APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL**

Address: Apparel Made-ups & Home Furnishing Sector Skill Council

Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Web: www.sscamh.com