

# Participant Handbook

Sector  
**Apparel**

Sub-Sector  
**Apparel, Made-Ups & Home Furnishing**

Occupation  
**Department Supervision**

Reference ID: **AMH/Q1920, Version 4.0**  
**NSQF level: 3**



**Record Keeper- Sewn  
Items Manufacturing**

## Published by

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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

”



# Certificate

## COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

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

for

### **SKILLING CONTENT: PARTICIPANT HANDBOOK**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: '**Record Keeper- Sewn Items Manufacturing**'

QP No. '**AMH/Q1920, NSQF Level 3**'

Date of Issuance: February 18<sup>th</sup>, 2025

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

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The preparation of this handbook would not have been possible without the Fashion Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

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 “Record Keeper- Sewn Items Manufacturing” 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/N1920: Plan to identify record needs and assign unique identification to records
2. AMH/N1921: Establish and maintain records as evidence to process performance
3. AMH/N1922: Maintain health, safety and security in the record keeping work area & Gender Sensitivity Requirements & PWD
4. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job Roles
5. DGT/VSQ/N0101: Employability Skills (30 Hours)

## Symbols Used



Key Learning  
Outcomes



Unit  
Objectives



Exercise



Tips



Notes



Summary





# 1. Introduction and Orientation to Record Keeper – Sewn Items Manufacturing



Unit 1.1 - Understanding Record Keeping in Apparel



## Key Learning Outcomes



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

1. Describe the size and importance of the apparel industry in simple terms.
2. Explain what a record keeper does and what their main duties are.
3. Discuss the different types of jobs a record keeper can get in the apparel industry.
4. Illustrate how clothes are made in factories and describe how the record keeper helps in this process.

## UNIT 1.1: Understanding Record Keeping in Apparel

### Unit Objectives

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

1. Elaborate on the size and importance of the apparel industry in a clear and simple way.
2. Describe the main duties and responsibilities of a record keeper in the apparel industry.
3. Discuss the different job opportunities available for a record keeper in the apparel sector.
4. Illustrate the steps of how clothes are made in factories and explain the record keeper's role in the production process.

### 1.1.1 Apparel Sector of India

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 table cloths. 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](https://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 Record Keeper- Sewn Items Manufacturing 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**

India's garment and textile industry is strong and growing fast. The reasons behind this are discussed 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.

#### **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.

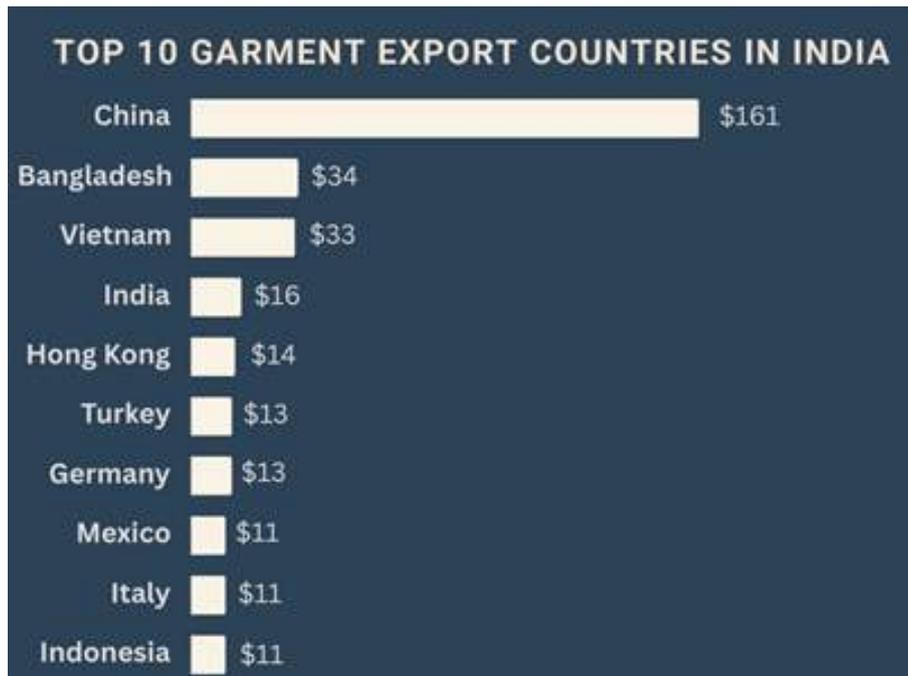


Fig. 1.1.3: Indian export of garments in FY 23-24 (\$16 billion)

(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. 1.1.4: Advanced garment manufacturing technology

### 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.

AMHSSC (Apparel, Made-Ups and Home Furnishing Sector Skill Council) plays an important role in helping people learn and grow in the garment and home furnishing industry. It creates special training courses for different jobs, such as Record Keeper- Sewn Items Manufacturing, tailors, pressmen, fashion designers, etc. These courses teach workers how to do their jobs in a safe, fast, and correct way.

AMHSSC also works with factories and companies to understand what kind of workers are needed. This helps ensure that the training aligns with what the industry is looking for. Trained workers can get jobs in factories, export houses, or even start their own small businesses. By learning the right skills, workers can make better-quality products, feel more confident, and earn more money. In this way, AMHSSC connects skilled workers with good job opportunities and supports their future growth.



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

Fig. 1.1.5: AMHSSC logo

### Importance of the Apparel Industry to India

The importance of the apparel industry to the economy of India is mentioned as follows:

- **Major Employment Generator:** The apparel industry is one of India's largest employers, providing jobs to millions across rural and urban areas. It especially empowers women, who make up a significant portion of the workforce.
- **Significant Export Contributor:** As one of the top foreign exchange earners, the apparel sector boosts India's export revenues. It helps maintain India's strong presence in global textile and garment markets.
- **Supports Traditional Crafts and Artisans:** The industry preserves India's rich textile heritage by promoting handlooms and traditional designs. This sustains the livelihood of local artisans and weavers across the country.
- **Encourages Small and Medium Enterprises (SMEs):** A large portion of the apparel sector is driven by SMEs, which create jobs and foster entrepreneurship. These enterprises play a key role in regional economic development.
- **Reduces Unemployment and Skill Gaps:** The labour-intensive nature of the industry allows it to absorb a wide range of unskilled and semi-skilled workers. It also acts as an entry point for many first-time job seekers.
- **Drives Allied Industry Growth:** The apparel sector supports numerous allied industries such as textiles, dyes, accessories, logistics, and packaging. This creates a strong industrial ecosystem with widespread economic benefits.
- **Promotes Industrial Modernisation:** With increasing global competition, the apparel industry in India is adopting modern technologies and practices. This modernisation improves productivity and enhances India's global competitiveness.

## 1.1.2 Duties and Responsibilities of a Record Keeper in the Apparel Industry

A record keeper plays a key role in handling an organisation's documents and data, both in physical and digital formats. Their main task is to keep records well-organised, up-to-date, and secure, making sure they are easy to access when required. They must also protect private information and follow all rules and policies related to record handling. Their work includes entering data, organising files, storing records safely, and helping other departments with information needs.



Fig. 1.1.6: An Indian record keeper

A record keeper in the apparel industry keeps track of raw materials and finished goods. He or she enters all stock details into registers or computer systems to keep records accurate. The record keeper checks and verifies goods received and sent out to avoid mistakes. He or she also prepares reports and helps during stock audits. Keeping documents safe and working with other departments are also important parts of the job.

 A screenshot of a Microsoft Excel spreadsheet. The title bar reads 'Microsoft Excel - Store Management and Record Keeping - Book1'. The ribbon shows the 'Formulas' tab. The spreadsheet has a blue header row with the title 'Store Management and Record Keeping'. Below the header, there is a table with columns for 'S.No.', 'Name', 'Description', and 'Quantity'. The table contains several rows of data, including items like 'Cotton Cloth', 'Polyester', 'Woolen Cloth', 'Silk Cloth', 'Linen Cloth', 'Cotton Thread', 'Woolen Thread', 'Silk Thread', 'Linen Thread', 'Cotton Yarn', 'Woolen Yarn', 'Silk Yarn', 'Linen Yarn', 'Cotton Fabric', 'Woolen Fabric', 'Silk Fabric', and 'Linen Fabric'. The 'Quantity' column shows values for each item.
 

S.No.	Name	Description	Quantity
1	Cotton Cloth	400	200
2	Polyester	350	150
3	Woolen Cloth	20	20
4	Silk Cloth	10	10
5	Linen Cloth	5	5
6	Cotton Thread	25	25
7	Woolen Thread	25	25
8	Silk Thread	25	25
9	Linen Thread	25	25
10	Cotton Yarn	500	500
11	Woolen Yarn	50	50
12	Silk Yarn	50	50
13	Linen Yarn	50	50
14	Cotton Fabric	200	200
15	Woolen Fabric	200	200
16	Silk Fabric	200	200
17	Linen Fabric	200	200

Fig. 1.1.7: Sample Format for record keepers in the apparel industry

The responsibilities of a record keeper in the apparel industry are given as follows:

- **Organising and maintaining records:** Ensuring all physical and digital documents are properly sorted, labelled, and stored for easy retrieval.
- **Entering and updating data:** Accurately inputting new information and updating old records in the system.
- **Filing and storage:** Keeping track of documents through careful filing and archiving practices.
- **Information retrieval:** Providing records to staff or departments who are authorised to use them.
- **Protecting confidentiality:** Keeping sensitive records secure and ensuring that privacy is maintained.
- **Supporting audits:** Supplying documents and helping during internal or external inspections.
- **Disposing of old records:** Removing or destroying records that are no longer needed, following set guidelines.
- **Managing document lifecycle:** Overseeing the full process of document creation, review, approval, updating, and retirement.
- **Team collaboration:** Working closely with other departments to support smooth record-keeping processes.
- **Following laws and rules:** Ensuring all practices meet legal and organisational standards.
- **Scanning and digitising files:** Converting paper documents to electronic form for better storage and access.
- **System upkeep:** Making sure the document management system is current and functions well.
- **Training others:** Sometimes, teaching staff how to handle records correctly.
- **Solving problems:** Fixing issues related to accessing or storing records.
- **Tracking items:** May also help in keeping records of company assets and inventory.



*Fig. 1.1.8: A record keeper checking materials in the warehouse*

On the other hand, the key duties of a record keeper in the apparel industry of India are mentioned below:

- **Document Scanning and Digitisation:** The record keeper is responsible for turning paper documents into digital files by scanning and properly labelling them for easy access and storage.
- **Database Management:** They take care of updating and managing electronic systems used to store and organise records.
- **Team Coordination:** They work together with colleagues and different departments to keep record-keeping smooth and effective.
- **Staff Training and Assistance:** They may help train other employees on how to use record systems correctly and provide support when needed.
- **Audit and Report Support:** They assist during audits by sharing the required documents and helping with the review and analysis of data.

### 1.1.3 Different Job Opportunities for a Record Keeper in the Apparel Sector

A record keeper in the apparel sector can find job opportunities in various departments like inventory, production, logistics, and quality control. With experience, he or she can also move into supervisory or data management roles. Many garment factories, export houses, and retail companies hire skilled record keepers. They are also needed in warehouses, showrooms, and e-commerce units to manage product information. The job offers chances to grow with training and computer skills.

The available job opportunities are discussed as follows:

#### 1. Inventory Record Assistant

- **Job Role:** Maintains records of raw materials, fabrics, trims, and finished products in the store area. Checks stock levels regularly and updates inventory sheets or software.



Fig. 1.1.9: Inventory Record Assistant

#### 2. Production Data Entry Operator

- **Job Role:** Enters daily production data such as pieces made, hours worked, and materials used. Prepares basic reports for supervisors and helps monitor workflow.



Fig. 1.1.10: Production Data Entry Operator

#### 3. Dispatch and Logistics Clerk

- **Job Role:** Maintains records of finished goods being packed and sent to customers or warehouses. Tracks shipment details and ensures correct labelling and documentation.



Fig. 1.1.11: Dispatch and Logistics Clerk

#### 4. Quality Control Record Keeper

- **Job Role:** Records the results of quality checks during different stages of garment production. Helps in organising quality-related documents and inspection files for audits.



Fig. 1.1.12: Quality Control Record Keeper

### 1.1.4 Role of the Record Keeper in the Production Process

In garment factories, clothes are made through a step-by-step process that includes designing, cutting, stitching, finishing, and packing. Each step involves workers, machines, and materials that must be carefully tracked. The record keeper plays a key role by maintaining proper records of materials used, pieces made, and items dispatched. This helps the factory run smoothly and avoids delays or losses.



Fig. 1.1.13: Various departments in garment manufacturing



Fig. 1.1.14: Ongoing garment production

### Record Keeper's Role in the Production Process

- **During Fabric Sourcing and Inspection:** A record keeper records fabric arrival details, quantity received, and inspection results. This prevents confusion about fabric shortages or defects.
- **During Cutting:** The record keeper maintains cutting reports, including fabric usage and the number of pieces cut. These records help in planning the next steps.
- **During Designing and Sampling:** The record keeper files design documents and notes when samples are made and approved. This helps in tracking style-wise production orders.
- **During Stitching:** He or she enters daily production data, such as how many garments were stitched and by which line. This supports production planning and target tracking.
- **During Quality Checking:** Inspection reports and defect counts are recorded by the record keeper. This data is useful for quality improvement and audit purposes.
- **During Finishing and Packing:** The record keeper updates records of garments that are pressed, packed, and ready to dispatch. He or she also prepares shipping labels and delivery records.

The screenshot shows an Excel spreadsheet with the following structure:

MONTHLY MATERIAL PRODUCTION																	
Sr	Product Name	Type 1	Type 2	Schedule	Dispatches	Balance	Date	Fri		Sat		Sun		Mon		Tue	
							11/6/2020	1-Jan-21	2-Jan-21	3-Jan-21	4-Jan-21	5-Jan-21	Plan	Actual	Plan	Actual	Plan
					500	120	380		200	100	200	20					
						0	0										
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Fig. 1.1.15: Sample Template used by a record keeper in the apparel industry

## Summary

- The apparel industry is large and vital for the economy, offering many job opportunities.
- A record keeper plays an important role in managing production data.
- They are responsible for keeping accurate records of materials, processes, and output.
- Record keeping ensures smooth operations and helps in maintaining quality and timelines.
- Clothes are made through a step-by-step process, including designing, cutting, stitching, finishing, and packaging.
- At each step, the record keeper tracks progress and updates necessary logs.
- This role supports better coordination and efficiency in the apparel manufacturing process.

## Exercise

### Multiple-choice Question:

1. What is one reason the apparel industry is important?
  - a. It reduces internet usage
  - b. It provides employment and supports the economy
  - c. It improves farming techniques
  - d. It teaches computer coding
2. What is a key duty of a record keeper in the apparel industry?
  - a. Sewing clothes
  - b. Selling finished garments
  - c. Keeping track of production records
  - d. Designing fashion catalogues
3. Which of the following is a possible job opportunity for a record keeper?
  - a. Textile weaver
  - b. Quality controller
  - c. Inventory manager
  - d. Machine technician
4. Which step is part of the clothing production process in factories?
  - a. Baking
  - b. Drawing
  - c. Cutting fabric
  - d. Mixing chemicals
5. How does a record keeper support the clothing production process?
  - a. By driving trucks
  - b. By packaging boxes
  - c. By updating records at each stage
  - d. By ironing the garments

### Descriptive Questions:

1. Describe the size and importance of the apparel industry in simple words.
2. What are the main duties of a record keeper in the apparel industry?
3. Discuss at least two job opportunities a record keeper can pursue in the apparel sector.
4. Explain how clothes are made in factories, step by step.
5. Illustrate how a record keeper helps in the clothing production process.





## 2. Plan to Identify Record Needs and Assign a Unique Identification to Records



Unit 2.1 - Organisational Data and Records

Unit 2.2 - Data Collection and Sampling Methods



## Key Learning Outcomes

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

1. By the end of this module, the participants will be able to:
2. Describe the scope and sensitivity of data types like data related to production, quality, design, R&D, etc.
3. Explain how an organisation keeps records in a safe and organised way.
4. Define how codes and names are given to quality records at different steps in the work process.
5. Describe the flowchart of the manufacturing processes of the company.
6. Identify data collection procedures and practices.
7. Identify the mode of collecting data for records like direct measurement, offline data collection, online data collection, data collection for sampling, etc.
8. Explain sampling methods related to data collection.
9. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.
10. Identify needs for recording data related to HR, stores, etc.
11. Identify needs for recording data related to quality parameters and inspection/testing results, like fabric inspection, stitching defects, colour fastness, etc.
12. Identify the mode of data collection with respect to cost, time, precision and accuracy related to the overall organisation.
13. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.

## UNIT 2.1: Organisational Data and Records

### Unit Objectives

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

1. Explain the range and confidentiality of different types of data, such as those related to production, quality control, design, research and development (R&D), and similar areas.
2. Explain how an organisation keeps records in a safe and neat way so they are easy to find and use.
3. Define how codes and names are given to quality records at different steps of the work process.
4. Discuss why it is important to write down data about workers (HR) and items in the store (supplies).
5. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.
6. State the coordination and collaboration with all the departments in managing records and maintaining appropriate databases.

### 2.1.1 Range and Confidentiality of Different Types of Data

Different types of data in an organisation hold varying levels of importance and sensitivity. These data types support key functions like manufacturing, innovation, quality assurance, and planning. Unauthorised access or misuse of such information can lead to serious risks, including loss of competitive advantage, financial harm, or legal issues. It is important for all staff members to understand the scope and confidentiality of each data category and handle it responsibly.

The types of data used in the companies are discussed as follows:

- **Production Data:** It refers to information about manufacturing processes, raw materials, output levels, machine usage, and timelines. This data is crucial for maintaining smooth operations and meeting production targets. It often contains sensitive details about internal capabilities and supplier arrangements. Sharing or leaking this data can disrupt production planning and give competitors an edge.
- **Financial Data:** This data includes budgeting, cost analysis, revenue, and profit margins. It is used to plan business strategies and make investment decisions. This data is highly confidential and must only be accessed by authorised personnel. Disclosure of this data can harm market position and weaken investor confidence.
- **Employee Data:** This data refers to personal details, performance records, payroll, and attendance. It supports HR functions like recruitment, appraisal, and compliance. This data must be handled confidentially to protect employee privacy. Mishandling can lead to legal issues or employee dissatisfaction.
- **Customer Data:** this data includes client details, feedback, purchase history, and service records. It is protected under privacy laws and must be handled with great care. This data is essential for improving customer service and building trust. Unauthorised access can damage the company's credibility and lead to penalties.
- **Quality Control Data:** This data ensures that products meet required standards and regulations. It includes test reports, inspection results, defect rates, and quality assurance records. Moreover, it is highly sensitive because it reflects the company's performance and reputation. Inaccurate handling or exposure of this data can lead to customer dissatisfaction or regulatory action.

- **Design Data:** This data, on the other hand, contains technical drawings, product specifications, and blueprints. This information is the foundation of the company's products and services. It is highly confidential as it involves intellectual property and innovation. Any leak or misuse can result in imitation, loss of uniqueness, or legal challenges.
- **Research and Development (R&D) Data:** This data is strategic and often confidential because it leads to new products or improvements. It involves experimental results, formulas, prototypes, and future development plans. It requires strict protection to safeguard the company's future growth and investments. Exposure can result in competitors stealing ideas or gaining unfair advantages.

### Understanding the Scope and Sensitivity of Data in Sewn-Item Manufacturing

Before understanding the scope and sensitivity of data in sewn-item manufacturing, it is important to understand the meaning or concept of sewn-item manufacturing. Sewn items manufacturing in India means making different products by stitching fabrics or materials together using needles, threads, and machines. This includes making clothes, bags, home textiles, uniforms, and other stitched goods. In India, many factories and small workshops are involved in this work. Skilled workers cut the fabric, sew the pieces, and finish the products to sell in local markets and export to other countries. This industry gives jobs to millions of people and supports the country's economy.



Fig. 2.1.1: Sewn-item manufacturing process

In a sewn-item manufacturing company, different kinds of data serve different purposes and require different levels of protection. Production data is used daily and is generally less sensitive, while design and R&D data are more confidential and must be carefully protected. On the other hand, quality control data may be shared within the company or with customers, depending on its use. Data such as financial records, customer details, and employee information also require secure handling to maintain privacy and legal compliance.

#### 1. Production Data

- **Scope:** Involves the usage of raw materials, labour time, machine efficiency, production schedules, and output tracking.
- **Confidentiality:** Considered less sensitive, but sharing too much can expose production costs or factory efficiency.
- **Examples:** Bill of Materials (BOM), machine maintenance records, and work-in-progress (WIP) updates.

## 2. Quality Control Data

- **Scope:** Covers inspection results, material testing, defect rates, and customer quality feedback.
- **Confidentiality:** Shared internally or with suppliers; detailed inspection results may be given to customers under specific agreements.
- **Examples:** Quality checklists, customer complaint logs, and product failure reports.

## 3. Design Data

- **Scope:** Contains patterns, measurements, materials used, product specs, and all stages of design development.
- **Confidentiality:** Highly confidential due to its role in maintaining product uniqueness and competitive edge.
- **Examples:** CAD files, pattern templates, fabric selection guides, and size charts.

## 4. R&D (Research and Development) Data

- **Scope:** Includes all data for creating new products, researching materials, improving processes, and testing innovations.
- **Confidentiality:** Extremely sensitive as it impacts future products and business competitiveness.
- **Examples:** Prototype testing records, experimental findings, development notes, process improvement logs.

## 5. Other Critical Data Types

- **Financial Data:** Consists of sales reports, cost analysis, and profit margins. Access is limited to authorised individuals due to its sensitive nature.
- **Customer Data:** Includes personal contact details, buying history, and preferences. Must be protected under data privacy laws.
- **Employee Data:** Contains private employee records, salaries, and evaluations. Requires strict confidentiality and legal compliance.

### 2.1.2 Process of Keeping Records

An organisation keeps records in a safe and neat way to make sure they are easy to find and use when needed. Good recordkeeping helps avoid confusion and saves time. It also protects important information from getting lost or damaged.



*Fig. 2.1.2: Process of keeping records by a record keeper*

The process of keeping the records in a safe and neat way is mentioned as follows:

1. **Use a Proper Filing System:** Records are kept in folders, files, or digital folders with labels. This helps the organisation arrange everything in the right place.

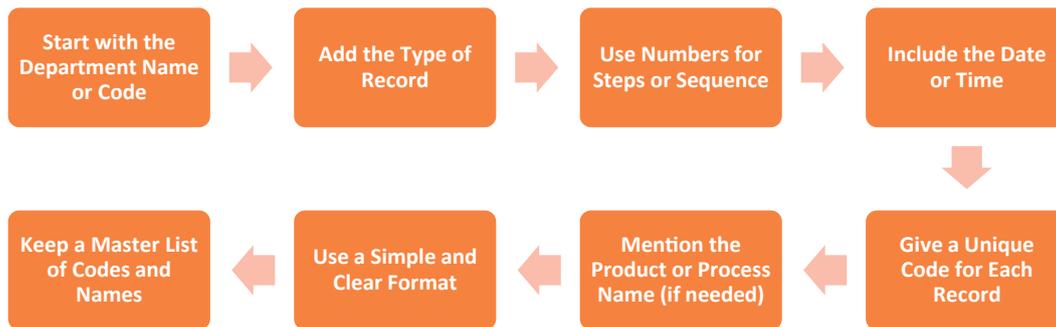


Fig. 2.1.3: An example of maintaining a file system

2. **Name and Code Records Clearly:** Each file or document is given a proper name or number code. This makes it easy to search and find the record quickly.
3. **Store Records in a Safe Place:** Paper records are kept in locked cupboards or cabinets. Digital records are saved with passwords and backups.
4. **Keep Records Clean and Organised:** Staff make sure papers are not torn, dirty, or mixed up. Digital files are also grouped in proper folders.
5. **Use Digital Tools and Software:** Organisations often use computers and software to save records. This helps in sorting, searching, and sharing records easily.
6. **Limit Access to Important Records:** Only the right people can see or use sensitive data. This keeps the information safe from misuse.
7. **Update and Remove Old Records:** Records are checked regularly, and old or unneeded files are removed. This keeps the storage space clean and useful.
8. **Train Staff on Recordkeeping:** Workers are taught how to handle and store records properly. This ensures everyone follows the same system.

### 2.1.3 Codes and Naming Criteria for Quality Records

Codes and naming criteria are rules that help a record keeper in a sewn-item manufacturing company organise quality records clearly. Each stage of production, from raw material checking to final inspection, needs a unique code for easy tracking. This system avoids confusion and helps in quickly finding records when needed. Proper coding also supports audits, reporting, and maintaining production quality. It ensures that every quality check is documented and stored systematically.

Stage	Code	Meaning	Use
<b>Raw Material Inspection</b>	RM-QC-001	RM = Raw Material, QC = Quality Check	Record fabric, thread, buttons, and other material checks
<b>Cutting Process</b>	CT-QC-001	CT = Cutting, QC = Quality Check	Record cutting accuracy and cutting defects
<b>Sewing/Assembly Stage</b>	SW-QC-001	SW = Sewing, QC = Quality Check	Record stitching quality, seam strength, and alignment checks
<b>Finishing and Packing</b>	FN-QC-001	FN = Finishing, QC = Quality Check	Record pressing, trimming, labelling, and packing checks
<b>Final Inspection</b>	FI-QC-001	FI = Final Inspection, QC = Quality Check	Record final product checks before dispatch or shipping

Table 2.1.1: Codes and naming criteria

Now, the process of giving codes and names to quality records is discussed as follows:

1. **Start with the Department Name or Code:** The record name begins with the short name or code of the department, like "PR" for Production or "QA" for Quality Assurance. This shows which part of the company the record belongs to.
2. **Add the Type of Record:** A short form is used to show the kind of record, such as "INSP" for inspection or "REP" for report. This helps people know what the record is about.
3. **Use Numbers for Steps or Sequence:** A number is added to show the step or order, like "01" for the first step or "05" for the fifth step. This keeps the records in the right order of the process.
4. **Include the Date or Time:** Some records also include the date (like 140725 for 14th July 2025). This helps in knowing when the record was made or updated.
5. **Give a Unique Code for Each Record:** Every record is given a unique number or code to avoid mix-ups. Even if the type or name is the same, the code makes it different.
6. **Mention the Product or Process Name (if needed):** If the record is related to a certain product or work, its short name is added. This helps link the record to a specific item or activity.
7. **Use a Simple and Clear Format:** Codes are written in a fixed and easy-to-read format like "QA-INSP-03-140725". This format is followed every time to avoid confusion.
8. **Keep a Master List of Codes and Names:** The organisation keeps a full list of all codes and what they mean. Staff can check this list to make sure they use the right codes.

### 2.1.4 Needs for Recording Data

A record keeper in a sewn-item manufacturing setup focuses mainly on maintaining accurate records related to workforce management, material inventory, and production activities. These records help in smooth daily operations, proper tracking, and timely decision-making across departments.

#### 1. Human Resources (HR)

- **Employee Information:** Maintain up-to-date records of employee names, roles, contact details, job titles, and salary structures.
- **Attendance and Time Tracking:** Keep daily records of attendance, work hours, overtime, and leave details such as sick leave, paid leave, and casual leave for payroll and shift planning.
- **Performance Management:** Record employee evaluations, achievements, targets, feedback from supervisors, and any disciplinary notes.
- **Training and Development:** Track participation in training programs, certifications earned, and skills acquired for skill mapping and internal growth.
- **Compensation and Benefits:** Record salary details, bonuses, deductions, tax documents, and employee benefits like insurance or retirement plans.
- **Recruitment and Hiring:** Maintain records related to job postings, candidate resumes, interview schedules, selection results, and joining dates.
- **Employee Separation:** Document resignations, retirements, termination reasons, and exit interview notes for future reference.

#### 2. Stores / Inventory Management

- **Material Procurement:** Record all purchase orders, supplier invoices, delivery receipts, and payment status for raw materials and components.
- **Inventory Levels:** Keep track of stock levels of raw materials, work-in-progress items, and finished products to avoid shortages or overstocking.
- **Material Consumption:** Record how much material is used in each batch or production order to monitor usage efficiency and reduce waste.

- **Storage and Handling:** Maintain records showing how materials are stored, handled, labelled, and protected to prevent loss or damage.
- **Inventory Valuation:** Record the value of inventory, including raw materials, semi-finished goods, and finished products, for financial tracking and audits.



Fig. 2.1.4: Inventory management

### 3. Production

- **Production Orders:** Document each order with details such as item type, quantity, required materials, and expected completion dates.
- **Work in Progress (WIP):** Track the progress of production orders at every stage of the manufacturing process.
- **Production Output:** Record the number of finished items produced against each production order for productivity analysis.
- **Machine Utilisation:** Track machine usage hours, downtime, and maintenance needs to optimise production flow and avoid delays.
- **Quality Control:** Maintain records of inspections, quality checks, defect types, and corrective actions taken during the production cycle.

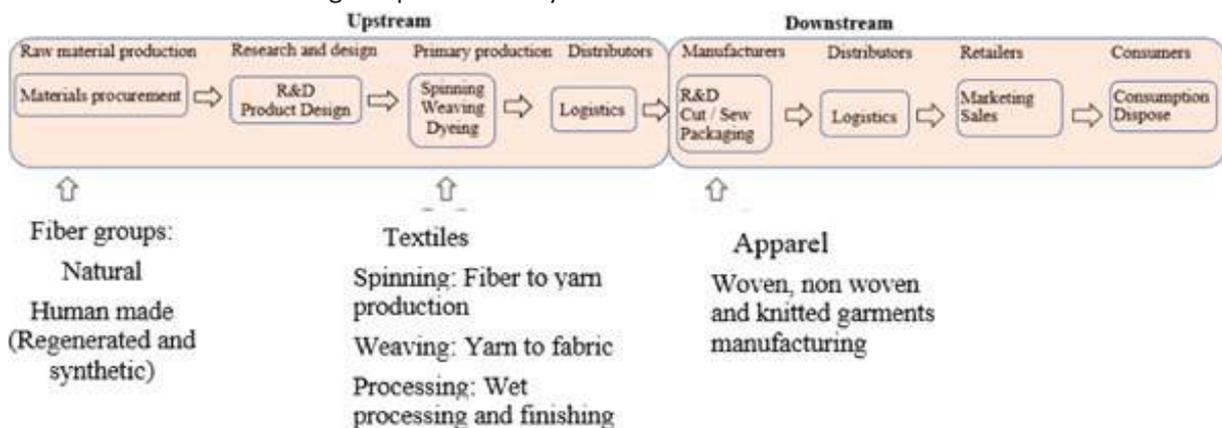


Fig. 2.1.5: Process of manufacturing in the apparel industry

## 2.1.5 Need for Accounting of Materials at Different Process Stages

Accounting of materials is important in sewn-item manufacturing to ensure that every piece of fabric, accessory, and thread is used properly. It helps avoid wastage and ensures accurate tracking of material usage during different process stages. Proper accounting supports quality checks and timely reporting of shortages or damages. It also helps in maintaining cost efficiency and a smooth workflow. Following a quality plan ensures that materials are recorded and verified at each stage of production.

The identification needs for accounting of materials at different process stages are mentioned below:

- **Fabric and Material Procurement Stage:** The record keeper maintains a register of all purchased fabrics, threads, buttons, zippers, and accessories. Quality reports are prepared after checking the materials received. Supplier quality certificates and invoices are stored for reference.



*Fig. 2.1.6: Fabric procurement*

- **Fabric Storage and Handling Stage:** The record keeper logs the fabric rolls in stock records. Tags are placed on each roll for easy identification. Storage condition reports are updated regularly to ensure materials are safe from damage.



*Fig. 2.1.7: Fabric storage*

- **Fabric Spreading and Marking Stage:** The record keeper documents the number of fabric layers spread on tables. Marker planning sheets are filed to show how patterns are arranged for cutting. These records help in tracking fabric usage.



Fig. 2.1.8: Fabric spreading

- **Cutting Stage:** During cutting, the record keeper records how many pieces are cut and how much fabric is wasted. Each bundle of cut pieces is tagged and logged. Cutting reports are maintained for accuracy checks.



Fig. 2.1.9: Cutting stage

- **Stitching / Sewing Stage:** The record keeper tracks the movement of cut pieces to stitching lines. Reports are updated for the use of threads, needles, and trims. Quality check sheets are filled to note any stitching defects.



Fig. 2.1.10: Stitching stage

- **Quality Inspection Stage (In-line and End-line):** The record keeper maintains inspection sheets for every batch checked during stitching. Defective pieces are recorded separately. This ensures proper documentation of quality status.



*Fig. 2.1.11: Quality inspection*

- **Finishing Stage:** During finishing, the record keeper logs garments sent for ironing and trimming. Reports are made for any rework materials used. Records are kept to confirm that finishing is completed as per the quality plan.



*Fig. 2.1.12: Finishing stage*

**Packing Stage:** The record keeper updates packing checklists to show how many garments are packed. Usage of packing materials like polybags, cartons, and tapes is recorded. Carton counts and packing reports are maintained for dispatch preparation.



*Fig. 2.1.13: Packing stage*

- **Final Inspection and Dispatch Stage:** At the final stage, the record keeper files the final inspection reports for each shipment. Dispatch logs are maintained with shipment details. Records are updated to track materials consumed and goods sent to customers.



*Fig. 2.1.14: Final inspection and dispatch stage*

## 2.1.6 Coordination and Collaboration with all the Departments

Coordination and collaboration with different departments are important for managing records in sewn-item manufacturing. It ensures that every stage of production has updated information about materials, quality checks, and finished goods. Proper teamwork helps avoid errors, delays, and loss of data. Maintaining accurate databases supports smooth communication between departments. A record keeper plays a key role in connecting all departments to keep records clear and well-organised.

The process of coordination and collaboration with all the departments is given as follows:

- **With the Procurement Department**
  - The record keeper receives purchase details of fabrics and accessories.
  - Updates records for received items and shares quality inspection results with procurement.
- **With the Cutting Department**
  - Communicates fabric issuance and leftover material details.
  - Maintains cutting reports and provides necessary data for planning.
- **With the Sewing Department**
  - Tracks the movement of cut pieces and trims provided for stitching.
  - Shares defect reports and maintains in-process quality check records.
- **With the Quality Control Department**
  - Coordinates to record the inline and final inspection reports.
  - Updates defect tracking logs and communicates findings to relevant teams.
- **With the Finishing and Packing Department**
  - Updates finishing reports and records, and use of packing materials.
  - Shares final packing details for dispatch planning.

- **With the Dispatch Department**
  - Provides final inspection documents and shipment records.
  - Maintains dispatch logs and confirms database entries for outgoing goods.
- **Database Management**
  - Collects data from all departments and updates central databases.
  - Ensures accurate record storage for easy retrieval during audits or reviews.

## UNIT 2.2: Data Collection and Sampling Methods

### Unit Objectives

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

1. Outline how people collect information or data in an organisation using simple steps.
2. Describe the different ways data can be collected, such as by using machines, writing in notebooks, or using computers.
3. Explain how sampling is used to collect a small part of the data that helps understand the full picture.
4. Elaborate on how cost, time, and the need to be correct can change the way data is collected.
5. Identify the importance of keeping track of materials like cloth or thread during different steps, such as cutting or stitching.
6. Describe why it is necessary to record how strong the fabric is or if the stitching is done properly.
7. Illustrate the steps of how a product is made by using a simple flowchart.

### 2.2.1 Collection of Information or Data in an Organisation

In an organisation, people collect information to help in decision-making, tracking work, and improving performance. Data is collected from different sources like people, machines, documents, and digital tools. The process is done step by step to make sure the data is correct and useful. When data is collected properly, it helps the organisation work better and avoid problems.

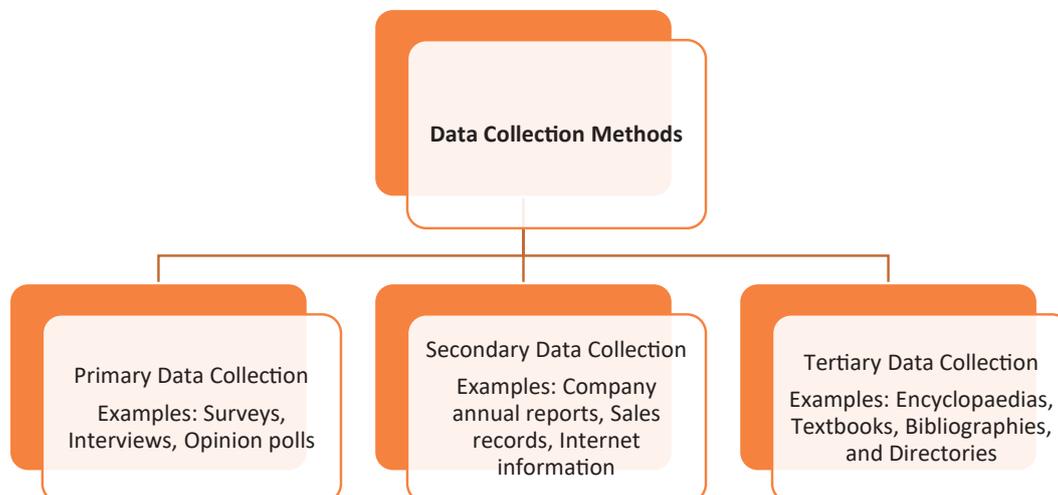


Fig. 2.2.1: Types of data collection methods

**The procedure of data collection by a record keeper is given below:**

1. **Planning the Data Collection:** The company first plans what kind of data is needed and why. This helps in collecting the right information for the right purpose.
2. **Choosing the Data Source:** The data is collected from people, machines, documents, or digital tools. The source depends on the type of data needed.
3. **Using Standard Forms and Formats:** The company uses fixed forms, checklists, or digital formats to collect data. This makes the information neat and easy to read.

4. **Assigning Trained Staff:** Only trained employees are asked to collect data. This ensures the work is done correctly and with care.
5. **Following a Fixed Time Schedule:** Data is collected daily, weekly, or monthly as per the company's needs. Regular collection keeps records up to date.
6. **Recording Data Neatly and Clearly:** All information is written or typed in a clean and clear way. Mistakes are avoided to keep the data useful.
7. **Checking Data for Accuracy:** After collection, the data is checked for errors or missing parts. Wrong data is corrected as soon as possible.
8. **Storing Data Safely:** Data is stored in files, computers, or storage cabinets. Sensitive information is protected with passwords or locks.
9. **Updating Data When Needed:** If something changes, the data is updated quickly. This helps the company work with the latest information.
10. **Using Data for Reports and Decisions:** The collected data is used to make reports, charts, or plans. It helps managers take the right steps for company growth.

### Types of Data Collection Methods

A record keeper in a sewn-item manufacturing environment is responsible for collecting and maintaining data related to production, inventory, and sales. This includes tracking raw materials, work-in-progress items, finished goods, and customer sales orders. The role involves keeping accurate records of material usage, labour hours, machine performance, and quality control checks to ensure smooth operations. Data is typically collected through systems such as inventory management software, production logs, sales invoices, and quality reports. Analysing this information helps in improving production planning, managing inventory more effectively, and identifying areas where product quality and overall efficiency can be enhanced.

### Data Collection Procedures in Sewn-Item Manufacturing

- **Raw Material Management:**
  - Maintain records of purchase orders, delivery dates, and the quantities of materials received.
  - Track material usage for each product or production batch.
  - Keep updated inventory records showing current stock levels and storage locations of raw materials.
- **Work-in-Progress (WIP) Tracking:**
  - Record the movement and progress of items as they pass through each production stage.
  - Track labour time and machine usage assigned to each step in the process.
  - Monitor and document quality control checks carried out at every stage.
- **Finished Goods Inventory:**
  - Record completion details for each production order, including the quantity of finished goods produced.
  - Track where finished goods are stored in the facility.
  - Maintain inventory records to monitor stock levels of completed products.
- **Sales Order Management:**
  - Record incoming sales orders, including customer names, product details, and ordered quantities.
  - Track order fulfilment, including shipping dates and delivery status.
  - Record revenue generated and the cost of goods sold for accounting purposes.

- **Quality Control:**
  - Document quality checks are done during production at different stages.
  - Track the types and number of defects found and any rework performed.
  - Maintain records of actions taken to correct quality issues.
- **Machine Efficiency:**
  - Track machine usage, including runtime, downtime, and maintenance dates.
  - Record performance indicators such as hourly output and machine productivity levels.

#### Data Collection Practices

- **Inventory Management System:** Use a structured system to monitor raw materials, in-process items, and finished goods.
- **Production Logs:** Maintain detailed logs that include labour input, machine time, and materials used for each production run.
- **Sales Invoices and Orders:** Record all sales-related data, including customer details, product information, and payment terms.
- **Quality Control Reports:** Document inspection results, types of defects identified, and steps taken to resolve issues.

## 2.2.2 Different Ways of Collecting Data

Data can be collected in many ways, depending on the tools and needs of the organisation. People can write data by hand in notebooks or registers, which is simple and useful in small setups. Machines like scanners and sensors collect data automatically and help save time. Computers and mobile devices are also used to collect, save, and share data quickly and neatly.

The various ways or modes of collecting data are discussed as follows:

- **Using Machines:** Machines like weighing scales, temperature readers, or barcode scanners collect data automatically. This helps in getting fast and accurate information without human error.



Fig. 2.2.2: Barcode scanner

- **Writing in Notebooks:** People write data by hand in notebooks or registers. This method is simple and useful when there is no computer or internet.



Fig. 2.2.3: Writing in a notebook

- **Using Computers:** Data is entered directly into computer systems or software like Excel or databases. This helps in saving, sorting, and sharing the data easily.



Fig. 2.2.4: Using computers

- **Mobile Phones and Tablets:** People use mobile apps or forms on tablets to collect data on the go. It is quick, easy, and works well even in the field.



Fig. 2.2.5: Mobile phones and tablets

- **CCTV and Sensors:** Cameras and sensors collect data by recording movements, temperatures, or activities. This method is useful in factories, shops, and offices for safety and monitoring.



Fig. 2.2.6: CCTV and sensors

- **Manual Entry into Registers:** Staff enter data by hand in official registers kept for attendance, material stock, or other work. This is a common method in small businesses or factories.



Fig. 2.2.7: Manual Entry in Registers

- **Using Scanners and RFID Devices:** Scanners read tags or codes placed on items or products. This method is fast and used in stores, warehouses, and production lines.



Fig. 2.2.8: RFID scanner

### 2.2.3 Using Sampling to Collect Small Parts of Data

Sampling is a method used to collect data from a small group instead of the whole population. This small group, called a sample, represents the larger group. It helps save time, effort, and cost while still giving useful results. Sampling is common in surveys, research, and studies where studying everyone is not possible.

- **Random Sampling:** In this method, people or items are chosen by chance from a large group. Everyone in the group has an equal chance to be selected, which makes the sample fair and unbiased.
- **Systematic Sampling:** This method selects every nth person or item from a list or group. It is easy to use and follows a fixed pattern for choosing samples.
- **Stratified Sampling:** The group is first divided into smaller groups based on features like age, gender, or location. Then, samples are taken from each group to make sure all types are included.
- **Cluster Sampling:** The whole population is divided into smaller clusters or sections, like villages or schools. A few clusters are randomly chosen, and data is collected from everyone in those clusters.
- **Convenience Sampling:** Samples are taken from people who are easy to reach or available at that time. It is quick but may not always give accurate results for the whole group.
- **Quota Sampling:** The researcher selects a fixed number of people from different categories. It helps make sure certain groups are included in the right amount.
- **Judgment Sampling:** Judgment sampling is a method where the researcher selects people or items based on their own knowledge and experience. It is used when specific, expert, or targeted information is needed for the study.

In a sewn-item manufacturing environment, a record keeper uses sampling methods to collect data without inspecting or measuring every single item. This helps save time and resources while still ensuring quality and consistency. Sampling allows for decision-making based on a smaller, manageable portion of data that represents the entire group. Different sampling methods are used depending on the purpose of inspection, production volume, and risk level.

#### Record Keeper's Role in Sampling

- Maintain clear records of how and when samples are taken.
- Record sampling results, such as defect counts, measurements, and observations.
- Ensure that sampling methods match quality standards and customer requirements.
- Help identify patterns or recurring issues by analysing sample data.
- Coordinate with quality control and production teams to take corrective actions if needed.

### 2.2.4 Impact on the Collected Data by Cost, Time, and the Need to be Correct

Organisations choose different data collection methods depending on cost, time, precision, and accuracy. If the budget is low, they may use cheaper and faster methods. When accurate and detailed data is needed, they spend more time and money to collect it properly. The right balance depends on the goals and needs of the organisation.

### Modes of Data Collection Based on Cost, Time, Precision, and Accuracy

The modes of data collection by a record keeper are mentioned as follows:

#### 1. Direct Measurement

- Used when actual values or quantities need to be recorded by using tools or instruments.
- Commonly applied in:
  - Measuring fabric length, width, or weight during raw material inspection.
  - Verifying garment dimensions against the size chart.
  - Checking seam strength or shrinkage in lab tests.
- Data is usually written down or entered directly into inspection forms or logs.

#### 2. Offline Data Collection

- Data is collected manually and entered into registers, printed forms, or spreadsheets.
- Commonly applied in:
  - Attendance sheets and daily time records.
  - Material issue slips and production order forms.
  - Quality checklists are used during stitching or finishing.
- Information is later transferred into a central system, if required.

#### 3. Online Data Collection

- Data is recorded directly into a digital system using tablets, barcode scanners, or production monitoring software.
- Commonly applied in:
  - Real-time tracking of sewing line output.
  - Barcode scanning of fabric rolls or finished garments.
  - Monitoring machine performance or downtime.
- Helps in reducing errors and increasing the speed of data availability.

#### 4. Data Collection for Sampling

- Used when inspecting a representative portion of a batch instead of every item.
- Commonly applied in:
  - Quality control checks of a few pieces per lot or bundle.
  - Audit-based inspections during in-process or final product checks.
  - Fabric defect sampling during raw material inspection.
- Data includes defect types, sample size, and pass/fail rates, and is usually recorded on a sampling sheet or digital template.

## 2.2.5 Importance of Keeping Track of Materials

Accounting of materials at each stage of the production process is very important to avoid waste and ensure quality. It helps the organisation track how much material is used and what is left. This also helps in finding mistakes early and improving the final product. Each stage, like cutting, stitching, and finishing, needs proper material accounting as per the quality plan.

The need for accounting of materials at different process stages is discussed as follows:

- **Cutting Stage:** Materials must be counted before and after cutting to check how much fabric is used and how much is wasted. This helps reduce errors, save fabric, and maintain the correct size and shape of pieces.



*Fig. 2.2.9: Cutting stage*

- **Stitching Stage:** At this stage, material accounting ensures that the right number of pieces are stitched and no parts are missing. It also helps in checking if threads, buttons, and other items are used correctly.



*Fig. 2.2.10: Stitching stage*

- **Finishing Stage:** Accounting in the finishing stage helps track the number of completed items and the materials used for final touches like ironing, folding, or packing. It ensures all pieces are complete, clean, and ready for delivery.



*Fig. 2.2.11: Finishing stage*

- **Inspection Stage:** Materials are checked here to make sure everything is made as per the plan. Any damaged or extra material is recorded to control quality and avoid future mistakes.



Fig. 2.2.12: Inspection stage

- **Packaging Stage:** Accounting helps ensure that the correct quantity of finished goods is packed and all packing materials are used properly. It also supports correct labelling and order matching before shipping.



Fig. 2.2.13: Packaging stage

- **Storage and Dispatch Stage:** This step includes checking the number of finished goods in storage and matching them with the order. Proper accounting here helps in timely delivery and avoids mix-ups or shortages.



Fig. 2.2.14: Storage and Dispatch Stage

## 2.2.6 Necessity of Record

Mode of Data Collection	Application in Sewn Items Manufacturing
<b>Direct Measurement</b>	Used to collect exact values by using tools like measuring tapes, weighing scales, or gauges. For example, garment sizes, fabric length, and seam strength are measured and recorded manually or digitally.
<b>Offline Data Collection</b>	Data is recorded using paper forms, registers, or spreadsheets. This includes attendance sheets, raw material issue slips, quality checklists, and production logbooks maintained manually.
<b>Online Data Collection</b>	Data is captured directly into a digital system using software, barcode scanners, or production tracking tools. This applies to real-time production tracking, inventory updates, and machine performance logs.
<b>Data Collection for Sampling</b>	Data is recorded from selected samples instead of the entire batch. This method is used in quality inspections where only a portion of garments or materials are checked for defects or measurements.

Table 2.2.1: Mode of collecting data for records for a record keeper

Recording data related to quality parameters and inspection results is important to maintain product standards. It helps in finding and fixing problems early in the production process. This also ensures that the final product meets customer expectations. Keeping proper records helps in future planning, audits, and continuous improvement.

The needs for recording data related to quality parameters and inspection or testing results are mentioned below:

- **Fabric Inspection:** Recording helps track defects like stains, holes, or uneven weaves in the fabric before it is used. It ensures only good-quality fabric goes into production, reducing waste and rework.



Fig. 2.2.15: Fabric inspection

- **Stitching Defects:** Data is recorded about skipped stitches, loose threads, or wrong seams. This helps find stitching issues early and allows corrective actions to improve workmanship.



*Fig. 2.2.16: Stitching defects*

- **Colour Fastness Testing:** Results of colour fastness (whether the colour fades after washing or rubbing) are recorded. This ensures that the fabric meets required standards and avoids customer complaints.



*Fig. 2.2.17: Colour fastness testing*

- **Measurement Checking:** Recording size and fitting checks ensures that garments match the standard size chart. It helps in reducing size variation problems during final inspection.



*Fig. 2.1.18: Measurement checking*

- **Button and Zipper Testing:** Records are kept to check whether buttons, zippers, and other trims are strong and properly attached. This avoids failure during use and increases the product's durability.



*Fig. 2.1.19: Attaching button*

- **Final Product Inspection:** Inspection records show if the finished product is clean, properly stitched, and free of defects. These records support approval for packaging and shipment.



*Fig. 2.2.20: Final Product Inspection*

- **Rejection and Repair Records:** Recording defective pieces and repair work helps in understanding the causes of problems. It supports better control in future batches and reduces repeated mistakes.



*Fig. 2.2.21: Rejection and Repair Records*

## 2.2.7 Steps of Manufacturing a Product

Making a product involves a series of planned steps that turn raw materials into a finished item. Each step is important and must follow a proper order to maintain quality. These steps include checking materials, cutting, stitching or assembling, inspecting, and packing. A flowchart helps to clearly show the order of these steps in an easy-to-understand way.

- **Raw Material Check:** The process starts by checking the quality and quantity of materials like fabric, thread, or parts. This step ensures only good materials are used for production.



Fig. 2.2.22: Raw material check

- **Cutting:** Materials are cut into required shapes and sizes based on the design or pattern. Accurate cutting is important to avoid waste and maintain proper fitting.



Fig. 2.2.23: Cutting

- **Stitching/Assembly**  
Cut pieces are stitched or joined together to form the main product. Workers use machines or tools to carry out this task carefully and as per the design.



Fig. 2.2.24: Stitching/Assembly

- **Inspection:** The semi-finished product is checked for defects such as wrong stitching, missing parts, or size issues. Defective items are marked for repair or rejected.



Fig. 2.2.25: Inspection

- **Finishing:** Final touches like ironing, buttoning, trimming, or cleaning are done. This step improves the product's look and feel before packing.



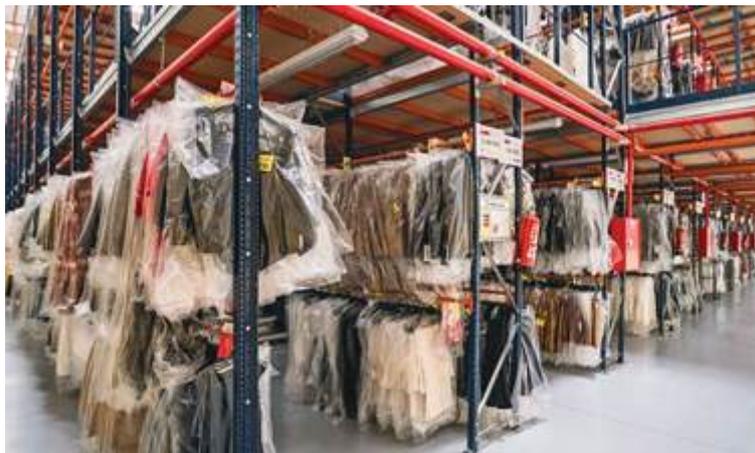
Fig. 2.2.26: Finishing

- **Packaging:** The finished product is folded, packed, and labelled according to customer or company standards. Proper packing protects the product during transport.



*Fig. 2.2.27: Packaging*

- **Dispatch:** The packed products are counted, recorded, and sent to storage or customers. This step ensures that orders are completed and delivered on time.



*Fig. 2.2.28: Dispatch*

## Summary

- Different types of data, such as production, quality, design, and R&D, must be kept confidential and managed properly.
- Organisations store records neatly and safely for easy access and usage.
- Codes and names are assigned to quality records during various work processes for proper identification.
- Recording HR data and storing supply information is important for smooth operations.
- Material accounting is necessary during stages like cutting, stitching, and finishing to maintain quality standards.
- Collaboration among departments helps in managing records and maintaining updated databases.
- Data collection uses tools like machines, notebooks, computers, and methods like sampling while considering cost, time, and accuracy.

## Exercise

### Multiple-choice Question:

1. Which type of data must be kept confidential in an organisation?
  - a. Production data
  - b. Quality control data
  - c. Design and R&D data
  - d. All of the above
2. How are records kept safe and easy to use in an organisation?
  - a. By leaving them on desks
  - b. By storing them neatly and securely
  - c. By writing them on walls
  - d. By not recording them
3. Why is it important to record HR and store supplies data?
  - a. For entertainment purposes
  - b. To track employees and materials
  - c. To confuse workers
  - d. To create colourful charts
4. What method can help understand the full picture of data using only a small part?
  - a. Guessing
  - b. Sampling
  - c. Mixing
  - d. Hiding data
5. During which stages is material accounting required as per the quality plan?
  - a. Packing only
  - b. Stitching only
  - c. Cutting, stitching, finishing
  - d. Delivery only

### Descriptive Questions:

1. Explain why confidentiality is important for different types of organisational data.
2. Describe how organisations keep records safe and easily accessible.
3. Define how codes and names are given to quality records during different work processes.
4. Explain how cost, time, and accuracy affect the way data is collected.
5. Illustrate the steps of how a product is made using a simple flowchart.





# 3. Establish and Maintain Records as Evidence to Process Performance



Unit 3.1 - Records Management and Documentation Process



## Key Learning Outcomes

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

1. Discuss the assigning of unique identification numbers for records.
2. Summarise the methods of collection of data as per the defined procedure, like measurement data of panels, fabrics, inspection data of quality, etc.
3. State the process of maintaining records for final garments issued to washing, received from vendors, etc.
4. Discuss the handling method of day-to-day activities, inventory and reporting to the record-keeping supervisor/manager.
5. Outline the system of disposal of old records as defined by the organisation's laid-down procedure.
6. Mention the process of retrieving and providing access to necessary appropriate records and reports as per the requirement to the relevant personnel.

## UNIT 3.1: Records Management and Documentation Process

### Unit Objectives

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

1. Explain the process of giving each record a unique identification number to ensure easy tracking, storage, and retrieval within the organisation.
2. Describe the different ways of collecting data following standard procedures, including measurements of fabric panels, garment parts, and quality inspection findings.
3. Explain how records are maintained for garments that are sent for washing, as well as those received back from vendors, ensuring accurate tracking of movement and status.
4. Discuss how daily tasks are managed, including handling of inventory and preparing reports that are submitted to the record-keeping supervisor or manager.
5. Outline the procedure for safely disposing of old or outdated records according to the organisation's established guidelines and policies.
6. Describe how records and reports are retrieved and accessed when needed, ensuring timely and appropriate sharing of information with authorised personnel.

### 3.1.1 Process of Giving Each Record a Unique Identification Number

Assigning unique identification numbers to records is an important step for proper record management in sewn-item manufacturing. It helps in avoiding confusion between similar records and ensures quick access when needed. Each record is labelled with a special code based on the process stage, date, or batch number. This system supports accurate tracking of materials and finished garments during production. It also helps during audits and reporting by providing clear reference numbers for each record.

The process of assigning unique identification numbers is discussed as follows:

#### 1. Preparation of Numbering Format

- The organisation provides a standard numbering structure to maintain consistency across departments.
- The format usually includes:
  - **Department or Process Code:** CT (Cutting), SW (Sewing), FN (Finishing), PK (Packing), FI (Final Inspection).
  - **Record Type:** QC (Quality Check), REP (Report), DSP (Dispatch), INSP (Inspection).
  - **Year or Month:** Optional but useful for annual tracking (e.g., 2025 or 07-25).
  - **Serial Number:** A running number that increases with each new record.
- **Example:** CT-QC-2025-001 → Cutting Quality Check, Year 2025, Record #001.

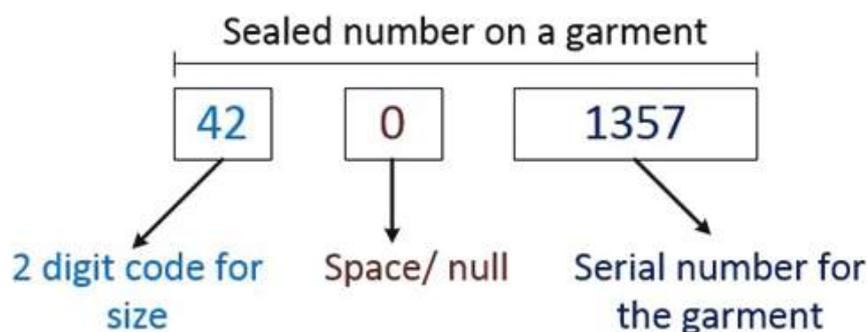


Fig. 3.1.1: Numbering format

## 2. Checking for Duplication

- Before issuing a new ID, the record keeper checks:
  - Master logbook or digital database for existing IDs.
  - Ensures no repetition within the same department or month.
- Helps prevent confusion during audits and reporting.

PRODUCT ID	PRODUCT NAME	Unit Price	QTY	NET AMOUNT	DUPLICATE	DUPLICATE	DUPLICATE
1001	Keyboard	3100	10	31000	1	NO DUPLICATE	NO DUPLICATE
1002	Mouse	1700	10	17000	1	DUPLICATE	DUPLICATE
1003	LCD	2900	10	29000	2	DUPLICATE	NO DUPLICATE
1004	Hard Drive	700	10	7000	2	DUPLICATE	NO DUPLICATE
1005	USB 16 GB	1600	10	16000	1	NO DUPLICATE	NO DUPLICATE
1003	LCD	3200	10	32000	2	DUPLICATE	NO DUPLICATE
1004	Hard Drive	3400	10	34000	2	DUPLICATE	NO DUPLICATE
1002	Mouse	1700	10	17000	1	DUPLICATE	DUPLICATE
1002	Mouse	1500	10	15000	1	DUPLICATE	NO DUPLICATE

Fig. 3.1.2: Duplicate entries

## 3. Sequential Number Assignment

- Numbers are issued in strict order (e.g., 001, 002, 003).
- Skipping numbers is avoided to maintain proper tracking.
- For revised documents, versioning is used (e.g., V2 for the second version).

## 4. Inclusion of Key Details

- Each code captures important information:
  - **Process Stage:** Cutting, Sewing, Finishing, Packing.
  - **Type of Record:** Quality check, Dispatch note, Fabric report.
  - **Date or Batch ID:** To connect with the production timeline.
- **Example:** SW-INSP-B2025-010 → Sewing inspection for batch 2025, record 10.

## 5. Physical and Digital Labelling

- The code is:
  - Written on physical documents (top-right corner or label).
  - Embedded in digital records (file name or database entry).
- Ensures both paper and electronic copies can be matched easily.

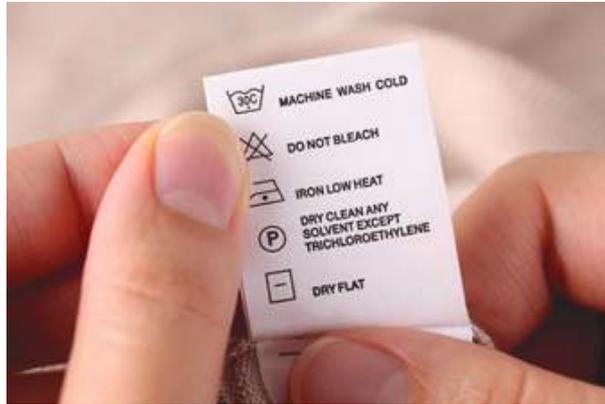


Fig. 3.1.3: Labelling

## 6. Master Logbook or Database Maintenance

- A central log records:
  - Date of record creation.
  - Assigned a unique ID.
  - Department and process type.
  - Brief description of the document.
- Software tools (Excel, ERP, MIS) may be used for automated numbering.

MAINTENANCE LOG BOOK					
Make:	Model:	Year:	License Plate No:		
DATE/TIME	DESCRIPTION OF WORK DONE	MILEAGE	COMPANY/ LOCATION	REPLACEMENT PARTS:	COST

Fig. 3.1.4: Log book

## 7. Use During Audits and Retrieval

- When auditors or managers request records, the record keeper searches by the unique ID.
- Speeds up locating files without scanning through multiple documents.
- Helps in tracking production history and resolving quality issues quickly.

## 8. Additional Controls

- Backup copies of the master log are maintained to avoid loss of numbering data.
- Regular reviews are done to ensure numbering is consistent across all departments.
- Access to assigning new numbers is limited to authorised personnel to maintain control.

## 3.1.2 Different Ways of Collecting Data following Standard Procedures

Collecting data in sewn-item manufacturing is an important task for ensuring product quality and accurate record management. Standard procedures are followed to measure fabric panels, garment parts, and capture inspection results at different stages of production. Proper data collection helps in tracking material usage, identifying defects, and maintaining production consistency. It also assists in making decisions about rework, approvals, and vendor communications. Accurate data ensures compliance with organisational quality plans and supports timely reporting to supervisors. The record keeper plays a key role in gathering, verifying, and storing this information systematically.

The ways of collecting data following standard procedures are discussed below:

- **Measurement of Fabric Panels:** The record keeper documents the length, width, and weight of fabric panels during inspection. Measuring tapes, scales, or machines are used as per the defined procedure. These measurements are recorded in raw material inspection sheets or entered into digital logs to ensure accurate tracking of fabric usage.

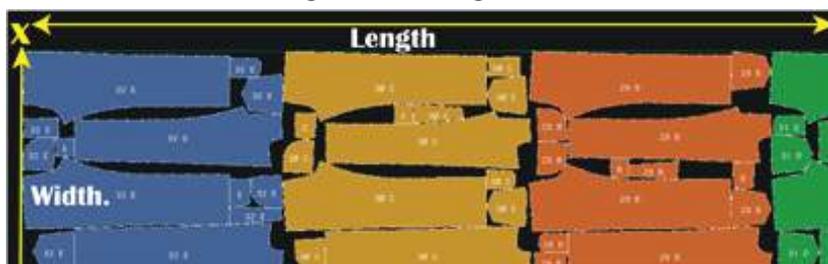


Fig. 3.1.5: Measurement of fabric panels

- **Garment Part Measurements:** Data for different garment parts, such as sleeves, collars, and cuffs, is collected during the cutting and sewing stages. Measurements are compared against standard size charts to ensure that the parts meet required specifications. Any deviations are noted and reported for quality control and corrective actions.

COLOR WAY INFORMATION				SM	MD	LG
Colorway 3 - Sundrop	Colorway 3 - Luster	Colorway 4 - Solid Black		4 3/8	4 1/2	4 5/8
Low-Key Lemon	White	Black		3/4	7/8	1
Sundrop	Black	Black		5	5 1/4	5 1/2
Nude	Nude	Nude		1	1	1
Colorway 3 - Sundrop	Colorway 3 - Luster	Colorway 4 - Solid Black		2 3/8	23 1/4	23 3/4
DTM BODY - Low-Key Lemon	White	Black		3 1/4	24 3/8	24 1/2
DTM FABRIC B - Sundrop	Black	Black		3 3/8	35 3/8	38 3/4
Colorway 3 - Sundrop	Colorway 3 - Luster	Colorway 4 - Solid Black		10 5/8	32 5/8	35 5/8
DTM BODY - Low-Key Lemon	White	Black		1 3/4	12 1/4	13
DTM FABRIC B - Sundrop	Black	Black		3 1/2	14	14 3/4
Colorway 3 - Sundrop	Colorway 3 - Luster	Colorway 4 - Solid Black	2 3/8	12 3/8	12 5/8	
DTM BODY - Low-Key Lemon	White	Black	1 7/8	12 3/4	13 3/4	
DTM FABRIC B - Sundrop	Black	Black	9	9 5/8	10 3/4	

Fig. 3.1.6: Garment part measurements

- Quality Inspection Findings:** During stitching, finishing, and packing, the record keeper collects data on defects and other quality issues. This includes noting the type of defect, its exact location, and the corrective steps taken. These inspection records help in monitoring and improving overall product quality.

Quality Inspection Format				
(Use tally mark for data recording)				
	Number of defects found	Number of pass garments	Number of defective garment	Total pieces checked
Hour -1	###	25	5	30
Hour -2	### /	20	6	26
Hour -3				
Hour -4				
Hour -5				
Hour -6				
Hour -7				
Hour -8				
<b>Total</b>	<b>14</b>	<b>45</b>	<b>11</b>	<b>56</b>
DHI = 25 (14*100)/56		DHI = (100 X Total defects found / No of pieces inspected)		

Fig. 3.1.7: Format for quality inspection

- Use of Checklists and Forms:** Standard checklists and forms are used to collect data uniformly across different production batches. These forms include columns for quantities issued, used, rejected, or sent for rework. Consistent use of these checklists ensures that all departments provide data in a structured and standardised manner.

Garment Quality Control Checklist										
Defect				LPO						
Customer Name										
Order Description & Qty										
Shirt QC Check										
Size	Length	Chest	Shoulder	Sleeve	Collar	Cuff	Buttons	Stitching	Embroider	Design
Yarn & Finish	Buttons	Finishing Collar & Cuff & Pocket	Label	Collar Bone	Stitching (Single - Double - Tackling's)	Embroider	Design (Placket, Hem, Pockets)	Iron	Folding	Packing
Pant QC Check										
Size	Length	Waist	Inseam	Thigh	Bottom					
Yarn & Finish	Buttons	Finishing	Label	Zipper	Stitching (Single - Double - Tackling's)	Embroider	Design	Iron	Folding	Packing

Polo QC Check										
Size	Length	Chest	Sleeve	Waist	Shoulder	Item				
Trims & Finishes	Buttons	Finishing Collar & Cuff & Hemlet	Label	Collar Bone	Finishing Double - Tailoring's	Embroidery	Design (Pocket, Seam, Pockets)	Iron	Folding	Packing
Inspected By:										
Inspected By:										
Inspected By:										

Fig. 3.1.8: Checklist for quality inspection

- **Digital Data Collection:** Data is also entered into spreadsheets or specialised software for automated tracking and analysis. Scanners and barcode systems may be used to quickly record information about fabric rolls and garment bundles. This method supports efficient data retrieval and simplifies record analysis.



Fig. 3.1.9: Fetching data through a laptop



Fig. 3.1.10: Fetching data from barcode scanners

**Vendor and Washing Records:** When garments are sent to external washing units or received from vendors, movement details are carefully recorded. The data includes quantities sent, quantities returned, and any changes in measurements or quality after washing. Maintaining these records ensures full traceability of outsourced processes and final garment quality.



All details of garments sent for washing are entered into a washing movement register or recorded digitally in a database or ERP system. The entry includes not only the quantity but also the expected return date, ensuring proper scheduling and follow-up. Copies of the washing issue slip are shared with relevant departments, such as production, quality control, and store teams, to keep them informed about the garments' movement.



*Fig. 3.1.12: Garment washing machine*

In addition to the physical washing slip, the record keeper updates the central database to mark the garments as “In Washing Process.” This helps managers and supervisors quickly see which batches are outside the factory and when they are expected to return. Regular status checks are also performed with the washing vendor to monitor progress and resolve delays.

When garments are returned after washing, the record keeper matches the returned quantity with the issued quantity recorded earlier. Any shortages, damages, or quality issues found after washing are documented, and corrective action is taken. Final records are updated to reflect the total garments washed, received, and approved for the next production stage.

#### **Procedure for Maintaining Records for Garments Received from Vendors**

When garments are received from external vendors, the record keeper begins by carefully checking the delivered quantity against the purchase order or delivery note. This initial verification ensures that the number of garments matches what was ordered and dispatched. Along with quantity checks, a visual inspection is carried out to detect any visible defects, damages, or mismatches in garment styles or sizes.

All relevant details, including the vendor name, garment style, size breakdown, batch number, total quantity received, and the receiving date, are documented in a vendor receipt log. This log serves as a permanent record to track goods received from different vendors over time. Each entry is assigned a unique receipt number, helping in traceability during audits or quality checks.

If any discrepancies are found—such as missing pieces, incorrect styles, or quality issues—the record keeper immediately reports these to the quality control or production department. Notes about the discrepancies are also added to the record for future reference, ensuring that the issue is traceable.

Once the garments pass verification, they are marked as “Received from Vendor” in the central database or ERP system. This update ensures that all departments, including production and inventory management, have access to the latest information about available stock.

Supporting documents such as vendor delivery notes, inspection reports, and quality clearance forms are attached to the final record and stored in both physical and digital formats. These documents help maintain accountability and traceability, enabling smooth coordination with vendors for future orders or resolving disputes.

### 3.1.5 Procedure for Safely Disposing of Old or Outdated Records

Safe disposal of old or outdated records is an important part of record management in sewn-item manufacturing. Disposing of records properly prevents data misuse and clears storage space for new documentation. Organisations have set guidelines and policies to determine when and how records should be discarded. The record keeper ensures that records are reviewed, approved for disposal, and destroyed using secure methods. Proper documentation of the disposal process is also maintained for audit purposes. Following this procedure helps maintain compliance with organisational and legal requirements.

The procedure for safe disposal of old or outdated records according to the organisation's established guidelines and policies is given as follows:

- **Review and Identify Records**
  - The record keeper regularly reviews stored documents to find records that are outdated or past the retention period.
  - A list of these records is prepared for approval.
- **Approval for Disposal**
  - The prepared list is submitted to the supervisor or manager for verification.
  - Disposal is only carried out after receiving written or digital approval.
- **Secure Disposal Methods**
  - Records are destroyed using safe methods such as shredding for paper files or secure deletion for digital records.
  - For highly sensitive documents, the organisation may use authorised disposal vendors.
- **Maintaining a Disposal Log**
  - Details of disposed records, including record type, code, and date of disposal, are entered in a disposal register.
  - This log ensures traceability and provides evidence of proper disposal.
- **Updating Databases**
  - Digital databases are updated to mark records as "Disposed."
  - Helps avoid confusion with active records and maintains accurate data storage.
- **Compliance Check**
  - The entire process is carried out as per the organisation's guidelines and legal compliance rules.
  - Regular audits are performed to ensure disposal procedures are followed correctly.

Describe how records and reports are retrieved and accessed when needed, ensuring timely and appropriate sharing of information with authorised personnel.

### 3.1.6 Retrieving and Accessing Records and Reports

Retrieving and accessing records is essential for smooth operations in sewn-item manufacturing. The process ensures that information is available on time for production, quality checks, audits, and decision-making. Only authorised personnel can access these records to maintain confidentiality and data security. A systematic filing system helps in quickly locating physical documents, while digital databases allow instant retrieval of electronic records. The record keeper is responsible for ensuring that requested reports are shared accurately and promptly. Proper access control and tracking ensure that records remain secure and well-managed.

The process of retrieving and accessing records when needed is mentioned as follows:

#### 1. Receiving Record Requests

- Requests from authorised personnel, such as supervisors, quality controllers, or auditors, are recorded.
- Each request is verified against an access authorisation list to prevent unauthorised use.

#### 2. Locating Records

- The record keeper searches physical files stored in labelled cabinets or shelves using unique identification numbers.
- For digital records, the central database or ERP system is used to locate files quickly.

#### 3. Verification of Accuracy

- The requested record is checked to ensure it matches the details provided in the request.
- This step avoids sharing incorrect or outdated information.

#### 4. Providing Access or Copies

- Physical records are handed over for review under a sign-out log to track movement.
- Digital records are shared through secure organisational systems or provided as read-only copies.

#### 5. Updating Record Retrieval Log

- Each retrieval is entered into a log with details such as the requester's name, date, record ID, and purpose.
- This maintains accountability and prevents loss of documents.

#### 6. Maintaining Confidentiality and Security

- Sensitive records are accessed only in the presence of authorised supervisors.
- After use, records are returned and filed back in their original location to keep filing systems organised.

## Summary

- Each record is given a unique identification number for easy tracking and retrieval.
- Data is collected systematically using standard procedures for fabric measurements and quality checks.
- Records are maintained for garments sent for washing and tracked upon return from vendors.
- Daily tasks include managing inventory and preparing reports for supervisors or managers.
- Old or outdated records are safely disposed of according to organisational policies.
- Records and reports are retrieved and accessed promptly for sharing with authorised personnel.
- Proper record keeping ensures smooth operations and accurate monitoring of garment movement.

## Exercise

### Multiple-choice Question:

1. Why is a unique identification number given to each record?
  - a. To decorate the records
  - b. To make the record look different
  - c. To ensure easy tracking and retrieval
  - d. To change record formats
2. Which of the following is a standard procedure for data collection?
  - a. Random guessing
  - b. Measuring fabric panels and garment parts
  - c. Copying data from others
  - d. Using non-standard units
3. How are garments sent for washing tracked?
  - a. By changing their colour
  - b. By maintaining proper records of movement
  - c. By attaching new labels only
  - d. By removing their ID numbers
4. Who receives the daily reports prepared by record keepers?
  - a. Customers
  - b. Delivery staff
  - c. Supervisors or managers
  - d. Designers
5. What is the correct way to dispose of old records?
  - a. Throw them in open bins
  - b. Burn them without approval
  - c. Follow the organisation's safe disposal guidelines
  - d. Leave them on desks

### Descriptive Questions:

1. Explain the importance of giving a unique identification number to each record.
2. Describe the proper method of collecting data during garment quality inspection.
3. How are records maintained for garments sent to and received from washing vendors?
4. Discuss the process of managing daily tasks and preparing reports for supervisors.
5. Outline the safe disposal procedure for outdated records in an organisation.





# 4. Maintain Health, Safety and Security in the Record Keeping Work Area with Gender & PWD Sensitisation



Unit 4.1 - Workplace Hazards and Response

Unit 4.2 - First Aid and Emergency Care



## Key Learning Outcomes

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

1. Describe different safety dangers at work and explain why they happen, such as fire or chemical leaks.
2. Explain how to use safety items like masks, gloves, and boots when doing work or collecting data.
3. Discuss how a person should take part in practice drills for safety and emergency escapes at work.
4. Outline why it is important to learn first aid and how to act during fire or emergency situations.
5. Illustrate how a person can give simple first aid when someone is hurt at work.
6. Demonstrate how to give basic CPR to help someone who is not breathing properly.
7. Describe the dangers caused by electric wires or chemicals and how they can hurt people.
8. Demonstrate how a person checks the workplace for fire, leaks, or other unsafe conditions.
9. Discuss why wearing safety items is important when collecting data near machines or processes.
10. Describe how to safely use tools like scissors or cutters without hurting anyone.
11. Explain how to read safety signs and what they tell people to do at work.

## UNIT 4.1: Workplace Hazards and Response

### Unit Objectives

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

1. Elaborate on the common safety dangers at the workplace and explain why they happen, such as fires or chemical spills.
2. Describe the risks caused by electric wires and chemicals, and how these can harm people at work.
3. Discuss how a person should take part in safety drills and follow proper steps during emergencies like fire or evacuation.
4. Outline how a person can check the workplace for unsafe things like leaks, fire risks, or broken equipment.

### 4.1.1 Common Safety Dangers at the Workplace

Workplace safety is very important to protect workers from harm. Many common dangers, like fires or chemical spills, can happen if safety rules are not followed. These dangers can cause injuries, damage to property, and even loss of life. Most of these problems occur due to carelessness, poor maintenance, or lack of training. Understanding these dangers helps to stop accidents before they happen.

<p style="text-align: center;"><b>Fires</b></p> 	<p>Fires may happen due to faulty wiring, open flames, or flammable materials not stored properly. They occur when safety checks are ignored or fire-fighting equipment is missing.</p>
<p style="text-align: center;"><b>Chemical Spills</b></p> 	<p>Chemical spills happen when chemicals are not handled or stored safely. These spills can cause burns, breathing problems, or even fires if proper care is not taken.</p>

**Slips, Trips, and Falls**

Wet floors, loose wires, or uneven surfaces often cause slips and falls. These happen when housekeeping is poor and warning signs are not placed.

**Electric Shocks**

Electrical accidents happen due to exposed wires or the use of broken electrical equipment. They usually occur when machines are not checked or maintained regularly.

**Injury from Machines**

Workers may get hurt by moving parts of machines if guards are missing or if they are not trained. This often happens when safety rules are not followed while using machinery.

**Falling Objects**

Tools or materials may fall from shelves or heights if not stored properly. These accidents happen when storage is unsafe or workers are not alert.

### Poor Ventilation or Air Quality



Workplaces without fresh air or proper ventilation can cause breathing problems. This happens especially in places where chemicals or dust are present.

Table 4.1.1: Common safety dangers at the workplace and reasons for occurrence

## 4.1.2 Risks caused by Electric Wires and Chemicals

Electric wires and chemicals can be very dangerous at the workplace if not handled properly. They can cause serious injuries like burns, electric shocks, or breathing problems. These risks usually happen due to carelessness or poor safety measures. Workers must know how to stay safe while working near wires or using chemicals. Proper training and equipment help reduce these dangers.

The risks that are caused by electric wires and chemicals are mentioned as follows:

- **Electric Shock:** Touching open or damaged wires can give a strong electric shock. This can lead to burns, unconsciousness, or even death in serious cases.



Fig. 4.1.1: Electric shock

- **Electrical Fires:** Overloaded wires or short circuits can start fires. These fires can spread quickly and cause harm to people and damage to property.



Fig. 4.1.2: Electrical fires

- **Chemical Burns:** Some chemicals can burn the skin or eyes if they come into contact with them. This happens when safety gloves, goggles, or aprons are not used.



*Fig. 4.1.3: Chemical burns*

- **Toxic Fumes:** Many chemicals release harmful gases that can damage the lungs. Breathing in these fumes can cause headaches, dizziness, or long-term health problems.



*Fig. 4.1.4: Toxic fumes*

- **Explosions:** If certain chemicals are mixed incorrectly or exposed to heat, they may explode. These explosions can injure workers and destroy materials or equipment.



*Fig. 4.1.5: Explosions*

- **Skin and Eye Irritation:** Chemicals like acids or cleaning agents can cause itching, redness, or pain. This happens when workers do not follow safety instructions or wear protective gear.



*Fig. 4.1.6: Skin and eye irritation*

### 4.1.3 Steps Need to be Followed in Safety Drills

Safety drills help people learn what to do in case of emergencies like fire, gas leak, or building evacuation. Everyone must take these drills seriously to stay safe. Following the right steps during a real emergency can save lives and prevent panic. Drills teach people how to move quickly, stay calm, and help others. Proper training and practice make sure people are ready when an emergency happens.

The steps that need to be followed to take part in safety drills are mentioned below:

1. **Pay Full Attention During Drills:** The person should listen carefully to instructions during the drill. This helps them remember what to do during a real emergency.



*Fig. 4.1.7: Mock drills in a garment manufacturing unit*

2. **Practice the Correct Movements:** The person should follow the route to exits, use stairs instead of lifts, and learn the meeting point. Practising these steps helps build quick and safe habits.



*Fig. 4.1.8: Following the correct movements*

3. **Stay Calm and Follow the Group:** The person must not push, run, or panic during the drill. Staying calm helps everyone move safely and prevents injuries.
4. **Ask Questions if Confused:** If the person doesn't understand any part of the drill, they should ask the trainer or supervisor. It is important to clear all doubts to act correctly in real emergencies.



*Fig. 4.1.9: Asking questions*

5. **Take Every Drill Seriously:** Some people ignore drills, but they should always treat them like a real event. Regular practice can make actions automatic in actual danger.



*Fig. 4.1.10: Performing emergency tasks efficiently*

On the other hand, the proper steps to follow during emergencies like fire or evacuation are:

1. **Raise the Alarm Immediately:** If the person sees fire or danger, they must inform others and raise the alarm. This helps in starting the evacuation quickly.



Fig. 4.1.11: Fire alarm

2. **Do Not Use Lifts:** The person should always use the stairs and avoid elevators during a fire. Lifts can stop working or fill with smoke.



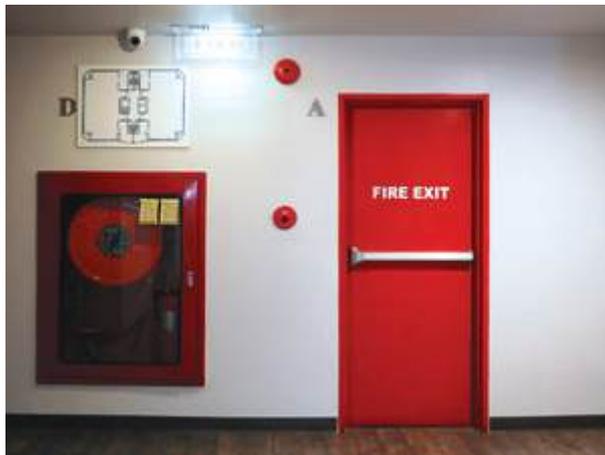
Fig. 4.1.12: Using stairs

3. **Cover Nose and Mouth with a Cloth:** If there is smoke, the person should cover their face with a wet cloth. This helps them breathe better and avoid smoke inhalation.



*Fig. 4.1.13: Covering face with a cloth*

- 4. Move Quickly to the Exit:** The person should walk quickly but not run or push others. Following signs and exit routes helps in reaching safety quickly.



*Fig. 4.1.14: Using this exit*

- 5. Help Others If Possible:** The person should help the elderly, children, or injured workers during evacuation. This shows teamwork and can save lives.
- 6. Wait at the Assembly Point:** After exiting, the person must go to the assembly area and wait for further instructions. This helps in checking if everyone is safe.



*Fig. 4.1.15: Waiting at the assembly point*

#### 4.1.4 Checking the Workplace for Unsafe Things

Checking the workplace for unsafe things is very important to stop accidents before they happen. A person should look for signs like water leaks, fire dangers, or broken tools and machines. Regular checks help keep the place safe for everyone. These checks should be done carefully and reported to the right person if any problem is found. Taking quick action can prevent injury and damage.

1. **The steps to check the workplace for unsafe things are given below:**
2. **Look for Water or Chemical Leaks:** The person should check floors, pipes, and storage areas for any dripping or puddles. Leaks can cause slips or chemical burns, so they must be reported quickly.
3. **Check for Fire Hazards:** The person must look for open wires, overloaded sockets, or flammable items near heat sources. Fire risks should be removed or fixed immediately to stay safe.
4. **Inspect Tools and Machines:** All machines and tools should be checked for broken parts or loose wires. If anything is damaged, it should not be used and must be repaired.
5. **Watch for Blocked Exits and Escape Routes:** Emergency exits should always be open and free from boxes or other items. A blocked path can stop people from getting out safely during an emergency.
6. **Listen for Strange Noises or Smells:** Unusual sounds from machines or strong smells from chemicals may indicate a problem. The person should report this to the supervisor for checking.
7. **Check Safety Signs and Equipment:** Safety signs should be clear and easy to see. Fire extinguishers, alarms, and first aid kits must be in place and ready to use.

## UNIT 4.2: First Aid and Emergency Care

### Unit Objectives

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

1. Discuss why learning first aid is important and how it helps in emergencies at the workplace.
2. Illustrate the basic steps a person should follow to help someone who is hurt at work.
3. Demonstrate how to give simple CPR when a person is not breathing properly.
4. Describe how a person uses safety items like masks, gloves, and boots while working.
5. Explain why wearing protective gear is important when collecting data near machines or processes.
6. Illustrate how to use tools like scissors or cutters in a safe and careful way.
7. Elucidate how safety signs help people understand what to do and avoid danger at work.

### 4.2.1 Importance of Learning First Aid

Learning first aid is very important in the workplace because it helps save lives during emergencies. Accidents like cuts, burns, or fainting can happen anytime. A person with first aid knowledge can give quick help before the doctor or ambulance arrives. This quick action can stop the problem from getting worse. First aid training also helps workers stay calm and act fast during emergencies.



*Fig. 4.2.1: First aid kit*

**The importance of learning first aid is mentioned as follows:**

- **Helps Save Lives Quickly:** A trained person can give first aid immediately after an accident. This can stop a serious injury or even save someone's life.
- **Stops the Situation from Getting Worse:** Giving basic care, like stopping bleeding or keeping someone breathing, helps prevent more damage. Early care controls the problem until medical help comes.
- **Helps in Case of Burns, Cuts, or Falls:** First aid teaches how to clean wounds, apply bandages, or cool burns. This care keeps the injured person safe and comfortable.
- **Makes People Act Calmly in Emergencies:** First aid training helps a person stay focused and not panic. This calmness helps others also stay safe and follow instructions.
- **Improves Safety Awareness:** People who learn first aid also learn to notice dangers around them. This helps in preventing accidents before they happen.
- **Provides Confidence to Help Others:** A trained worker does not feel scared to help someone in pain. Confidence in giving first aid can make a big difference during emergencies.



Fig. 4.2.2: Learning first aid

### Help with Learning First Aid in Emergencies at the Workplace

Learning first aid helps a person know what to do during an emergency at the workplace. It allows quick and correct action before medical help arrives. This can save lives, reduce pain, and stop the injury from getting worse. A person with first aid knowledge stays calm and helps others stay calm, too. It also helps build a safer and more confident workplace.



Fig. 4.2.3: Learning first aid

- **Gives Quick Help Before Medical Team Arrives:** A trained person can give care in the first few minutes after an accident. This can be very important while waiting for doctors or ambulances.
- **Reduces the Level of Injury or Pain:** First aid helps to stop bleeding, cool a burn, or support a broken bone. This prevents the injury from becoming more serious.
- **Prevents Panic and Confusion:** A person with first aid training knows what to do and does not panic. This keeps the situation under control and avoids further accidents.
- **Supports the Injured Person Emotionally:** Giving first aid shows care and comfort to the injured person. This can help them stay calm and feel safe during the emergency.
- **Protects Others at the Scene:** First aid training also teaches how to check the area for danger. This helps keep other people safe and prevents more injuries.

## 4.2.2 Basic Steps for Helping Someone

When someone gets hurt at work, it is important to help them quickly and safely. A person must stay calm and follow simple steps to give first aid. These actions can stop the injury from getting worse and keep the person safe until medical help arrives. Knowing what to do also prevents panic and keeps others calm. First aid does not require a doctor—just basic knowledge and care.



Fig. 4.2.4: Helping a person who is hurt

The steps are discussed below:

1. **Stay Calm and Ensure Safety:** The person should first stay calm and check if the area is safe for both the injured person and themselves. If there is danger, they should move the injured person only if it is safe to do so.
2. **Call for Help Immediately:** The person should inform a supervisor and call for medical help or an ambulance if needed. Getting professional help quickly is very important.
3. **Check the Injured Person's Condition:** The person should see if the injured person is awake, breathing, and if there is bleeding or pain. This helps in giving the right type of first aid.
4. **Give Basic First Aid:** The person can stop bleeding using a clean cloth, support a hurt arm or leg, or cool a burn with clean water. They should not move the injured person too much unless necessary.
5. **Comfort and reassure the Person:** The helper should talk calmly to the injured person and tell them that help is on the way. This helps reduce fear and keeps the person relaxed.
6. **Wait with the Person Until Help Arrives:** The person should stay with the injured one and keep checking their condition. They should give any information to the medical team when they arrive.

## 4.2.3 Process of Giving Simple CPR

CPR, or Cardiopulmonary Resuscitation, is a life-saving action used when a person is not breathing or their heart has stopped. It helps keep blood and oxygen flowing to the brain and body. Anyone with basic training can give simple CPR until medical help arrives. Doing CPR quickly increases the chance of saving the person's life. It is important to stay calm and follow the correct steps.



Fig. 4.2.5: Process of providing CPR

The process of providing simple CPR when a person is not breathing properly is mentioned as follows:

1. **Check the Person's Response:** The person should gently tap the injured person and ask, "Are you okay?" If there is no response and the person is not breathing or breathing abnormally, CPR is needed.
2. **Call for Help Immediately:** The person should call emergency services or ask someone nearby to do it. Quick help from professionals is very important.
3. **Place the Person on a Flat Surface:** The person should gently lie the injured person on their back on a hard, flat surface. This helps give proper chest compressions.
4. **Begin Chest Compressions:** The person should place both hands, one on top of the other, in the centre of the chest. They should press down hard and fast (about 100–120 times per minute), letting the chest rise fully between pushes.
5. **Give Rescue Breaths (If Trained):** If trained, the person can give two rescue breaths after every 30 compressions. They should tilt their head back, lift their chin, pinch their nose, and blow into the mouth until the chest rises.
6. **Continue Until Help Arrives:** The person should keep giving CPR—30 compressions and two breaths (if trained)—without stopping. They should only stop if the person starts breathing or medical help arrives.



Fig. 4.2.6: Giving CPR

## 4.2.4 Using Safety Items While Working

Safety items like masks, gloves, and boots protect a person from getting hurt or sick while working. These items are part of personal protective equipment (PPE) and are very important in many jobs. They help prevent injuries, infections, or harmful contact with dangerous substances. A person must know how to wear them properly and when to use them. Using PPE correctly keeps the person safe and healthy at the workplace.

The process of using safety items like masks, gloves, and boots is given below:

1. **Masks:** The person should wash their hands before putting on the mask. It should cover the nose, mouth, and chin properly without leaving gaps on the sides.

Masks are used to protect from dust, smoke, germs, and harmful gases. They are especially important in hospitals, dusty work areas, and chemical-handling zones.



Fig. 4.2.7: Wearing masks

2. **Types of Masks:** A surgical mask is used in healthcare for protection against germs. A respirator mask (like N95) is used in high-risk areas with chemicals, dust, or airborne particles.

The person must choose the correct mask based on the job and replace it if it gets wet, dirty, or damaged.



Fig. 4.2.8: Types of masks

3. **Gloves:** The person must check that the gloves are clean, dry, and the right size before wearing them. Gloves should be removed safely by peeling them off inside out and disposed of properly. Gloves protect against cuts, burns, infections, or contact with chemicals. They are widely used in hospitals, factories, kitchens, and cleaning jobs.



Fig. 4.2.9: Gloves

- **Types of Gloves:** Rubber gloves are used for cleaning or chemical handling. Cloth or leather gloves are used for construction or heavy lifting. Each type of glove is made for a different purpose, so the person must use the right one to avoid injury.



Fig. 4.2.9: wearing industrial gloves

4. **Boots:** The person should wear safety boots with strong soles and toe protection (like steel toes). The boots should fit well and be tied or zipped securely to prevent slipping. Safety boots protect feet from falling objects, sharp tools, slippery floors, and electric shocks. They are required on construction sites, factories, and wet or uneven surfaces.



Fig. 4.2.10: Boots used in factories

- **Types of Safety Boots:** Waterproof boots are good for wet areas, and anti-slip boots are best for oily or smooth floors. Electric-resistant boots are needed for electrical work. The person must choose the right type of boot based on the task and workplace hazards.



Fig. 4.2.11: Types of safety boots

### 4.2.5 Importance of Wearing Protective Gear

Wearing protective gear is very important when collecting data near machines or industrial processes. Machines can be dangerous and may cause injury if safety precautions are not followed. Protective gear helps keep the person safe from cuts, burns, noise, dust, or flying objects. It also helps the person focus on their work without fear of getting hurt. Using the right safety items builds a safe and responsible workplace.



Fig. 4.2.12: Wearing protective gear

The importance of wearing protective gear when collecting data near machines or industrial processes is discussed as follows:

1. **Prevents Physical Injuries:** Machines may have sharp or moving parts that can hurt hands, eyes, or feet. Wearing gloves, safety goggles, and boots helps protect the body from cuts, scratches, or heavy objects injuries.
2. **Protects from Heat and Burns:** Some machines release hot air, steam, or heated surfaces during operation. Wearing heat-resistant gloves or protective clothing stops burns or skin damage.
3. **Shields from Dust, Smoke, or Chemicals:** Data collection near certain machines may expose a person to harmful dust or chemical fumes. A face mask or respirator keeps the lungs safe and helps avoid breathing problems.
4. **Guards Against Loud Noise:** Some machines make loud sounds that can harm hearing over time. Using earplugs or earmuffs protects the ears and keeps hearing safe.
5. **Improves Focus and Confidence:** When a person wears the right gear, they feel more secure and can concentrate better on their task. This reduces mistakes and makes the work more accurate and efficient.

- 6. Meets Safety Rules and Standards:** Many workplaces have safety rules that require wearing protective gear near machines. Following these rules shows responsibility and helps avoid fines or penalties.

### 4.2.6 Using Tools in a Safe and Careful Way

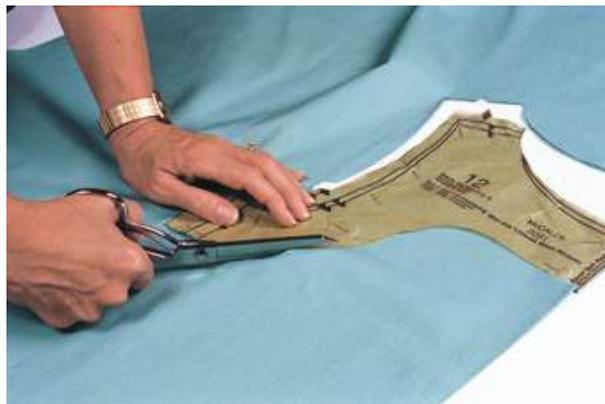
Using tools like scissors or cutters must be done with care to avoid injury. These tools may look simple, but they can be dangerous if not handled properly. Safe usage helps prevent cuts, accidents, or damage to materials. It also helps the person work faster and more neatly. Learning and following safety steps is important for everyone in the workplace.



*Fig. 4.2.13: Scissors and cutters*

The usage of tools like scissors or cutters in a safe and careful way is given as follows:

- **Hold the Tool Properly:** The person should hold scissors or cutters with a firm grip and keep fingers away from the blade. This helps control the tool and prevents slipping.



*Fig. 4.2.14: Holding scissors properly*

- **Cut on a Stable Surface:** The person should place the material on a flat, stable surface before cutting. Cutting in the air or on an uneven surface can cause accidents.



Fig. 4.2.15: Cutting on a stable surface

- **Always Cut Away from the Body:** The person must make sure to cut in a direction away from their body. This lowers the chance of injury if the tool slips.



Fig. 4.2.16: Cutting garments away from the body

- **Keep the Blade Sharp and Clean:** Dull or dirty blades can slip or tear the material. A clean, sharp blade cuts better and is safer to use.



Fig. 4.2.17: Keeping the blade sharp and clean

- **Close and Store the Tool After Use:** The person should close the blades or cover them with a safety cap when not using the tool. Storing it properly prevents accidents when others handle it.



*Fig. 4.2.18: Closing and storing scissors after use*

- **Do Not Run or Play with Sharp Tools:** Scissors and cutters are not toys. The person should always use them only for work and not carry them while walking or running.



*Fig. 4.2.19: Dealing with sharp tools properly*

## 4.2.7 Safety Signs Helping People to Understand

Safety signs are very important at the workplace because they help people stay safe. These signs give clear messages about what to do, what to avoid, and where to go in case of danger. They use simple words, colours, and pictures so that everyone can understand them quickly. Safety signs help stop accidents by warning people before something goes wrong. They also remind workers to follow safety rules all the time.



Fig. 4.2.20: Safety signs

The process of helping people understand with the help of safety signs is discussed as follows:

- **Give Clear Warnings:** Safety signs warn people about dangers like high voltage, wet floors, or heavy machines. These warnings help people stay alert and avoid risky areas.



Fig. 4.2.21: An example of a warning sign for workers

- **Show Safe Practices:** Some signs tell people what they must do, like “Wear a helmet” or “Use hand gloves.” These signs remind workers to follow the correct safety steps.



Fig. 4.2.22: Safe use of tools in garment cutting

- **Mark Emergency Exits and Safety Equipment:** Safety signs point to fire exits, first aid boxes, fire extinguishers, or assembly points. This helps people find help quickly during emergencies.



Fig. 4.2.23: Emergency signed area for workers

- **Use Colours and Symbols Everyone Understands:** Safety signs use red for danger, yellow for warning, green for safe actions, and blue for instructions. Pictures and symbols make the message clear even if someone cannot read.



Fig. 4.2.24: Using symbols

- **Prevent Accidents and Injuries:** By following the messages on safety signs, workers avoid unsafe actions. This reduces the number of accidents at the workplace.



Fig. 4.2.25: Using symbols to prevent accidents and injuries

- **Promote a Safety Culture:** When people see safety signs every day, they become more aware of risks. This builds good habits and creates a safer working environment.



*Fig. 4.2.26: Working in a safety culture*

## Summary

- Workplace hazards such as fires, chemical spills, and faulty equipment can cause serious harm if not addressed properly.
- Understanding electrical and chemical risks is key to maintaining a safe environment.
- Participation in drills and correct emergency steps, like evacuation and first aid, saves lives.
- Regularly checking for unsafe conditions helps prevent accidents.
- First aid knowledge, including CPR, is essential for immediate care during workplace emergencies.
- Using safety equipment like gloves, boots, and masks protects workers from injury.
- Safety signs guide workers to act correctly and avoid danger while handling tools and equipment.

## Exercise

### Multiple-choice Question:

1. What is a common workplace hazard?
  - a. Reading a newspaper
  - b. Chemical spill
  - c. Playing music
  - d. Painting walls
2. Why is it important to take part in safety drills?
  - a. To get more breaks
  - b. To avoid work
  - c. To prepare for real emergencies
  - d. To clean the office
3. What is the first step to help someone who is hurt at work?
  - a. Walk away
  - b. Laugh at them
  - c. Provide first aid if safe to do so
  - d. Take a photo
4. What is the correct way to use scissors or cutters at work?
  - a. Cut towards the body
  - b. Use them quickly
  - c. Use them carefully and safely
  - d. Throw them after use
5. What do safety signs help people do?
  - a. Decorate the walls
  - b. Find their desks
  - c. Understand dangers and stay safe
  - d. Play games at work

### Descriptive Questions:

1. Explain two common dangers in the workplace and why they happen.
2. Describe how electric wires and chemicals can be dangerous to workers.
3. What should a person do during a fire drill or emergency evacuation at work?
4. List three things to look for when checking the workplace for safety.
5. Describe how safety items like gloves and boots protect workers while doing tasks.

## Notes



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Scan the QR codes or click on the link to watch the related videos



<https://youtu.be/JOGVrAzsirM?si=gNyDbUuqLceCn10S>  
10 Critical Workplace Hazards & How to Stay Safe



<https://youtu.be/kuDfDWUrEus?si=Os21dHKC3P-gdLWI>  
What Causes Electrical Fires?



<https://youtu.be/VyiZcZhLEJO?si=9mxrppmmcGZo-Qp2q>  
How to conduct Mock Drill at work site



<https://youtu.be/cvxBlj1Xx8o?si=qBRdlSzoFvwtXXT5>  
First Aid | Do's & Don'ts During First Aid



<https://youtu.be/hizBdM1Ob68?si=c5gDsvdquD1nZlxP>  
Learn How To Do CPR



<https://youtu.be/Qyy0Svl1kZI?si=YsCD8RCSO-LNEkyq>  
PPE - Personal Protective Equipment



[https://youtu.be/t7ebtTj\\_nJU?si=hoM-rubMBoye1e1a](https://youtu.be/t7ebtTj_nJU?si=hoM-rubMBoye1e1a)  
Safety signages in the workplace and their uses



# 5. Comply with Industry, Regulatory, Organisational Requirements and Greening of Job Roles



Unit 5.1 - Workplace Ethics and Integrity

Unit 5.2 - Workplace Behaviour and Duties



## Key Learning Outcomes

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

1. Explain why it is important to follow good values and honesty in the apparel industry.
2. Discuss how being honest and fair helps both the worker and the company do better.
3. Describe why coming to work on time every day is important in garment factories.
4. Elucidate how knowing what customers want helps make better clothes and products.
5. Outline the rules made by the country or customer for making clothes safely and correctly.
6. Illustrate how workers must share problems or mistakes by telling the right person at work.
7. Explain what tasks a worker is allowed to do and when they should ask for help.
8. Describe why it is important to tell if something is not done as per the rules or law.
9. Explain how workers can ask supervisors if they are not sure about company rules.
10. Discuss how following company rules helps everyone work safely and smoothly.
11. Outline what to do when someone does not follow legal or company rules in the workplace.
12. Elucidate the basic legal rules that must be followed while making and selling clothes.
13. Describe how to use machines, tools, and materials safely while working with clothes.
14. Illustrate how workers should clean their tools and machines on time to avoid problems.
15. Explain how to report if any machine or place at work is unsafe or dangerous.

## UNIT 5.1: Workplace Ethics and Integrity

### Unit Objectives

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

1. State the importance of having an ethical and value-based approach to governance.
2. State benefits to self and the organisation due to the practice of values and ethics.
3. Mention the limits of personal responsibility.
4. Discuss the steps to clarify doubts on policies and procedures with the supervisor or other authorised personnel.
5. State the importance of punctuality and attendance.
6. Discuss any possible deviation from regulatory requirements.
7. Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.
8. Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.

### 5.1.1 Importance of Following Good Values and Honesty at Work

In a sewn-item manufacturing setup, having an ethical and value-based approach to governance is essential for maintaining transparency, trust, and efficiency. From a record keeper's viewpoint, it ensures that all records are accurate, secure, and handled responsibly. Ethical governance helps prevent data misuse, supports fair decision-making, and improves compliance with industry regulations. It also builds a positive workplace culture where honesty and accountability are valued. This approach ultimately strengthens both individual and organisational reputation.

The importance of ethical and value-based governance is discussed as follows:

- **Accuracy and Transparency:** Ensures all production, inventory, and quality records are maintained honestly without manipulation.
- **Compliance:** Helps the organisation meet legal, regulatory, and audit requirements effectively.
- **Trust Building:** Develops trust between employees, management, and external stakeholders through responsible record handling.
- **Risk Reduction:** Prevents issues such as fraud, data breaches, and operational discrepancies.
- **Reputation Enhancement:** Supports a positive organisational image with customers, suppliers, and industry partners.
- **Efficient Decision-Making:** Provides reliable data for informed and fair management decisions.
- **Workplace Integrity:** Promotes a culture of ethics, fairness, and accountability across departments.



Fig. 5.1.1: Values to be followed at the workplace



Fig. 5.1.2: 5 ways to demonstrate integrity in the workplace

### 5.1.2 Benefits to Self and the Organisation

Practising values and ethics helps a record keeper in sewn-item manufacturing gain trust and respect from supervisors and colleagues. Ethical practices ensure accurate and transparent records, leading to personal growth and skill development. For the organisation, it promotes compliance with regulations and builds a positive reputation with customers and suppliers. Maintaining honesty and responsibility reduces risks of fraud, errors, and operational issues. Overall, strong values and ethics support both individual success and organisational efficiency.

**The benefits to oneself are mentioned below:**

- **Improved Trust:** Gains trust from supervisors, co-workers, and management by being honest and reliable in record-keeping.
- **Better Reputation:** Builds a strong personal reputation for integrity, making it easier to earn promotions and recognition.
- **Skill Development:** Develops strong habits of accuracy, fairness, and responsibility, which improve overall professional skills.
- **Job Security:** Increases chances of long-term employment due to consistent ethical practices and compliance with rules.
- **Personal Satisfaction:** Feels confident and satisfied knowing that records are maintained correctly and ethically.

On the other hand, the benefits to the company due to practising values and ethics are given as follows:

- **Accurate Records:** Ensures all data related to production, inventory, and quality is reliable for decision-making.
- **Compliance:** Helps the organisation meet legal and regulatory requirements, avoiding penalties and disputes.
- **Trustworthy Environment:** Builds a culture of honesty and responsibility, improving teamwork and cooperation.
- **Reduced Risks:** Minimises the risk of fraud, errors, or data manipulation that could harm the business.
- **Positive Reputation:** Enhances the organisation's image with customers, suppliers, and auditors due to ethical handling of records.
- **Efficient Operations:** Supports smooth audits, better planning, and improved overall process performance through transparent record-keeping.

### 5.1.3 Limits of Personal Responsibility

In a sewn-item manufacturing setup, a record keeper has defined personal responsibilities that focus on accurate record maintenance, confidentiality, and compliance. However, there are limits to these responsibilities because certain factors are outside direct control, such as system failures, data provided by others, or final decision-making by management. These limits can sometimes affect data accuracy and process efficiency. Understanding these boundaries helps the record keeper perform the role effectively without taking undue blame for issues beyond control. Overcoming these limitations requires teamwork, proper reporting, and following established procedures.

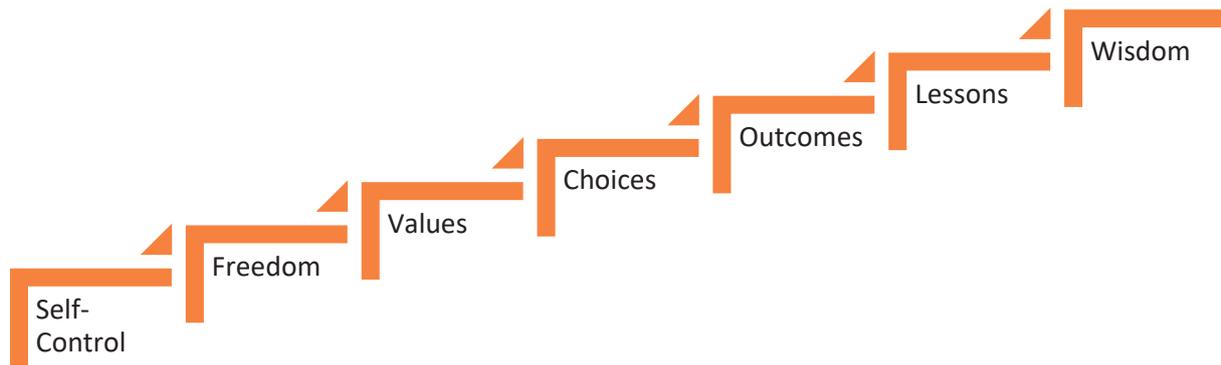


Fig. 5.1.3: Steps to follow to maintain personal responsibilities

Limitation	Description	Way to Overcome
<b>Dependence on Data from Others</b>	Relies on information provided by production staff, supervisors, or suppliers.	Verify incoming data and request clarifications when discrepancies arise.
<b>Limited Decision-Making Authority</b>	Cannot make final decisions on policy, budgets, or approvals.	Escalate issues to management and provide supporting records for decisions.
<b>System or Equipment Failures</b>	Errors or delays may occur due to technical problems with software or machines.	Report failures immediately and maintain backup manual records if needed.
<b>Restricted Access to Confidential Data</b>	May not have clearance to view or handle certain financial or design documents.	Work within assigned access levels and coordinate with authorised staff.
<b>Influence of Organisational Policies</b>	Bound by company policies that may limit independent actions.	Follow procedures strictly and suggest improvements to management.

Table 5.1.1: Limits of personal responsibility and ways of overcoming them

### 5.1.4 Steps to Clarify Doubts on Policies and Procedures

In a sewn-item manufacturing organisation, a record keeper may face doubts or confusion about company policies and procedures while handling records. To avoid mistakes and ensure compliance, it is important to clarify these doubts promptly with a supervisor or authorised personnel. Clear communication helps maintain accurate documentation, prevents policy violations, and improves work efficiency. The process should be handled professionally and systematically to get correct guidance. These steps ensure smooth record-keeping and adherence to organisational standards.

The steps of clarifying doubts are given below:

- **Identify the Doubt:** Clearly understand the specific policy or procedure causing confusion.
- **Review Existing Documents:** Check manuals, guidelines, or previous instructions to see if the answer is already available.
- **Prepare Questions:** Write down precise questions to avoid misunderstandings during the discussion.

- **Approach the Supervisor:** Contact the supervisor or authorised personnel in a respectful and timely manner.
- **Explain the Situation:** Briefly describe the task or issue and why clarification is needed.
- **Listen Carefully:** Pay attention to the explanation and take notes for future reference.
- **Seek Examples:** Request practical examples or demonstrations if the policy is complex.
- **Confirm Understanding:** Repeat the key points to ensure the instructions are correctly understood.
- **Document the Clarification:** Record the clarified instructions for future use and share with relevant team members if allowed.

### 5.1.5 Importance of Punctuality and Attendance

In a sewn-item manufacturing department, punctuality and regular attendance are essential for smooth operations and efficiency. From a record keeper's viewpoint, these factors ensure accurate time tracking, proper wage calculation, and effective production planning. Consistent attendance also supports teamwork, reduces delays, and maintains compliance with labour policies. Maintaining punctuality improves overall discipline and sets a positive workplace example. Accurate records of attendance help management make fair and informed decisions regarding employee performance.



*Fig. 5.1.4: Attendance in a garment manufacturing unit*



*Fig. 5.1.5: Another example of full attendance in an Indian garment manufacturing unit*

The importance of punctuality and attendance is mentioned below:

- **Accurate Payroll Processing:** Ensures correct calculation of wages, overtime, and benefits.
- **Efficient Production Scheduling:** Helps in planning manpower for each production stage without delays.
- **Compliance with Labour Laws:** Maintains proper documentation to meet legal and organisational requirements.
- **Enhanced Teamwork:** Promotes reliability, helping teams work together smoothly and meet deadlines.
- **Reduced Operational Disruptions:** Prevents work stoppages or production slowdowns caused by absenteeism or late arrivals.

### 5.1.6 Rules and Laws Need to Follow in the Apparel Industry

In a sewn-item manufacturing organisation, a record keeper plays an important role in ensuring compliance with regulatory requirements. If any deviation or potential non-compliance is observed in records, production processes, or documentation, it must be reported immediately. Timely reporting helps prevent legal issues, quality failures, and customer dissatisfaction. The process involves identifying the deviation, collecting supporting evidence, and informing the appropriate authority. Proper documentation and follow-up ensure that corrective actions are taken effectively.

The process of reporting deviations is discussed as follows:

- **Identify the Deviation:** Detect any irregularity or non-compliance in production records, quality checks, or documentation.
- **Verify the Observation:** Double-check the data to confirm the deviation before escalating.
- **Collect Evidence:** Gather supporting documents, inspection reports, or logs that show the deviation.
- **Notify Supervisor or Compliance Officer:** Inform the designated authority immediately through verbal communication or written notice.
- **Document the Report:** Record details of the deviation, date, time, and the action taken for future reference.
- **Support Investigation:** Provide necessary information and cooperate during audits or corrective action reviews.
- **Monitor Corrective Measures:** Follow up to ensure that proper actions are implemented to avoid future deviations.

### 5.1.7 Identification of Procedures

In a sewn-item manufacturing organisation, a record keeper must ensure that all activities comply with legal, regulatory, and ethical requirements. If these requirements are not met, immediate action is necessary to avoid penalties, operational disruptions, and damage to the organisation's reputation. Proper procedures include detecting non-compliance, documenting the issue, reporting it to authorised personnel, supporting investigations, and implementing corrective actions. Each requirement—legal, regulatory, and ethical—has specific steps to address violations. Following these procedures helps maintain transparency, compliance, and responsible business practices.

Requirement	Step	Procedure Description
<b>Legal</b>	Identify Non-Compliance	Detect issues such as labour law violations, contract breaches, or missing licenses.
	Document Evidence	Collect and record all supporting information showing the legal issue.
	Report Immediately	Notify management or legal advisors for further action.
	Support Investigation	Provide all related records for internal or external legal review.
	Implement Corrective Actions	Update procedures or documentation to comply with legal standards.
<b>Regulatory</b>	Identify Non-Compliance	Find deviations from industry standards, safety regulations, or quality guidelines.
	Document Evidence	Record findings with dates, reports, and inspection results.
	Report Immediately	Inform compliance officers or supervisors about the issue.
	Support Investigation	Share relevant records during regulatory audits or inspections.
	Implement Corrective Actions	Revise record-keeping methods, conduct staff training, and ensure future adherence.
<b>Ethical</b>	Identify Ethical Breach	Recognise unethical actions like data manipulation, favouritism, or confidentiality breaches.
	Document Evidence	Note down the incident with proper details for clarity.
	Report Immediately	Escalate to supervisors or ethics committees for resolution.
	Support Investigation	Cooperate fully in inquiries to establish fairness and transparency.
	Implement Corrective Actions	Promote awareness, revise policies, and conduct ethical behaviour training sessions.

Table 5.1.2: Identification of procedures

## 5.1.8 Interpretation of Legal, Regulatory and Ethical Requirements

In a sewn-item set-up, a record keeper must clearly understand and interpret legal, regulatory, and ethical requirements specific to the apparel industry. Correct interpretation ensures that all records are maintained in compliance with labour laws, industry standards, and ethical practices. This helps the organisation avoid legal penalties, meet quality and safety regulations, and build trust with customers and employees. A record keeper supports compliance by accurately documenting processes, monitoring data, and reporting issues promptly. Proper understanding of these requirements contributes to efficient operations and responsible governance.

Requirement	Interpretation	Record Keeper's Role
<b>Legal</b>	Involves labour laws, wage and hour regulations, employee rights, health and safety laws, and licensing requirements specific to apparel manufacturing.	Maintain accurate employee records, working hours, payroll details, and safety compliance documentation.
<b>Regulatory</b>	Covers mandatory industry standards, environmental guidelines, product labelling rules, and quality certifications set by government and industry bodies.	Record production processes, quality checks, certifications, and compliance with environmental regulations.
<b>Ethical</b>	Refers to fair treatment of workers, non-discrimination, transparency in record-keeping, and protection of customer and employee data.	Document ethical practices, protect confidential information, and ensure honesty and fairness in all reporting.

Table 5.1.3: Interpretation of legal, regulatory and ethical requirements

## UNIT 5.2: Workplace Behaviour and Duties

### Unit Objectives

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

1. State customer-specific requirements mandated as a part of the work process.
2. State the organisational policies and procedures within the limits of self-authority.
3. Mention correctly legal, regulatory and ethical requirements specific to the apparel industry.
4. Discuss work functions in accordance with organisational standards, greening solutions, procedures, policies, legislation and regulations.
5. Explain the application of these policies and procedures within your work practices and inculcate sustainable consumption practices.
6. Mention the process of support to the supervisor and team members in enforcing the organisational considerations.
7. Explain how a worker should carefully use machines, clothes, tools, and computers to stay safe.
8. Describe how a worker should clean machines and work areas regularly to keep them working well.
9. Discuss how a worker should tell the supervisor if something is broken or unsafe at the workplace.

### 5.2.1 Customer Specific Requirements

In a sewn-item manufacturing job role, a record keeper must handle and document customer-specific requirements as part of the work process. These requirements ensure that products meet customer expectations, quality standards, and delivery commitments. Properly recording these details helps maintain transparency, avoid errors, and provide evidence during audits or disputes. Accurate documentation also supports smooth coordination between production teams and clients. Meeting these requirements builds customer trust and long-term business relationships.

The customer-specific requirements that are mandated as part of the work progress in the apparel sector are mentioned below:

- **Product Specifications:** Recording detailed information such as fabric type, colour, size, style number, and design preferences.
- **Quality Standards:** Documenting customer-defined quality checks, defect tolerance levels, and inspection criteria.
- **Packaging and Labelling:** Maintaining records of special packaging instructions, barcode labels, and branding requirements.
- **Compliance Certifications:** Tracking certifications or approvals requested by customers (e.g., ISO standards, sustainability compliance).
- **Delivery Schedules:** Documenting agreed timelines for production completion, shipping dates, and delivery locations.
- **Customisation Requests:** Recording any special modifications or changes to standard products requested by customers.
- **Communication Records:** Maintaining logs of customer communications, approvals, and feedback for reference.



Fig. 5.2.1: Workers working to meet the customer's requirements

## 5.2.2 Organisational Policies and Procedures

In a sewn-item manufacturing organisation, a record keeper follows defined policies and procedures to ensure proper record management. These policies guide how data related to production, quality, and compliance is documented and maintained. Within the limits of self-authority, the record keeper can handle tasks like data entry, file maintenance, and reporting, but cannot make policy changes or approve critical decisions. Adhering to these policies ensures accuracy, confidentiality, and compliance with regulations. Following these procedures helps maintain smooth operations and supports effective management oversight.

Policy/Procedure	Description	Limit of Authority
<b>Record Maintenance Policy</b>	Guidelines for creating, updating, and storing records.	Can maintain and update records, but cannot change policy rules.
<b>Confidentiality Policy</b>	Ensures sensitive data (employee, financial, design) is protected.	Can handle and secure records, but cannot grant access to unauthorised staff.
<b>Data Accuracy Procedure</b>	Steps for ensuring records are correct and verified.	Can check and correct errors, but cannot approve final reports.
<b>Document Retention Policy</b>	Specifies how long different records must be kept before disposal.	Can organise and prepare records for disposal, but requires supervisor approval for final action.
<b>Quality Documentation Process</b>	Procedures for recording quality checks and inspections.	Can record and compile quality data, but cannot approve quality certifications.
<b>Attendance and Payroll Records</b>	Method of tracking employee attendance and payroll data.	Can record daily data, but cannot authorise payroll changes.
<b>Reporting Procedure</b>	Steps to report deviations, errors, or compliance issues.	Can report issues, but cannot take disciplinary or corrective action independently.

Table 5.2.1: Organisational policies and procedures

### 5.2.3 Legal, Regulatory and Ethical Requirements

In a sewn-item manufacturing organisation, a record keeper must be aware of legal, regulatory, and ethical requirements to manage records accurately. These requirements ensure that operations follow labour laws, safety standards, environmental regulations, and fair business practices. Understanding them helps maintain compliance and avoid penalties or disputes. The record keeper documents employee records, production data, and quality reports in line with these rules. Ethical practices like honesty, confidentiality, and fairness are equally important to build trust and maintain organisational integrity.

Category	Requirement	Record Keeper's Responsibility
Legal	Labour laws (minimum wages, working hours, overtime rules)	Maintain accurate employee attendance, payroll records, and working hour logs.
	Health and safety laws (workplace safety, protective gear usage)	Keep safety inspection reports, incident logs, and training records updated.
	Employment law compliance (contracts, hiring, termination)	File and secure employment agreements, termination records, and related documents.
Regulatory	Environmental regulations (waste disposal, chemical handling)	Maintain records of material usage, waste management, and environmental compliance.
	Product labelling laws (fibre content, country of origin, care instructions)	Record and store approved labels and compliance certificates for products.
	Quality certifications (ISO standards, industry audits)	File audit reports, certification documents, and quality assurance checklists.
Ethical	Fair labour practices (no child labour, no discrimination)	Document employee age verification, diversity data, and recruitment records.
	Data privacy and confidentiality	Securely store employee, customer, and supplier information without unauthorised sharing.
	Transparency in record-keeping	Maintain honest, complete, and tamper-free records for all operations.

Table 5.2.2: Legal, regulatory and ethical requirements for the apparel industry

### 5.2.4 Work Functions

In a sewn-item manufacturing organisation, a record keeper performs work functions that follow company standards, environmental practices, and industry regulations. These functions include maintaining accurate records, ensuring compliance with legal and ethical requirements, and supporting sustainability initiatives. Following established policies and procedures helps the organisation achieve operational efficiency and meet customer and regulatory expectations. Greening solutions, such as reducing waste and promoting recycling, are also integrated into record-keeping practices. Adhering to legislation and regulations ensures safe, fair, and environmentally responsible manufacturing.

**The work functions in accordance with organisational standards are mentioned below:**

- Maintain accurate and updated production, quality, and employee records.
- Follow standard operating procedures (SOPs) for documentation and reporting.
- Ensure consistency in file naming, coding, and archiving as per organisational guidelines.
- Support management in decision-making by providing reliable data reports.

**On the other hand, the work functions for greening solutions are given as follows:**

- Record material usage to identify opportunities for waste reduction.
- Document recycling and reuse of fabric scraps and packaging materials.
- Track energy and water consumption data for sustainability audits.
- Maintain reports of eco-friendly certifications and compliance with green standards.

**Moreover, the work functions following procedures and policies are discussed below:**

- Adhere to confidentiality and data protection policies while handling sensitive information.
- Follow attendance, payroll, and HR documentation policies accurately.
- Maintain proper retention and disposal of records as per company policies.
- Report deviations from policies to supervisors promptly.

**Lastly, the work functions aligned with legislation and regulations are given as follows:**

- Ensure labour law compliance in attendance, wage, and overtime records.
- Maintain documentation for health and safety inspections and incident reporting.
- Record compliance with environmental regulations related to waste management.
- Support audits and inspections by providing the required legal and regulatory documents.

## 5.2.5 Application of Policies and Procedures

In a sewn-item manufacturing organisation, a record keeper applies organisational standards, policies, and regulations to ensure proper record management and compliance. These practices help maintain accuracy, transparency, and accountability in documentation. Greening solutions and sustainable consumption are incorporated to reduce waste, save resources, and support eco-friendly manufacturing. Procedures and policies guide how data is collected, stored, and reported while following legal and ethical requirements. Applying these principles helps achieve efficiency, sustainability, and long-term organisational success.

**The application of organisational standards in the apparel industry of India is discussed as follows:**

- Maintain records using approved formats and codes to ensure uniformity and traceability.
- Follow organisational guidelines for archiving, retrieval, and disposal of records.
- Support audits and reviews by providing records that meet internal quality standards.
- Use standardised reporting tools for consistent data presentation.

**Furthermore, the application of greening solutions in the Indian apparel industry is given below:**

- Record recycling and waste management activities to track eco-friendly practices.
- Monitor and document energy and water usage to identify reduction opportunities.
- Maintain reports on sustainable material usage (e.g., organic fabrics, non-toxic dyes).
- Support initiatives for reducing paper use by adopting digital record-keeping.

**The application of procedures and policies within the apparel sector of India is mentioned as follows:**

- Follow written procedures for attendance tracking, payroll, and production documentation.
- Ensure confidentiality policies are applied when handling sensitive employee and customer data.
- Implement retention schedules for secure and timely disposal of outdated records.
- Adhere to corrective and preventive action procedures when errors or non-compliance are identified.

**On the other hand, the application of legislation and regulations is given below:**

- Maintain compliance records for labour laws, health and safety standards, and minimum wage rules.
- Document product labelling and packaging information to meet regulatory requirements.
- File environmental compliance reports related to waste disposal and emissions.
- Support external audits and inspections by providing legal documentation accurately.

Lastly, the inculcating sustainable consumption practices from the viewpoint of the Indian apparel sector is mentioned as follows:

- Encourage digital documentation to minimise paper consumption.
- Track material wastage and suggest improvements for resource efficiency.
- Maintain logs for the reuse and recycling of production scraps.
- Support the organisation's sustainability goals by reporting eco-friendly practices regularly.

## 5.2.6 Process of Supporting the Supervisor and Team Members

In a sewn-item manufacturing organisation, a record keeper plays an important role in supporting the supervisor and team members to enforce organisational considerations. This involves maintaining accurate records, sharing timely information, and ensuring compliance with company policies and procedures. The record keeper also assists in monitoring production progress, tracking inventory, and reporting deviations to help management make informed decisions. Collaboration with team members ensures smooth workflow and adherence to quality and safety standards. This support helps maintain efficiency, accountability, and alignment with organisational goals.

The process of supporting the supervisor and team members is discussed as follows:

- **Accurate Record Maintenance:** Keep updated records of attendance, production output, inventory, and quality checks for supervisory review.
- **Timely Reporting:** Provide daily, weekly, or monthly reports to supervisors to help monitor performance and meet deadlines.

- **Compliance Support:** Ensure records meet organisational policies, labour laws, and regulatory requirements to support decision-making.
- **Coordination with Teams:** Share necessary data with production, quality, and HR teams to support smooth operations.
- **Assisting in Audits:** Prepare and organise documentation required during internal or external audits led by supervisors.
- **Tracking Corrective Actions:** Document issues reported by supervisors and maintain records of corrective and preventive measures.
- **Data Sharing for Planning:** Provide accurate data to help supervisors and teams plan material usage, workforce allocation, and scheduling.
- **Promoting Standards:** Help team members understand and follow organisational standards for documentation and process compliance.

### 5.2.7 Using Machines, Cloth, Tools, and Computers Safely

In a garment factory, workers must use machines, cloth, tools, and computers carefully to stay safe and avoid damage. Careful use of equipment helps prevent accidents and injuries. It also protects the materials and keeps production smooth. When workers follow safety steps, they protect themselves and others. This also helps maintain the quality of work and the life of the machines.

The workers in the apparel industry need to follow certain steps while using machines, clothes, tools, and computers, which are discussed as follows:

#### Machines (e.g., sewing machine, cutting machine, ironing machine)

- **Use the machine only after training:** The worker should not use any machine unless they have been trained properly. This helps avoid accidents and ensures correct garment making.
- **Switch off the machine when not in use:** After completing work or during a break, the worker should turn off the machine. This saves electricity and prevents accidental injuries.
- **Keep fingers and clothes away from moving parts:** The worker should not place hands too close to the needle or blade while the machine is running. Loose clothing or hair should be tied back to avoid getting caught.



Fig. 5.2.2: Using sewing machines

### Cloth (e.g., fabric rolls, cut pieces, stitched items)

- **Handle clothes with clean hands:** Workers must wash or wipe their hands before touching fabric. This prevents stains and keeps garments neat and presentable.
- **Avoid dragging or tearing fabric:** Cloth should be lifted or folded properly, not dragged on the floor. This helps prevent damage and keeps the fabric clean.
- **Store fabric in a dry and clean place:** Workers should keep the cloth away from wet areas or dirty surfaces. This protects the material from getting spoiled or infected by mould or dust.



Fig. 5.2.3: Workers involved in manufacturing garments

### Tools (e.g., scissors, thread cutters, measuring tape, marking tools)

- **Use tools for the correct purpose only:** Workers should use each tool only for its intended job, like scissors only for cutting cloth. Using tools incorrectly can lead to breakage or accidents.
- **Store tools in the right place after use:** After completing the task, the worker should return the tool to its proper location. This avoids clutter and keeps the workspace safe.
- **Check tools before using:** Workers should check if scissors or cutters are sharp and not damaged. Broken or blunt tools can spoil the work and cause injury.



Fig. 5.2.4: Using tools in the garment industry

### Computers (e.g., for garment designing, inventory, or quality records)

- **Handle computers gently:** Workers should press keys lightly and use the mouse or touchscreen carefully. Rough use can damage the system.
- **Keep the computer area clean and dry:** No food or water should be near the computer. This prevents electrical damage and keeps the area safe.

- **Log in and out properly:** Workers must use their ID (if required) and log out after work. This keeps data safe and avoids errors in record-keeping.



Fig. 5.2.5: Using computers in the apparel industry

## 5.2.8 Cleaning Machines and Work Areas Regularly

Regular cleaning of machines and work areas is very important in a garment factory. It helps the machines work smoothly and prevents breakdowns. A clean work area also improves safety and keeps the workplace organised. When workers clean regularly, it reduces dust, fabric waste, and accidents. This leads to better quality garments and a healthy work environment.

The steps to clean machines are discussed as follows:

1. **Wipe the Machine Daily with a Dry Cloth:** The worker should gently wipe the machine before and after the shift to remove dust, thread, and lint. This keeps machine parts clean and prevents clogging.



Fig. 5.2.6: Wiping the sewing machine properly

2. **Clean Around the Needle, Bobbin, and Presser Foot:** These parts collect small threads and fabric dust. The worker should clean them carefully using a soft brush or an air blower.

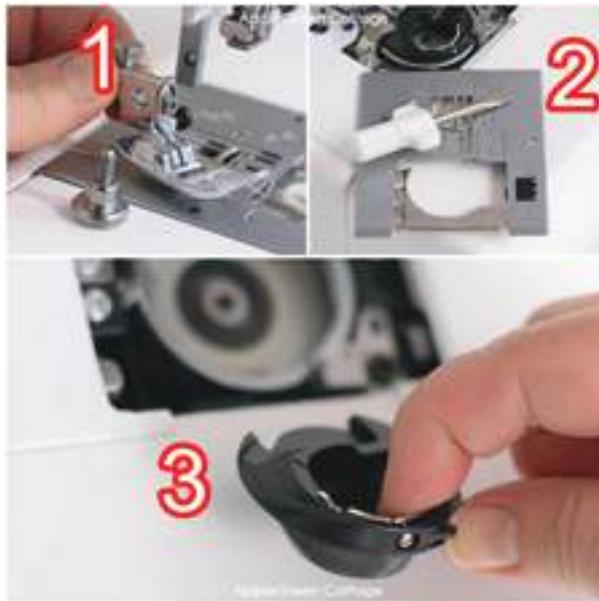


Fig. 5.2.7: Steps to be followed to clean the sewing machine

3. **Check for Oil or Grease Leaks:** If the machine is leaking oil or grease, the worker should not clean it alone. They should report it to the mechanic or supervisor for proper servicing.



Fig. 5.2.8: Checking for oil leakage in a sewing machine

4. **Switch Off the Machine Before Cleaning:** The worker must always turn off the power before starting to clean. This avoids any risk of electric shock or accidental movement.



*Fig. 5.2.9: Switching off the sewing machine*

- 5. Do Not Use Water or Harsh Chemicals:** Only dry or lightly damp cloths should be used for cleaning machines. Harsh cleaning materials can damage electrical or metal parts.



*Fig. 5.2.10: Need to use the sewing machine properly*

**On the other hand, the steps to clean work areas are mentioned below:**

- **Clear the Worktable After Each Task:** After completing a stitching or cutting job, the worker should remove fabric pieces, threads, and tools. This keeps the table ready for the next task.



*Fig. 5.2.11: Need to clear the worktable after use*

- **Keep Tools in Their Proper Place:** Scissors, thread cutters, and tapes should be returned to their tool holders or drawers. This prevents clutter and avoids accidents.



Fig. 5.2.12: Need to keep the tools in proper places

- **Sweep or Wipe the Floor Regularly:** The floor around the workstation should be kept clean of fabric waste, threads, and dust. A clean floor prevents slips and maintains hygiene.



Fig. 5.2.13: Sweeping or wiping the floor

- **Use the Right Dustbins for Waste:** Workers should throw waste fabric and thread into the correct dustbin. This keeps the factory neat and helps in proper waste management.



Fig. 5.2.14: need to use the right bins for keeping waste

- **Report Broken Furniture or Fixtures:** If the worker finds a broken chair, table, or light, they should inform the supervisor. Keeping the area in good condition supports safety and comfort.



Fig. 5.2.15: Broken sewing machine

## 5.2.9 Reporting to the Supervisor while Something is Broken or Unsafe at the Workplace

If something is broken or unsafe at the workplace, the worker should inform the supervisor immediately. This helps prevent accidents and keeps the production process running smoothly. Reporting problems quickly shows responsibility and care for others. It also allows the company to fix the issue before it becomes serious. Every worker plays a role in keeping the workplace safe and efficient.

The steps that need to be followed while reporting against an unsafe or broken item are given as follows:

- **Notice and Confirm the Problem:** The worker should first check if a machine, tool, or part of the work area is really broken or unsafe. This avoids giving false reports and ensures the issue is real.
- **Stop Using the Broken or Unsafe Item:** If the problem is confirmed, the worker should stop using that machine, tool, or area immediately. This helps prevent injury or damage.
- **Go to the Supervisor, Politely and Clearly Explain:** The worker should calmly go to the supervisor and say what is broken or unsafe. Giving clear details, like the machine name or location, helps the supervisor act quickly.
- **Show the Supervisor the Problem (if possible):** If allowed, the worker can take the supervisor to the spot to show the damage. This helps the supervisor understand the issue better.
- **Follow Further Instructions from the Supervisor:** The worker should listen to what the supervisor says and follow the instructions. This may include using another station or waiting until repairs are done.



Fig. 5.2.16: Workers using the sewing machines efficiently

## Summary

- Workers must follow good values, be honest, and understand what work they can do and when to ask for help.
- They should be fair, ask questions if rules are unclear, and follow company and legal rules.
- It is important to report if anyone breaks the laws or rules.
- Workers must be punctual, understand customer needs, and follow instructions properly.
- They should share updates and problems with the right people at work.
- Safety is vital, so workers should use machines and materials carefully.
- Regular cleaning, maintenance, and reporting unsafe conditions help keep the workplace safe and efficient.

## Exercise

### Multiple-choice Question:

1. Why is honesty important at work?
  - a. To get extra holidays
  - b. To avoid doing difficult tasks
  - c. To build trust and help the company grow
  - d. To impress other workers
2. What should a worker do if the company rules are not clear?
  - a. Make their own rules
  - b. Ignore the rules
  - c. Ask the supervisor questions
  - d. Leave the factory
3. Why should a garment factory worker come to work on time?
  - a. To finish work early and go home
  - b. To show off to others
  - c. To help production run smoothly
  - d. To avoid seeing the supervisor
4. What should a worker do if a machine is broken or unsafe?
  - a. Use it quickly and finish the task
  - b. Try to fix it alone
  - c. Hide the problem
  - d. Inform the supervisor immediately
5. How can a worker help keep machines in good condition?
  - a. Paint them daily
  - b. Use them only during the day
  - c. Clean them regularly
  - d. Lock them in a cupboard

### Descriptive Questions:

1. Explain why good values and honesty are important in the workplace.
2. Describe what a worker should do if they are unsure about company rules.
3. Discuss why following legal and company rules is important in the garment industry.
4. How can a worker share problems or updates with the right person at work?
5. Explain how regular cleaning and reporting problems help in workplace safety.







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## 6. Employability Skills



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Employability Skills is available at the following location



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

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## 7. Annexure



Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
<b>Module 1: Introduction and Orientation to Record Keeper</b>	Unit 1.1: Understanding Record Keeping in Apparel	1.1.1 Apparel Industry of India	15	<a href="https://youtu.be/tN5oLGS-jepQ?si=dHaJHz0ZCS5SjgWV">https://youtu.be/tN5oLGS-jepQ?si=dHaJHz0ZCS5SjgWV</a>	 Textile and Apparel industry in India
		1.1.2 Duties and Responsibilities of a Record Keeper in the Apparel Industry	15	<a href="https://youtu.be/-ov1IlaUP35E?si=uWzgBtBXIVA1Qt_">https://youtu.be/-ov1IlaUP35E?si=uWzgBtBXIVA1Qt_</a>	 Store Keeper Ka Kaam Kya Hota Hai? Storekeeper Job
		1.1.3 Different Job Opportunities for a Record Keeper in the Apparel Sector	15	<a href="https://youtu.be/-Cs7OVqDaLqg?si=JABMq5kDBs9R7w2m">https://youtu.be/-Cs7OVqDaLqg?si=JABMq5kDBs9R7w2m</a>	 Stock Control Sheet In Excel   Inventory Management
		1.1.4 Steps of Production in Factories and Role of the Record Keeper in the Production Process	15	<a href="https://youtu.be/sk-kZ3O1oLqM?si=eL3q2XLYBPakyoov">https://youtu.be/sk-kZ3O1oLqM?si=eL3q2XLYBPakyoov</a>	 Textile Factory Tour    Surat    Full Understanding of Process
<b>Module 2: Plan to Identify Record Needs and Assign a Unique Identification to Records</b>	Unit 2.1: Organisational Data and Records	2.1.2 Process of Keeping Records	47	<a href="https://youtu.be/-UnOMeAXE6T0?si=UIJPqC0vkWQdZJ8t">https://youtu.be/-UnOMeAXE6T0?si=UIJPqC0vkWQdZJ8t</a>	 Record Keeping in Business

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
	Unit 2.2: Data Collection and Sampling Methods	2.2.1 Collection of Information or Data in an Organisation	47	<a href="https://youtu.be/-G9qytMA9fWE?si=WShi9wyVICGOKCIN">https://youtu.be/-G9qytMA9fWE?si=WShi9wyVICGOKCIN</a>	 Collection of Data
		2.2.3 Using Sampling to Collect Small Parts of Data	47	<a href="https://youtu.be/-sKtoW5cXt14?si=4e7BniVfRmNi57f1">https://youtu.be/-sKtoW5cXt14?si=4e7BniVfRmNi57f1</a>	 Sampling techniques, types of sampling, probability & non probability sampling, Research methodology
	Unit 2.3: Production and Quality Tracking	2.3.3 Steps of Manufacturing a Product	47	<a href="https://youtu.be/-vsO8bQ8e7x4?si=2FmfDYdQWIdIMzaU">https://youtu.be/-vsO8bQ8e7x4?si=2FmfDYdQWIdIMzaU</a>	 Amazing Garment Manufacturing Process from Fabric to Finished Product Inside the Factory
<b>Module 3: Process of arranging storage of materials received at site stores/ stock yard</b>	Unit 3.2: Recording Process and Collection Flow	3.2.1 Steps of Manufacturing Products	63	<a href="https://youtu.be/-QaS4sI0n5Qg?si=JnsWcBEG3yt4gy1H">https://youtu.be/-QaS4sI0n5Qg?si=JnsWcBEG3yt4gy1H</a>	 Garments Full Production Process

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
	Unit 3.3: Recording Needs and Precision Factors	3.3.1 Im- portance of Keeping Track of Materials	63	<a href="https://youtu.be/-QOg7xwJKSS4-?si=ccSc-kt0dJgEJoGU">https://youtu.be/-QOg7xwJKSS4-?si=ccSc-kt0dJgEJoGU</a>	  INVENTORY MANAGEMENT IN HINDI
		3.3.3 Need to Record Results of Quality Checks	63	<a href="https://youtu.be/-0gwmJTVsiPA-?si=g8YVbsJLSrSZqlon">https://youtu.be/-0gwmJTVsiPA-?si=g8YVbsJLSrSZqlon</a>	  QUALITY CONTROL IN APPAREL INDUSTRY
<b>Module 4: Maintain Health, Safety and Security in the Record Keeping Work Area with Gen- der &amp; PWD Sensitisa- tion</b>	Unit 4.1: Workplace Hazards and Response	4.1.1 Common Safety Dangers at the Work- place	91	<a href="https://youtu.be/-JOGVrAzsirM-?si=gNyDbUuqLceCn10S">https://youtu.be/-JOGVrAzsirM-?si=gNyDbUuqLceCn10S</a>	  10 Critical Workplace Hazards & How to Stay Safe
		4.1.2 Risks caused by Elec- tric Wires and Chemicals	91	<a href="https://youtu.be/-kuDfDWUrEus-?si=Os21dHKC3P-gdLWI">https://youtu.be/-kuDfDWUrEus-?si=Os21dHKC3P-gdLWI</a>	  What Causes Electrical Fires?
		4.1.3 Steps Need to be Followed in Safety Drills	91	<a href="https://youtu.be/-VyiZcZhLEJ0-?si=9mxrpxmmcGZo-Qp2q">https://youtu.be/-VyiZcZhLEJ0-?si=9mxrpxmmcGZo-Qp2q</a>	  How to conduct Mock Drill at work site

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
	Unit 4.2: First Aid and Emergency Care	4.2.1 Impor- tance of Learn- ing First Aid	91	<a href="https://youtu.be/-cvxBlj1Xx8o-?si=qBRdISzofVwtXXT5">https://youtu.be/-cvxBlj1Xx8o-?si=qBRdISzofVwtXXT5</a>	  First Aid   Do's & Don'ts During First Aid
		4.2.3 Process of Giving Sim- ple CPR	91	<a href="https://youtu.be/-hizBdM1Ob68-?si=c5gDsvdquD1nZlXP">https://youtu.be/-hizBdM1Ob68-?si=c5gDsvdquD1nZlXP</a>	  Learn How To Do CPR
	Unit 4.3: Safety Equip- ment and Practices	4.3.1 Using Safety Items While Working	91	<a href="https://youtu.be/-Qyy0Sv1kZl-?si=YsCD8RCSO-LNEkyq">https://youtu.be/-Qyy0Sv1kZl-?si=YsCD8RCSO-LNEkyq</a>	  PPE - Personal Protective Equipment
		4.3.4 Safety Signs Helping People to Un- derstand	91	<a href="https://youtu.be/-t7ebtTj_nJU-?si=hoM-rubMBoye1e1a">https://youtu.be/-t7ebtTj_nJU-?si=hoM-rubMBoye1e1a</a>	  Safety signages in the workplace and their uses
<b>Module 5: Com- ply with Industry, Regulato- ry, Organ- isational Require- ments and Greening of Job Roles</b>	Unit 5.4: Workplace Safety and Maintenance	5.4.1 Using Machines, Cloth, Tools, and Comput- ers Safely	117	<a href="https://youtu.be/-NZDa8qpAIUc-?si=-qJ4RaB5s7pss_jY">https://youtu.be/-NZDa8qpAIUc-?si=-qJ4RaB5s7pss_jY</a>	  Types of sewing machines used in apparel industry







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