Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Participant Handbook

Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Tailoring

Reference ID: **AMH/Q0701, Version 4.0**
NSQF level: 4

Sampling Tailor

Published by

Apparel, Made-Ups & Home Furnishing Sector Skill Council

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

Email: info@sscamh.com

Website: www.sscamh.com

Phone: (+91) 011 - 40160600

This book is sponsored by Apparel, Made-Ups & Home Furnishing Sector Skill Council

Printed in India by AMHSSC

Disclaimer

The information contained herein has been obtained from various reliable sources. Apparel, Made-Ups & Home Furnishing Sector Skill Council disclaims all warranties to the accuracy, completeness or adequacy of such information. Apparel, Made-Ups & Home Furnishing Sector Skill Council shall have no liability for errors, omissions, or inadequacies, in the information contained herein, or for interpretations thereof. Every effort has been made to trace the owners of the copyright material included in the book. The publishers would be grateful for any omissions brought to their notice for acknowledgements in future editions of the book. No entity in Apparel, Made-Ups & Home Furnishing Sector Skill Council shall be responsible for any loss whatsoever, sustained by any person who relies on this material. All pictures shown are for illustration purpose only. The coded boxes in the book called Quick Response Code (QR code) will help to access the e-resources linked to the content. These QR codes are generated from links and YouTube video resources available on Internet for knowledge enhancement on the topic and are not created by AMHSSC. Embedding of the link or QR code in the content should not be assumed endorsement of any kind. Apparel, Made-Ups & Home Furnishing Sector Skill Council is not responsible for the views expressed or content or reliability of linked videos. AMHSSC cannot guarantee that these links/QR codes will work all the time as we do not have control over availability of the linked pages.

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

Shri Narendra Modi
Prime Minister of India

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: **'Sampling Tailor'**

QP No. **'AMH/Q0701, NSQF Level 4'**

Date of Issuance: **February 18th, 2025**

Valid up to: **February 18th, 2028**

** Valid up to the next review date of the Qualification Pack*

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

Acknowledgements

Apparel, Made-Ups & Home Furnishing Sector Skill Council would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this "Participant Handbook". Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

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 "Sampling Tailor" 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/N0701.Prepare for Sampling
2. AMH/N0702.Carry out fabric cutting operations for preparing garment sample
3. AMH/N0703.Stitch using machine or by hand
4. AMH/N0704.Contribute to achieve sample quality in stitching operations
5. AMH/N0310. Manage the workspace, operate tools, and handle machinery efficiently.
6. AMH/N0309. Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PWD) Sensitization
7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used


Key Learning Outcomes


Unit Objectives


Exercise


Tips


Notes


Summary

Table of Contents

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

1. Prepare for Sampling

Unit 1.1 - Overview of Sampling Tailor Job-role and Career

Unit 1.2 - Understand and Analyse Techpack Details

Unit 1.3 - Verify and Prepare Sampling Essentials

AMH/N0701

Key Learning Outcomes

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

1. Describe the duties and growth opportunities in the sampling tailor job role and career path.
2. Elaborate on the process of understanding and analysing techpack details for accurate sample creation.
3. Elucidate the steps to verify and prepare all sampling essentials before beginning stitching work.
4. Outline how to communicate clearly and write using the local language.
5. Illustrate how to analyse work-related data and activities to meet deadlines.
6. Elucidate methods for seeking clarification and exercising judgment.
7. Elaborate on how to share information and provide helpful feedback to team members.
8. Prepare a plan for solving problems and reporting issues to a supervisor.
9. Elucidate how to make decisions using established rules or personal judgment.

UNIT 1.1: Overview of Sampling Tailor Job-role and Career

Unit Objectives

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

1. Outline the size and scope of the apparel industry.
2. Elucidate the roles and responsibilities of a sampling tailor.
3. Describe types of garment sampling departments and their functions in production.
4. Describe the employment opportunities available for a sampling tailor in different sectors.
5. Elaborate on the possible career progression paths for a sampling tailor.

1.1.1 Size and Scope of the Apparel Industry

Types of the apparel industry

The apparel industry is a global sector that includes the design, manufacturing, and distribution of clothing. It is a highly complex and competitive market, encompassing everything from high fashion and sportswear to everyday garments and workwear. The following are the types of apparel industry:

- **Menswear industry**

  The menswear industry focuses on producing garments for men such as shirts, trousers, jackets, suits, and traditional attire like kurta-pajamas and sherwanis. In India, this industry is growing fast due to increasing fashion awareness among men. Formal wear for offices, casual wear for daily use, and ethnic wear for festivals and weddings are all produced in large numbers.

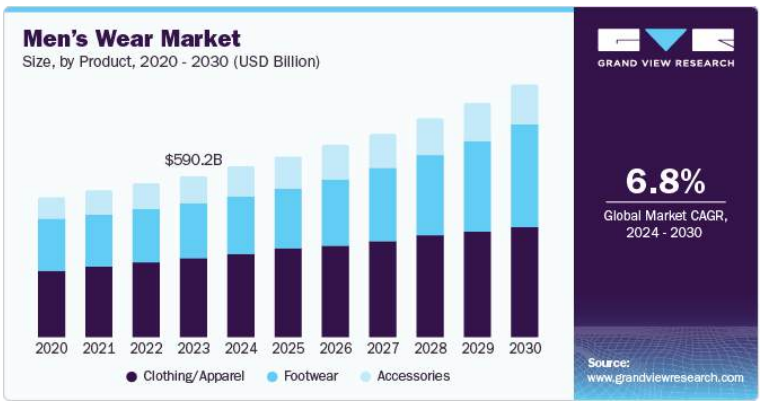
Sampling Tailor	Images
Menswear	
Menswear industry	

Table 1.1.1: Menswear facts

- **Womenswear industry**

  This is the largest segment in the apparel industry, covering garments like sarees, salwar suits, kurtis, tops, skirts, and dresses. In India, women's clothing is deeply influenced by tradition and regional culture, so the industry produces a mix of ethnic and western outfits. Women's apparel is made in both small tailoring units and large factories.

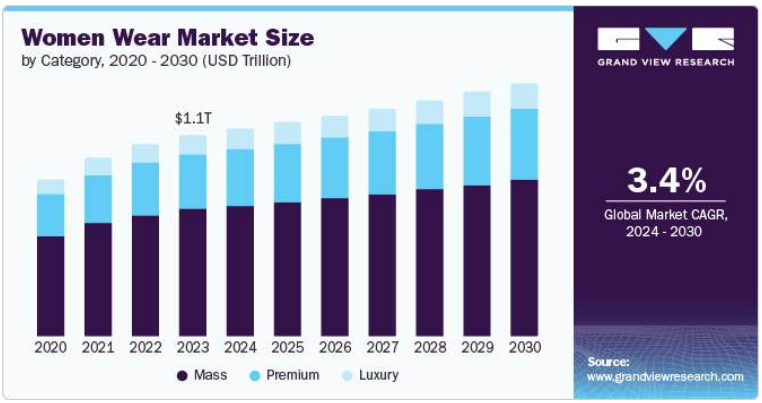
Womenswear facts	Images
Womenswear	
Womenswear industry	

Table 1.1.2: Womenswear facts

- **Kidswear industry**

  The kidswear industry includes clothes for infants, toddlers, school uniforms and children up to teenage. These clothes focus on comfort, safety, and durability. In India, the demand for stylish yet affordable kidswear is growing in both urban and rural areas.

Kidswear facts	Images
Kidswear	

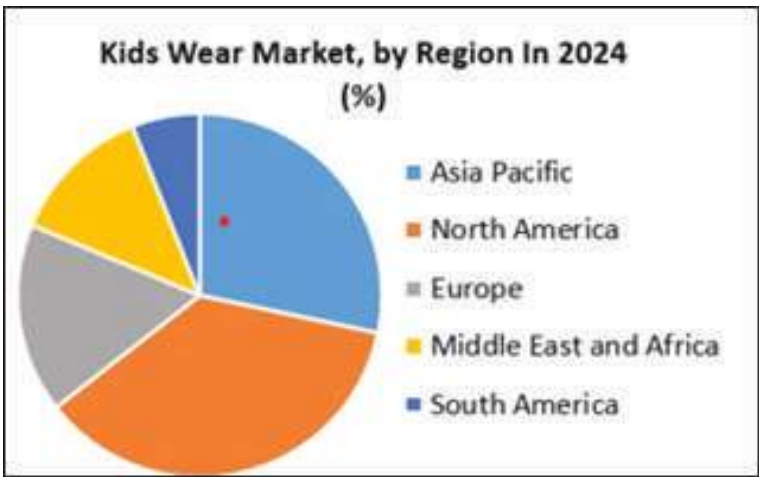
Kidswear facts	Images
Baby clothes	
School uniforms	
Kidswear industry	

Table 1.1.3: Kidswear facts

- **Sportswear and activewear industry**

  This type of apparel is designed for physical activity and includes items like gym wear, yoga pants, T-shirts, and tracksuits. In India, with increasing fitness awareness and sports culture, this industry is expanding quickly.

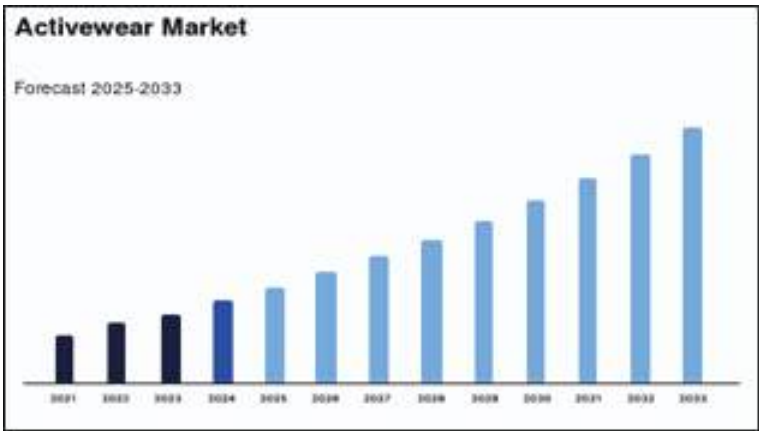
Sportswear and activewear facts	Images
Sportswear and activewear	
Sportswear and activewear industry	

Table 1.1.4: Sportswear and activewear facts

- **Workwear industry**

  The workwear industry produces specialised clothing for different occupations such as construction, healthcare, hospitality, and factories. In India, uniforms for schools, hospitals, hotels, and security services are made in large volumes. These garments often need to follow safety, comfort, and company-specific design standards.

Workwear facts	Images
Workwear	
Office uniforms	
Workwear industry	

Table 1.1.5: Workwear facts

- **Fashion or designer wear industry**

  This industry creates high-end, stylish, and often seasonal clothing designed by fashion designers. In India, designer wear includes both western outfits and modern versions of ethnic wear. It is usually showcased during fashion weeks and sold in boutiques.

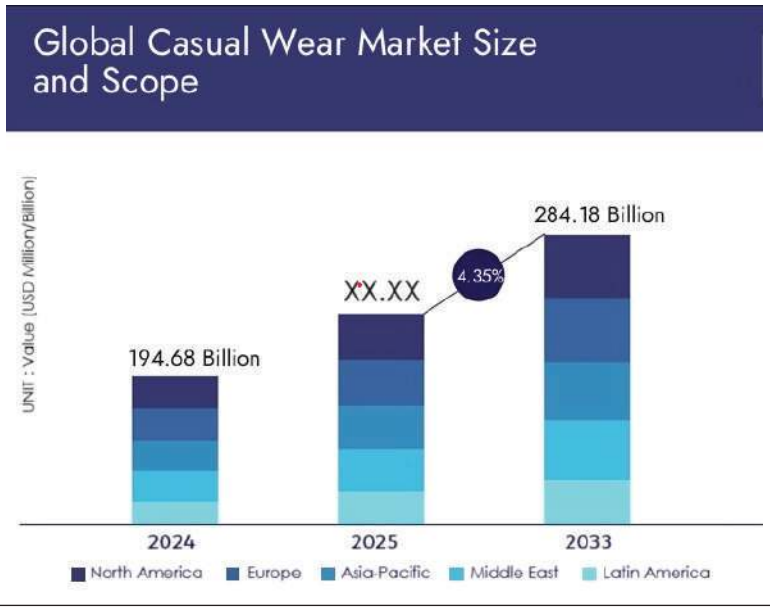
Casualwear facts	Images
Casualwear	
Casualwear industry	

Table 1.1.6: Casualwear facts

- **Formalwear industry**

  Formalwear includes clothing meant for professional and official settings, such as blazers, trousers, formal shirts, and formal dresses. In India, this segment is popular among office-goers, especially in metro cities.

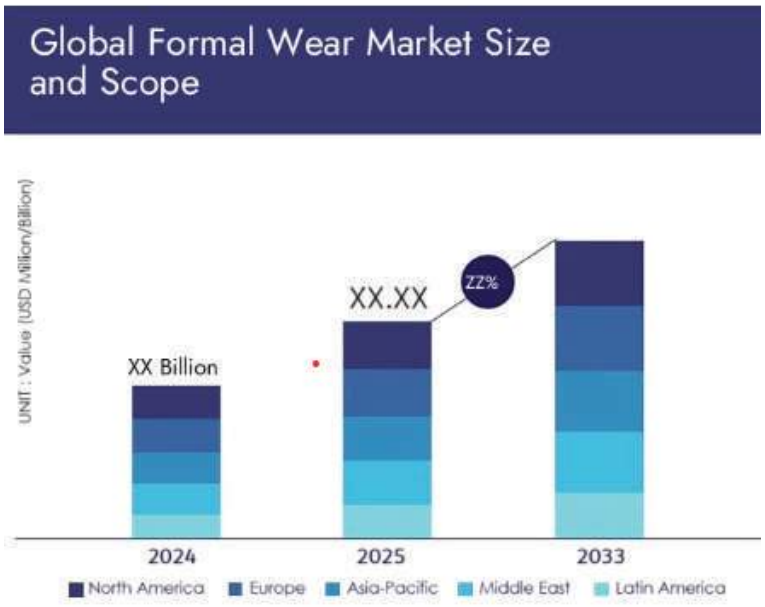
Formalwear facts	Images
Formalwear	
Formalwear industry	

Table 1.1.7: Formalwear facts

- **Innerwear and loungewear industry**

  This industry makes garments worn under regular clothes or at home, such as underwear, bras, camisoles, and nightwear. In India, the innerwear market is growing rapidly, with a focus on comfort, hygiene, and fashion.

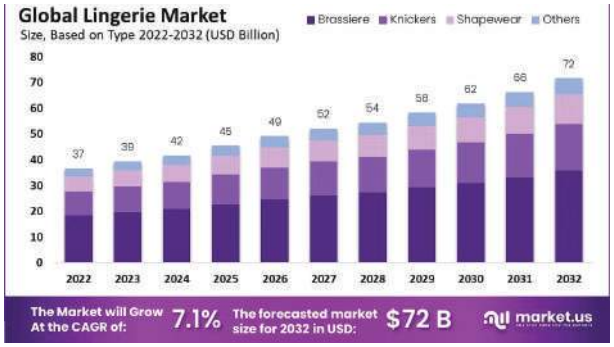
Innerwear and loungewear facts	Images
Innerwear and loungewear	
Innerwear and loungewear industry	

Table 1.1.8: Innerwear and loungewear facts

`

- **Ethnic and traditional wear industry**

  This type of apparel represents Indian cultural and traditional clothing. Garments like sarees, lehengas, salwar kameez, dhotis, and sherwanis are produced in almost every region of the country.

Ethnic and traditional facts	Images
Ethnic and traditional wear	

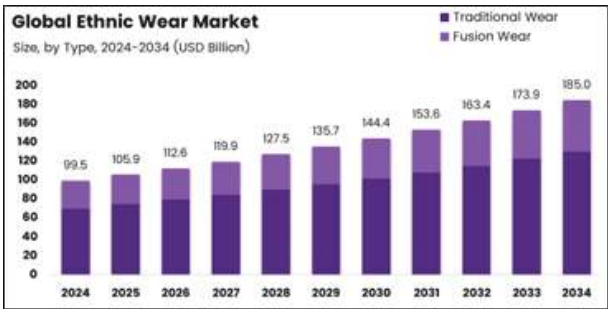
Ethnic and traditional facts	Images
Ethnic and traditional industry	

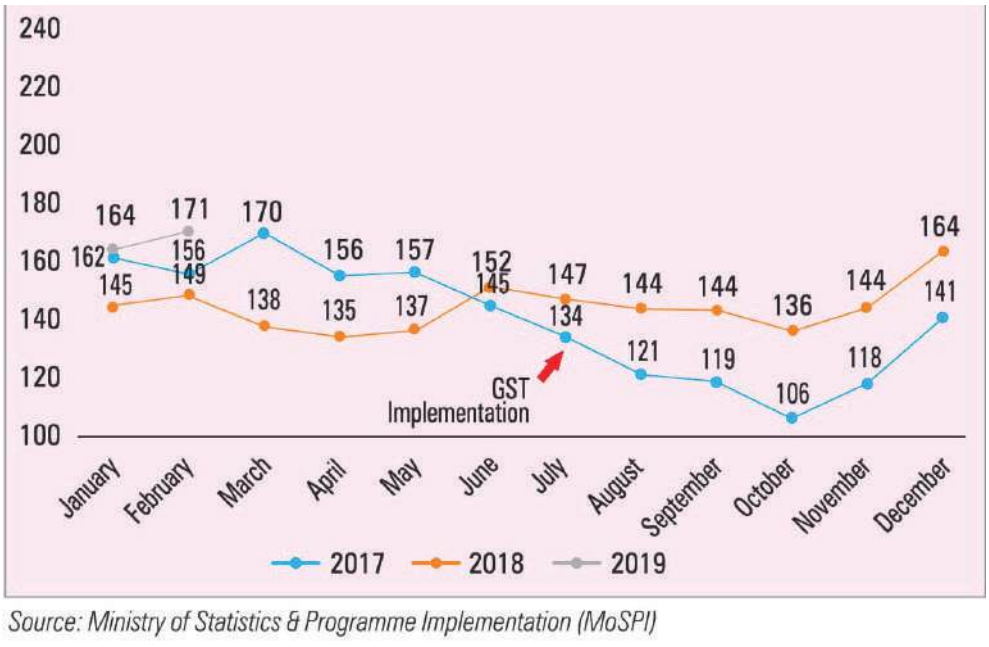
Table 1.1.9: Ethnic and traditional wear facts

- **Expanse of the apparel industry**

  The apparel industry is one of the largest and fastest-growing sectors globally, with a market value expected to reach USD 1.94 trillion by 2027, driven by rising consumer demand and fashion trends (Statista, 2023). In India, the apparel and textile sector contributes around 2.3% to the country's GDP and accounts for 12% of total exports, employing over 45 million people directly (Ministry of Textiles, 2022). The sector offers vast opportunities in design, production, retail, and exports, with rapid growth seen in e-commerce and sustainable fashion markets. According to the Government of India's Annual Report (2022-23), India is the world's second-largest exporter of textiles and clothing, and the domestic market is projected to reach USD 190 billion by 2025-26. Key workforce roles in this industry include sampling tailors, pattern masters, sewing machine operators, quality checkers, fashion designers, and merchandisers, who together support both mass production and high-value niche markets.

References to the citations:

- Ministry of Textiles, Government of India. (2023) Annual Report 2022-23. [Online] Available at: https://texmin.nic.in [Accessed 1 Aug. 2025].
- Statista. (2023) Value of the global apparel market from 2012 to 2027. [Online] Available at: https://www.statista.com/statistics/ [Accessed 1 Aug. 2025].



Source: Ministry of Statistics & Programme Implementation (MoSPI)

Fig. 1.1.1: Indian apparel industry expanse

- **Sub-sectors of the apparel industry**

  The apparel industry is segmented into several sub-sectors based on product type and target market. These include ready-to-wear clothing, haute couture, sportswear, intimates, and accessories. The following are the different sub-sectors in the apparel industry:

  - **Textile and fabric manufacturing**

    This subsector deals with the production of raw materials such as cotton, silk, wool, and synthetic fibers. These are then processed into fabrics used for making garments.

Fig. 1.1.2: Textile and fabric manufacturing

  - **Garment design and development**

    This includes designing apparel based on fashion trends, consumer demand, or functionality. Designers sketch ideas and create sample pieces.

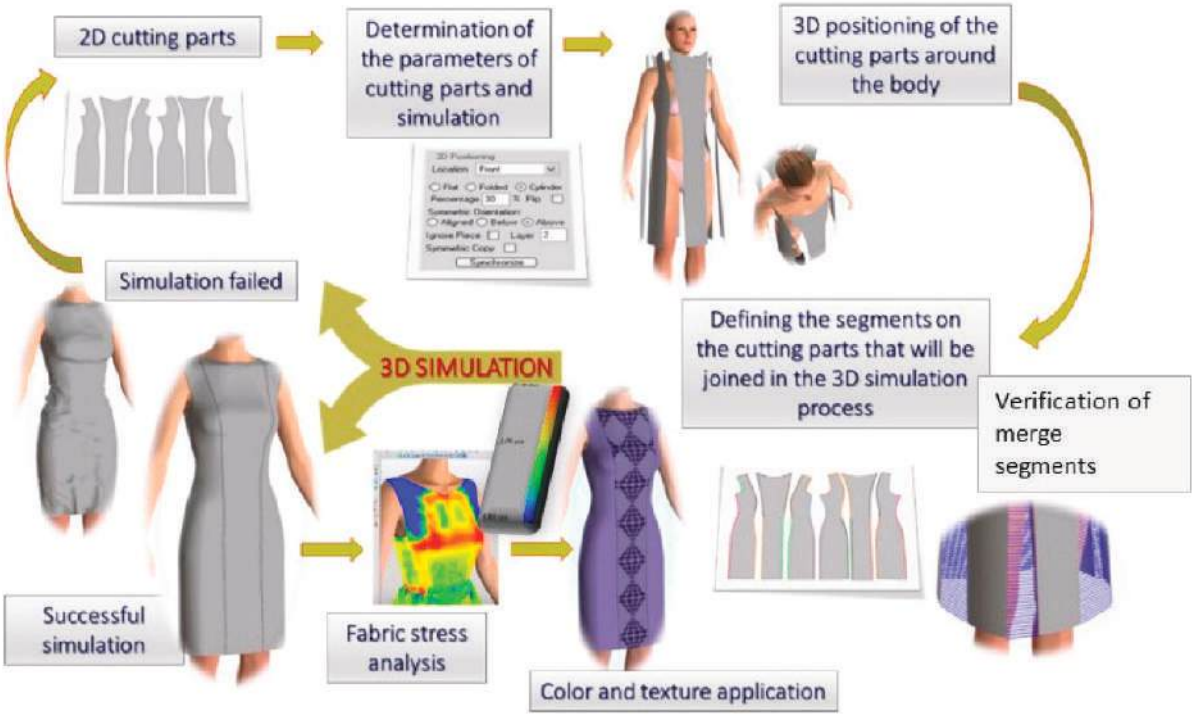


Fig. 1.1.3: Garment designing and fashion

- **Apparel manufacturing and stitching units**

  These are factories or workshops where garments are cut, stitched, and finished in bulk. This subsector also includes sampling, tailoring, and job-working.

Fig. 1.1.4: Apparel and stitching units

- **Home furnishing and textile product units**

  This subsector manufactures items like bedsheets, curtains, cushion covers, and towels using textiles. It is closely related to the apparel industry due to similar machinery and skills.

Fig. 1.1.5: Textile products and home furbishing units

- **Fashion retail and merchandising**

  Retailers buy clothing from manufacturers and sell them in stores or online. Merchandisers plan how and where clothes should be sold to maximise profit.

Fig. 1.1.6: Fashion merchandising and retail

- **Apparel export units**

  These are specialised units that manufacture garments for foreign buyers. These units must follow international standards in quality, delivery, and safety.

Fig. 1.1.7: Apparel export centres

- **Apparel accessories manufacturing**

  This includes making belts, zippers, buttons, labels, and embroidery that are used in garments. Accessories are vital for the final look and function of apparel.

Fig. 1.1.8: Apparel accessories manufacturing

- **Laundry and finishing services**

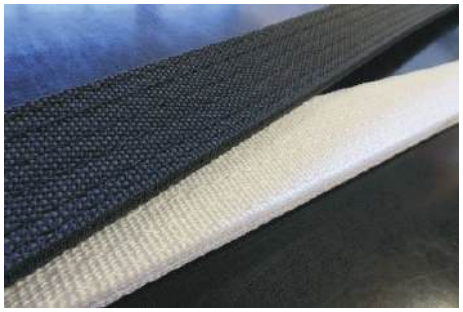
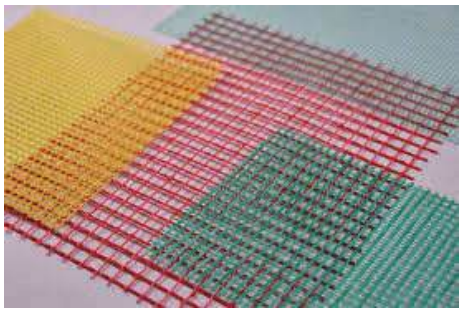
  After stitching, garments go through washing, ironing, dyeing, and packaging. Finishing improves the look and feel of clothing before it reaches customers.

Fig. 1.1.9: Laundry and finishing services

- **Technical and industrial textiles**

  This subsector makes specialised garments like safety wear, medical clothing, and sportswear that need performance materials.

Type of Technical / Industrial Textile	Description	Images
Protective clothing	Includes fire-resistant suits, bulletproof vests, and chemical protection gear used for worker and military safety.	
Medical textiles	Fabrics used in healthcare such as surgical gowns, masks, bandages, and hospital bedding.	
Geotextiles	Permeable fabrics used in civil engineering for soil stabilisation, drainage, and erosion control.	
Automotive textiles	Materials used in car seats, airbags, seat belts, and interior linings.	

Type of Technical / Industrial Textile	Description	Images
Sports and performance textiles	High-performance fabrics for sportswear, swimwear, and activewear with moisture-wicking or thermal properties.	
Industrial filters and belts	Textiles used in filtration systems, conveyor belts, and industrial machinery.	
Agricultural textiles	Shade nets, crop covers, and soil-protection fabrics used in farming.	
Construction textiles	Reinforcement fabrics, scaffolding nets, and soundproofing materials for building projects.	
Smart textiles	Fabrics embedded with sensors or electronics for monitoring and adaptive functions.	

Type of Technical / Industrial Textile	Description	Images
Marine textiles	Fabrics used for boat sails, fishing nets, and offshore equipment.	

Table 1.1.10: Technical textiles

- **Recycling and sustainable fashion units**

  This growing subsector focuses on recycling old clothes or using eco-friendly materials in apparel production.

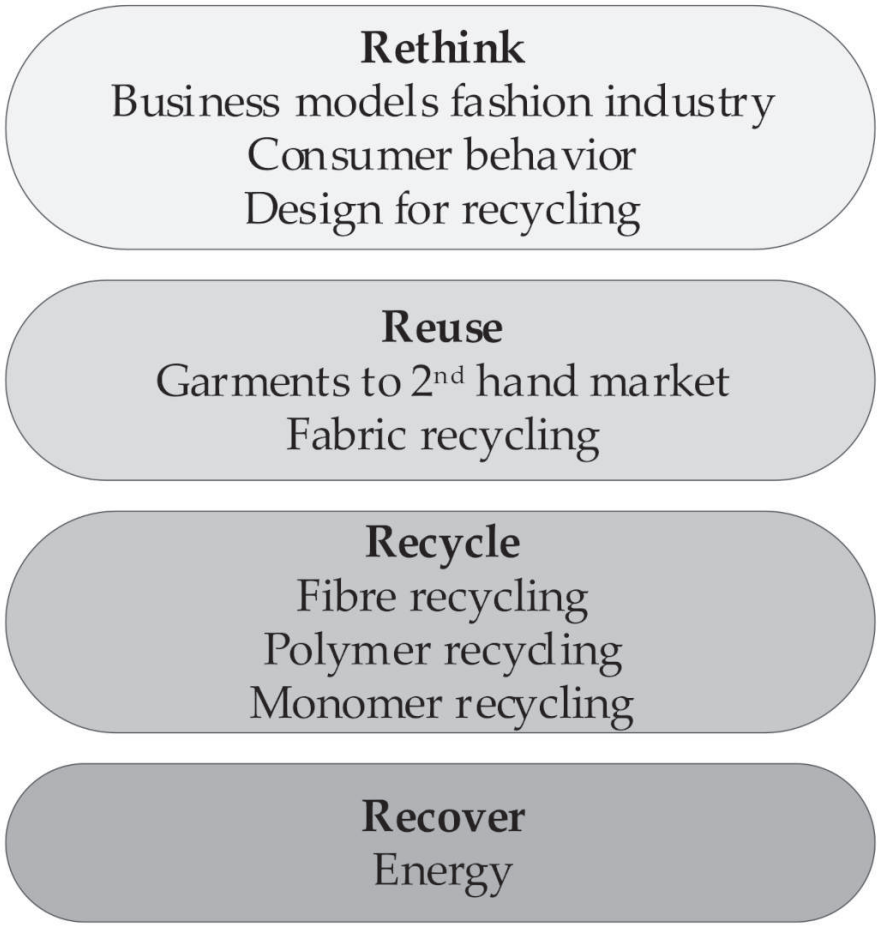


Fig. 1.1.10: Recycling and sustainable fashion trend

1.1.2 Roles and Responsibilities of Sampling Tailor

Who is a sampling tailor?

A sampling tailor is a skilled worker who creates sample garments based on the designer's specifications. They carefully cut, stitch, and assemble fabric pieces to develop the first version of a design. This sample is used to finalise fit, style, and construction details before mass production.

Fig. 1.1.11: Sampling tailor

Roles and responsibilities

A Sampling Tailor is responsible for stitching sample garments based on design specifications, ensuring accurate fit, finish, and measurements. They coordinate with designers and pattern masters to make changes and perfect the sample before bulk production begins.

Role/Responsibility Area	Description
Prepare for sampling	Ready materials and tools, ensure fabric quality by checking grain, shade, and thickness.
Carry out fabric operations for preparing garment sample	Perform cutting, marking, and fusing as per techpack to prepare garment components.
Stitch using machine or hand	Use sewing machine or hand-stitching to assemble garment samples with precision and as per design specifications.
Contribute to achieving sample quality in stitching operations	Conduct quality checks during stitching, address defects to ensure final sample meets quality standards.
Following organisational norms and reporting	Follow organisational rules, interpret techpacks, record measurements, identify fabrics, and check for defects before cutting.
Manage the workspace, operate tools, and handle machines	Maintain a clean, organised workspace and operate tools and machines safely and efficiently.

Table 1.1.11: Key Responsibilities of Sampling Tailor

1.1.3 Types of Garment Sampling Department and Responsibilities

The different garment sampling departments are crucial for translating design concepts into tangible products, serving as the bridge between the design and production teams. These departments encompass various types of sampling processes, each with distinct responsibilities essential for ensuring quality, fit, and accuracy before mass production begins such as follows:

- **Design sampling department**

  The sampling tailor creates design concept samples based on the designer's ideas and sketches. They ensure the creative vision is accurately turned into a physical garment for review.

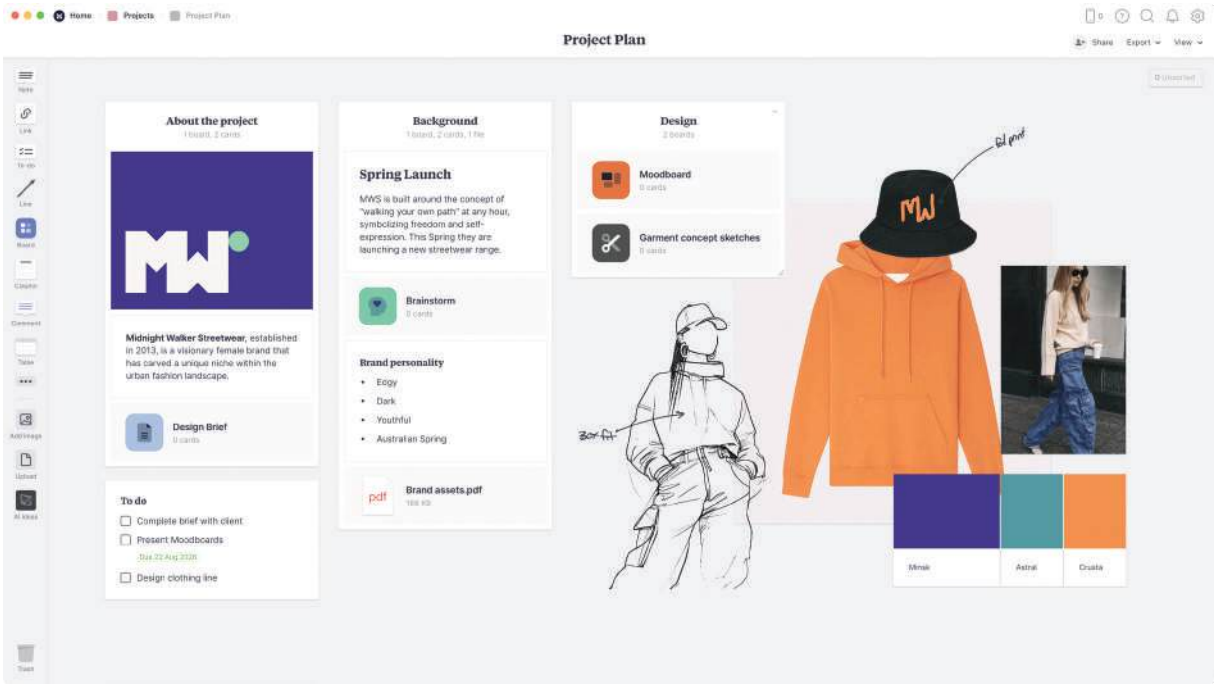


Fig. 1.1.12: Design concept sample

- **Proto Sampling Department**

  The sampling tailor makes a prototype sample from the approved design to test construction, silhouette, and style. They ensure the garment reflects the design intent before any bulk adjustments.

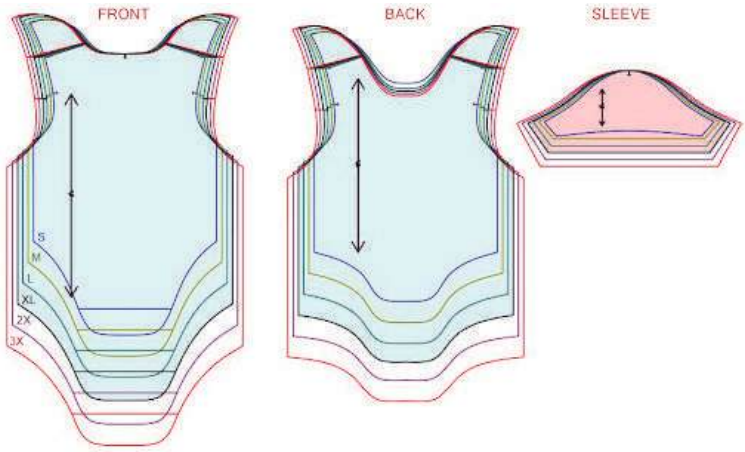


Fig. 1.1.13: Proto sample

- **Fit sampling department**

  The sampling tailor produces a fit test sample used for model or mannequin fittings. They make necessary alterations to achieve the correct size, shape, and comfort before mass production.

Fig. 1.1.14: Fit sample

- **Sales sampling department**

  The sampling tailor prepares sales display samples for marketing teams, buyers, and client presentations. They ensure the garment has perfect finishing and visual appeal to encourage orders.

Fig. 1.1.15: Sales sample

- **Pre-production Sampling Department**

  The sampling tailor creates a pre-production reference sample that follows exact production specifications. They confirm that all stitching, measurements, and finishing details match manufacturing standards.

Fig. 1.1.16: Pre-production sample

1.1.4 Employment Opportunities

A sampling tailor has job options in many industries that deal with garment design, manufacturing, and sales. Their main role is to create accurate sample garments that represent the final product before bulk production.

- **Fashion design houses**

  In fashion design houses, a sampling tailor works with designers to create the first garment samples from sketches or patterns. They ensure the sample reflects the designer's creative vision and style details.

Fig. 1.1.17: Fashion design house

- **Export garment manufacturing units**

  In export units, the sampling tailor prepares sample pieces for international buyers to approve before large-scale production. They follow strict quality, size, and finishing requirements as per buyer specifications.

Fig. 1.1.18: Garment sampling unit

- **Retail apparel brands**

  In retail brands, the sampling tailor develops fit and style samples for seasonal collections. They adjust samples as needed to meet brand sizing and quality standards.

Fig. 1.1.19: Retail apparel

- **E-commerce clothing companies**

  In e-commerce businesses, the sampling tailor makes photo-shoot and fit samples for online product listings. They ensure the garment looks appealing and matches the advertised description.

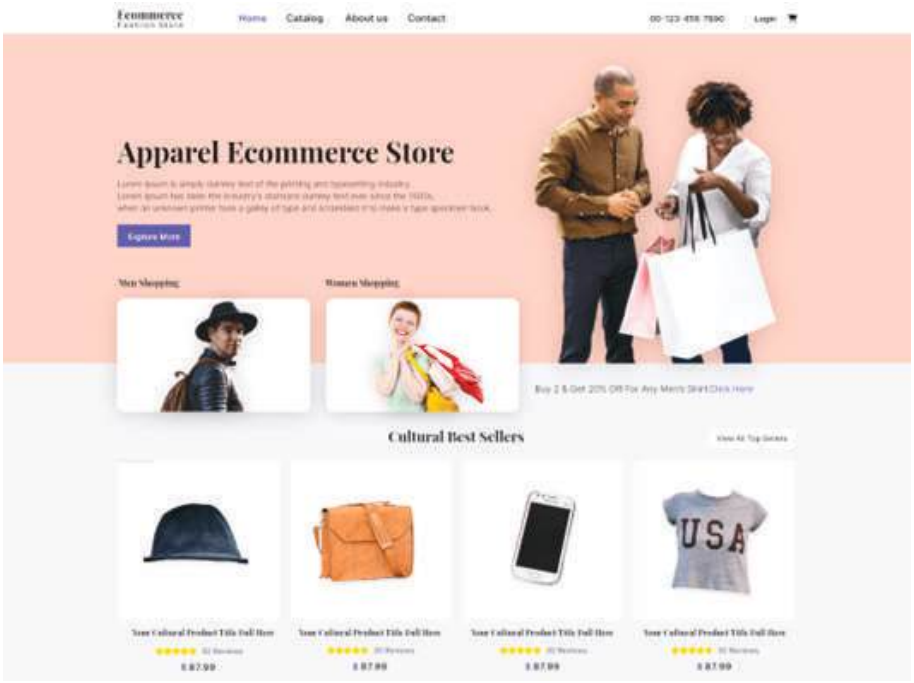


Fig. 1.1.20: Apparel E-Commerce

- **Costume production for film and theatre**

  In the entertainment industry, the sampling tailor creates costume samples based on the costume designer's brief. They test the fit, comfort, and movement suitability before the final costume is made.

Fig. 1.1.21: Costume production

- **Boutique and custom tailoring units**

  In boutique tailoring, the sampling tailor prepares personalised garment samples for high-end clients. They ensure the garment matches the client's body shape, style preferences, and fabric choice.

Fig. 1.1.22: Boutique and custom tailoring unit

1.1.5 Career Progression

A sampling tailor plays a key role in turning design ideas into actual garment samples used for approval before mass production. Their skills in stitching, fitting, and finishing help bridge the gap between the designer's vision and the production team's execution.

- **Sampling coordinator**

  From sampling tailor, the first career progression step can be becoming a sampling coordinator, where the tailor manages the sampling process, ensures deadlines are met, and communicates with designers and buyers about sample quality. This position requires strong organisational skills and the ability to oversee multiple sampling tasks at once.

- **Production manager**

  With experience, the next step from sampling coordinator can be production manager, where the professional oversees the entire garment manufacturing process, manages teams, allocates resources, and ensures quality and delivery targets are achieved. This role demands leadership, planning, and problem-solving abilities to coordinate all aspects of production smoothly.

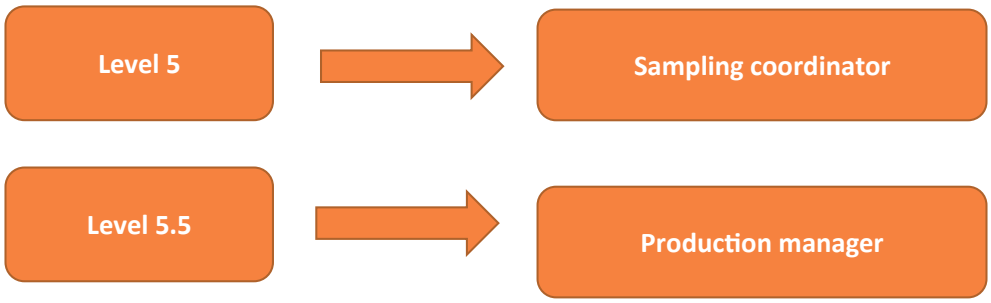


Fig. 1.1.23: Career progression for a sampling tailor

UNIT 1.2: Understand and Analyse Techpack Details

Unit Objectives

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

1. Outline the key components of a garment techpack.
2. Illustrate how to interpret a garment specification sheet.
3. Elaborate on the process of understanding buyer requirements.
4. Elucidate the purpose of sampling department documents.
5. Prepare a garment sample based on a techpack.

1.2.1 Interpret Garment Techpacks

A sampling tailor studies the garment techpack, which contains all design details, measurements, and materials. They use this information to create an accurate sample that matches the design and guides mass production.

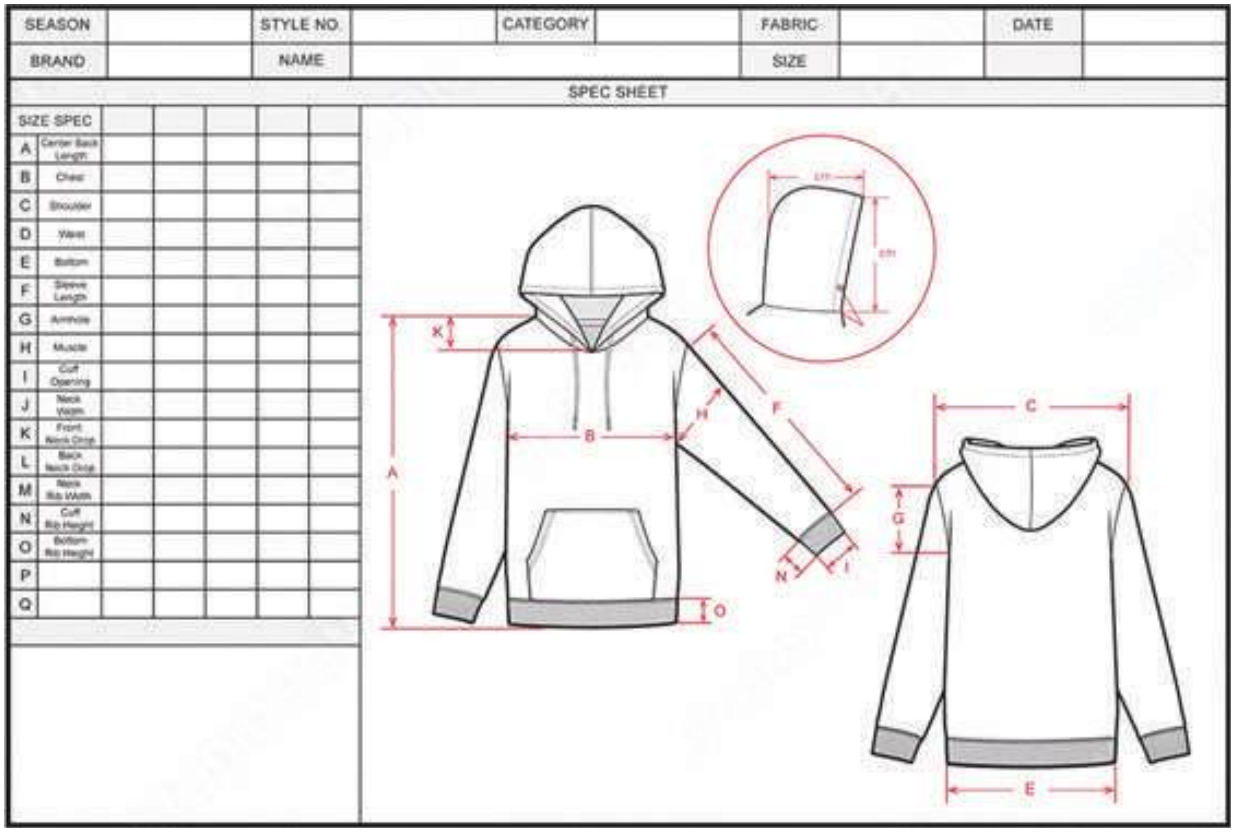


Fig. 1.2.1: Sample techpack

A garment tech pack, short for technical package, is a comprehensive blueprint for product creation, especially in the apparel and home furnishing industries. It details every specification, from design sketches and measurements to fabric types, construction instructions, and packaging information, acting as a crucial communication tool between designers and manufacturers.

Techpack components:

The following are the components of a Techpack:

- **Design sketches**

  Visual representations (flats or 3D) showing front, back, and side views of the product, detailing silhouette, style lines, and garment elements.

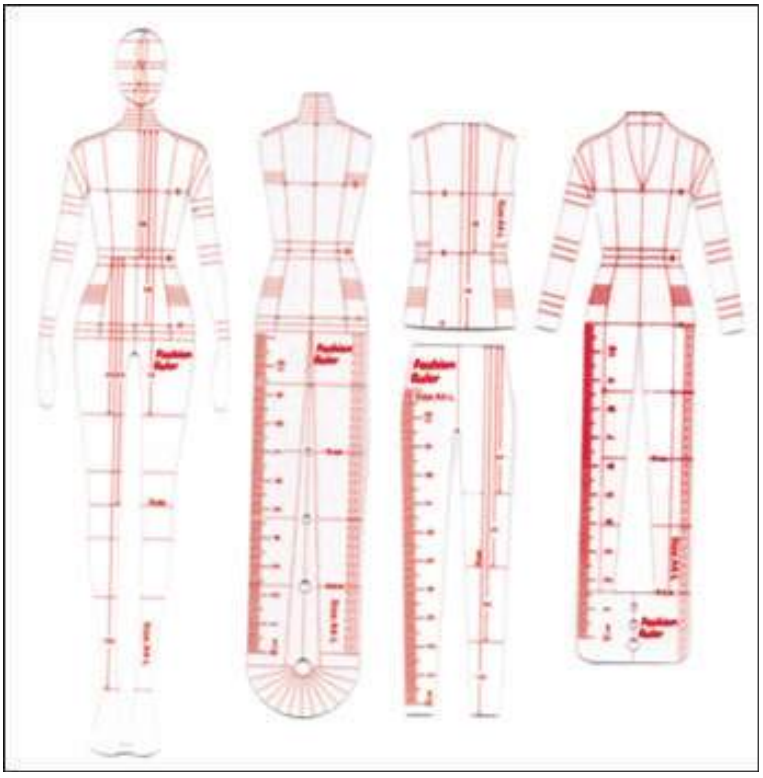


Fig. 1.2.2: Design sketches

- **Bill of Materials (BOM)**

  A comprehensive list of all raw materials needed to create the product, including fabrics, trims, threads, labels, and packaging items.

Sr. No.	Classification	Description	Fabric Design/Color	Width	Consumption	PO Qty	Units	Supplier	Item Code
Position-					**Garment color-**				
1	Shell								
Position-					**Garment color-**				
2	Canvas								
Position-					**Garment color-**				
3	Felt								
Position-					**Garment color-**				
4	Fusing								
Position-					**Garment color-**				
5	Lining								

Fig. 1.2.3: Bill of Materials (BOM)

- **Measurement specifications**

  A chart that provides detailed body or product measurements across sizes, with tolerance levels to ensure consistency during production. Descriptions and diagrams outlining stitching types, seam placements, finishing techniques, and construction methods used in manufacturing.

Garment Specification Sheet				
Style No. # XYZ 01			Date : 20-09-2015	
Category : Womenswear			Size: Medium (D-12)	
Season: Spring-Summer			Designers Name : XYZ	
Description of Garment: Women Casual Summer Top.				
S.No.	Measurements (in Cms.)		Front Back 	
1	Neck Size	36cms		
2	Across Chest	35cms		
3	Chest	84cms		
4	Waist	78cms		
5	Shoulder	39cms		
6	Across Back	40cms		
7	Scye Depth	23cms		
8	Back Depth	30cms		
9	Length	65cms		
Wash Care Instructions		Machine Wash, Line Dry, Iron Medium, Do not Bleach		
Fabrics / lining Semi Crepe Cotton (Lining)		Fabric 1 	Fabric 2	Fabric 3
Description of Fabric : (Fabric composition, Construction, Width)		Delicate to handle fabric, Width 60"		
Trims and Accessories		Roll On Crepe Straps Sequin Detailing in front Microdot Fusing		
Remarks		All fabric patterns need to be overlocked before stitching; Sequin Detailing has to be handled carefully, Lining should be overlocked.		

Fig. 1.2.4: Garment measurement specification sheet

- **Colour/artwork Information**

  Information about colourways, Pantone codes, print placement, and embroidery designs, and artwork files with scale and positioning instructions.

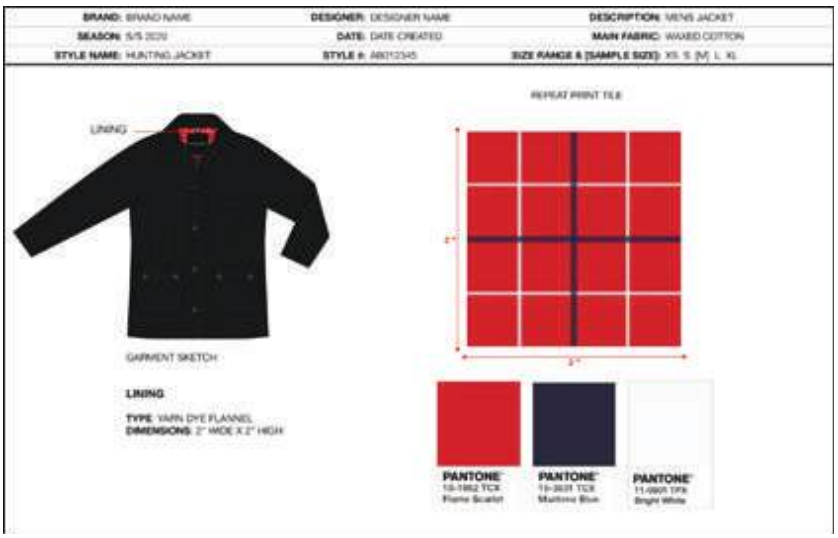
Colour and artwork information sheet	Images
Colour information sheet	
Artwork information sheet	

Table 1.2.1: Colour and artwork information sheet

Creating samples from a revised techpack means applying buyer changes, ensuring customer focus, and checking feasibility. This results in a production-ready revised or PP sample that meets expectations and technical details. The following are the stages of making a pre-production sample:

- **Review the techpack:** Read all design, material, and measurement details carefully.
- **Identify revisions:** Compare updated details with the original techpack to note changes.
- **Select materials and trims:** Gather approved fabrics, accessories, and colours as specified.
- **Follow construction details:** Use the stitching types, seam placements, and finishes mentioned.
- **Check measurements:** Cut and assemble parts according to the measurement specifications.
- **Assemble the sample:** Stitch the garment following the design sketches and guidelines.
- **Inspect quality:** Ensure the sample matches technical details and has no defects.
- **Verify fit:** Test the garment on a mannequin or model to confirm correct fit and comfort.
- **Cross-check with techpack:** Match every detail of the finished sample to the techpack for accuracy.
- **Document changes:** Record any deviations or improvements made during sample creation.
- **Submit for approval:** Present the sample to the buyer or quality team for review.

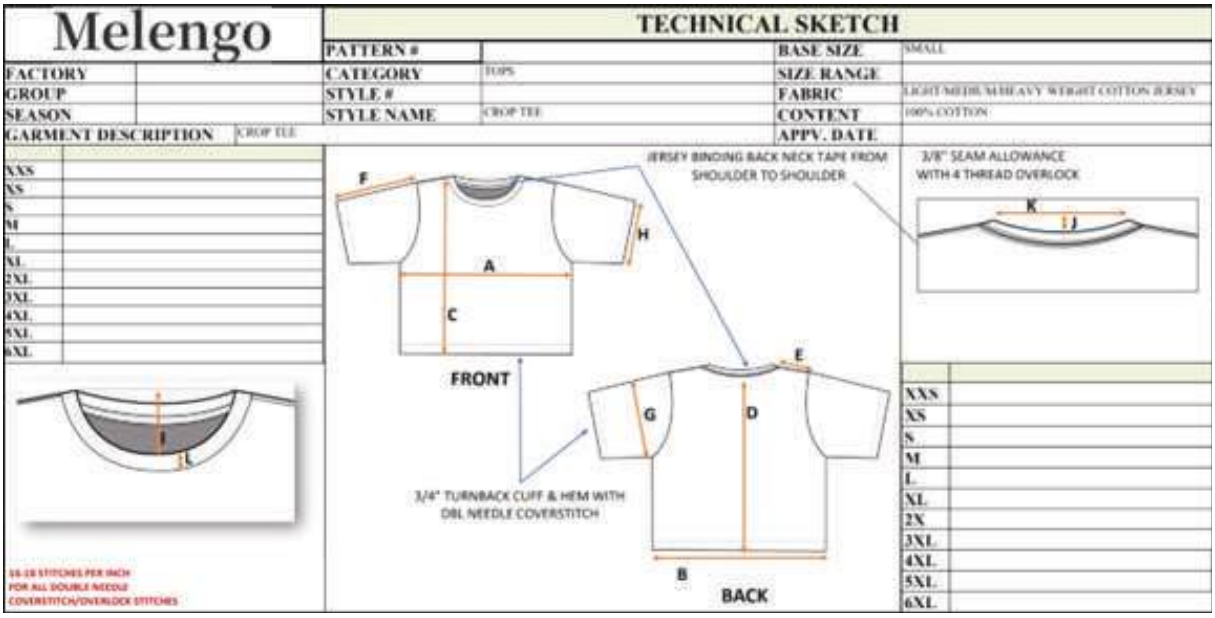


Fig. 1.2.5: Pre-production sample from interpreting techpack

1.2.2 Analyse Garment Specifications and Samples

Garment specifications are the detailed technical documents that outline a clothing item's design, materials, and construction. A garment specification sheet is a detailed document that provides all the technical and aesthetic information needed to produce a garment, which a tailor analyses alongside physical samples to ensure accuracy and consistency.

Type of Garment Specification	Description
Design Specifications	Include design sketches, style lines, silhouette, and garment features.
Material Specifications	Detail fabrics, trims, threads, labels, and accessories to be used.
Measurement Specifications	Provide size charts, tolerance limits, and measurement points.
Construction Specifications	Explain stitching types, seam placements, and finishing methods.
Colour/Artwork Specifications	Give colour codes, print positions, embroidery details, and artwork scale.
Label and Packaging Specifications	Include label placement, packaging type, and folding instructions.
Performance Specifications	Define durability, wash care, shrinkage limits, and functional requirements.
Care Instruction Specification	Lists washing, drying, and ironing guidelines to be followed.
Compliance Specification	Covers regulations related to safety, environmental, and ethical standards.

Type of Garment Specification	Description
Quality Specifications	List acceptable quality standards, defect tolerances, and inspection methods.

Table 1.2.2: Types of garment specifications

The following are the stages of analysing garment specification and types:

- Compare the garment's measurements with the specification sheet to confirm accuracy.
- Check that fabrics, trims, and accessories match the approved list in the specifications.
- Verify stitching types, seam placements, and finishes against the documented details.
- Inspect overall fit and silhouette to ensure it matches design intent.
- Identify and record any deviations from the specifications for correction.
- Ensure colour shades match the approved colour standards or Pantone references.
- Confirm label placement, size, and information are as per the specifications.
- Examine print or embroidery placement and scale for accuracy.
- Check garment durability and construction accuracy against approved standards.

GARMENT SPECIFICATION SHEET

	CONTACT PERSON:		
	PHONE:		
COUNTRY OF ORIGIN:		DESIGNER:	
STYLE NO:		PATTERN MAKER:	
SEASON + Yr:		GRADER:	
DESCRIPTION:		NOTIONS	
		OTHER	

FABRIC TYPE: FIBRE CONTENT:	WIDTH:	LENGTH:	COLOURS:	CARE LABELLING INSTRUCTIONS:

SIZE RANGE:	LABELS:	LABEL POSITION:

SEWING SPECIFICATIONS

THREAD TYPE:	CODE / DENIER:	MACHINE USE:
NEEDLE SIZE		

SEAMS	WIDTH	TYPE	DIRECTION	FINISH

MACHINE	STITCH LENGTH	WIDTH	FEET

Fig. 1.2.6: Garment specification sheet

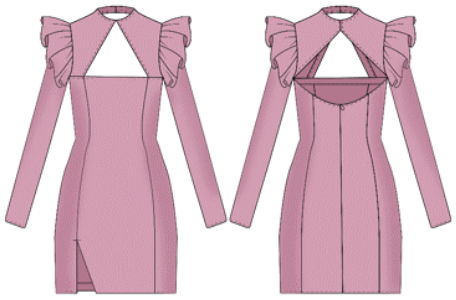
1.2.3 Understand Buyer Garment Requirements

The sampling tailor must go beyond the techpack to understand the buyer's garment requirements, including market, aesthetic, and quality expectations. By following the buyer specification sheet, the tailor ensures the final sample aligns with the buyer's vision and brand standards.

A Buyer specification sheet is a key document that helps the sampling tailor understand the complete garment expectations from the buyer. It goes beyond just measurements and stitching details. It explains the target customer, the look and feel the buyer wants, the quality level, and any special finishes or design elements required.

TECHNICAL SHEET

	Season:	Fall2020	**Description:**
	Collection:	Mystery Challenge	
	Date:	01.11.20	Mini dress, with a halter neckline and open back. Mlong sleeve and a folded butterfly sleeve detail at the sleeve head.
	Style:	#02	
	Product name:	Halter Dress	

Fabric Swatches	Technical Drawings	Colors
		

Product Care

CASTELHANOS

Materials

Placement	Descreption	Color	Quantaty	Supplier
Crepe fabric	93% polyester and 7% elastane midium weight crepe	#d49fb3	1 m	
zipper	44 cm invisible zipper	#d49fb3	1	
closing clips	bra clips on the neck line at the back	silver	2	

Fig. 1.2.7: Buyer specification sheet

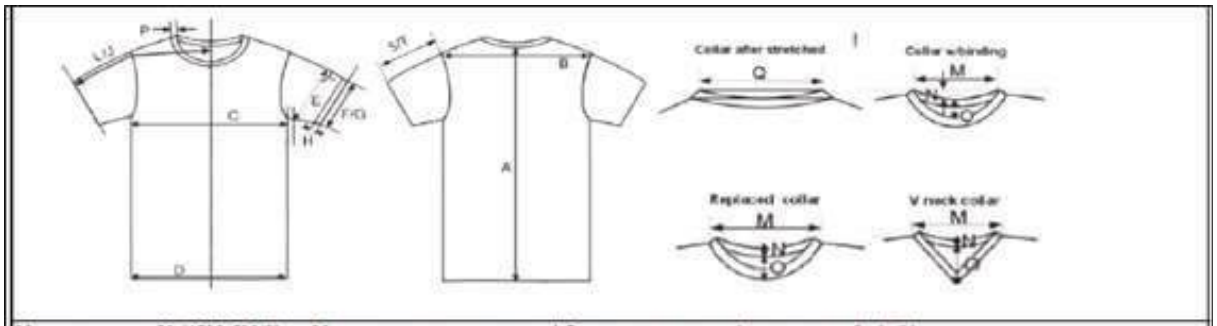
Stage	What to understand
Read the techpack	Study garment type, measurements, BOM, stitching, and finishing instructions
Identify buyer expectations	Note the brand's aesthetic, target market, fit, quality level, and comfort preferences
Interpret key instructions	Break down construction steps, artwork placements, and any special design elements
Apply during sample making	Use the sheet as a guide to stitch a sample that meets technical and brand standards

Table 1.2.3: Understanding buyer garment requirements

1.2.4 Read and Understand Techpacks

The sampling tailor must read and understand the techpack, which includes materials, construction steps, and artwork details. The tailor must understand and interpret this information accurately to ensure that the garment is stitched exactly as the buyer expects.

A techpack not only helps in following technical instructions but also plays a key role in reducing errors, saving time, and avoiding wastage. Understanding the techpack properly allows the tailor to confidently execute each step of sample making as per buyer specifications.



Measurement set: 01 UOM: CM (Note: Measurements are not approved. Ensure to use approved measurement for bulk)

Code	NAME	XXS	XS	S	M	L	XL	Allowance (+/-)
A	LENGTH OF BACK ON CENTER	48.00	51.00	54.00	58.00	62.00	66.00	
B	LENGTH OF SHOULDERS ON BACK	31.00	32.50	34.00	36.00	38.00	40.00	
C	1/2 WIDTH OF CHEST	37.00	39.00	41.00	44.00	47.00	50.00	
D	1/2 WIDTH OF BOTTOM	37.00	39.00	41.00	44.00	47.00	50.00	
E	1/2 WIDTH OF SLEEVE 2 CM UNDER ARM HOLE	13.50	14.50	15.50	17.00	18.50	20.00	
F	1/2 WIDTH OF BOTTOM SLEEVE	12.50	13.00	13.50	14.20	14.90	15.60	
J	LENGTH OF SLEEVE FROM 1/2 NECK HOLE	28.00	30.00	32.00	34.00	36.00	38.00	
M	WIDTH OF NECK HOLE	15.90	16.20	16.50	17.00	17.50	18.00	
N	DEPTH OF BACK NECK HOLE	2.50	2.50	2.50	2.50	2.50	2.50	
O	DEPTH OF FRONT NECK HOLE	6.10	6.30	6.50	6.80	7.10	7.40	
P	HEIGHT OF COLLAR / RIB WIDTH	2.00	2.00	2.00	2.00	2.00	2.00	
Q	1/2 MINIMUM NECK HOLE WIDTH, AFTER STRETCHED	26.50	27.00	27.50	28.20	28.90	29.60	
S	LENGTH OF SLEEVE FROM SHOULDERS	12.50	13.75	15.00	16.00	17.00	18.00	

Fig. 1.2.8: Techpack details

Stage	What to understand
Read all sections	Go through garment sketch, measurement chart, BOM, stitching, and finish notes
Identify technical specs	Understand fabric types, trims, tolerances, labels, and special treatments
Clarify construction	Interpret stitching types, panel joining, seam allowances, and placement details
Use in stitching process	Follow instructions exactly to make a correct and professional-quality sample

Table 1.2.4: Stages of reading and understanding a techpack

1.2.5 Understand Sampling Department Documents

The sampling department is responsible for creating garment samples based on buyer specifications before bulk production begins. It ensures the design, fit, fabric, and finishing meet the buyer's expectations and brand standards.

Sampling Dept. Type	Dept. Description
Design Sampling	Develops style ideas and concepts
Proto Sampling	Makes first sample from buyer's techpack
Fit Sampling	Ensures correct garment fit
Sales Sampling	Prepares samples to show buyers
Pre-production Sampling	Final sample before bulk production

Table 1.2.5: Sampling department types explained

The sampling tailor must use key documents to ensure quality and smooth workflow. These help track progress and report issues during the sampling process. The following are the different types of sampling documents from different sampling departments:

- Mood board / sketches

  The mood board/sketches show the overall design theme with fabric choices and visual style, helping the team understand designer intentions. It forms the part of the design sampling department.

Fig. 1.2.9: Mood board

- Fit Sheet / Measurement Chart

  In the fit sampling stage, the fit sheet/measurement chart compares the sample garment with the buyer's size standards and highlights fitting issues to be corrected. It forms the part of the fit sampling department.

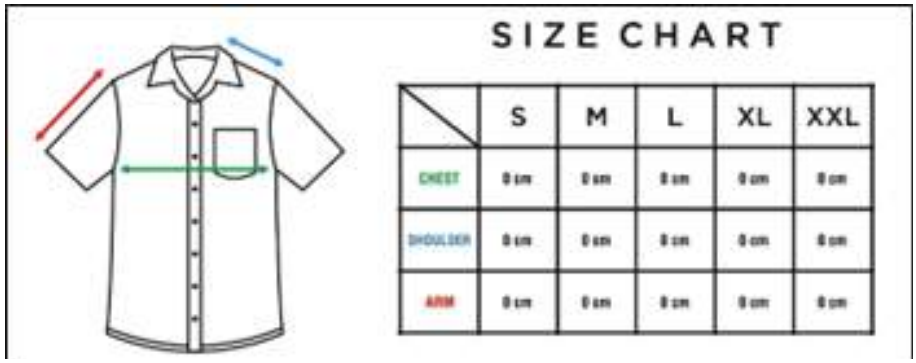


Fig. 1.2.10: Measurement chart

- **Techpack / spec sheet**

  The techpack/spec sheet details garment specifications like fabric, trims, and measurements to ensure accurate proto sample development. It forms the part of the proto sampling department.

STYLE:		DATE:			
SEASON:		BUYER:			
BASE SIZE:		DELIVERY DATE:			
MEASUREMENT SPECIFICATION					
Ref.	POM	Inch	Ref.	POM	Inch

Fig. 1.2.11: Spec sheet

- **Sales sample form**

  In the sales sampling stage, the sales sample form captures buyer feedback on sales samples to guide improvements before production. It forms the part of the sales sampling department.

YOUR LOGO HERE

SALES ORDER

[Your Company Name]
[Your Company Slogan]

[Street Address]
[City, ST ZIP Code]
[Phone] [Fax]
[e-mail]

INVOICE NO. [100]
DATE December 23, 2011
CUSTOMER ID [ABC12345]

TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

SHIP TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
					Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL

Fig. 1.2.12: Sale sample form

- **Pre-production checklist**

  In the pre-production sampling stage, the pre-production checklist ensures all production requirements are met by verifying materials, specs, and approvals before manufacturing begins. It forms the part of the pre-production sampling department.

Heads / Particulars	Result
Consumption per garment and fabric quantity required.	
Width required and yarn count	
Shrinkage – Width / Length	
Salvage – Side / Center	
Color fastness	
Blanket lot (If denim) / any other special points	

Fig. 1.2.13: Pre-production checklist sample

UNIT 1.3: Verify and Prepare Sampling Essentials

Unit Objectives

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

1. Outline the essential tools and materials for garment sampling.
2. Illustrate how to verify materials against a techpack.
3. Elaborate on the process for checking garment pattern measurements.
4. Elucidate methods for ensuring quality and standard compliance.

1.3.1 Collect the Tools and Materials Required for Sampling

Collecting the necessary tools and materials is a preparatory step that ensures the tailor has everything needed to create a garment sample efficiently. This crucial stage involves gathering the right fabrics, threads, trims, and specific equipment like measuring tapes, scissors, and sewing machines to match the design specifications.

- **Collect required sampling materials tools**

  This stage involves identifying and collecting sampling materials before beginning garment sampling.

Material / Tool Name	Purpose and Description	Images
Fabric swatches	Small fabric pieces used to check texture, colour, and suitability for the design.	
Measuring tape	Used to take accurate body and garment measurements.	

Material / Tool Name	Purpose and Description	Images
Sewing machine	Used to stitch garment samples with different stitches and settings.	
Dress form / mannequin	Helps in draping, fitting, and displaying garment samples.	
Scissors / rotary cutter	Used to cut fabric cleanly and accurately.	
Pins and Needles	Used to hold fabric layers together temporarily during stitching.	

Material / Tool Name	Purpose and Description	Images
Tailor's chalk / marker	For marking fabric to indicate stitch lines, darts, or cutting points.	
Iron and ironing board	Used for pressing seams and giving a neat finish to the sample.	
Pattern paper	Used to draft patterns before fabric cutting.	
Trims and accessories	Includes zippers, buttons, lace, etc., used for final sample detailing.	

Table 1.3.1: Sampling materials and tools

- **Confirm product details if unsure**

  A sampling tailor must clarify any unclear or missing product details to match the designer's vision. They do this by discussing with designers and team members to avoid errors and rework.

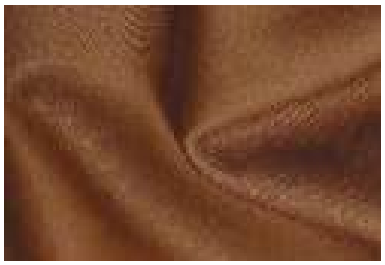
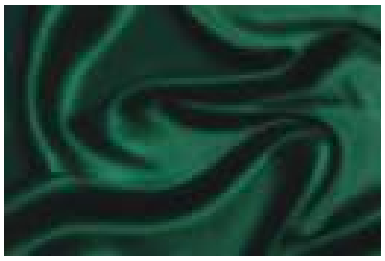
- **Maintain steady sampling workflow rate**

  A sampling tailor must work steadily to meet deadlines and keep the sampling process on track. This means managing time well, focusing on priorities, and ensuring quality without delay.

1.3.2 Verify Materials and Specifications Correctly

A sampling tailor must check that all materials match the techpack before starting. This avoids mistakes and ensures the final sample meets the designer's plan and stays consistent.

- **Identifying Fabrics**

Fabric Type	Identification Method	Images
Cotton	Identified by its soft feel, high absorbency, and burns with a smell of burning paper.	
Polyester	Recognised by its smooth texture, resistance to wrinkles, and melting when burned.	
Silk	Known by its smooth, shiny surface and burns with a smell of burning hair.	
Woollen	Identified by its coarse feel and burning with a smell like burning hair.	

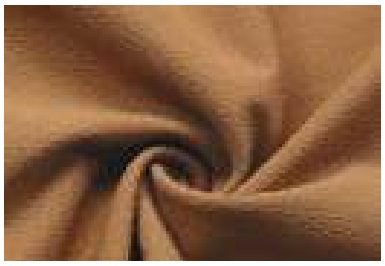
Fabric Type	Identification Method	Images
Linen	Recognised by its crisp texture, slubs in the weave, and burns like paper with no bead.	
Nylon	Identified by its slight sheen, stretchy nature, and melting into a hard bead when burned.	
Rayon	Known for its silky feel and burns quickly with a smell of burning leaves.	

Table 1.3.2: Fabric identification by features

- **Identify stitching methods**

Stitching Method	How It Is Identified	Images
Lockstitch	Identified by its straight, secure stitch made with top and bottom threads.	
Chain stitch	Recognised by a looped structure on the underside and flexibility in seams.	

Stitching Method	How It Is Identified	Images
Overlock (serging)	Known by edge finishing and simultaneous cutting and stitching.	
Flatlock	Detected by its flat, seam-free appearance on both sides.	
Blind stitch	Identified by its nearly invisible stitch used for hemming.	

Table 1.3.3: Stitching methods identification guide

- **Select Suitable Thread Types**

Thread Type	How It Is Identified or Selected	Images
Cotton thread	Chosen for lightweight fabrics and natural feel; burns to soft ash.	
Polyester thread	Preferred for strength and elasticity; melts under flame.	

Thread Type	How It Is Identified or Selected	Images
Nylon thread	Used for stretch garments; has high strength and smooth texture.	
Silk thread	Selected for delicate, high-end fabrics; smooth and glossy.	
Core-spun thread	Identified by a polyester core with cotton covering, offering strength and softness.	

Table 1.3.4: Thread type selection tips

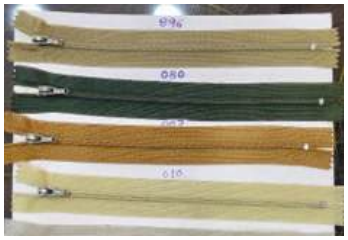
- **Choose Appropriate Needle Types**

Needle Type	How It Is Identified or Selected	Images
Universal needle	Used for woven and knits; medium tip visible on inspection.	
Ballpoint needle	Chosen for knits; rounded tip slides between fibres.	

Needle Type	How It Is Identified or Selected	Images
Denim needle	Selected for thick fabrics like denim; thicker shaft and reinforced tip.	
Sharp/microtex needle	Used for fine, tightly woven fabrics; has a very pointed tip.	
Twin needle	Identified by dual needles on a single shaft for parallel stitching.	

Table 1.3.5: Needle type selection chart

- **Recognise trims and accessories**

Trim/Accessory Type	How It Is Identified	Images
Zippers	Identified by teeth material (metal/ plastic), size, and slider type.	
Buttons	Recognised by shape, holes, material (plastic, metal, wood), and attachment type.	

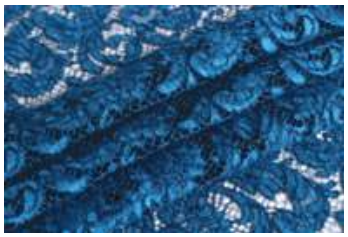
Trim/Accessory Type	How It Is Identified	Images
Hook and loop (Velcro)	Known by rough and soft side combination and easy stick-on feature.	
Lace	Identified by delicate patterns, transparency, and ornamental use.	
Elastic band	Recognised by stretchability and used for waistbands or cuffs.	

Table 1.3.6: Trims accessories recognition chart

Follow sampling procedure steps

Sampling procedure ensures a prototype garment is made following techpack and pattern instructions before mass production. This helps verify design, fit, and quality, allowing corrections before bulk production. The following are the stages of sampling:

- The sampling tailor reviews the techpack carefully to check all garment specifications like fabric, trims, and measurements.
- The tailor verifies that the materials, including fabric, trims, and accessories, match the instructions given in the techpack.
- Correct pattern pieces are used, and they are laid efficiently using the marker before cutting begins.
- The garment is stitched by following the correct stitching sequence and method as outlined in the sample plan.
- A final inspection is done to check the fit, measurements, and finishing before the sample is sent for approval.
- Any fitting issues found are noted and shared with the designer or merchandiser.
- Required corrections are made promptly based on feedback.
- The approved sample is rechecked, documented, and stored for production use.

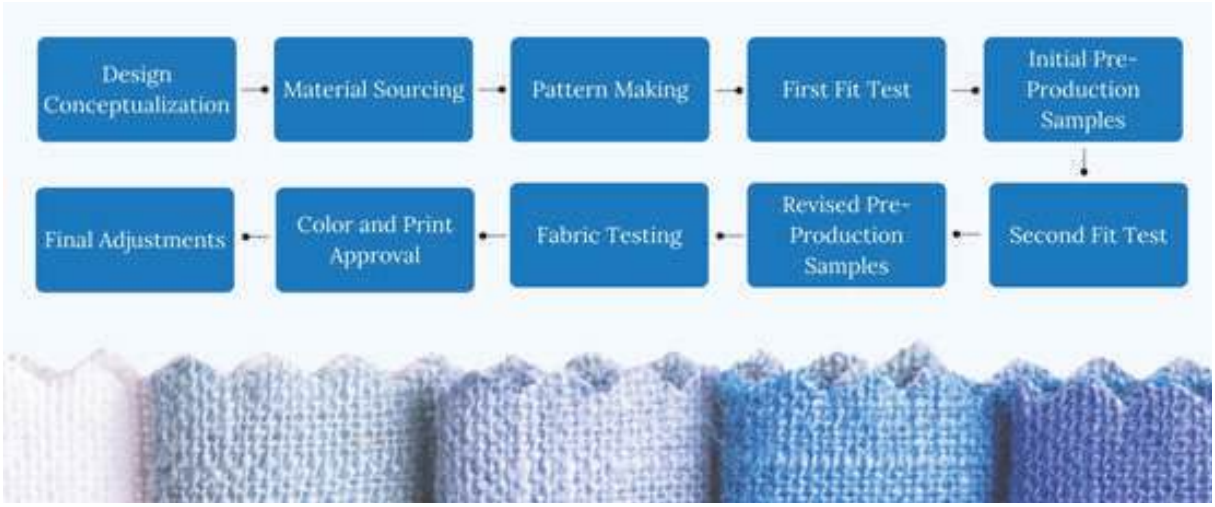


Fig. 1.3.1: Garment sampling stages

1.3.3 Check Garment Pattern Measurements

To check garment pattern measurements, the sampling tailor must use proper drafting tools to accurately mark darts, seams, and key components as per the master pattern instructions. They must apply basic drafting techniques, convert units correctly, and consider possible alterations based on customer needs to ensure precision and fit.

Marking pattern darts and seams is important to ensure accurate garment shaping and proper alignment during stitching for a good fit and finish.

Pattern

A pattern is a paper or digital template used to cut fabric pieces accurately for stitching a garment.

- A basic block pattern is the foundation pattern created using exact body measurements without seam allowances, used as the starting point for designing garments.

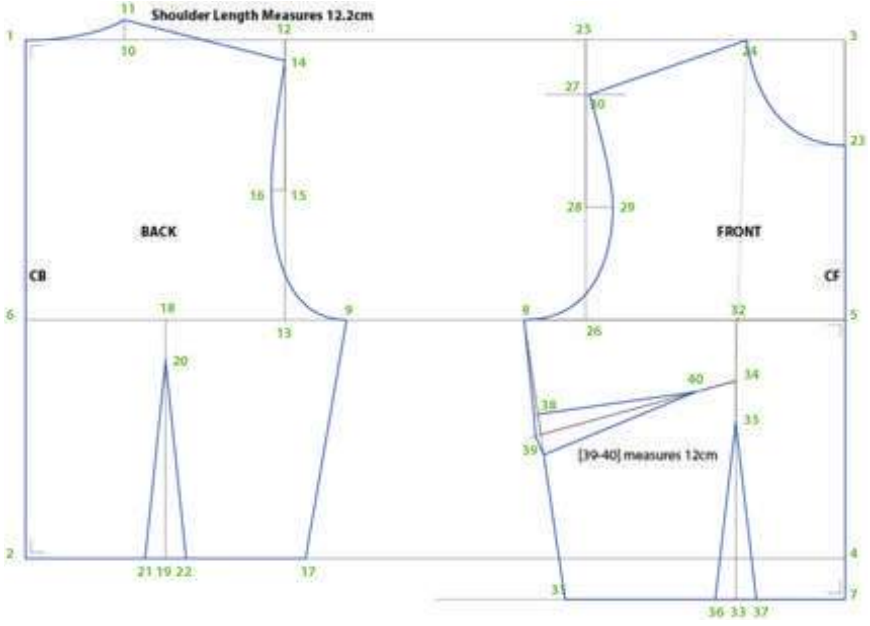


Fig. 1.3.2: Basic block pattern

- A sloper pattern is a close-fitting base used for creating new styles and includes markings for darts, seams, and body lines.

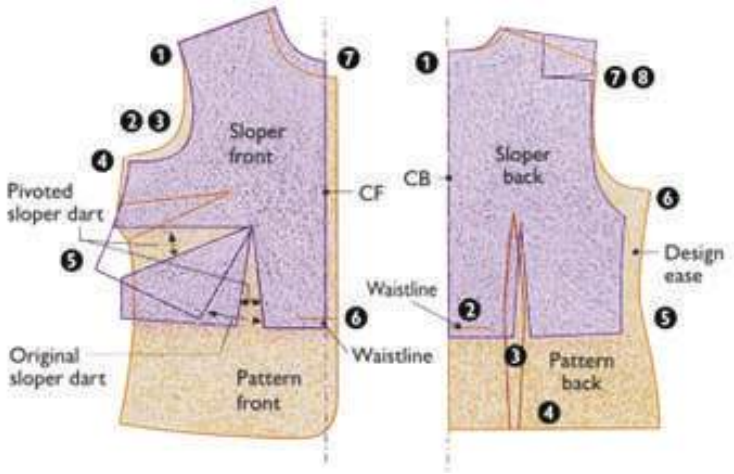


Fig. 1.3.3: Sloper pattern

- A working pattern is a modified version of the sloper, prepared for actual garment making by adding seam allowances, hems, and style elements.

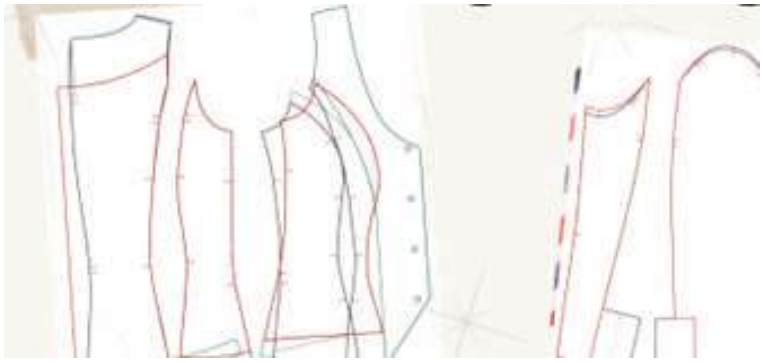


Fig. 1.3.4: Working pattern

- A production pattern is the final pattern used in bulk fabric cutting, containing all sewing and construction details, with notches and labels clearly marked.

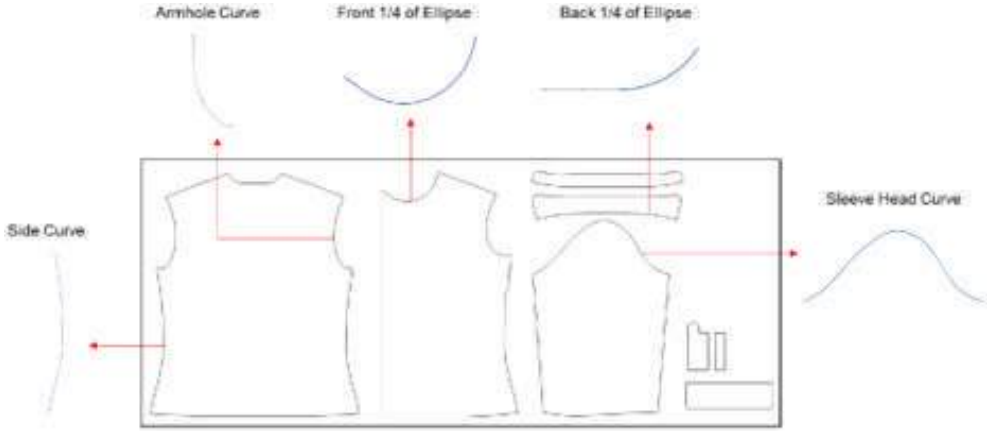


Fig. 1.3.5: Production pattern

- A graded pattern is created by adjusting the base pattern into multiple sizes using standard grading rules and marking each size distinctly.

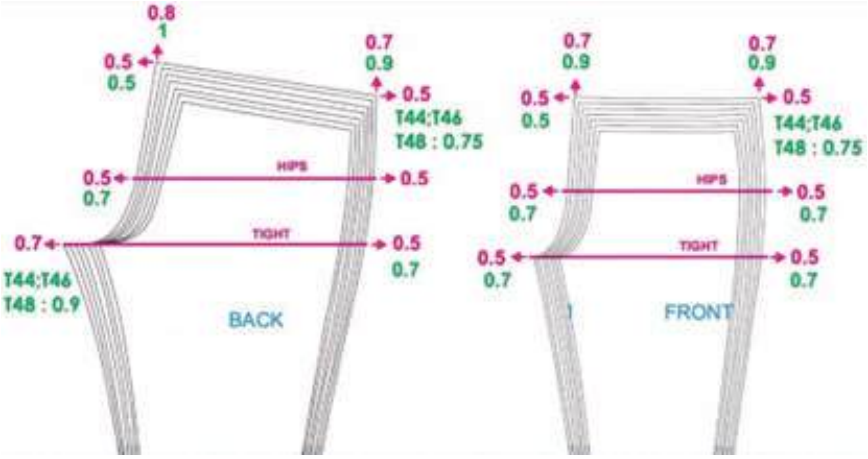


Fig. 1.3.6: Graded pattern

- A master pattern is a durable, stored copy of the final design used for reference or reproduction, usually made on card paper and labelled properly.

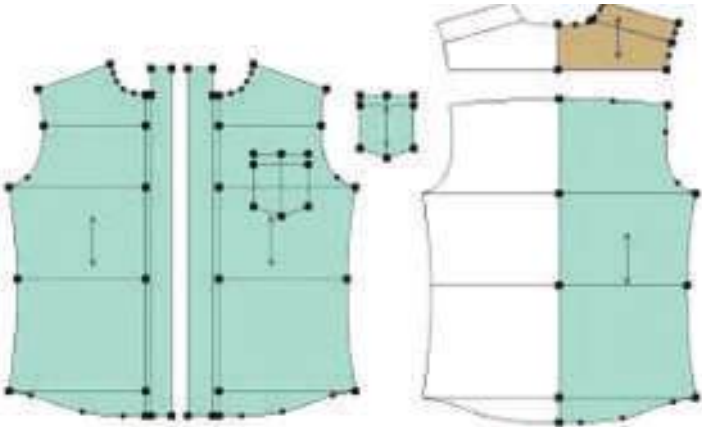


Fig. 1.3.7: Master pattern

- A commercial pattern is a ready-made pattern available for purchase, with clear markings for folds, cutting lines, stitching, and notches for home sewing.

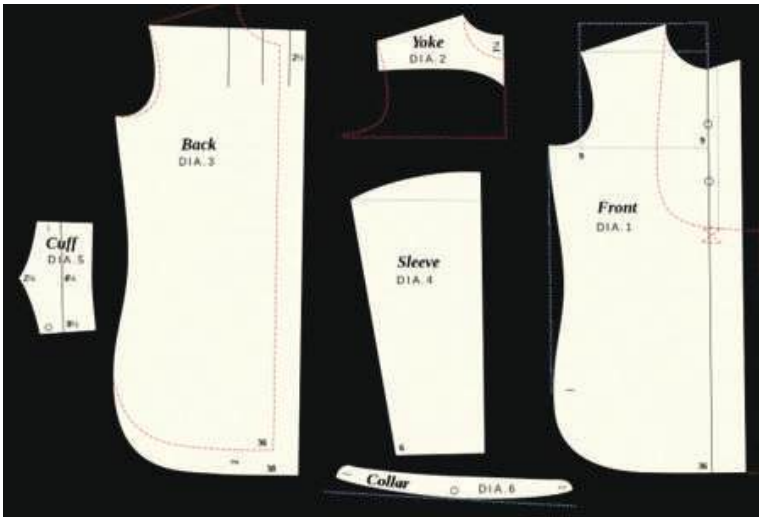


Fig. 1.3.8: Commercial pattern

Darts

Darts are folded and stitched wedges in fabric that help shape the garment to fit the body's curves.

- A single dart is used to shape the bust, waist, or hips by marking dart points and legs with a ruler and drawing from the edge to the apex using dotted lines.

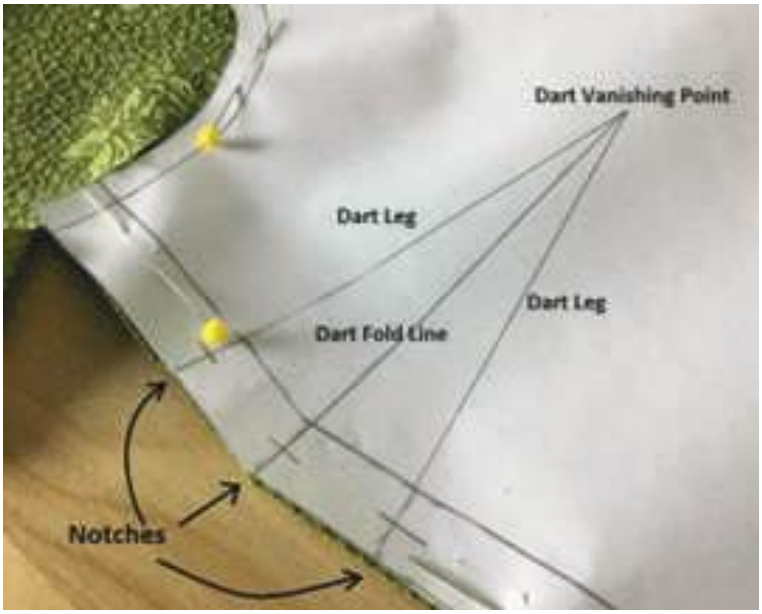


Fig. 1.3.9: Single dart

- A double dart provides contouring at both ends for waist and hip fitting, marked by identifying both dart ends, folding along the centre, and adding seam allowances along both dart legs.

Fig. 1.3.10: Double dart

- A shoulder dart helps fit the upper bodice better by shaping the shoulder area, marked from the shoulder edge to the bust point with clearly notched dart tips and legs.

Fig. 1.3.11: Shoulder dart

- A side seam dart shapes the side of the bodice near the bust and is marked from the side seam to the bust point, using a ruler to label the grainline and dart legs.

Fig. 1.3.12: Side seam dart

- A French dart is a slanted dart extending from the side seam toward the bust for shaping, marked with a slanted line, folded to check symmetry, and notched at the dart tip and legs.

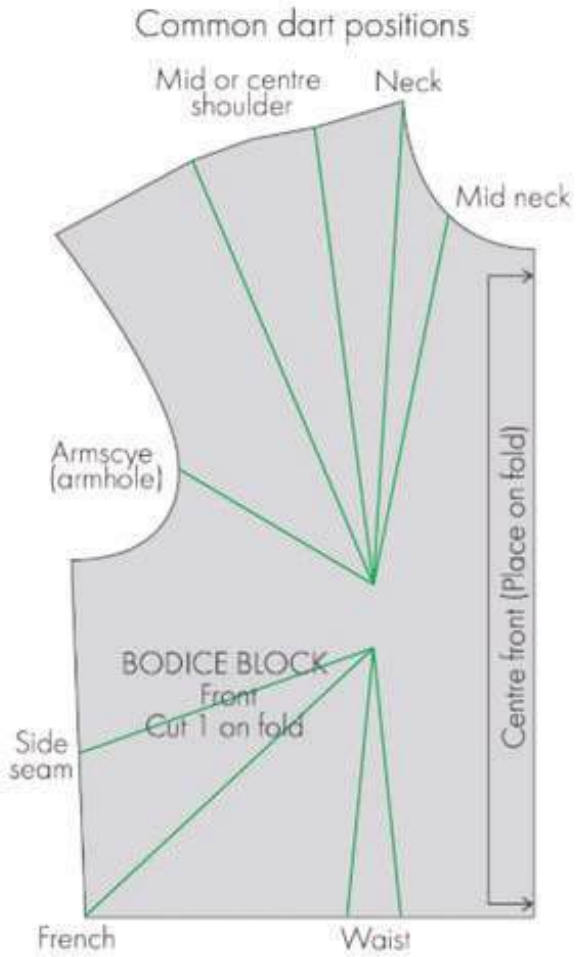


Fig. 1.3.13: French dart

Seams

Seams are the stitched lines where two or more fabric pieces are joined together to form the garment structure.

- A princess seam creates a close-fitting shape over the bust and waist, marked with curved lines from the shoulder or armhole to the waist, ensuring both sides are symmetrical.

Fig. 1.3.14: Princess seam

- A yoke seam adds both fit and style around the shoulders or waist, drawn across the upper bodice or skirt and clearly notched at corners with proper labelling.

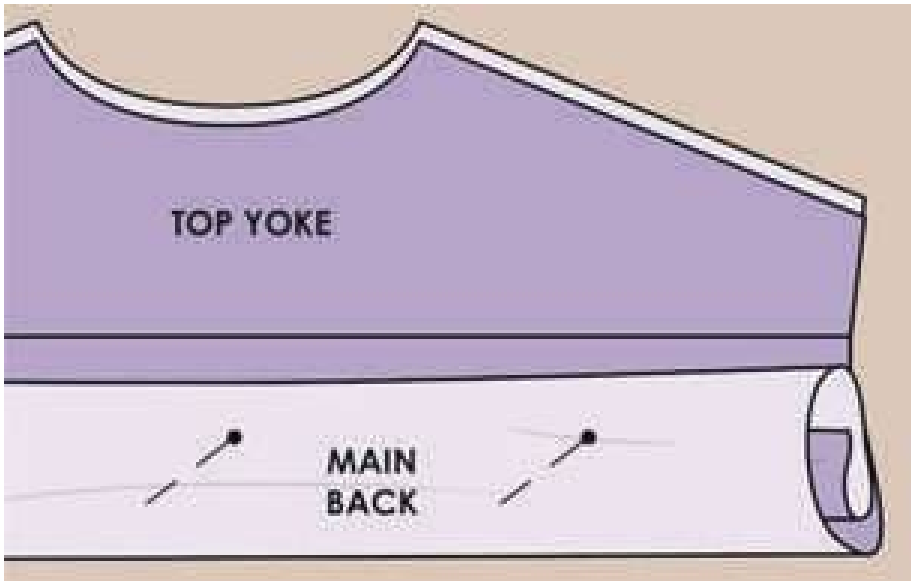


Fig. 1.3.15: Yoke seam

- A style line seam is a decorative seam that also gives shape, marked according to the design, following the grainline and including notches for accurate alignment.

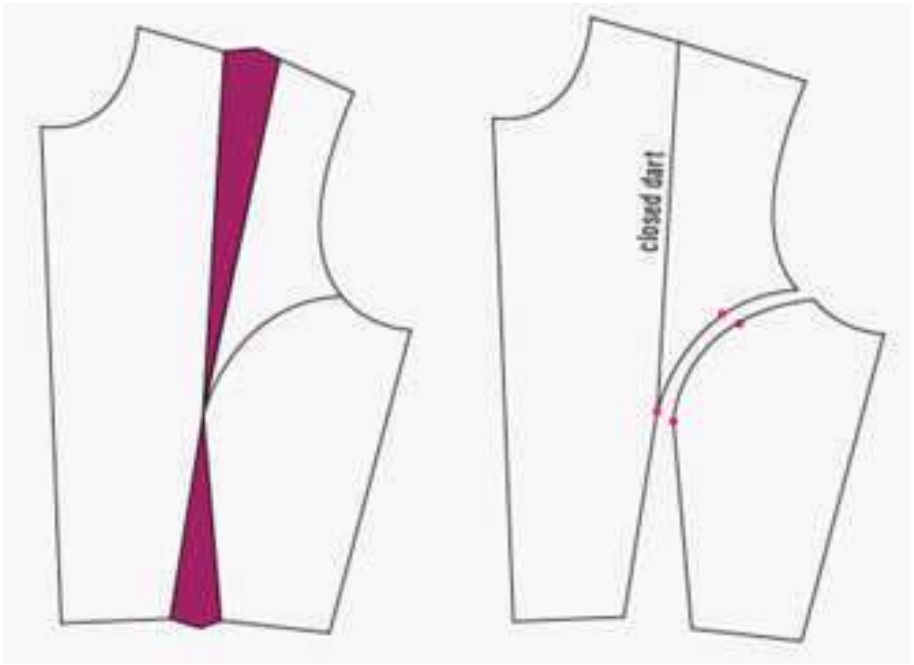


Fig. 1.3.16: Style line seam

- An inseam joins the front and back sections of lower garments like pants, marked along the inside leg line with a notch added at the crotch point for proper matching.

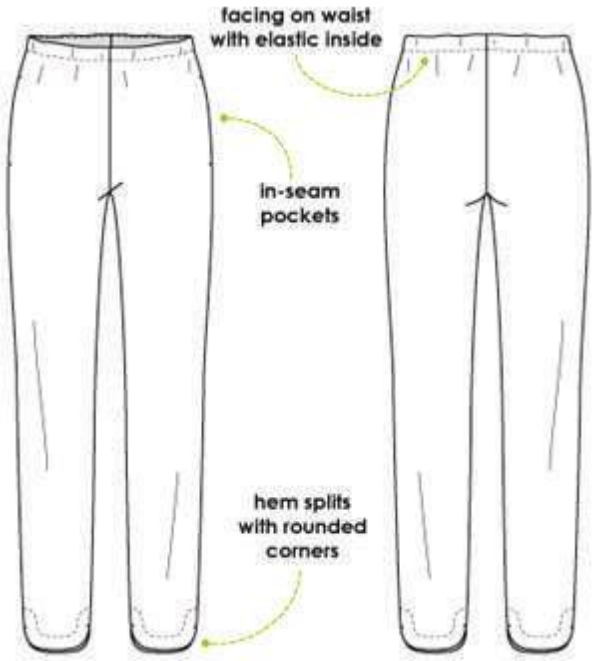


Fig. 1.3.17: In seam

- A side seam connects the front and back of a garment at the sides, marked as a straight or slightly curved line with the grain labelled and notches added for sewing alignment.

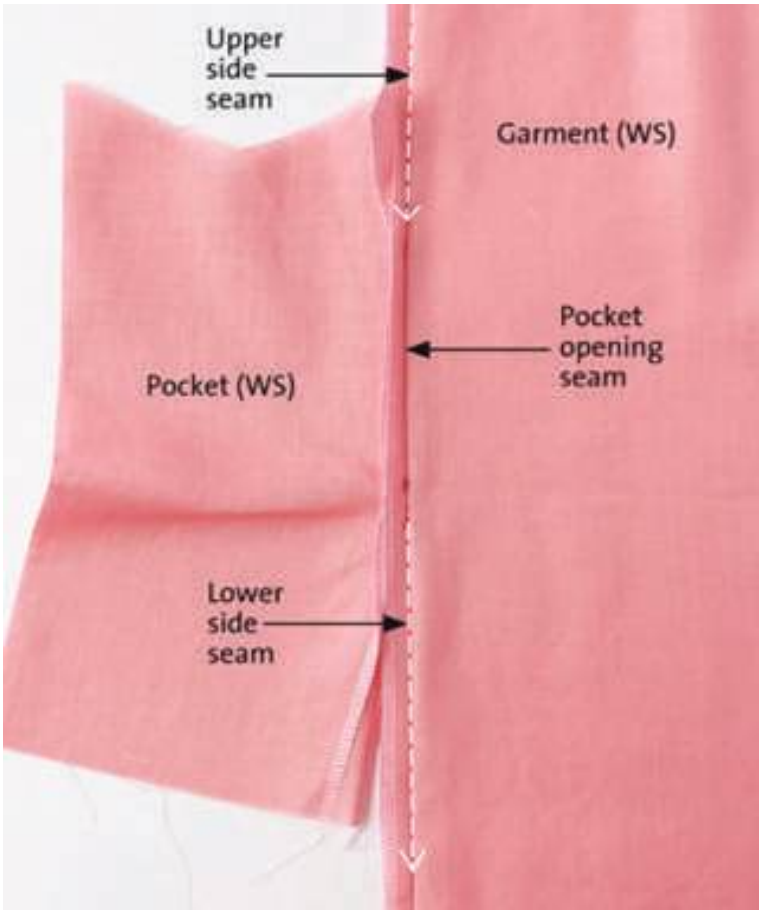


Fig. 1.3.18: Side seam

Follow instructions to create master pattern

A master pattern is the original, final version of a pattern created after all corrections and fittings, used as the base for producing multiple garments of the same design.

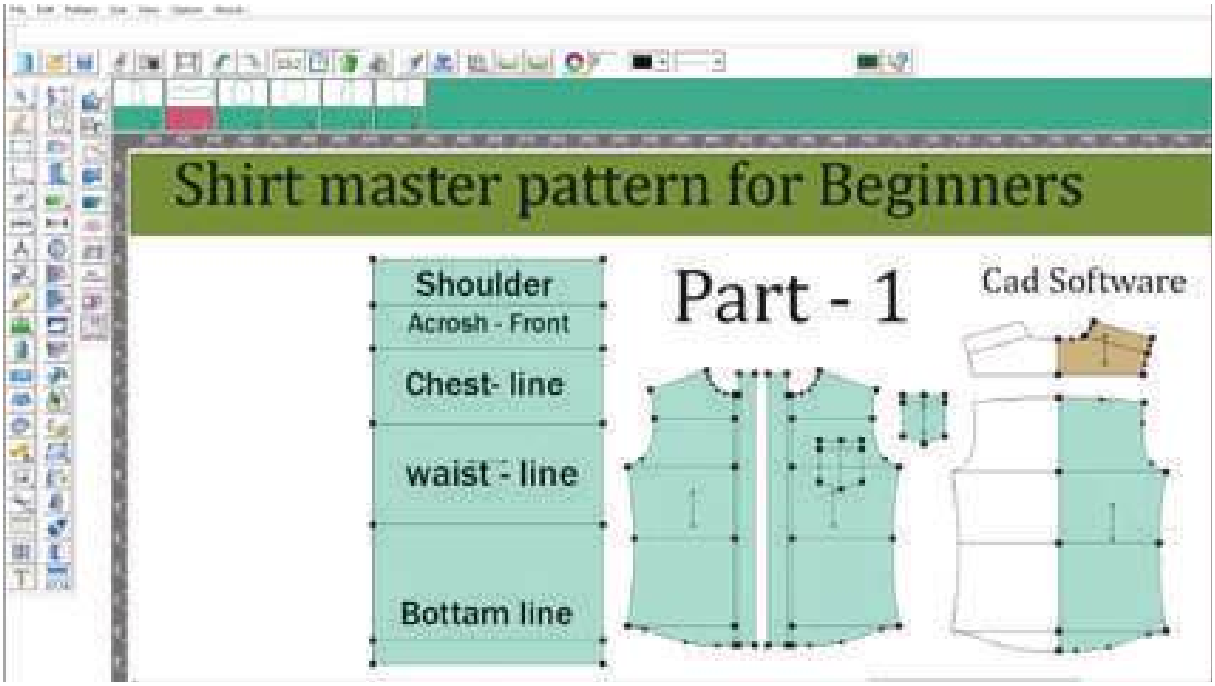


Fig. 1.3.19: Master pattern sample

To create a master pattern, one must carefully follow given instructions using precise drafting techniques, measurements, and tools to ensure accuracy and quality as follows:

- **Understand pattern alterations for customers**
  Adjusting patterns based on specific body shapes, posture, or fitting requirements.

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

INSTRUCTIONS:

For your chest and hip size: place the measuring tape around the widest part. For your waist, place the measuring tape just above the belly button around the narrowest spot.

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

Fig. 1.3.20: Pattern adjustment instruction sheet sample

- **Identify components to create patterns**
  Recognising parts like bodice, sleeves, collars, and their placement in the pattern.

Fig. 1.3.21: Pattern adjustment instruction template

- **Apply basic pattern drafting techniques**
  Drawing shapes u sing measurements and standard drafting methods.

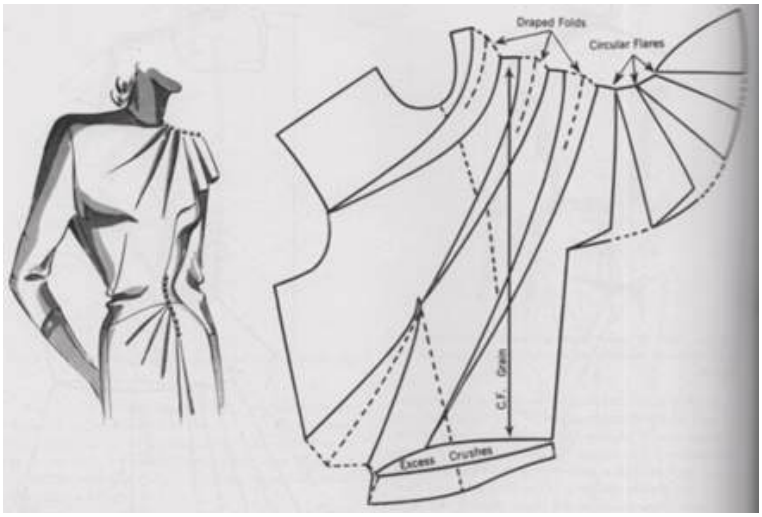


Fig. 1.3.22: Garment pattern drafting map sample

- **Perform measurement unit conversions**
  Converting inches to centimetres or vice versa for accurate drafting.

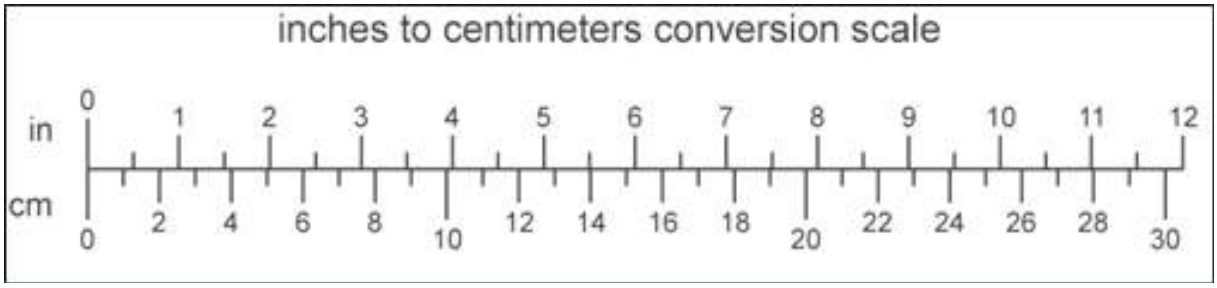


Fig. 1.3.23: Inches to centimetres scale

- **Use quality drafting and marking tools**

  Employing rulers, set squares, curves, and markers to draft clean, precise lines.

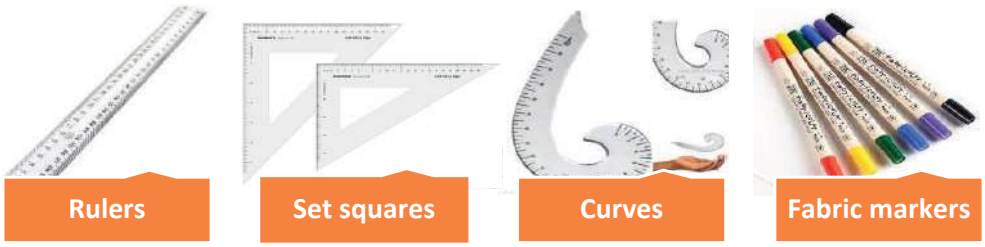


Fig. 1.3.24: Measuring scales

1.3.4 Ensure Quality and Standard Compliance

In the sampling process, a sampling tailor must ensure that each sample meets the required quality standards, measurements, and specifications mentioned in the techpack and the Sample Approval Checklist.

Sample Check List

Buyer		**Article:**	
style		**PO:**	
color		**Hand over Deadline:**	
Size & Quantity			
Sample Type:	☐ Shiping Sample ☐ TOP/PS Sample ☐ Shipment Refarence Sample ☐ Approval Sample.....		
Styling Report :	*See styling check report*		
Wash Comments :	☐ Hand Feel..... ☐ Shade.....		
Measurement Report :	*see measurement check report*		

Trims & Accessories Check List

Thread		Price tag		Poly		Sequin			
Button		Security Tag		Poly Sticker		PU			
Snap		Care Label		Folding		Dry Process			
Velcro		Caution Label		Tissue		Rips			
Zipper		Main Label		Card Board		Shoulder Tape			
Revert		Size Label		Silica		Shoulder Pad			
Jackron		Others Label		Super Dry		Hanger loop			
Eyelet		Printed Main Label				Buckle			
Hook & Eye		Waist Tag							
Draw string		Styling Hang Tag							
Interlining		Hang Tag							
Pocketing		Print							
		Price Sticker							
Fabric Composition									

Comments:

Sample Handover To:

Name:		Designation:			Signature:		
Handover Date:							

Prepared By ..... Check By ..... GPQ ..... Sr. GPQ ..... Sr. QM

Fig. 1.3.25: Garment sample approval checklist

The sampling process quality standards and compliance check includes careful inspection, accurate stitching, proper use of materials, and following standard procedures before final approval.

Knowledge and skills	Operational tasks	Quality and communication practices
Understand Organisational Policies and Procedures	Identify Components to Create Patterns	Conform to Company Quality Standards
Understand Organisational Quality Systems	Use Quality Drafting and Making Tools	Communicate Clearly and Listen Actively
Apply Basic Pattern Drafting Techniques	Follow Written Instructions Accurately	Report Quality Issues to Personnel
Perform Measurement Unit Conversions	Check Garment Pattern Measurements	Provide Clear and Helpful Feedback
Know Whom to Approach	Mark Pattern Darts and Seams	Seek Clarification or Expert Advice
Follow Safe Working Practices	Follow Instructions to Create Master Pattern	Exercise Judgment Across Situations Wisely

Table 1.3.7: Quality compliance sampling process

Summary

- Sampling tailor must understand industry roles and responsibilities.
- Clear communication and writing in the local language are essential.
- Sampling tailors must analyse data to meet deadlines.
- Garment techpack details should be carefully understood and interpreted.
- Materials and tools must be checked against techpack before use.
- Accurate garment pattern measurements need to be verified.
- Stitching operations must follow quality standards.
- Safety and cleanliness must be maintained in the workplace.
- Team feedback and information sharing support quality sampling.
- Sampling should follow proper tools, threads, and needle selections.
- Pattern alterations and drafting require accuracy and knowledge.
- Problems and quality issues should be reported to supervisors.

Exercise

Multiple-choice Question:

1. WWhat is the main purpose of a techpack in garment sampling?
   a. To market the product
   b. To outline garment specifications
   c. To conduct a fashion show
   d. To prepare salary slips

2. Which one is a responsibility of a sampling tailor?
   a.Packaging garments
   b. Stitching only with machines
   c. Contributing to sample quality
   d. Designing logos

3. What should you do if unsure about the product details?
   a. Skip the process
   b. Confirm the details
   c. Choose any material
   d. Ask a customer

4. What is important while drafting garment patterns?
   a. Ignoring seam lines
   b. Using local units only
   c. Applying basic pattern techniques
   d. Mixing patterns randomly

5. Why should issues be reported to a supervisor?
   a. To avoid future responsibilities
   b. To follow gossip
   c. To ensure work is recorded
   d. To address and resolve problems quickly

Descriptive Questions:

1. What is the role of a sampling tailor in the apparel industry?
2. How do you verify materials using a techpack?
3. Why is it important to check pattern measurements?
4. What safety steps should you follow while working?
5. How can clear communication help in garment sampling?

Notes

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

https://www.youtube.com/watch?v=5dLX8mRAE88

Apparel Industry in India

https://www.youtube.com/watch?v=gDTJuwedRHE

Types of sample in garment

https://www.youtube.com/watch?v=MJiht_o0cTk

Types of Samples in Garment Factory

https://www.youtube.com/watch?v=BnfzbhvQ05k

Clothing Tech Pack || Spec Sheet

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

2. Carry out Fabric Cutting Operations for Preparing Garment Sample

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Unit 2.1 - Carry Out Fabric Cutting Operations

AMH/N0702

Key Learning Outcomes

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

1. Outline the procedures involved in preparing fabric and tasks before cutting.
2. Describe the process of choosing and using suitable tools and materials for cutting.
3. Explain the method of carrying out precise fabric cutting as per given specifications.
4. Highlight the proper techniques for managing and inspecting cut fabric parts.
5. Illustrate how to communicate clearly and solve problems during fabric cutting operations.

UNIT 2.1: Carry Out Fabric Cutting Operations

Unit Objectives

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

1. Outline the steps for fabric work and task preparation before cutting.
2. Describe how to select and use appropriate cutting tools and materials.
3. Explain how to perform accurate fabric cutting based on specifications.
4. Highlight the correct methods for handling and checking cut components.
5. Illustrate effective communication and problem-solving in fabric cutting tasks.

2.1.1 Fabric Work and Task Preparation

Fabric work and task preparation is the essential first step a tailor takes to ensure a garment is produced accurately and efficiently. This involves applying foundational knowledge and procedures to understand one's role and adhere to safety norms while also meticulously analysing the techpack and specification analysis to interpret the client's requirements.

Updated On: __/__/__

MASTER PRODUCTION SCHEDULE TEMPLATE

Sales Contract #	Customer Name	Product Description	Total Quantity	Sales Coverage	Shipment Date
JANUARY 2020					

Fig. 2.1.1: Production scheduling template for fabric work task preparation

By doing a fabric work and task preparation, the tailor can correctly identify the fabric, record measurements, and prepare the workspace, setting the stage for a successful and compliant production process.

Fabric Quality and Preparation

Task	Details
Check Fabric Quality and Condition	Involves examining the fabric for defects, consistency in weave, and overall condition to ensure it meets the required standards.
Detect Fabric Defects before Cutting	This is a crucial step to identify flaws like holes, snags, stains, or uneven dyeing, which would compromise the final garment's quality.
Observe Fabric Grain, Shade, Thickness	Entails checking the fabric's grainline for proper drape, ensuring a consistent shade across the roll, and verifying that the thickness matches the specifications.

Table 2.1.1: Fabric quality and preparation

2.1.2 Select and Use Tools

Selecting and using tools is a critical process for a tailor that ensures the right equipment is chosen and maintained for safe, efficient work. This involves a pre-task inspection to choose proper tools and materials and to detect tool defects before use, thereby preventing accidents and ensuring accuracy. The process also includes following correct procedures for tool operation and responsibly managing reusable and waste materials to maintain a tidy and sustainable workspace.

Name of Item	Manufacture	Model	Serial Number	Registration Number	Room/Location	Last service date	Next service due

Fig. 2.1.2: Tools and equipment usage checklist

2.1.3 Perform Accurate Fabric Cutting

Accurate fabric cutting is a key tailoring skill that ensures garment parts are prepared as per design, reducing errors and fabric waste. It involves reading specs, estimating fabric needs, and using precision tools to measure, mark, cut, and identify each piece correctly.

Stage of Fabric Cutting	Description	Images
Preparation	Check fabric for defects, grainline, and shrinkage, then place pattern pieces properly.	
Spreading	Lay out smooth, wrinkle-free layers of fabric to the required length and width.	

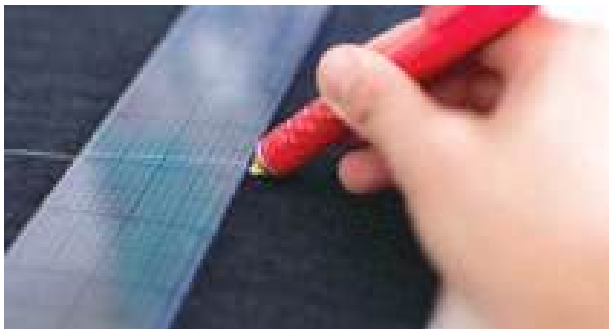
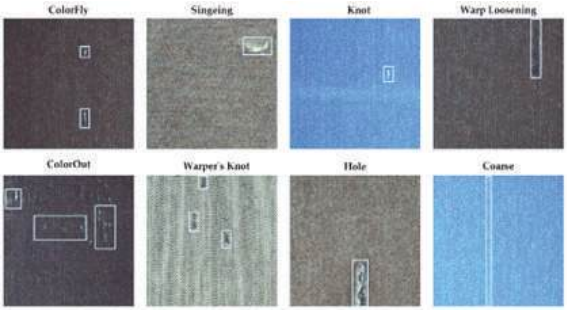
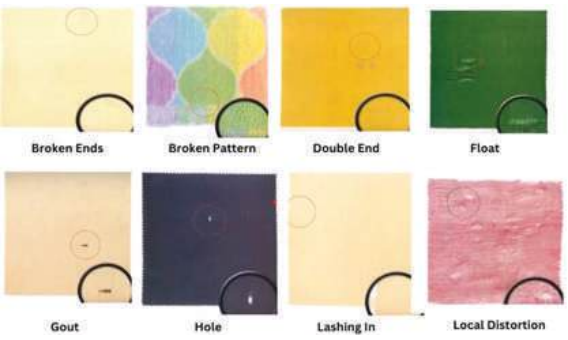
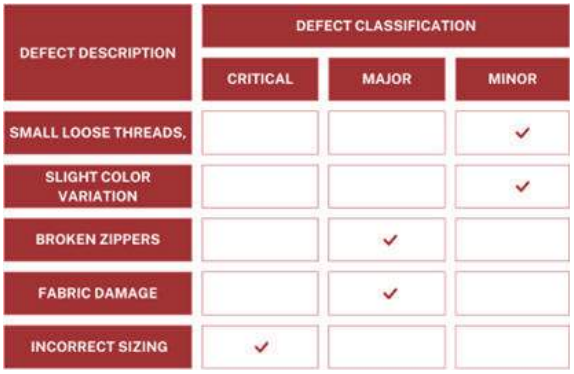
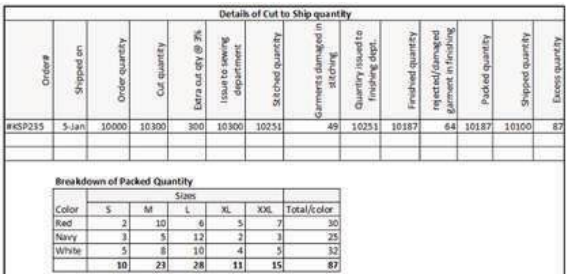
Stage of Fabric Cutting	Description	Images
Marking	Transfer pattern outlines onto the top fabric layer using chalk, markers, or stencils.	
Cutting	Cut through all fabric layers along marked lines using shears or cutting machines.	
Numbering/ Bundling	Number each cut piece and bundle them by size and garment for further processing.	

Table 2.1.2: Stages of fabric cutting

2.1.4 Post-Cutting Handling and Checks

Post-cutting handling and checks are essential steps that ensure cut garment pieces are protected, organised, and ready for the next stage of sampling or production. This process includes counting and placing cut parts carefully, checking for damages or defects, confirming any unclear details with the sampling team, and completing necessary documentation to maintain quality and traceability.

Post-Cutting Step	Description	Images
Count and Place Cut Parts	Verify the number of each cut piece and place them in the correct order to avoid confusion.	
Prevent Damage to Cut Pieces	Handle cut parts gently and store them properly to avoid fraying, tearing, or distortion.	
Report and Fix Any Defects	Check all pieces for defects and report or replace any damaged or incorrect parts immediately.	
Confirm Unclear Details with Sampling	If any pattern or piece seems confusing, confirm it with the sampling team before proceeding.	

Post-Cutting Step	Description	Images
Ensure Sample Meets Cut Standards	Double-check if all cut parts meet the design and measurement standards for the sample.	
Complete All Needed Documentation	Fill out required records and labels to track each part through the next stages.	

DEFECT DESCRIPTION	DEFECT CLASSIFICATION		
	CRITICAL	MAJOR	MINOR
SMALL LOOSE THREADS,			✓
SLIGHT COLOR VARIATION			✓
BROKEN ZIPPERS		✓	
FABRIC DAMAGE		✓	
INCORRECT SIZING	✓		

Details of Cut to Ship quantity

Order#	Shipped on	Order quantity	Cut quantity	Extra cut qty @ 3%	Issue to sewing department	Stitched quantity	Garments damaged in stitching	Quantity issued to finishing dept.	Finished quantity	rejected/damaged garment in finishing	Packed quantity	Shipped quantity	Excess quantity
#KSP235	5-Jan	10000	10300	300	10300	10251	49	10251	10187	64	10187	10100	87

Breakdown of Packed Quantity

Color	Sizes					
	S	M	L	XL	XXL	Total/color
Red	2	10	6	5	7	30
Navy	3	5	12	2	3	25
White	5	8	10	4	5	32
	10	23	28	11	15	87

Table 2.1.3: Post-fabric cutting stages

2.1.3 Communicate and Solve Problems

Communicating and solving problems are essential skills for a tailor, ensuring smooth workflow and high-quality outcomes in a professional setting. This involves a range of practices from effective communication to analytical decision-making. These skills are vital for a tailor to listen and speak effectively, ask when unsure or confused, and make rule-based or logical decisions. Furthermore, a tailor must be able to plan tasks to meet deadlines, report problems and seek help when necessary, and analyse work and give feedback to others. Ultimately, these practices enable the tailor to judge situations with clear thinking and address challenges systematically, maintaining both productivity and quality standards.

Fig. 2.1.3: Principles of effective communication

Summary

- Stitching worker must follow workplace rules and job duties properly.
- Hazards must be identified and safety steps must be followed always.
- Team members must communicate clearly to complete tasks smoothly.
- Problems must be reported early and help must be taken when needed.
- Fabric and garment parts must be identified before starting stitching.
- Correct stitching methods should be selected as per garment type.
- Machines must be operated with safety checks and care at all times.
- Guidelines and techpack instructions must be read and understood well.
- New stitching updates and information should be regularly checked.
- Garment measurements must be noted and verified without error.
- Stitching issues must be identified and solved during operations.
- Support must be given to team members for smooth stitching work.

Exercise

Multiple-choice Question:

1. What is checked in the fabric before cutting?
   a. Stitching pattern
   b. Fabric defects
   c. Price of the fabric
   d. Type of garment

2. Why is reading the techpack important?
   a. To design the fabric
   b. To check machine settings
   c. To understand garment specifications
   d. To print labels

3. Which tool is required for accurate fabric cutting?
   a. Hammer
   b. Iron
   c. Scissors
   d. Needle

4. What should be done with reusable fabric waste?
   a. Burn it
   b. Throw it in landfill
   c. Return for reuse
   d. Ignore it

5. What is an important communication skill during fabric cutting?
   a. Speaking only
   b. Writing emails
   c. Listening and asking questions
   d. Shouting instructions

Descriptive Questions:

1. What steps should be followed before cutting fabric?
2. How do you choose the correct cutting tools?
3. What is the method for cutting fabric accurately?
4. How should cut components be handled and checked?
5. Why is communication important during fabric cutting tasks?

Notes

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

https://www.youtube.com/watch?v=5nUjGNDImIk

Complete Process of Textile Manufacturing

https://www.youtube.com/watch?v=gvzM2SoVMaA

Fabric cutting process

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE>IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

3. Stitch Using Machine or by Hand

Unit 3.1 - Prepare for Stitching Operations

Unit 3.2 - Stitch Components to Produce Garment Sample

AMH/N0703

Key Learning Outcomes

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

1. Elaborate on the methods to prepare for stitching operations for smooth sample production.
2. Elucidate the techniques to stitch components accurately to produce a garment sample.
3. Elaborate on organisational rules, job roles, and the significance of regular performance evaluations.
4. Explain how to recognise hazards, maintain machine safety, and handle waste and common defects.
5. Describe how to communicate effectively, collaborate with a team, report issues, and ask for assistance.
6. Discuss how to prepare for stitching by identifying material types, garment components, and appropriate techniques.
7. Elucidate how to safely operate machines, stay updated on information, and interpret technical specifications.
8. Outline how to accurately document and confirm garment measurements to ensure quality.

UNIT 3.1: Prepare for Stitching Operations

Unit Objectives

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

1. Elaborate on workplace rules, job responsibilities, and the importance of regular performance reviews.
2. Explain how to identify hazards, ensure machine safety, and follow waste disposal and defect-handling procedures.
3. Describe how to communicate clearly, work in teams, report problems, and seek help when required.
4. Discuss how to prepare for stitching by identifying fabric types, garment parts, and choosing correct methods.
5. Elucidate how to operate machines safely, access updated information, and interpret techpacks and guidelines.
6. Outline how to write and verify garment measurements accurately for quality stitching.

3.1.1 Workplace Policies and Responsibilities

Workplace policies and responsibilities are the rules, procedures, and duties that guide how employees should work and behave in an organisation. For a sampling tailor, this means following safety and quality standards, completing tasks as instructed, and maintaining clear communication with the sampling team through the following stages:

- **Understand Organisational Rules and Procedures**

  Follow company policies on quality, safety, and workflow during sampling.

  - Checking measurement charts:

    Measurement charts, as per ISO 8559, give exact garment part sizes for correct fitting, and a sampling tailor must follow them carefully to avoid cutting or stitching errors.

  - Stitching guidelines:

    Stitching guidelines, as per ISO 4915 and ISO 4916, define stitch type, seam allowance, and finishing, and a sampling tailor must follow them to maintain quality and match design specifications.

  - Meeting delivery timelines:

    Delivery timelines, as per ISO 9001 for on-time delivery and process efficiency, set deadlines for completing sample garments, and a sampling tailor must work efficiently to meet them without compromising quality.

- **Know Job Roles and Duties**

  Perform assigned stitching, cutting, and pattern-related tasks as per the sampling plan, such as sewing sample garments, marking patterns, or preparing fabric for cutting.

- **Know Safety and Environment Responsibilities**

  Use tools safely, maintain a clean workspace, and reduce fabric waste, such as turning off machines after use, disposing of scrap properly, and storing tools correctly.

- **Review Work Targets with Supervisor**

  Discuss daily or project targets to ensure sample completion on time, such as confirming the number of samples to finish or changes in design details.

- **Exchange Feedback on Performance Effectively**

  Share and receive feedback with the supervisor or team to improve work quality, such as discussing fitting issues, stitch quality, or fabric handling improvements.

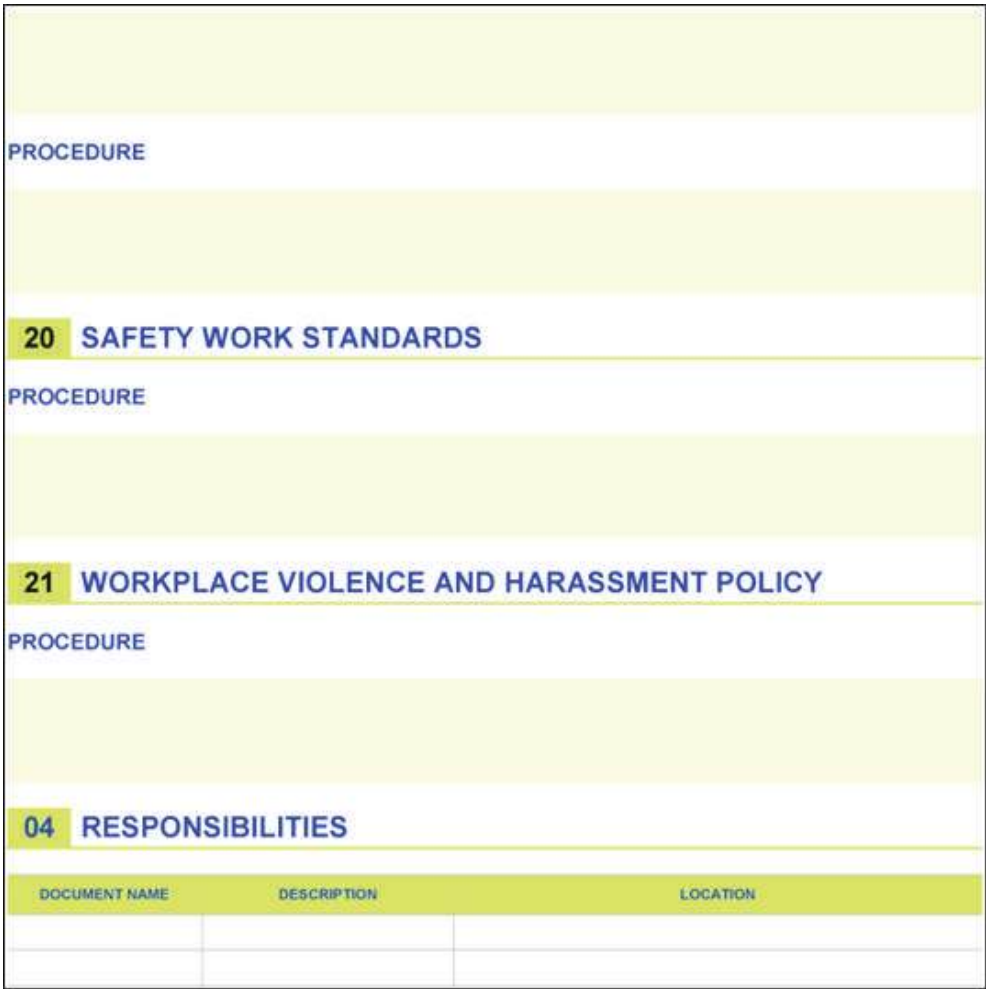


Fig. 3.1.1: Workplace policy and procedure sample template

3.1.2 Workplace Safety and Hazards

Workplace safety involves the policies and procedures designed to protect employees from injury and illness. Hazards are the potential sources of harm in the workplace, such as dangerous machinery, toxic chemicals, or unsafe work practices that safety measures aim to mitigate.

- **Recognise Hazards and Workplace Solutions**

  A sampling tailor must identify hazards such as sharp tools, slippery floors, or loose threads that could cause accidents. They should apply solutions like keeping the workspace clean, storing tools safely, and wearing protective gear.

Fig. 3.1.2: Workplace hazards

- **Know Machine Hazards and Safety**

  A sampling tailor must be aware of risks like needle pricks, moving machine parts, and electrical faults. They should follow safe machine operation practices, such as turning off the power before maintenance and using machine guards.

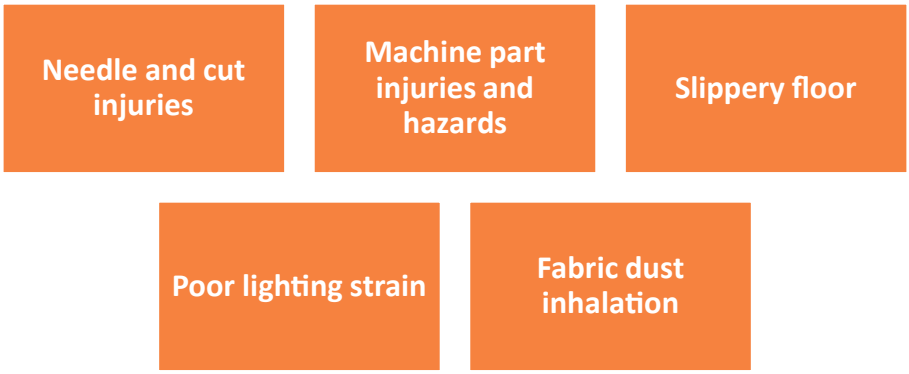


Fig. 3.1.3: Sampling workstation and machine hazards

- **Follow Waste Storage and Disposal**

  A sampling tailor must collect and store fabric scraps, threads, and packaging materials in designated bins. They should dispose of waste according to workplace guidelines to maintain safety and cleanliness.

Fig. 3.1.4: Textile and apparel storage

- **Follow Broken Needle Handling Procedure**

  A sampling tailor must immediately stop work if a needle breaks and carefully remove all broken parts. They should store the broken needle pieces in a secure container and record the incident as per policy.

Broken Needle Record

(The length between two dotted lines in red is the exact length of the needle type assuring the complete parts of the broken needle is collected)

Date	Line #	Operator's ID no. / Name of Operator	Machine # or type	Style #	P.O. #	Please attached all parts of needle	If any parts of a needle cannot be found, please advise ACTION	Supervisor Signs

Fig. 3.1.5: Broken needle record

- **Fix Common Defects in Stitching**

  A sampling tailor must identify defects like skipped stitches, loose threads, or uneven seams during garment sampling. They should repair these issues promptly to maintain the garment's quality and meet buyer expectations.

Fig. 3.1.6: sewing defects resolving in stitching

3.1.3 Communication and Team Collaboration

Communication and team collaboration are closely linked, with communication serving as the foundation for effective collaboration. Communication involves the clear exchange of information and ideas among team members, while collaboration is the process of working together to achieve a common goal, which is made possible through that effective communication.

- **Communicate Clearly with Team Members**

  A sampling tailor must share work details clearly with team members from pattern making, fabric sourcing, cutting, sewing, finishing, and quality checking departments. Clear communication helps avoid mistakes and ensures smooth sample production.

- **Value Teamwork and Harmonious Relations**

  A sampling tailor should respect and cooperate with colleagues across all sampling departments to maintain a friendly work atmosphere. Good teamwork improves productivity and helps meet deadlines.

- **Offer or Request Work Support**

  A sampling tailor may offer help to the cutting or finishing team during urgent orders or request assistance from pattern makers when design details are unclear. This mutual support ensures samples are completed efficiently and on time.

- **Ask Supervisors for Clarification Help**

  A sampling tailor should approach the sampling supervisor if there are doubts about measurements, fabrics, or stitching methods. This prevents costly errors and keeps the work aligned with buyer requirements.

- **Clarify Problems When in Doubt**

  If a sampling tailor faces confusion about design changes or missing fabric pieces, they should clarify the issue immediately with the relevant department. Early clarification avoids delays in sample completion.

- **Report Anomalies to Line Managers**

  A sampling tailor must inform the line manager if they notice defects in fabric, incorrect patterns, or wrong stitching. Prompt reporting ensures problems are fixed before the next stage of production.

- **Share Relevant Information with Co-workers**

  A sampling tailor should share updates like design corrections or stitching changes with fellow tailors and department teams. This ensures everyone works with the most accurate and updated information.

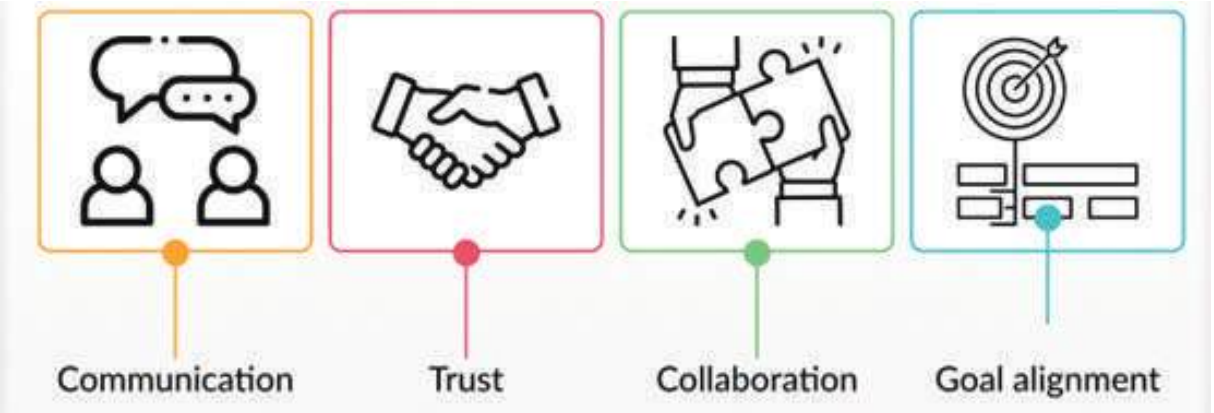


Fig. 3.1.7: Communication and team collaboration

3.1.4 Stitching Preparation and Techniques

Stitching preparation involves essential steps like selecting the correct thread and needle, and properly preparing the fabric by cutting and marking it accurately. Stitching techniques encompass a variety of methods for joining fabric, ranging from basic hand-sewing stitches like the running stitch and backstitch to more complex machine-sewing techniques.

- **Identify Fabrics and Stitching Methods**

  A sampling tailor must identify whether the fabric is woven, knit, or stretch and select the correct stitching method accordingly with the help of a sewing operation bulletin which lists the correct stitch type for each fabric used in a garment to ensure strength, appearance, and durability. For a sampling tailor, it serves as a reference to choose the right method, such as lockstitch for woven fabrics or overlock for knits.

- **Understand Material Types and Features**

  A sampling tailor should know fabric features like thickness, stretchability, and drape. This helps in choosing the right needle size, thread type, and machine settings.

- **Apply Stitching by Garment Type**

  A sampling tailor must match stitching techniques to the garment type, such as blind hem for formal wear or coverstitch for sportswear. This ensures both functionality and appearance.

- **Recognise Apparel and Component Types**

  A sampling tailor should identify garment parts like collars, cuffs, waistbands, and plackets. Knowing each component helps in applying the correct stitching sequence and method.

- **Interpret Specifications Using Charts**

  A sampling tailor must read measurement and stitching specification charts to follow seam allowances, stitch types, and placement details. This ensures the sample matches the design exactly.

- **Understand Common Stitching Challenges Clearly**

  A sampling tailor should know common issues like skipped stitches, puckering, or thread breakage. Recognising these problems early allows quick adjustments to maintain quality.

Operation Breakdown, SMV and Layout of Blouse Manufacturing

NO	OPERATION	M/C Type	Attach. Foots	M/C S.M.V	TGT	MAN LVL	LAY OUT
	FRONT PART						
1	Front Two part O/L	3T O/L		0.1	600	0.53	1
2	Front two part joint	S/N		0.15	400	0.79	0.5
3	Btn placket making mark & Make	S/N		0.25	240	1.32	1
4	Ticken Mark at back part	Helper		0.15	400	0.79	1
5	Ticken tack at back part	S/N		0.16	375	0.85	1
6	Solder joint	5T O/L		0.15	400	0.79	1
7	Slv rolling	S/N		0.25	240	1.32	1
8	Slv joint	5T O/L		0.3	200	1.59	2
9	Side joint	5T O/L		0.2	300	1.06	1
10	Hanger loop, Btn loop measer & Cut	Helper		0.22	273	1.16	1
11	Hanger loop tack	S/N		0.15	400	0.79	1
12	Btn loop Make & joint	S/N		0.2	300	1.06	1
13	Neck tape joint with body	S/N		0.45	133	2.38	2
14	Neck top stt.	S/N		0.35	171	1.85	2
15	Front Hem tape joint with body	S/N		0.5	120	2.64	3
16	Back Hem tape joint with body	S/N		0.3	200	1.59	2
17	Back Hem tape Top stt.	S/N		0.2	300	1.06	1
18	Front Hem tape Top stt.	S/N		0.45	133	2.38	2
19	Tack at under arm	S/N		0.1	600	0.53	0.5
20	Main lbl joint	S/N		0.1	600	0.53	0.5
	TOTAL			**4.73**	**0.19**	**25**	**25**
	GRAND TOTAL			**4.73**	**0.19**	**25**	**25**

Summary of Sewing Operation Bulletin

Man & M/C REQUIREMENT

NO	MACHINE TYPE	REQ
1	S/N	18
2	D/N	
3	O/L	
4	3T O/L	1
5	4T O/L	
6	5T O/L	4
7	2T F/L (Chain)	
8	Button Attach	
9	F/L	
10	F/O/A	
11	Ironman	
12	Helper	2
13	Chain stc	
14	O/L (Chain)	
15	Button hole	
16	KANSAI	
	TOTAL	**25**

Fig. 3.1.8: Stitching preparation specification sheet sample (blouse)

3.1.5 Machine Use and Information Handling

Machine use and information handling involve understanding how to operate sewing machines correctly, maintain them in good condition, and access the right information for completing stitching tasks accurately. It also includes reading and interpreting workplace guidelines, technical documents, and buyer instructions to ensure garment samples meet required standards.

Fig. 3.1.9: Machine handling instruction sheet

- **Use Protocol to Seek Information**

  A sampling tailor must follow workplace protocols when seeking information, such as consulting supervisors, referring to operation manuals, or checking standard operating procedures (SOPs). This ensures that queries are resolved in an orderly and documented manner without disrupting work.

- **Identify Help for Work Tools**

  A sampling tailor should know whom to approach for issues related to sewing machines, pressing equipment, or cutting tools. This may involve contacting the maintenance team for repairs or supervisors for tool-related queries to avoid delays and maintain productivity.

- **Stay Updated on Apparel Information**

  A sampling tailor must keep up with changes in garment trends, fabric types, and stitching technologies. This can be achieved by attending workplace briefings, reading update notices, and following new instructions issued by the design or production team.

- **Read Instructions and Workplace Guidelines**

  A sampling tailor should read and follow machine operation manuals, workplace safety rules, and production guidelines. This ensures safe handling of tools and proper execution of tasks as per company and buyer requirements.

- **Interpret Techpacks and Buyer Requirements**

  A sampling tailor must be able to read techpacks that specify stitching types, fabric details, measurement charts, and finishing standards. Correct interpretation helps in producing samples that match buyer expectations in terms of style, fit, and quality.

- **Analyse Work Needs and Dependencies**

  A sampling tailor should assess task requirements and understand dependencies between stitching steps, tools, and fabric preparation. For example, certain seams may require a specific machine setup before starting, and knowing this in advance prevents rework.

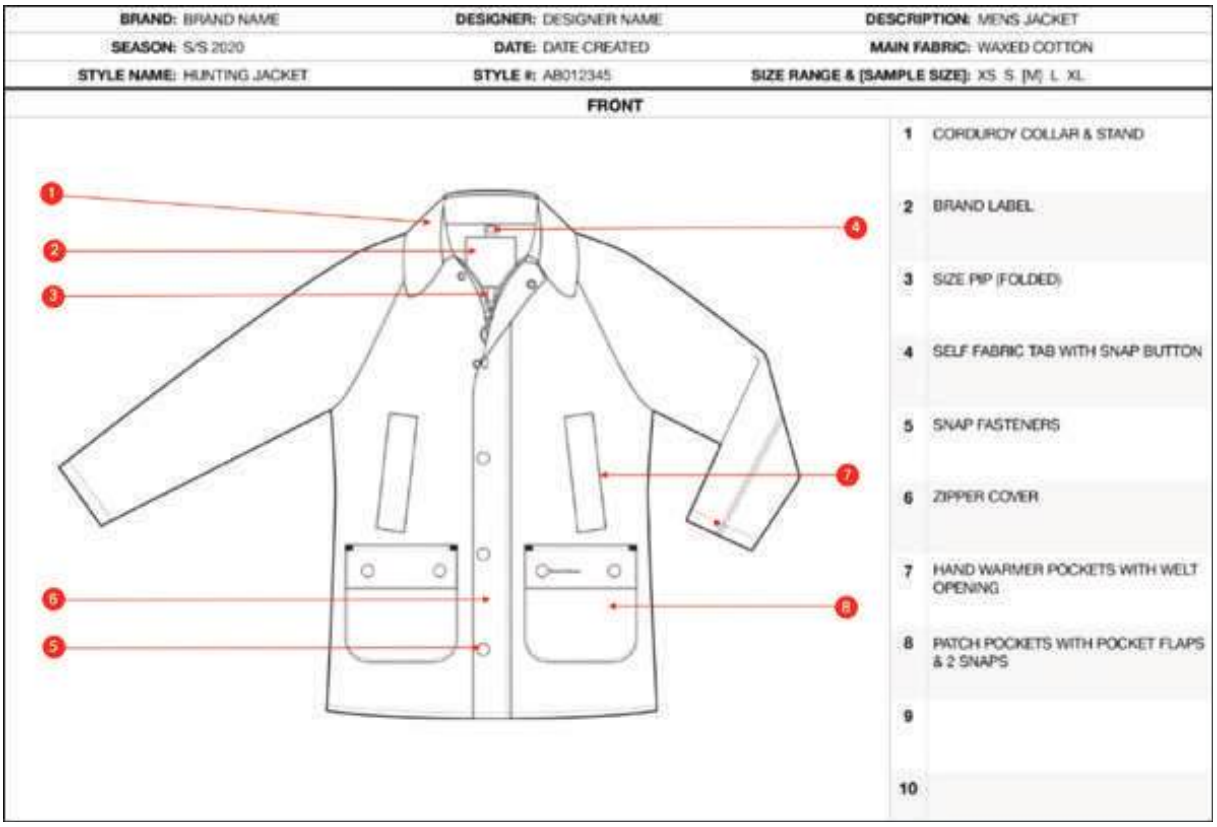


Fig. 3.1.10: Sample techpack extract showing stitch type, seam allowance, and finishing details (jacket)

3.1.5 Machine Use and Information Handling

For a sampling tailor, measurements are the precise dimensions of a garment's intended wearer or a design, crucial for creating a pattern that fits correctly. Technical inputs are the detailed instructions and specifications, such as fabric type, stitch length, and finishing details, which guide the tailor in constructing the sample exactly as designed.

- **Write Required Measurements Accurately**

  Writing required measurements accurately means using the right tools, correct units, and double-checking values before recording them to ensure precise garment construction. Storing these measurements safely prevents loss and helps maintain consistency in patterns, cutting, and stitching, reducing errors and wastage with the help of a standard minute value.

- **Standard Minute Value (SMV)**

  It sets the time needed for each task, helping plan production targets, control labour costs, and measure efficiency. The parts of a Standard Minute Value (SMV) are usually divided into three components:

  - **Basic Time**

    The actual time taken by a skilled worker to complete a task under standard working conditions, without allowances.

- **Allowances**

  Extra time added for rest, fatigue, personal needs, and unavoidable delays (e.g., thread change, small adjustments).

- **Standard Time (SMV)**

  The total of basic time plus allowances, which becomes the set standard for that task.

Icon	Code	Code Description	Time (Seconds)	
		SEW TWO PARTS TOGETHER	Machine	Manual
	MG2T	Match and Get 2 Parts Together		1.95
	FOOT	Put Part(s) to Machine Foot		1.30
	MS1A	Sew to hold	0.90	
+	AM2P	Align and Match 2 Parts		1.52
	S9LA	Sew 9cm, Low Guidance and Stop > 1cm	1.35	
+	AM2P	Align and Match 2 Parts		1.52
	S9LA	Sew 9cm, Low Guidance and Stop > 1cm	1.35	
	TCUT	Cut Thread		1.65
	APSH			

Fig. 3.1.11: Standard Minute Value (SMV) sample template

UNIT 3.2: Stitch Components to Produce Garment Sample

Unit Objectives

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

1. Elaborate on machine parts and usage.
2. Describe how to fix stitching problems.
3. Discuss effective communication and teamwork.

3.2.1 Machine and Equipment Mastery

Machine and Equipment Mastery means knowing sewing machine parts and their applications, and identifying different needle types with their specific purposes. It also includes matching thread to needle parts, adjusting top tension, using attachments correctly, understanding various stitching equipment, performing maintenance or replacements, and taking proper actions when machines malfunction.

Fig. 3.2.1: Sewing machine

Parts of a Sewing Machine and their Applications

Sewing Machine Part	Application	Images
Needle	Pierces fabric and carries thread to form stitches.	

Sewing Machine Part	Application	Images
Presser foot	Holds the fabric flat while sewing.	
Bobbin	Supplies the lower thread for stitching.	
Feed dogs	Moves fabric forward or backward during stitching.	
Hand wheel	Manually moves the needle up and down.	
Spool pin	Holds the thread spool in place.	

Sewing Machine Part	Application	Images
Thread tension regulator	Controls tightness or looseness of the stitches.	
Stitch selector	Chooses the type of stitch to be made.	
Throat plate	Supports fabric and has guide markings for stitching accuracy.	

Table 3.2.1: Parts of a sewing machine

Different Types of Neeldes and their Purpose

The following are the different types of needles used in apparel industry:

Needle Type	Purpose
Universal Needle	For general sewing on both woven and knit fabrics.
Ballpoint Needle	Prevents damage to knit fabrics by sliding between fibres.
Sharp/Microtex Needle	Ideal for precise stitching on fine or tightly woven fabrics.
Denim Needle	Designed to pierce thick fabrics like denim without breaking.
Twin Needle	Creates parallel rows of stitching for decorative or stretch hems.

Table 3.2.2: Needle types and their purposesfes

A sewing needle has parts like the following:

- Shank (fits into the machine)
- Shoulder (joins shank to blade)
- Blade (long middle part)
- Groove (guides the thread)
- Eye (hole for the thread)
- Point (pierces the fabric)

The thread must be passed through the groove and then inserted into the eye from front to back or left to right, depending on the machine type. Correct threading ensures smooth stitches, prevents breakage, and matches the needle's design for the fabric and thread used.

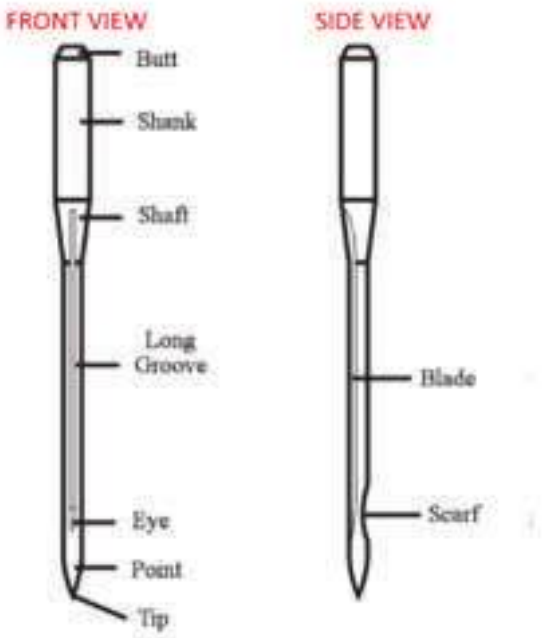


Fig. 3.2.2: Parts of a needle

Matching thread to needle parts means selecting the right thread thickness and type for the specific needle eye and fabric. It ensures smooth stitching, prevents thread breakage, and improves the overall quality of the seam.

Fig. 3.2.3: Needle threading stages

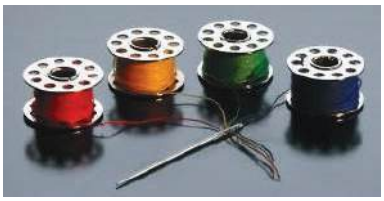
Needle type	Threading type	Images
Universal Needle	Standard front-to-back threading through the eye.	
Ballpoint Needle	Standard front-to-back threading ensuring smooth thread flow for knits.	
Sharp/microtex needle	Standard front-to-back threading with fine thread to match small eye.	
Denim needle	Standard front-to-back threading using strong, heavy-duty thread.	
Twin needle	Threading two separate threads, each through its own needle eye from front to back.	

Table 3.2.3: Matching threads to needle parts

Adjusting top tension as needed means changing the tightness of the upper thread to match the fabric and stitch type. Correct tension prevents loose stitches, puckering, and thread breakage, giving a neat and strong seam. Different needles have hole types such as small round eyes for fine fabrics, elongated eyes for heavy threads, and twin eyes for parallel stitching.

- Check the fabric type and stitch requirement before adjusting tension.
- Test the current tension on a scrap piece of the same fabric.
- Clean the tension discs to remove lint or dust.
- Ensure the thread is correctly placed in the tension mechanism.
- Use the correct thread size for the fabric and needle.
- Turn the tension dial slightly higher for tighter stitches or lower for looser stitches.
- Recheck the stitches and adjust again if needed for balance.
- Verify the bobbin tension is balanced with the top tension.
- Confirm there are no knots or tangles in the thread path.
- Ensure the needle hole type matches the thread for smooth stitching.

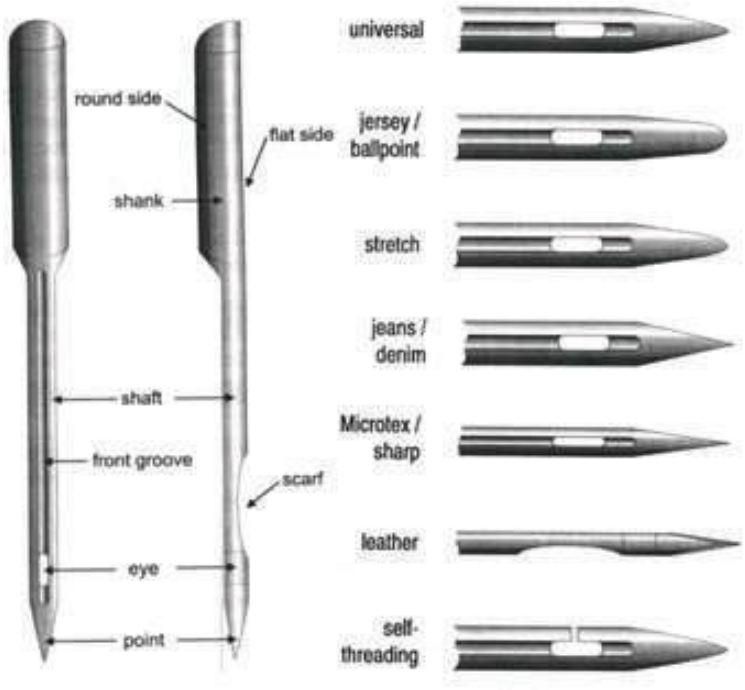


Fig. 3.2.4: Different types of top tensions of needle

Using Various Attachments on Sewing Machines

Attachment type	Steps to attach to machine	Images
Hemmer foot	Raise the presser foot lever and remove the current foot. Align the hemmer foot with the presser foot holder, secure it in place, and lower the presser foot before testing on scrap fabric.	

Attachment type	Steps to attach to machine	Images
Binder foot	Raise the presser foot and remove the existing foot. Position the binder foot, secure it with the screw or snap, and feed the bias tape through the guide before sewing.	
Zipper foot	Raise the presser foot and remove the current foot. Slide the zipper foot into position, align it for the required side of the zipper, tighten the screw or snap it in place, and check needle clearance before sewing.	
Walking foot	Raise the presser foot and needle, then remove the current foot. Position the walking foot with its lever arm resting on the needle clamp screw, attach it firmly, and test movement by turning the hand wheel.	
Quilting guide	Insert the quilting guide rod into the slot of the presser foot or walking foot. Adjust it to the required spacing, tighten it in place, and test on scrap fabric to confirm accuracy.	

Table 3.2.4: Attaching sewing machine attachments

Different Stitching Equipment

Equipment type	Usage description	Images
Sewing machine	A device used to stitch fabric pieces together quickly and accurately.	
Overlock machine	A machine that trims fabric edges and sews them with overlock stitches to prevent fraying.	
Embroidery machine	A specialised machine used to create decorative designs on fabric.	
Buttonhole machine	A machine designed to make neat and uniform buttonholes on garments.	
Bar tack machine	A machine used to reinforce areas of fabric with dense stitches, such as pocket openings or belt loops.	

Table 3.2.5: Different stitching equipment performing maintenance, adjustments, replacements

Performing Maintenance, Adjustments, Replacements

Performing maintenance, adjustments, and replacements means keeping the machine clean, oiled, and in good working order by following the manufacturer's instructions. It also includes making small setting changes or replacing worn parts to ensure smooth operation and good stitching quality.

Date: _____

Prepared By: _____

Approved By: _____

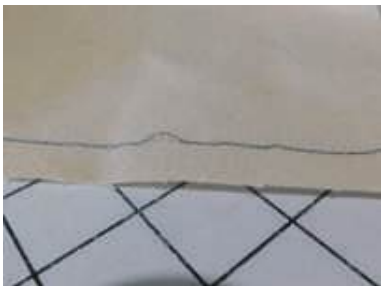
No.	Equipment Description	Date Checked	Action Required	Action Completed	Person responsible for checking	Signature	Due Date for Next Check

Fig. 3.2.5: Machine equipment maintaining and handling checklist sample template

Equipment type	Maintenance, adjustments, and replacements
Sewing machine	Clean lint and dust daily, oil moving parts, adjust thread tension, and replace worn needles or belts as needed.
Overlock machine	Remove lint from loopers and knives, oil as recommended, adjust stitch length and cutting width, and replace knives or loopers when dull.
Embroidery machine	Keep the bobbin area clean, oil moving parts lightly, adjust thread tension for different designs, and replace needles or worn hoops.
Buttonhole machine	Clean fabric dust from the mechanism, oil moving joints, adjust buttonhole size settings, and replace knives or worn buttonhole cutters.
Bar tack machine	Remove lint build up, oil key parts, adjust stitch density for strong tacks, and replace worn needles or feed parts when damaged.

Table 3.2.6: Maintaining stitching machine equipment

Actions for Malfunctioning Sewing Machines

Malfunction type	Description	Action to be taken	Images
Thread breakage	Thread snaps frequently while stitching.	Check threading path, replace damaged needle, and ensure correct thread tension.	
Skipped stitches	Stitches are missing in the seam.	Change to the correct needle type, rethread machine, and check for burrs on needle or hook.	
Fabric puckering	Fabric gathers or wrinkles along the seam.	Adjust thread tension, use the right needle and thread for the fabric, and press fabric after sewing.	
Needle breakage	Needle snaps during operation.	Replace needle, check if it's inserted correctly, and avoid forcing thick layers without proper foot or needle.	
Machine not running	Machine motor turns off or fails to start.	Check power supply, foot pedal connection, and service motor if necessary.	

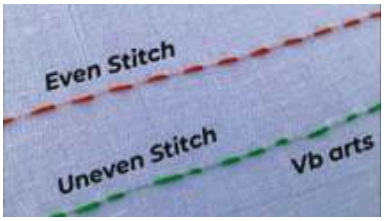
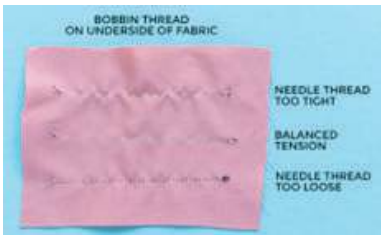
Malfunction type	Description	Action to be taken	Images
Uneven stitching	Stitches vary in length or look irregular.	Clean feed dogs, adjust presser foot pressure, and check thread tension.	
Bobbin thread issues	Bobbin thread bunches or is not picked up.	Rethread bobbin correctly, clean bobbin case, and ensure correct bobbin size is used.	

Table 3.2.7: Sewing machine malfunction actions

3.2.2 Garment Construction and Issues

Garment construction involves assembling fabric pieces using stitching and finishing techniques to create a complete garment. Common issues during this process include misaligned seams, uneven stitching, and fabric damage, which can affect the garment's fit and quality.

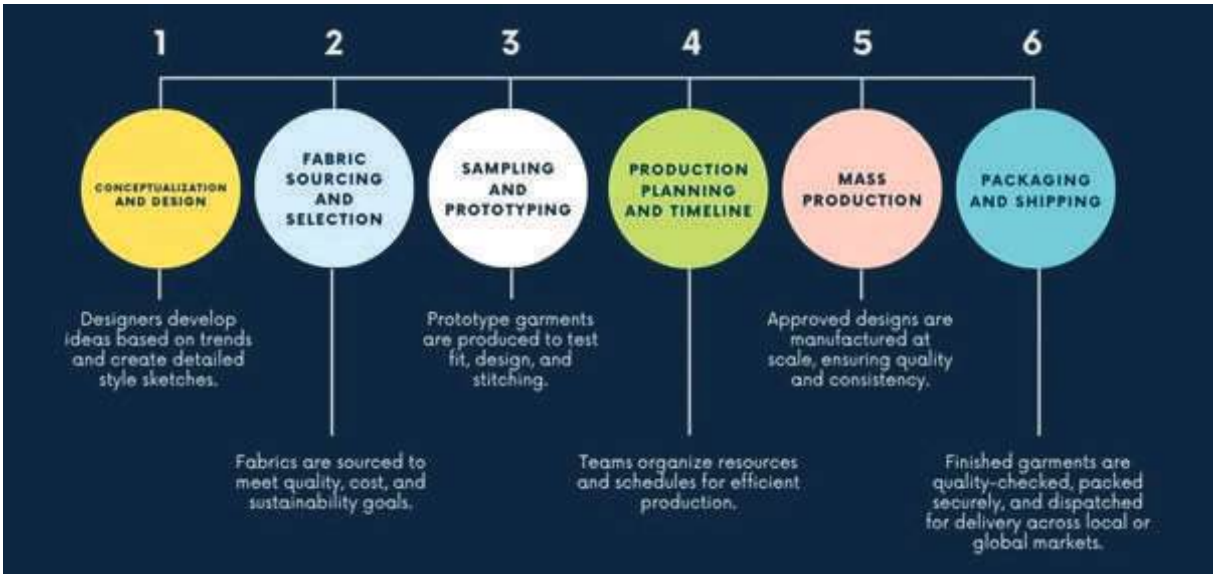


Fig. 3.2.6: Garment construction process

Identifying garment parts and assembly

A sampling tailor must recognise different garment parts such as sleeves, collars, cuffs, and waistbands. Knowing each component helps in planning the correct stitching sequence and assembly process. Proper identification ensures that all parts fit together accurately to create a well-constructed garment.

Date	Sample #	Customer Name	Product	Dimension of sample	Review Date	Review Details

Fig. 3.2.7: Garment parts identification and assembly checklist

Assembling parts for final product

Assembling garment parts involves joining fabric pieces in the correct order using appropriate stitching techniques. A sampling tailor must follow the design specifications to ensure the garment maintains its shape and functionality. Careful assembly prevents misalignment and ensures the final product meets quality standards.

-	Misure a Riposo Capo finito (dopo Stiro)	M
EI	Shoulder Width	40,0
E02	Shoulder Length	12,5
A05	1/2 Front Chest Measurement	28,0
B01	1/2 Front Waist Measurement	31,0
C14	Front hip measurement	33,5
D01	1/2 front Bottom Hem Circumference	37,5
L03	Total length from the shoulder	90,0
L04	Center Front Length	82,0
M	Side Length	64,0
G01	Front Armhole	23,0
G02	Back Armhole	25,0
G	1/2 Armhole Measurement	24,0
F	Sleeve length	62,0
I01	Width 01	20,0

I05	Width 05	9,0
G03	1/2 Sleeve Measurement at cm 2 from Armhole	17,0
G13	1/2 Sleeve Measurement at cm 20 from Bottom Hem	14,0
GD	1/2 Sleeve Hem Measurement	10,0
I02	Width 02	37,5
I06	Width 06	8,5
A06	1/2 Back Chest Measurement	53,0
B08	Back Waist Measurement	57,0
C15	Back hip measurement	64,5
D07	Back Bottom Hem	73,0
L	Centre Back Length	88,0
J01	1/2 Front Neckline	13,5
J02	1/2 Back Neckline	8,5
J	1/2 Neckline Measurement	22,0
JK10	Superior Neck Edge Length	22,5

Fig. 3.2.8: Garment parts assembling

Addressing stitching issues in apparel

Common stitching issues include skipped stitches, puckering, thread breakage, and uneven seams. A sampling tailor must quickly identify and correct these problems to maintain garment quality. Timely troubleshooting helps avoid wastage and delays in the production process.

Fig. 3.2.9: Sewing defects

Reading and following sewing instructions

Sewing instructions guide the tailor through the steps needed to construct a garment accurately. These may include technical sheets, tech packs, and operation manuals. A sampling tailor must carefully read and adhere to these instructions to ensure consistency and meet buyer expectations.

SEWING ORDER			
QTY	step	QTY	step
2	join front to back at shoulders		
1	bind neckline sewing main label into CB neck		
2	join side seams		
1	join short ends of hem band		
1	overlock top edge of hem band		
1	join hem band to body		
2	join sleeve underarm seams		
2	hem sleeves		
2	join sleeves to body		
1	sew care label to seam allowance at left side seam		

Fig. 3.2.10: Sample techpack sewing order

3.2.3 Communication and Teamwork

Communication is the fundamental process of exchanging information, ideas, and feedback among individuals, serving as the essential building block for collaboration. Teamwork, on the other hand, is the collaborative effort of a group to achieve a common goal or complete a task effectively. Together, effective communication and strong teamwork are crucial for fostering a productive and cohesive environment where members can leverage their diverse skills and perspectives to succeed.

- **Communicating stitching issues clearly**

  Clear communication about stitching problems helps prevent errors from spreading and ensures timely fixes. It involves describing the issue accurately to supervisors or team members for quick resolution. A sampling tailor must report stitching issues clearly to maintain sample quality and meet production standards.

- **Referring technical faults to supervisors**

  Identifying technical faults like machine malfunctions or faulty tools requires prompt referral to supervisors. This ensures that experienced personnel can address the problem efficiently to

minimise downtime. A sampling tailor should escalate technical faults to supervisors to keep the workflow smooth and on schedule.

- **Sharing feedback on component assembly**

  Providing feedback on how garment components fit and assemble helps improve the overall product quality. Constructive feedback allows design or production teams to make necessary adjustments before mass production. A sampling tailor must share accurate feedback on component assembly to ensure samples match design expectations.

- **Supporting team stitching task completion**

  Team support means helping colleagues when they face challenges or delays to meet deadlines together. Collaboration increases efficiency and fosters a positive working environment. A sampling tailor plays a vital role in supporting the team to complete stitching tasks on time and with high quality.

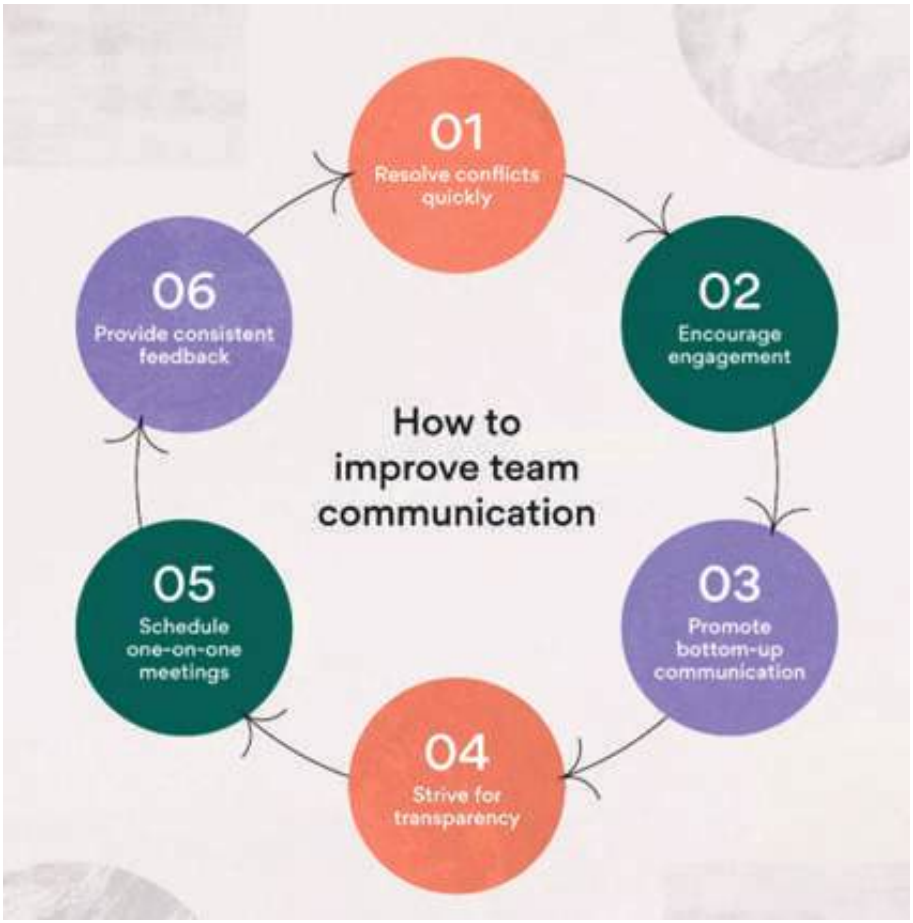


Fig. 3.2.11: Improving team communication

Summary

- Stitching worker must follow workplace rules and job duties properly.
- Hazards must be identified and safety steps must be followed always.
- Team members must communicate clearly to complete tasks smoothly.
- Problems must be reported early and help must be taken when needed.
- Fabric and garment parts must be identified before starting stitching.
- Correct stitching methods should be selected as per garment type.
- Machines must be operated with safety checks and care at all times.
- Guidelines and techpack instructions must be read and understood well.
- New stitching updates and information should be regularly checked.
- Garment measurements must be noted and verified without error.
- Stitching issues must be identified and solved during operations.
- Support must be given to team members for smooth stitching work.

Exercise

Multiple-choice Question:

1. What should you do before starting any stitching work?
   a. Start stitching immediately
   b. Ignore the fabric type
   c. Identify fabric and components
   d. Ask someone else to do it

2. How can safety at the workplace be ensured?
   a. Work quickly without breaks
   b. Recognise hazards and follow safety steps
   c. Leave waste unattended
   d. Use machines without training

3. What is the correct way to handle unclear instructions?
   a. Skip that part
   b. Make a guess
   c. Ask the supervisor for clarification
   d. Complain to the team

4. Why is recording measurements important in stitching?
   a. To make the work longer
   b. To avoid team involvement
   c. To ensure garment quality
   d. To waste material

5. How should you act if the sewing machine malfunctions?
   a. Keep using it anyway
   b. Leave the work area
   c. Perform basic checks or report
   d. Ask a co-worker to fix it

Descriptive Questions:

1. What should be done to maintain stitching machine safety?
2. How can fabric type affect the stitching process?
3. Why is teamwork important during garment production?
4. What are some ways to identify stitching defects?
5. How can you ensure measurements are accurate?

Notes

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

https://www.youtube.com/watch?v=aKWzlo1EjL0

Basics of apparel production process

https://www.youtube.com/watch?v=g7VPyI2yCF4

learn to Sew For Beginners

https://www.youtube.com/watch?v=aoZ9URzhLDA

Sewing Machine - Parts and Their Functions

https://www.youtube.com/watch?v=NZDa8qpAlUc&t=28s

Types of sewing machines used in apparel industry

https://www.youtube.com/watch?v=DndNyuze5SM

Garment Construction For Beginners Cutting & Stitching

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE>IMAGINE FUTURE

4. Contribute to Achieve Sample Quality in Stitching Operations

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Unit 4.1 - Contribute to Achieving the Product Quality in Stitching Operations

AMH/N0704

Key Learning Outcomes

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

1. Elaborate on the correct ways to handle materials, tools, equipment, and workplace documents.
2. Elucidate the steps to identify damaged materials and report faulty components.
3. Describe how to find stitching faults, understand their causes, and apply correction methods.
4. Explain the process of checking product quality and inspecting seams, finishes, and specifications.
5. Outline the methods to maintain safe work practices and ensure consistent productivity.
6. Highlight the importance of recording tasks, reporting disruptions, and communicating clearly with supervisors.

UNIT 4.1: Contribute to Achieving the Product Quality in Stitching Operations

Unit Objectives

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

1. Elaborate on correct methods for handling materials, tools, and workplace documents.
2. Describe how to identify stitching faults and apply suitable correction procedures.
3. Explain the steps for conducting quality checks and inspecting finished products.
4. Outline effective practices to maintain productivity and manage workflow smoothly.

4.1.1 Material Handling and Preparation

Material handling and preparation means selecting, organising, and readying fabrics and tools correctly to ensure smooth stitching and high-quality finished products.

Fig. 4.1.1: Material handling and preparation stages

- **Material identification and usage**

  Material identification and usage involves checking and using the right fabrics, threads, and accessories for the job, while spotting any damaged or wrong items. If materials are substandard, they must be reported immediately and replaced to maintain product quality.

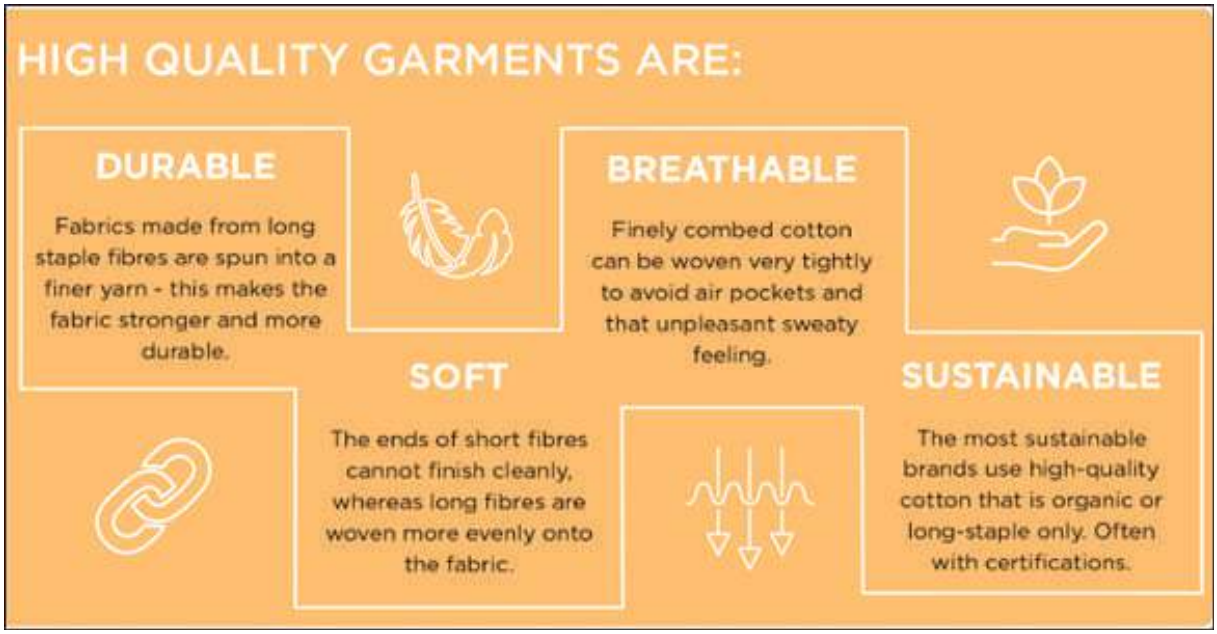


Fig. 4.1.2: Material identification parameters

- **Tools and equipment handling**

  Tools and equipment handling means using machines and devices as per given instructions to ensure safe and efficient work. It also involves planning work targets and arranging tools in an organised manner for smooth stitching operations.

- **Documentation and literacy skills**
  - **Reading job cards and safety manuals**

    For a sampling tailor, reading job cards and safety manuals means understanding design details and safety guidelines to create accurate garment samples while working safely.

ORDER STARING DATE	
CUSTOMER	
WORK ODER NO.	

SR. NO	DATE	PRODUCTION LINE DESCRIPTION	TIME (MINUTES)			LOCATION NAME	REMARKS
			START TIME	END TIME	TOTAL TIME		

Fig. 4.1.3: Job order sample template

- **Reading and writing in language**

  For a sampling tailor, reading and writing in language means understanding written instructions and recording work details to ensure accurate sample making and clear communication.

- **Filling forms and logs accurately**

  For a sampling tailor, filling forms and logs accurately means using the sampling log and form to record measurements, materials, design changes, and production details correctly for clear tracking and reliable work records.

Order Form		
Customer Details		
Name:		
Email:		
Address:		
Contact Number:		
Payment Method:		
Shipping Method:		
Product Selection		
		Product Name
		1
		2
		3
Size Selection		
	Product Name	Size
	1	
	2	
	3	
Color Selection		
	Product Name	Color
	1	
	2	
	3	
Quantity		
	Product Name	Quantity
	1	
	2	
	3	
Total Price:		
Special Instructions/Notes:		
Terms and Conditions Acceptance:		

Fig. 4.1.4: Sampling log form

- **Safety and work protocols**

  Safety and work protocols involve following the company's safety rules and reporting guidelines as mentioned in the workplace safety manual, while ensuring all incidents or hazards are recorded in the safety log. Any safety issues must be reported immediately through the incident report form to prevent accidents and maintain a safe working environment.

4.1.2 Fault Identification and Correction

For a sampling tailor, fault identification and correction means spotting stitching or material defects in samples and fixing them promptly to meet the required design and quality standards.

- **Production role clarity:** Production role clarity means knowing your own duties and the limits of your work in the stitching process. It also involves communicating clearly with co-workers to complete tasks smoothly.
- **Understanding stitching deficiencies:** Understanding stitching deficiencies means spotting defects that can be corrected and knowing how to fix them. It also involves understanding the causes of errors and applying acceptable solutions to maintain quality.
- **Detecting and reporting faults:** Detecting and reporting faults means finding and fixing defects while assessing their impact on quality. It also involves reporting them to the right authority and following the set fault reporting procedures.
- **Problem solving and repairs:** Problem solving and repairs means quickly adjusting products to meet quality standards and spotting machine issues by visual checks. It also involves stitching and evaluating products accurately to ensure they meet requirements.

Reason	Remedies
• Unsuitability of thread used for the fabrics.	• Suitable thread should be used for the fabrics, (For silk fabrics thin and delicate thread).
• If tension disc is too tight.	• Correct the tension.
• Using low quality thread.	• Use high quality thread.
• Rotating the wheel in anti-clock wise direction.	• Care to be taken to rotate the wheel in clock-wise direction.
• The thread cuts when the machine is sewed in thicker layers of fabric.	• Cut the broken thread, and sew again by slightly lifting the presser foot.
• Fast movement of the fabric.	• Life up the presser foot and slowly pull the fabric to its place and then stitch.
• Fixing of needle unevenly.	• Attach the needle correctly.

Fig. 4.1.5: Stitching defects identification and correction

4.1.3 Quality Checks and Inspection

For a sampling tailor, quality checks and inspection means examining samples at all stages, measuring them against set standards, and handling faults promptly to ensure the final product meets customer expectations.

- **Inspection at all stages:** Inspection at all stages means checking the work in progress carefully and carrying out quality checks at set intervals. It also involves inspecting stitched products against the given specifications to maintain accuracy.
- **Measuring quality and standards:** Measuring quality and standards means assessing seams, stitches, and finishes to ensure they match the required look and strength. It also involves evaluating the overall product against quality standards and applying the allowed tolerances.
- **Fault handling in inspection:** Fault handling in inspection means knowing the right methods to find and record defects during quality checks. It also involves understanding how to segregate and store rejected items separately to avoid mix-ups.

- **Information use for quality:** Information use for quality means using available design details, job cards, and feedback efficiently to maintain product standards. It also involves ensuring customer satisfaction by delivering samples that meet the agreed quality requirements.

	IN CM		IN INCHES	
	MEASUREMENT	TOLERANCE	MEASUREMENT	TOLERANCE
Woven non-elastic	over 60 cm	+ 2 cm - 1 cm	over 25"	+ 3/4" - 1/2"
	10 - 60 cm	+/- 1 cm	4 - 25"	+/- 1/2"
	under 10 cm	+/- 0.5 cm	under 4"	+/- 1/4"
Knitted elastic	over 35 cm	+ 2 cm - 1 cm	over 15"	+ 3/4" - 1/2"
	10 - 35 cm	+/- 1 cm	4 - 15"	+/- 1/2"
	under 10 cm	+/- 0.5 cm	under 4"	+/- 1/4"
SPECIAL TOLERANCES				
Collar, woven		+/- 0.3 cm		+/- 1/8"
Armhole		+/- 0.5 cm		+/- 1/4"
Cuff length		+/- 0.5 cm		+/- 1/4"

Fig. 4.1.6: Apparel tolerance level sample sheet

4.1.4 Productivity and Workflow

For a sampling tailor, productivity and workflow means working efficiently while maintaining quality, following proper reporting lines, and keeping accurate records to ensure smooth sample production.

- **Maintaining production standards**

  Maintaining production standards means working at a steady and safe pace while meeting required quality levels. It also involves keeping both productivity and product quality consistent throughout the stitching process.

- **Communication and supervision**

  Communication and supervision means informing authorised personnel about any problems or delays in work. It also involves clarifying instructions with supervisors to avoid mistakes and ensure accurate results.

- **Documentation and recording**

  Documentation and recording means filling out and maintaining production records such as job cards and sampling logs. It also involves recording completed tasks accurately and on time to support smooth operations.

- **Workflow awareness and reporting**

  Workflow awareness and reporting means promptly reporting any disruptions in the work process to the right authority. It also involves knowing your own responsibility limits and following safe work practices at all times.

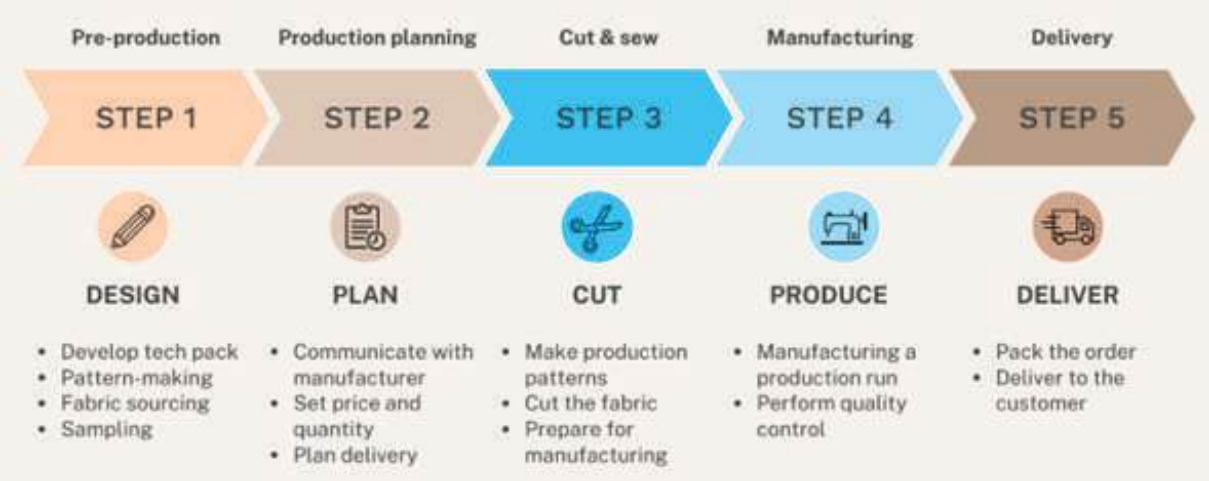


Fig. 4.1.7: Productivity and workflow parameters

Summary

- Materials, tools, and documents must be handled carefully as per guidelines.
- Damaged or incorrect materials must be identified and reported without delay.
- Stitching faults must be found, causes understood, and correct methods applied.
- Seam quality and garment finish must be checked during and after stitching.
- Safety steps must be followed to maintain a smooth and productive workflow.
- Job cards, forms, and logs must be read, filled, and submitted correctly.
- Machines and tools must be used safely as per the given instructions.
- Faults in products must be reported properly and reworked when allowed.
- Quality checks must be done at every stage of the stitching operation.
- Allowed fault limits must be known to inspect and approve stitched garments.
- Communication with co-workers and supervisors must be clear and timely.
- Any delay or problem in work must be recorded and reported immediately.

Exercise

Multiple-choice Question:

1. What should a worker do when a material is found damaged?
   a. Ignore and continue stitching
   b. Report and replace it
   c. Store it separately
   d. Use extra material

2. Why are regular quality checks important?
   a. To complete work fast
   b. To check the number of products
   c. To ensure the product meets standards
   d. To save time

3. Which of the following is a part of safety practices?
   a. Rushing work to meet deadlines
   b. Using machines without instruction
   c. Following safe work procedures
   d. Ignoring small faults

4. What must be done if a machine makes uneven stitches?
   a. Turn it off and leave
   b. Report and check the issue
   c. Increase the speed
   d. Use extra thread

5. What is the correct way to handle documentation?
   a. Write in any language
   b. Fill only when asked
   c. Fill forms clearly and accurately
   d. Skip if work is complete

Descriptive Questions:

1. How should faulty materials be handled in stitching operations?
2. What are the steps for identifying and correcting stitching faults?
3. Why is it important to inspect seams and finishes during quality check?
4. How can workers maintain both productivity and safety in workflow?
5. What communication is needed between team members and supervisors during production?

Notes

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

https://www.youtube.com/watch?v=zAO8NCPEoMc

GARMENTS MATERIAL HANDLING SYSTEM

https://www.youtube.com/watch?v=PbLECxJCWX4

Garments Defects Analysis

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

5. Manage the Workspace, Operate Tools, and Handle Machinery Efficiently

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Unit 5.1 - Maintain the Work Area, Handle Tools and Machines

AMH/N0310

Key Learning Outcomes

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

1. Elaborate on maintaining good health and following safety procedures at work.
2. Describe understanding job roles and taking responsibility during work tasks.
3. Explain the need to report hazards or faulty equipment without delay.
4. Illustrate following instructions properly and lifting materials safely during work.
5. Discuss operating tools safely and keeping a correct working posture throughout.
6. Outline planning cleaning routines, using cleaning tools rightly, reducing waste, and communicating well with the team.

UNIT 5.1: Maintain the Work Area, Handle Tools and Machines

Unit Objectives

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

1. Elaborate on how to maintain personal health and follow safety rules at the workplace.
2. Describe the importance of understanding one's role and responsibilities during operations.
3. Explain why it is necessary to report equipment faults and safety hazards immediately.
4. Illustrate the need to follow written instructions and lift materials using correct methods.
5. Discuss the proper way to operate machines safely and maintain good working posture.
6. Outline how to plan regular cleaning, use cleaning tools correctly, manage waste, and work with the team while communicating clearly.

5.1.1 Workplace Safety and Health Practices

Workplace safety and health practices mean following rules and procedures to prevent accidents and protect health at work. It includes using equipment safely, wearing protective gear, and keeping the work area clean. For a sampling tailor, it means handling sewing machines, cutting tools, and fabrics carefully to avoid injuries while making garment samples.

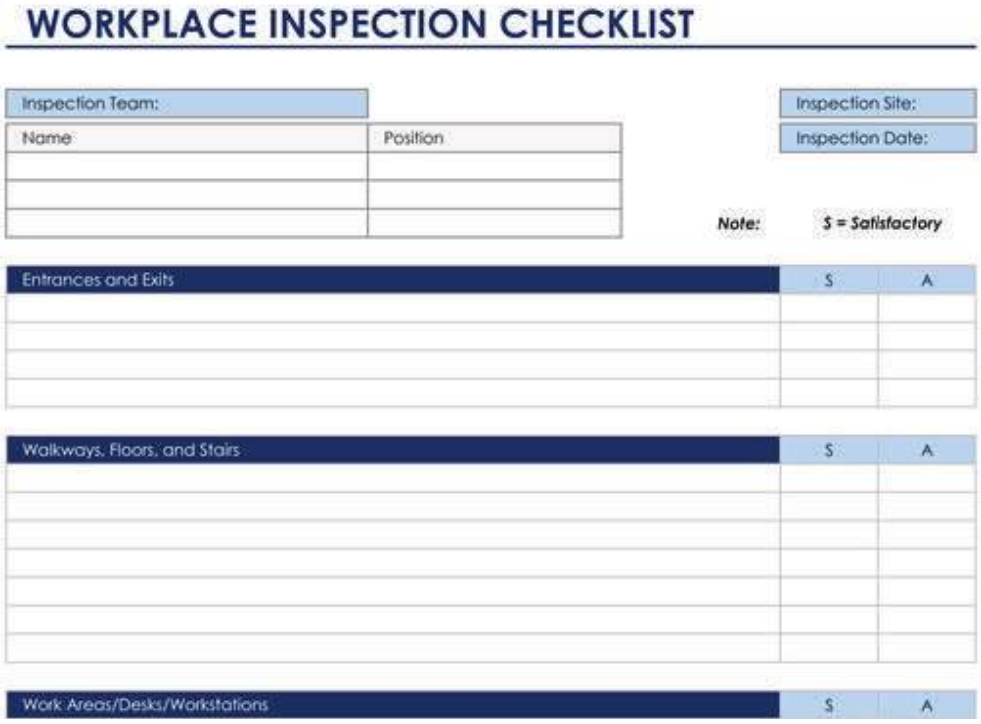
- **Maintain health and follow safety**

  Following health and safety rules protects workers from injuries and illnesses at the workplace. This includes using PPE, keeping machines and work areas safe, and following legal guidelines like the Factories Act, 1948. For a sampling tailor, it means checking the Machine Safety Log, wearing finger guards, and keeping tools and fabrics stored neatly.

Fig. 5.1.1: Workplace safety practices pillars

- **Understand role and responsibilities clearly**

  Knowing your role means understanding your tasks, limits, and reporting lines to avoid confusion and mistakes. Organisations use job descriptions, SOPs, and role checklists to make responsibilities clear. For a sampling tailor, it means following the Sampling Job Card, creating accurate samples, and reporting to the sampling supervisor for instructions or approvals.



WORKPLACE INSPECTION CHECKLIST

Inspection Team:		Inspection Site:
Name	Position	Inspection Date:

Note: S = Satisfactory

Entrances and Exits	S	A

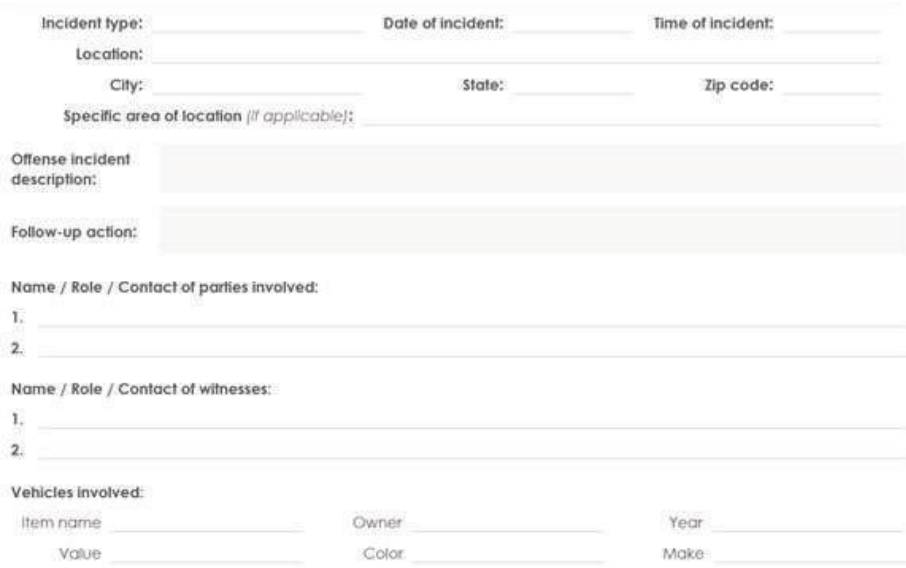
Walkways, Floors, and Stairs	S	A

Work Areas/Desks/Workstations	S	A

Fig. 5.1.2: Workplace safety management

- **Report faults and hazards immediately**

  Reporting faults and hazards quickly prevents accidents, stops defective work, and ensures timely repairs. This is done through incident forms, hazard sheets, or fault logs as per company procedures. For a sampling tailor, it means logging machine issues, fabric defects, or safety risks in the Sampling Fault Log and alerting the supervisor immediately.



Incident type: _____ Date of incident: _____ Time of incident: _____

Location: _____

City: _____ State: _____ Zip code: _____

Specific area of location *(if applicable)*: _____

Offense incident description:

Follow-up action:

Name / Role / Contact of parties involved:

1. _____
2. _____

Name / Role / Contact of witnesses:

1. _____
2. _____

Vehicles involved:

Item name _____ Owner _____ Year _____

Value _____ Color _____ Make _____

Fig. 5.1.3: Hazard and incident reporting sample template

5.1.2 Preparation and Instruction Compliance

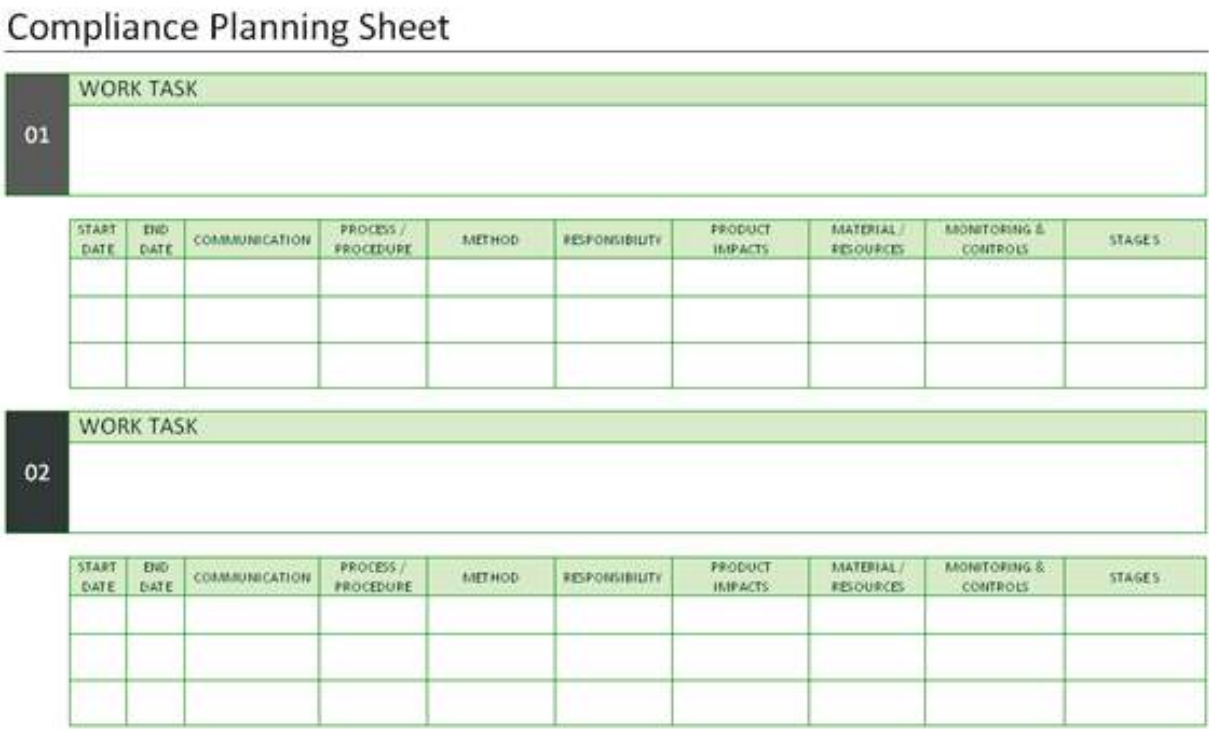
A sampling tailor must meticulously follow preparation and instruction compliance to create accurate prototypes. This involves carefully reading and understanding technical packets, patterns, and design specifications before any cutting or sewing begins, ensuring the final sample precisely matches the designer's vision.

- **Read and follow instructions carefully**

  Following instructions ensures tasks are done correctly, safely, and as per required quality standards. This involves reading manuals, job cards, or SOPs before starting work. For a sampling tailor, it means checking the sampling job card and design instructions to make the sample exactly as required.

- **Lift and handle materials safely**

  Safe lifting and handling prevent injuries and damage to materials. This includes using correct lifting techniques, handling fabric rolls or bundles with care, and using trolleys if needed. For a sampling tailor, it means lifting fabric rolls or sample pieces carefully to avoid strain and keeping materials organised in the work area.


Compliance Planning Sheet

01 WORK TASK

START DATE	END DATE	COMMUNICATION	PROCESS / PROCEDURE	METHOD	RESPONSIBILITY	PRODUCT IMPACTS	MATERIAL / RESOURCES	MONITORING & CONTROLS	STAGES

02 WORK TASK

START DATE	END DATE	COMMUNICATION	PROCESS / PROCEDURE	METHOD	RESPONSIBILITY	PRODUCT IMPACTS	MATERIAL / RESOURCES	MONITORING & CONTROLS	STAGES

Fig. 5.1.4: Compliance checking checklist

5.1.3 Tool and Machine Operations

A sampling tailor's expertise in tool and machine operations is critical for creating high-quality garments. They must have proficient knowledge of operating a range of specialised sewing machines and other equipment, such as cutters and presses, while ensuring proper maintenance and safety protocols are followed. The following are some key stages to check on sewing and sampling operations:

- Check tools and machines before starting work.
- Clean and store machines after use.
- Adjust machine settings for different fabrics.
- Replace worn-out parts to avoid damage.

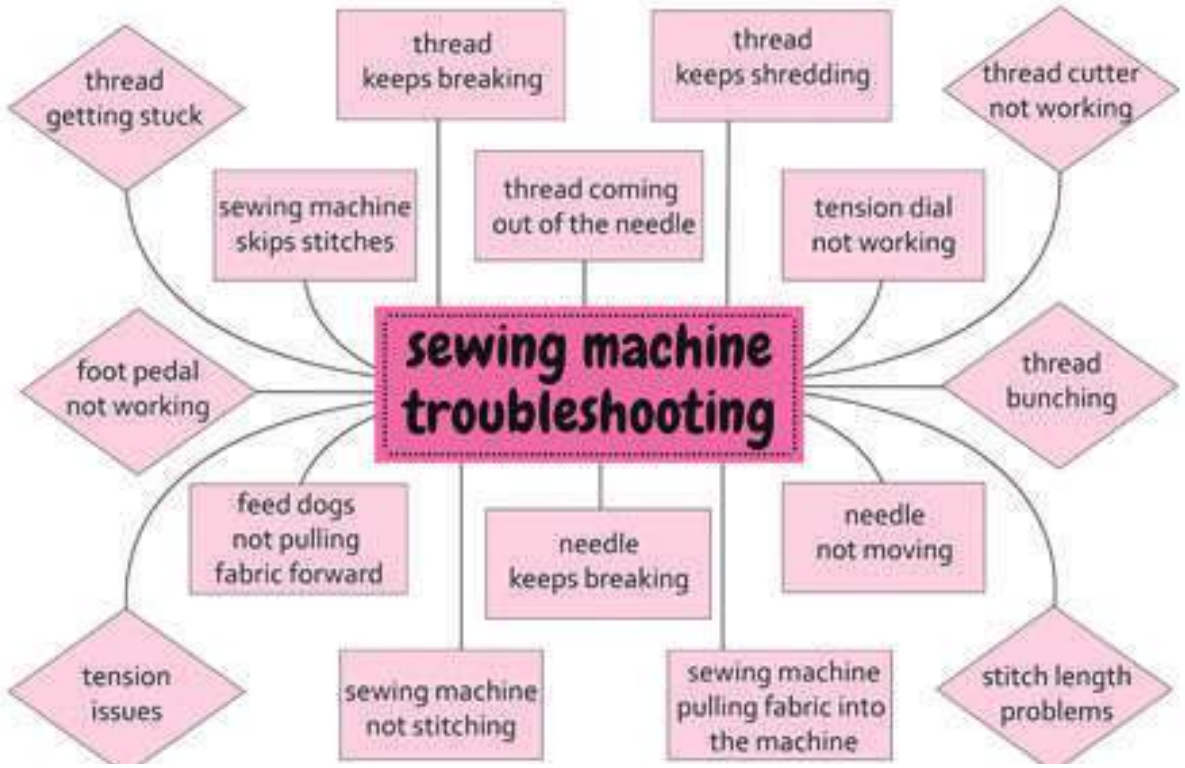


Fig. 5.1.5: Machine parts troubleshooting

- **Operate tools using safe techniques**

  Safe tool use ensures quality results, prevents accidents, and extends equipment life. This includes operating sewing machines, cutters, and presses as per the safety manual and maintenance checklist. For a sampling tailor, it means handling all machines skilfully while following safety protocols to produce high-quality garment samples.

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NOTE
SEWING MACHINE: WIPE EXTERIOR WITH A SOFT CLOTH													
SEWING MACHINE: LOWER THE FEED DOGS AND CLEAN THE BOBBIN AREA USING A BRUSH													
SEWING MACHINE: CLEAN UNDER THE BOBBIN CASE WITH A BRUSH AND REMOVE ANY LINT BUILDUP													
SEWING MACHINE: REPLACE THE NEEDLE													
SEWING MACHINE: INSPECT ACCESSORIES/FEET													
ROTARY CUTTER: REPLACE THE BLADE													
INSPECT POWER OUTLETS, LIGHT SWITCHES, EXTENSION CORDS AND POWER BOARDS FOR SIGNS OF WEAR													
INSPECT AIR CONDITIONING AND HEATING VENTS													
WIPE DOWN ALL TABLES AND SURFACES													
INSPECT FLOORING FOR ANY TRIP HAZARDS OR SHARP OBJECTS													
SCHEDULE A SEWING MACHINE MAINTENANCE TUNEUP													

Fig. 5.1.6: Sewing safety checklist template

- **Maintain ergonomic working posture always**

  Proper posture helps reduce fatigue, prevent strain, and maintain stitching accuracy. This involves correct seating, proper machine height adjustment, and taking short breaks for stretching. For a sampling tailor, it means sitting upright at the sewing machine, keeping tools within reach, and aligning eyes and hands for precision stitching.

Fig. 5.1.7: Sewing machine ergonomics

5.1.4 Cleaning and Maintenance Activities

A sampling tailor is responsible for the cleaning and maintenance activities of their workspace and equipment. This includes daily tasks such as clearing scraps and debris, as well as routine machine upkeep like oiling and changing needles, to ensure a clean, safe, and efficient work environment.

Fig. 5.1.8: Cleaning schedule checklist

- **Plan routine cleaning and maintenance**

  Regular cleaning and maintenance keep the workspace safe and machines running smoothly. This includes scheduling daily cleaning, removing scraps, and performing routine machine upkeep like oiling and needle changes. For a sampling tailor, it means following the cleaning checklist and maintenance schedule to ensure efficient and safe sample production.

Fig. 5.1.9: Workplace cleaning activities

- **Use correct cleaning tools properly**

  Using the right cleaning tools prevents damage to equipment and ensures effective results. This involves selecting suitable brushes, cloths, or vacuum attachments and using them as per guidelines. For a sampling tailor, it means carefully cleaning sewing machines and tools with approved materials to maintain performance and longevity. The following are the stages of using correct tools for maintaining workplace cleanliness and sanitisation:

- **Floor cleaning**

  Use a mop, bucket, broom, and dustpan with floor disinfectant and mild detergent. Sweep to remove dust, mop with disinfectant solution, and allow the floor to dry fully.

Fig. 5.1.10: Floor cleaning

- **Sewing machine maintenance**

  Use a cleaning brush, small vacuum, and lint-free cloth with machine oil and mild cleaning solution. Remove lint and dust, wipe, oil moving parts, and test the machine.

Fig. 5.1.11: Sewing machine maintenance

- **Cutting table sanitisation**

  Use a microfiber cloth and scraper with surface cleaner and disinfectant spray. Clear the table, wipe clean, disinfect, and let it air dry.

Fig. 5.1.12: Cutting table cleaning

- **Iron and press equipment cleaning**

  Use a soft cloth and descaling tool with descaling solution and mild soap. Cool equipment, clean the soleplate, and wipe water tanks.

Fig. 5.1.13: Iron and press equipment cleaning

- **Storage area cleaning**

  Use a broom, mop, and cloth with mild detergent and disinfectant. Dust shelves, sweep, mop, and disinfect handles.

Fig. 5.1.14: Apparel storage area clean-up

- **Restroom hygiene**

  Use a toilet brush, mop, gloves, and spray bottles with disinfectant, toilet cleaner, and glass cleaner. Scrub toilets, wipe sinks and mirrors, mop the floor, and restock supplies.

Fig. 5.1.15: Restroom hygiene

- **Ventilation cleaning**

  Use a ladder, vacuum with brush attachment, and microfiber cloths with mild detergent solution. Clean vents and fans, wash covers, and ensure airflow is clear.

Fig. 5.1.16: Ventilation cleaning

- **Workstation cleanliness**

  Use microfiber cloths and compressed air blower with surface cleaner and electronics-safe disinfectant. Wipe desks, chairs, and tools, and sanitise high-touch points.

Fig. 5.1.17: Sewing room cleanliness

5.1.5 Resource Management and Waste Disposal

A sampling tailor must prioritise resource management and waste disposal to ensure efficient and sustainable operations. This involves carefully planning fabric layouts to minimise waste and responsibly disposing of all textile scraps according to established guidelines. By doing so, they not only help reduce costs but also contribute to a more environmentally conscious work process. The following are the stages of resource management and waste disposal:

Waste management plan

Type of waste	Action	Emptying frequency	Executor

Fig. 5.1.18: Waste management checklist

- **Plan resource use efficiently**

  Planning resources carefully helps avoid shortages and reduce waste. This includes checking fabric requirements before cutting and preparing the right tools in advance. For a sampling tailor, it means calculating fabric needs from the pattern and setting up machines with only the necessary materials.

Resource Request Form - [Your Company/Organization Name]

Project Name	
Project Manager	
Department	
Date	
Resource Type	
Resource Name/Description	
Quantity	
Start Date	
End Date	
Skills/Qualifications Required	
Justification:	
Estimated Budget/Costs:	
Approval By:	
Misc. Details:	

Fig. 5.1.19: Resource planning template

- **Use fabric efficiently during cutting**

  Cutting fabric wisely prevents excess waste and saves costs. This includes arranging pattern pieces to maximise fabric use. For a sampling tailor, it means placing pattern templates close together and following the grain line properly.

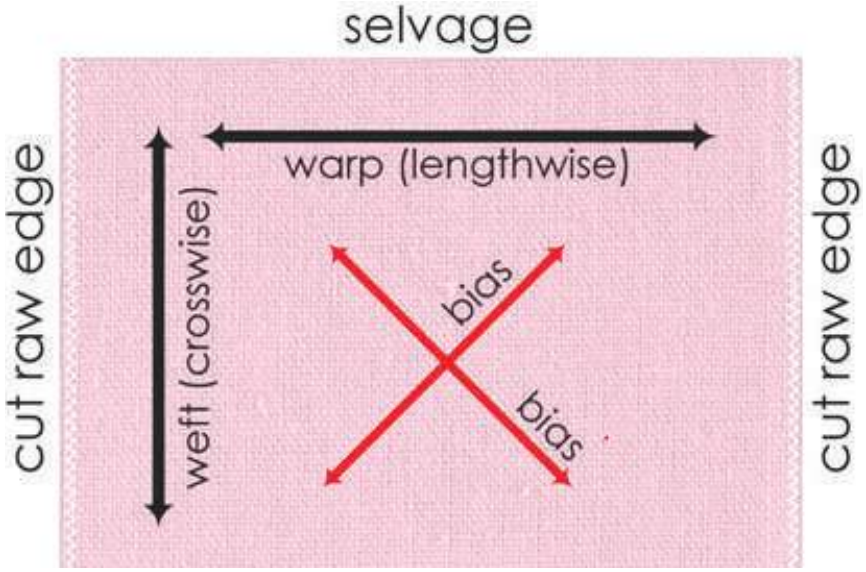


Fig. 5.1.20: Proper fabric cutting stages without wastage

- **Reuse and recycle materials where possible**

  Reusing and recycling help reduce environmental impact and costs. This includes saving usable fabric scraps for smaller garment parts or donating them for other uses. For a sampling tailor, it means storing leftover fabric pieces neatly for trims, patches, or sample detailing.

Fig. 5.1.21: Fabric and textile recycling stages

- **Segregate waste properly**

  Sorting waste ensures it can be disposed of or recycled correctly. This includes separating fabric waste, paper patterns, and general trash into different containers. For a sampling tailor, it means using the correct bins for textile, paper, and non-recyclable waste in the work area.

Fig. 5.1.22: Waste segregation

- **Store waste safely until disposal**

  Proper storage of waste keeps the work area clean and hazard-free. This includes placing waste in secure containers to prevent scattering or contamination. For a sampling tailor, it means keeping scrap bags tied and stored in a corner until they are moved for disposal.

Fig. 5.1.23: Fabric waste storage

- **Track material usage and leftover stock**

  Tracking usage helps control costs and ensures accurate reordering. This includes noting how much fabric was used and what remains. For a sampling tailor, it means recording fabric lengths after cutting and informing the supervisor about leftovers.

Fig. 5.1.24: Fabric inventory sample template

- **Maintain records of waste and recycling**

  Tracking waste helps in improving resource use and reducing costs. This includes noting quantities of fabric used, scrap generated, and materials recycled. For a sampling tailor, it means informing the supervisor about leftover fabric and recycled pieces during production reviews.

WASTE RECORD SHEET

MONTH :

DATE	STAGE OF SCRAP (MEASUREMENT IN KGS)											TOTAL WASTE IN KGS.	TOTAL PACKED MATERIAL (KGS.)	%GE
	RAW MATERIAL	R.M. INSPECTION	PROCESS - I	PROCESS - II	PROCESS - III	PROCESS - III	IN PROCESS INSPECTION	FINAL QUALITY TESTING	FINAL VISUAL TESTING	PACKING PROCESS	THIRD PARTY INSPECTION			
CUMULATIVE														
%GE														
TOTAL OF LAST MONTH														
%GE														

Fig. 5.1.25: Waste record sheet

- **Dispose of waste safely and as per policy**

  Safe disposal prevents workplace hazards and environmental harm. This includes following company rules for removing textile waste and handling hazardous materials like machine oil or chemicals. For a sampling tailor, it means placing waste in designated bins and transferring it to the main collection area at the end of the shift.

Fig. 5.1.26: Waste disposal stages

5.1.6 Teamwork and Communication Skills

A sampling tailor must possess strong teamwork and communication skills to effectively collaborate with designers and production teams. They must clearly communicate any challenges or questions regarding the design, ensuring a seamless workflow and accurate final product that meets the team's expectations.

Fig. 5.1.27: Teamwork and communication pillars

- **Coordinate tasks with team members**

  Working well with others ensures smooth workflow and timely completion of tasks. This involves sharing updates, assisting colleagues, and aligning work with the team's goals. For a sampling tailor, it means collaborating with designers and production staff to produce accurate samples as per requirements.

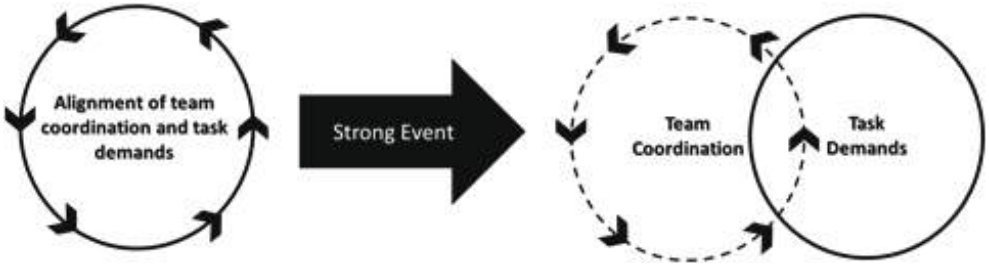


Fig. 5.1.28: Team coordination stages

- **Communicate and document work clearly**

  Clear communication prevents misunderstandings and maintains quality standards. This includes discussing design changes, recording work progress, and updating relevant documents. For a sampling tailor, it means noting sample details in the sampling log and promptly informing the team about any issues or clarifications.

SR. NO.	DETAILS	DECISION TO COMMUNICATE YES / NO	RESPONSIBILITY	WHEN	MEDIA OF COMMUNICATION	WHOM TO INFORM	Evidence of communication
INTERNAL COMMUNICATION							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
EXTERNAL COMMUNICATION							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

PREPARED BY	VERIFIED BY	APPROVED BY

Fig. 5.1.29: Document communication principles

Summary

- Maintain good health and follow all workplace safety practices.
- Understand your job role and take responsibility during tasks.
- Report faults, damages, or hazards immediately to the supervisor.
- Read instructions carefully and follow them while working.
- Use proper techniques to lift and handle materials safely.
- Operate machines safely and use tools as per instructions.
- Keep a correct and comfortable working posture while operating tools.
- Plan regular cleaning of machines, tools, and work area.
- Use the correct cleaning tools and materials for assigned tasks.
- Minimise waste and dispose of it safely in proper places.
- Work with team members to complete tasks efficiently.
- Communicate clearly and maintain proper documentation of work.

Exercise

Multiple-choice Question:

1. What is the first step before handling any machinery?
   a. Reporting to supervisor
   b. Cleaning the machine
   c. Reading the manual
   d. Turning on the power

2. Why is maintaining a good posture important during machine operation?
   a. To avoid using safety gear
   b. To look professional
   c. To reduce physical strain
   d. To finish work faster

3. How should waste materials be handled at the workplace?
   a. Left in the open
   b. Thrown randomly
   c. Burnt immediately
   d. Disposed of safely

4. What is essential when working in a team?
   a. Wearing gloves
   b. Using expensive tools
   c. Clear communication
   d. Standing quietly

5. When hazards or equipment damage should be reported?
   a. At the end of the day
   b. When supervisor asks
   c. Immediately
   d. Never

Descriptive Questions:

1. Write one reason why safety rules are important at work.
2. What should you do if a machine is not working properly?
3. How can you keep your workplace clean every day?
4. Why is it important to follow written instructions at work?
5. Mention one benefit of communicating clearly with your team.

Notes

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

https://www.youtube.com/watch?v=KP1Dj6-Hmq0

Care & Maintenance of Sewing Machine

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

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

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Unit 6.1 - Hazards and Potential Risks Associated With Process

Unit 6.2 - Medical Emergencies and Evacuation Process Guidelines

Unit 6.3 - Gender and PwD Sensitisation

AMH/N0309

Key Learning Outcomes

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

1. Describe the hazards and potential risks associated with the process to ensure safe working practices.
2. Elaborate on the medical emergencies and evacuation process guidelines to handle critical situations effectively.
3. Elucidate the importance of gender and PwD sensitisation for maintaining an inclusive workplace.
4. Elucidate the need for regular awareness training sessions and sensitisation workshops for all employees.
5. Describe how to participate in initiatives that promote safety, dignity, and equality at the workplace.
6. Describe the steps to prepare for basic first-aid situations in the workplace.
7. Explain respectful and inclusive behaviour towards colleagues of all genders and persons with disabilities.
8. Discuss how to promote a bias-free and cooperative environment for effective teamwork and communication.
9. Outline the steps for understanding company policies and reporting harassment or discrimination promptly.
10. Highlight the importance of maintaining an accessible, inclusive, and supportive workspace for everyone.

UNIT 6.1: Hazards and Potential Risks Associated With Process

Unit Objectives

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

1. Elaborate on the safe use of tools, equipment, and personal protective gear while working.
2. Explain how to monitor risks regularly and report faults or hazards without delay.
3. Describe basic workplace health practices, safety signage, and hygiene habits to be followed.
4. Discuss safe handling, storage, and disposal of hazardous substances and operational waste.
5. Highlight the importance of knowing the emergency exit layout and following safety plans.

6.1.1 Safe Use of Tools Equipment

A sampling tailor must demonstrate the safe use of all tools and equipment by correctly operating sewing machines, cutters, and irons. This includes performing pre-use checks and following established safety protocols to prevent accidents and ensure the longevity of the machinery.

- **Workplace hazards**

  Workplace hazards are risks or dangers that can cause injury, illness, or damage while working. For a sampling tailor, this can include sharp tools, hot presses, moving machine parts, and slippery floors that require careful handling and safety measures.

  - **Physical hazards**

    Risks that can cause injury from contact with sharp, heavy, or hot objects.

    In the apparel industry, this includes injuries from sharp scissors, needles, or machine needles during stitching.

Fig. 6.1.1: General physical hazards

Fig. 6.1.2: Physical hazard in apparel work

- **Mechanical hazards**

  Risks from moving machine parts or equipment that can cut, crush, or entangle.

Fig. 6.1.3: Common mechanical hazards

In garment production, workers may get their fingers caught in sewing machine parts or cutting machines.

Fig. 6.1.4: Mechanical hazard in apparel work

- **Ergonomic hazards**

  Risks caused by poor posture, repetitive movements, or awkward working positions that strain the body.

Fig. 6.1.5: General ergonomic hazards

For example, a tailor may experience back, neck, or wrist pain from sitting in the same posture for long hours or performing repetitive stitching work.

Fig. 6.1.6: Ergonomic hazard

- **Chemical hazards**

Risks from exposure to harmful substances such as solvents, adhesives, or fabric dyes. In clothing manufacturing, this could mean skin or breathing irritation from fabric dyes, adhesives, or cleaning agents.

Fig. 6.1.7: Chemical hazard causing agents

- **Electrical hazards**

  Risks of electric shock or burns from faulty wiring, damaged cords, or improper equipment use. In an apparel workshop, this may happen due to faulty sewing machine wiring or damaged cords.

Fig. 6.1.8: Electrical hazard types

- **Slip, trip, and fall hazards**

  Risks from uneven floors, loose materials, or spills that cause loss of balance. This can occur when workers slip on fabric pieces or trip over scattered tools and materials on the floor.

Fig. 6.1.9: Electrical hazard types

- **Biological hazards**

  Risks from bacteria, mould, dust, or allergens that can cause illness or skin problems. In textile storage areas, workers may suffer from allergies or skin infections caused by dust, mould, or bacteria in stored fabrics.

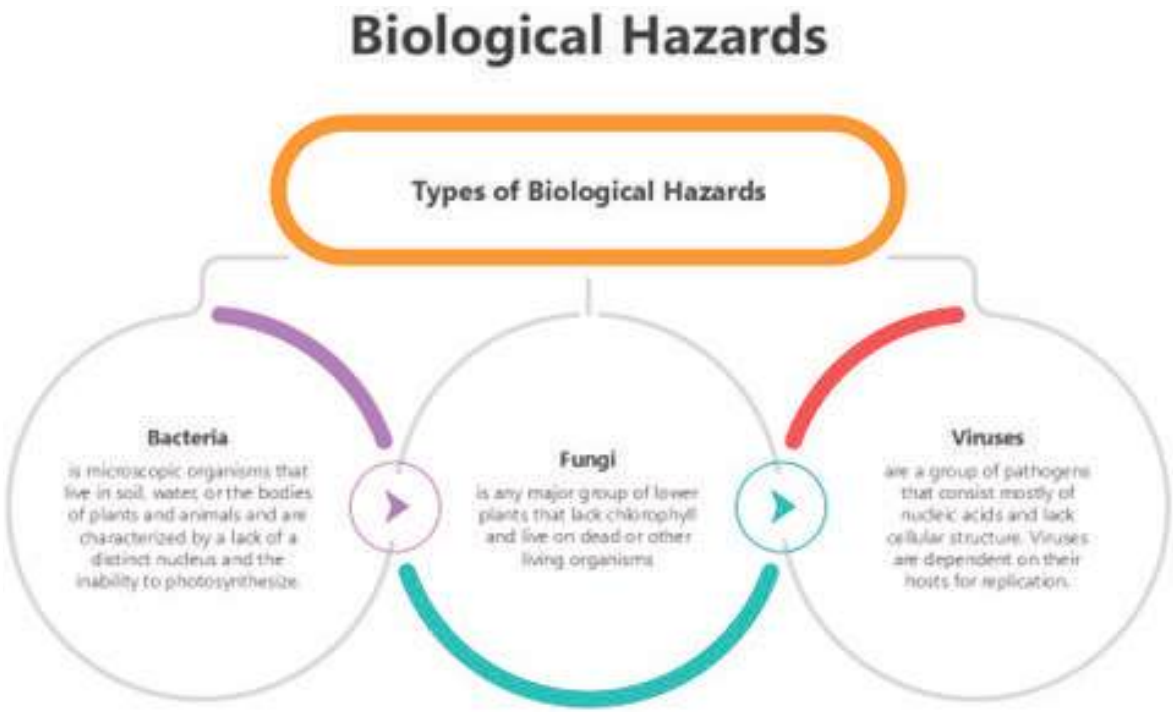


Fig. 6.1.10: Biological hazards

- **Understanding fire hazards**

  Fire hazards pose significant risks in workplaces or public places, where flammable materials, faulty wiring or cooking activities can lead to fires. Emergency response protocols are essential for ensuring safety and limiting damage during such incidents. For example, a fire starting in a kitchen of a restaurant due to a malfunctioning appliance, requiring the activation of fire alarms, evacuation procedures and firefighting efforts.

Fig. 6.1.11: Fire hazard guidelines

- **Fire chemistry and parts**

  Fire is a chemical reaction involving rapid oxidation, and its risks are classified by NFPA zones and the NFPA diamond to guide safety measures in hazardous environments. The zones (0–2 for gases and 20–22 for dust) and the NFPA diamond help identify the presence and severity of fire risks, enabling quick response and appropriate fire prevention strategies.

  According to NFPA, the three essential parts of a fire are fuel, oxygen, and heat, which together form the fire triangle. Fire cannot start or sustain without all three elements being present. Removing any one of these parts—such as cooling the heat, cutting off oxygen, or removing fuel—can extinguish the fire.

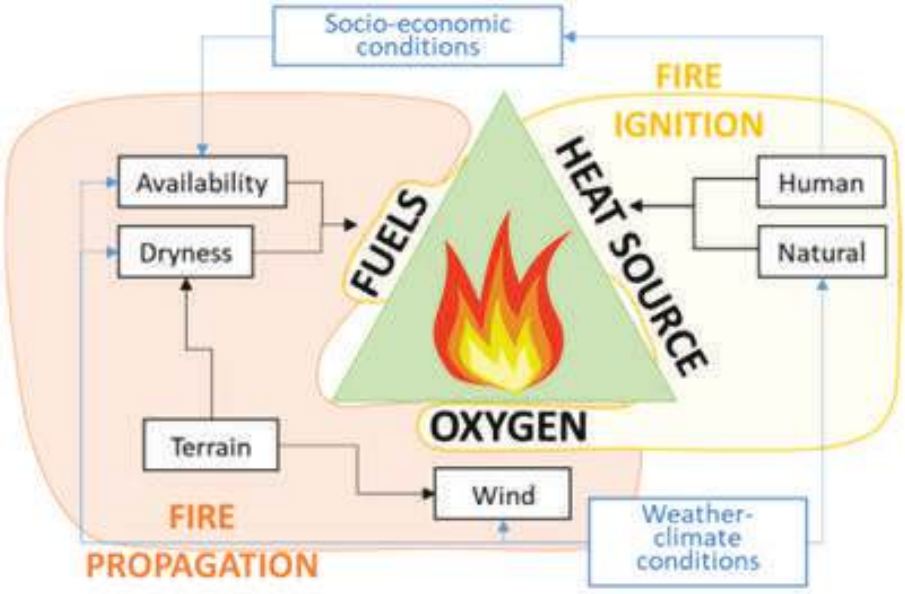


Fig. 6.1.12: Fire triangle

The NFPA provide guidelines and standards for fire prevention and safety, categorising fires based on the materials involved and assessing hazards for effective fire management.

Here's a table based on the organisations' classification of fire and fire hazards:

Type of Fire	Description	Type of Fire Hazard	Example
Class A (Ordinary Combustibles)	Fires involving common combustibles like wood, paper and fabric.	Fire hazard from solid organic materials.	Paper, textiles, wooden furniture.
Class B (Flammable Liquids)	Fires caused by flammable liquids such as gasoline, oil and solvents.	Fire hazard from liquid fuel or vapour.	Oil, gasoline, paint.
Class C (Electrical Fires)	Fires caused by electrical equipment or wiring.	Electrical fire hazard due to faulty wiring or appliances.	Electrical appliances, circuits, transformers.
Class D (Metal Fires)	Fires involving combustible metals like magnesium, aluminium and titanium.	Fire hazard from reactive metals.	Metal dust or shavings, magnesium.

Type of Fire	Description	Type of Fire Hazard	Example
Class K (Cooking Oils and Fats)	Fires caused by heated oils or fats, often occurring in kitchens.	Fire hazard from hot oils or fats.	Cooking oils, fats and grease.

Table 6.1.1: NFPA classification of fire and fire hazards

- **Fire extinguishers:**

  A fire extinguisher is a portable device used to control small fires by removing heat, fuel, or oxygen—key elements needed for fire. It is designed for emergency use before professional firefighting services arrive. Key parts of a fire extinguisher include the cylinder, handle, pin, lever, nozzle or hose, pressure gauge, base, and the extinguishing agent inside. Each part plays an important role in safely operating the extinguisher and directing the extinguishing substance onto the fire.

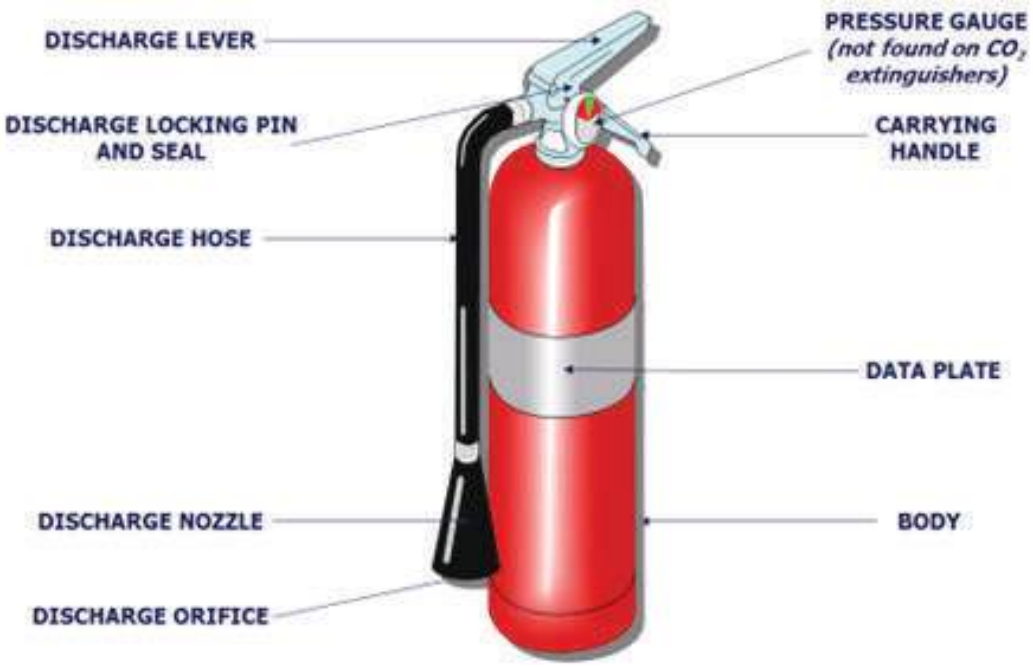


Fig. 6.1.13: Parts of a fire extinguisher

As per the National Fire Protection Association (NFPA), the following are the types of fire extinguishers:

Types of Fire Extinguisher	Common Name	Usage	Image
Class A	Water or Foam Extinguishers	Used for ordinary combustibles like wood, paper or cloth. These extinguishers cool the fire by removing heat.	

Types of Fire Extinguisher	Common Name	Usage	Image
Class B	Carbon Dioxide or Foam Extinguishers	Used for flammable liquids like gasoline, oil or solvents. These extinguishers displace oxygen and suffocate the fire.	
Class C	Dry Chemical Extinguishers	Used for electrical fires. These extinguishers interrupt the chemical reaction of the fire.	
Class D	Dry Powder Extinguishers	Used for metal fires such as magnesium or sodium. These extinguishers create a barrier between the fuel and oxygen.	
Class K	Wet Chemical Extinguishers	Used for kitchen fires involving cooking oils, fats or grease. These extinguishers work by cooling and forming a barrier to prevent re-ignition.	

Table 6.1.2: NFPA categories of fire extinguishers

- **Methods for usage of fire extinguishers**

  Before using a fire extinguisher, ensure the fire is small and manageable and that you have a clear escape path. Always use the correct extinguisher type for the fire class to avoid worsening the situation. Follow the PASS method: Pull the pin, Aim at the fire's base, Squeeze the handle, and Sweep side to side to extinguish the fire effectively.

Fig. 6.1.14: PASS method of fire extinguisher image

- **Use Tools and Equipment Safely**

  Safe operation of tools prevents accidents and damage. This means following user manuals, safety checklists, and handling equipment carefully. For a sampling tailor, it means using sewing machines, cutters, and presses according to safety guidelines.

SAFE WORK INSTRUCTION TEMPLATE

TITLE /DESCRIPTION OF ACTIVITY:					
Faculty/Division			**School/Unit**		
Created By		**Document No.**		**Risk Number**	
Initial Issue Date		**Current Version**		**Next Review Date**	
SCOPE:	*(List whom this procedure applies to and the specific location this work can be conducted in)*				
AUTHORISATIONS:	*(List specific operator competency requirements, e.g. area induction, qualifications, certificates, OHS training, supervision. List who can approve that competency has been achieved)*				
HAZARDS:	*(List all the potential hazards and associated consequence, e.g. chemical exposure – inhalation or skin absorption, leading to irritation, burns, acute or chronic injury)*				
SAFETY CONTROLS:	*(List the safety controls that are required to be in place, e.g. fume hoods, biosafety cabinets, emergency equipment, machine guarding, spill kits, personal protective equipment, first aid response, any after-hours work restrictions or rules)*				
PRESTART REQUIREMENTS:	*(List tasks to be completed before commencement of work, e.g. conduct a prestart safety check of equipment, review chemical MSDS, risk assessment or lab rules, prepare work area, equipment and/or operator)*				
INSTRUCTIONS:	*(List step by step procedures for the task. You can use photos, flow charts, diagrams etc.)*				
CLEAN UP/ SHUT DOWN PROCEDURES:	*(List procedures for disposal of waste, decontamination, storage, shut down of equipment)*				
EMERGENCY PROCEDURES:	*(Provide the emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response)*				

FURTHER INFORMATION:	(List any relevant procedures e.g. Monash procedures, relevant legislation, definitions, reference to other safety information)

APPROVALS			
Title	**Name**	**Signature**	**Date**
Supervisor			
Safety Officer			

Fig. 6.1.15: Equipment and work area safety sample checklist

- **Use PPE for Every Task**

  Consistent PPE use ensures ongoing safety. This means applying protection even for short tasks. For a sampling tailor, it means wearing safety gear whenever operating sewing or cutting tools.

Fig. 6.1.16: Types of PPE

- **Wear and Use PPE Correctly**

  PPE protects workers from injuries and hazards. This includes proper fitting and use of gloves, masks, or guards. For a sampling tailor, it means wearing finger guards and masks while handling machines and fabrics.

Fig. 6.1.17: PPE usage stages

- **Work Safely with Team Members**

  Team safety depends on cooperation and awareness. This involves keeping clear communication and avoiding unsafe actions. For a sampling tailor, it means coordinating workspace use to prevent accidents.

Fig. 6.1.18: Benefits of working safely with team members

- **Keep Workplace Hazard-Free Always**

  A safe workspace reduces risks and improves productivity. This includes removing obstacles, cleaning spills, and keeping tools in place. For a sampling tailor, it means clearing fabric scraps and storing sharp tools properly.

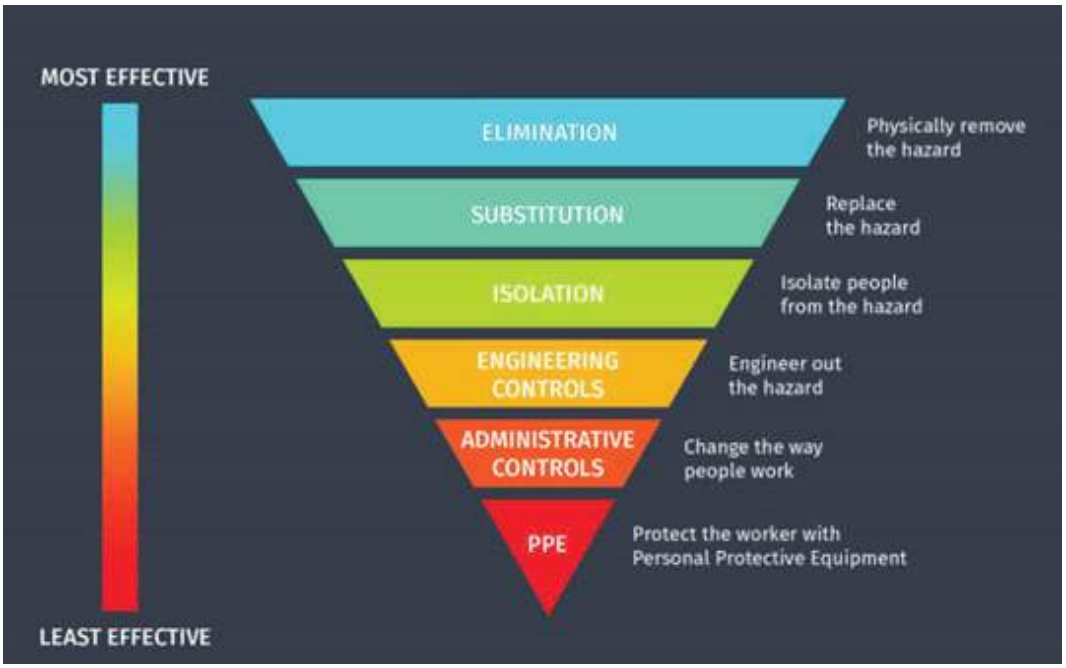


Fig. 6.1.19: Stages of keeping workplace hazard-free

6.1.2 Risk Monitoring and Reporting Procedures

A sampling tailor is responsible for active risk monitoring and reporting, constantly observing the work environment for potential hazards. They must promptly document and communicate any identified risks, such as faulty equipment or frayed cords, to management to ensure a safe workspace for all.

- **Monitor Workplace for Hazards Regularly**

  Regular checks help detect risks early. This includes inspecting machines, work areas, and tools. For a sampling tailor, it means daily safety inspections of sewing machines and cutting tools. The following are the stages of monitoring workplace hazards:

  - Identify all possible hazards in the workplace.
  - Check safety of machines and tools before use.
  - Inspect electrical connections and cords for damage.
  - Ensure floors are clean and free from obstacles.
  - Look for loose parts or sharp edges on equipment.
  - Monitor air quality and ventilation in the work area.
  - Check storage areas for safe stacking and arrangement.
  - Watch for signs of wear and tear in safety gear.
  - Keep a record of inspection findings and actions taken.
  - Report hazards immediately to the supervisor for fixing.
  - Verify that emergency exits are clear and accessible
  - Ensure fire extinguishers and safety alarms are working
  - Observe co-workers' work habits for unsafe practices

Fig. 6.1.20: Stages of workplace health and safety monitoring

- **Report Health and Safety Incidents**

  Reporting incidents prevents repeat risks. This involves documenting accidents and informing supervisors. For a sampling tailor, it means logging needle injuries or machine faults in the safety record. The following are the stages of health and safety reporting:

  - Inform the supervisor as soon as an incident happens.
  - Give clear details about what happened and where.
  - Mention if any injuries or property damage occurred.
  - Provide names of people involved or who saw the incident.
  - Use the workplace incident reporting form if available.
  - Include photos or evidence to support the report.
  - Submit the report within the required time frame.
  - Cooperate with any investigation or follow-up checks.
  - Keep a copy of the report for your own record.
  - Avoid changing or removing anything at the incident site.
  - Mention any hazards that caused or contributed to the incident.
  - Suggest ways to prevent similar incidents in the future.
  - Follow up to check if corrective actions were taken.
  - Ensure the injured person gets medical help immediately.
  - Inform the safety officer or designated authority without delay.

- Use simple and clear language in the report.
- Record the time and date of the incident accurately.
- Avoid blaming individuals in the report; focus on facts.
- Attend any safety meetings held after the incident.

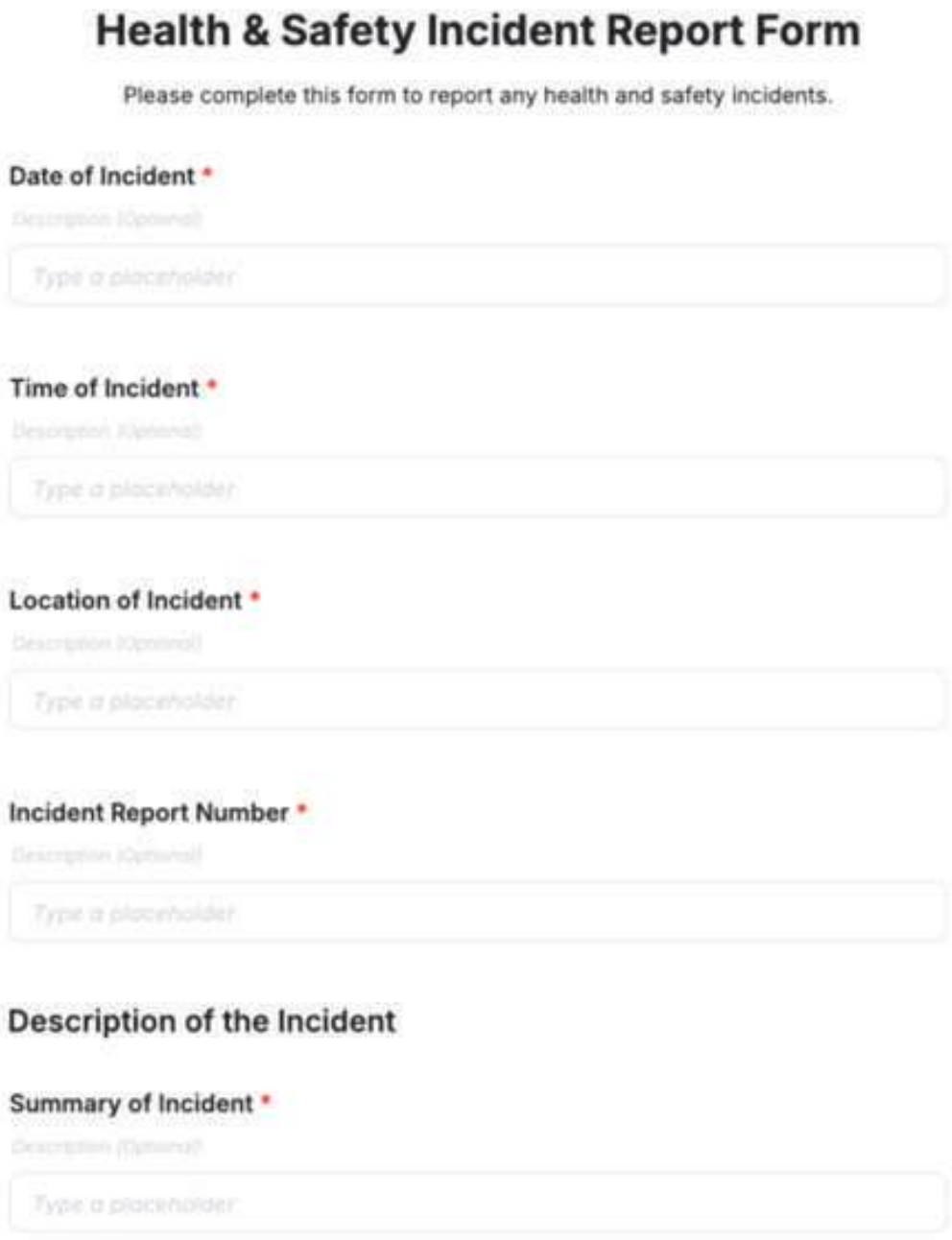


Fig. 6.1.21: Health and safety reporting form template

- **Report and Resolve Equipment Faults**

  Timely fault reporting ensures quick repairs. This means notifying maintenance teams and halting unsafe equipment use. For a sampling tailor, it means stopping a malfunctioning machine and reporting it immediately.

Fig. 6.1.22: Stages of reporting equipment failure

- **Identify Emergencies and Suggest Solutions**

  Recognising emergencies reduces harm. This involves knowing emergency types and taking quick action. For a sampling tailor, it means spotting electrical faults and suggesting safe shutdowns.

Fig. 6.1.23: Emergency response stages

- **Apply Observation for Safety Action**

  Observing surroundings helps prevent hazards. This includes watching for unsafe acts or conditions. For a sampling tailor, it means noticing frayed wires or blocked exits and acting promptly.

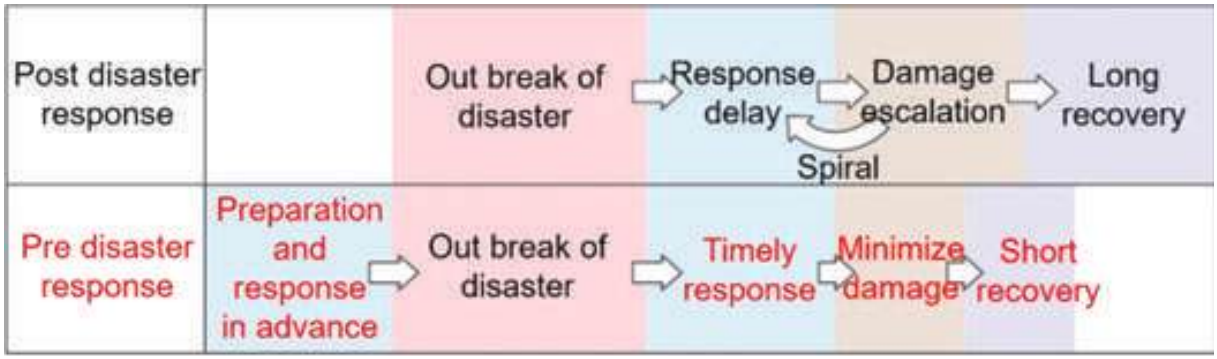


Fig. 6.1.24: Emergency preparedness planning

6.1.3 Workplace Health and Safety Practices

A sampling tailor is expected to adhere to all workplace health and safety practices to maintain a secure working environment. This involves wearing appropriate personal protective equipment and keeping the work area clean and organised to minimise the risk of slips, trips, and other common injuries.

- **Follow Health and Safety Practices**

  Following safety rules keeps the workplace secure. This means applying company safety policies at all times. For a sampling tailor, it means adhering to machine operation guidelines.

Fig. 6.1.25: Health and safety practices

- **Maintain Hygiene and Avoid Intoxicants**

  Good hygiene prevents illness and keeps work safe. Avoiding intoxicants ensures alertness. For a sampling tailor, it means keeping hands clean when handling fabrics and staying fit for precise stitching.

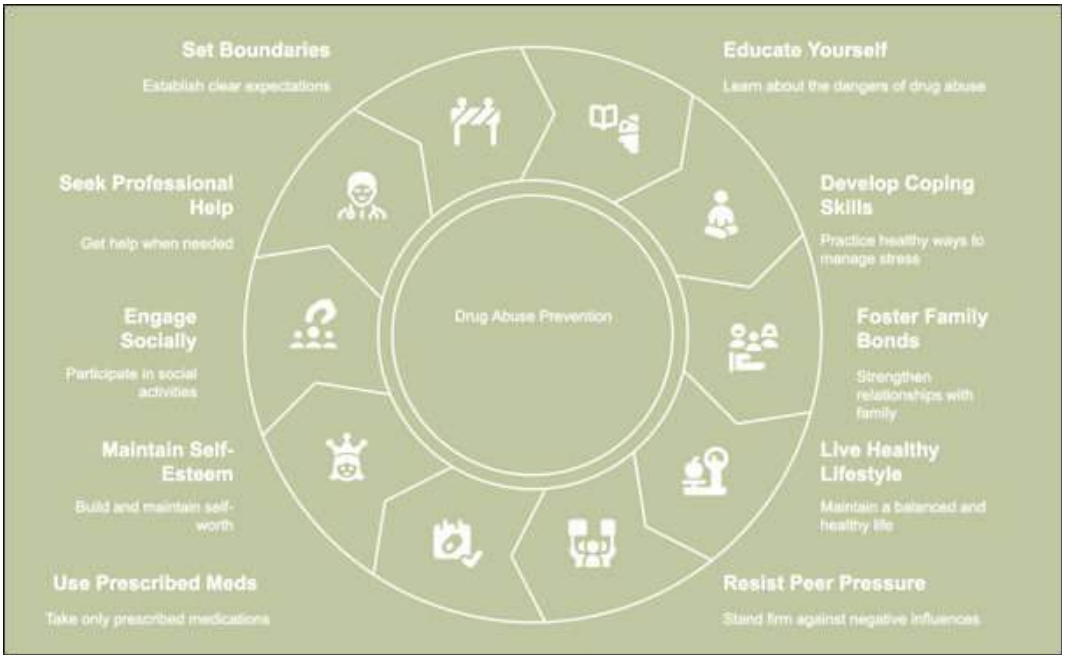


Fig. 6.1.26: Maintaining hygiene and avoiding toxicants

- **Understand Safety Signage and Symbols**

  Signs guide safe action in the workplace. This means knowing hazard, warning, and instruction signs. For a sampling tailor, it means following “Machine under Maintenance” or “No Entry” signs.

Fig. 6.1.27: Safety signs

- **Refer to Safety Manuals Frequently**

  Safety manuals provide correct procedures. This involves checking them when unsure about a task. For a sampling tailor, it means reviewing the sewing machine manual before adjustments.

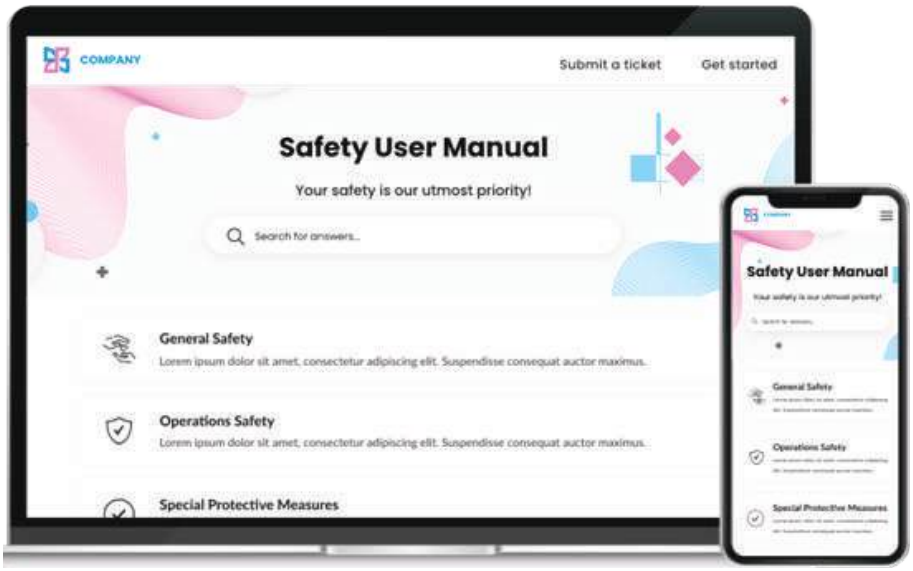


Fig. 6.1.28: Workplace safety handling innovations

- **Stay Updated on Safety Innovations**

  New safety measures improve protection. This means attending training and learning new tools. For a sampling tailor, it means adopting updated machine guards or ergonomic tools.

Fig. 6.1.29: Workplace safety handling innovations

6.1.4 Hazardous Substances and Waste Handling

A sampling tailor must practice proper hazardous substances and waste handling, particularly when working with specialised adhesives or cleaning agents. This involves using these substances as directed, storing them correctly, and disposing of waste materials in designated containers according to safety regulations.

Step	Description	Example for a Sampling Tailor
Handle and store hazards properly	Safe handling prevents accidents by using correct containers and labels	Storing machine oil or cleaning chemicals away from fabrics
Dispose waste and by-products safely	Proper disposal protects people and the environment using approved bins and disposal points	Discarding fabric scraps and broken needles in designated containers
Identify and control operational risks	Spotting risks avoids damage and injury by applying controls like PPE or barriers	Wearing gloves when using sharp cutters

Table 6.1.3: Safe hazard management steps

- **Safe chemical waste disposal:**

  Dispose of hazardous chemicals through approved channels, following all local and national regulations. This prevents environmental pollution and protects workers from dangerous exposures.

Fig. 6.1.30: Safe chemical waste disposal stages

- **Regular Equipment Cleaning:**

  Clean machinery and tools routinely to prevent build-up of debris and ensure optimal performance. This extends equipment lifespan and reduces the likelihood of malfunctions.

Fig. 6.1.31: Equipment cleaning scheduling sample checklist

- **Preventive Maintenance Schedules:**

  Implement a scheduled program of inspections and minor repairs for all equipment. This proactive approach identifies potential issues before they become major problems, minimising downtime and costly repairs.

Location/Room _____ Name of Staff Member _____ Year _____

MAINTENANCE RECORD – EQUIPMENT / MACHINERY

Date	Regular servicing as per Maintenance Checklist / Major or Minor repairs	Maintenance performed by Company / Business / Individual	Time Taken	Cost	Tag-out (If Required)	Tag Removed & Checked by

Fig. 6.1.32: Preventive maintenance checklist

- **Proper Storage of Materials:**

  Store raw materials, finished products, and waste in designated, organised areas. This prevents damage, reduces fire hazards, and ensures easy access and efficient workflow.

- **Handling hazardous substances safely**

  Handling hazardous substances safely is paramount to prevent injuries, illnesses, and environmental contamination. This involves a comprehensive approach that includes thorough risk assessments, providing appropriate personal protective equipment, and implementing strict control measures like ventilation and spill containment.

Fig. 6.1.33: Hazardous substances types

Crucially, all personnel handling such substances must receive extensive training on their properties, safe handling procedures, emergency protocols, and proper disposal methods.

Fig. 6.1.34: Hazardous waste disposal

6.1.5 Emergency Layout and Exit Awareness

A sampling tailor must be fully aware of the emergency layout and exit awareness procedures to ensure their safety and the safety of others. They need to know the location of all emergency exits, fire extinguishers, and first-aid kits, and understand the evacuation plan in case of an emergency.

- **Know emergency exits and layout**

  Knowing escape routes saves lives in emergencies. This involves studying workplace layout maps and keeping exits clear. For a sampling tailor, it means knowing the nearest exit from the sampling area and keeping it unobstructed.

Fig. 6.1.35: Emergency exit layout

- **Mock-drill and evacuation procedures**

  Regular mock drills are essential for familiarising personnel with emergency procedures, ensuring they know how to respond effectively during an actual crisis. These drills simulate various emergency scenarios, allowing individuals to practice evacuation routes, assembly points, and communication protocols in a controlled environment. Consistent participation in and review of these drills help to identify weaknesses in current plans and improve overall emergency preparedness.

Emergency Prepareness
Mock drill Plan

Format No.:

SR. NO	PLAN MONTH	ACTUAL DATE	HAZARD / SCENARIO	LOCATION / AREA	PEOPLE INVOLVEMENT	TYPE OF EXERCISE	REMARKS
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							

Fig. 6.1.36: Mock drill preparedness checklist

- **Participate in safety drills**

  Active participation in safety drills is crucial for every individual in the workplace, as it provides hands-on experience in emergency response. It allows employees to practice their roles, understand evacuation routes, and become familiar with emergency equipment. This practical knowledge significantly reduces panic and improves the efficiency of evacuation efforts during real emergencies.

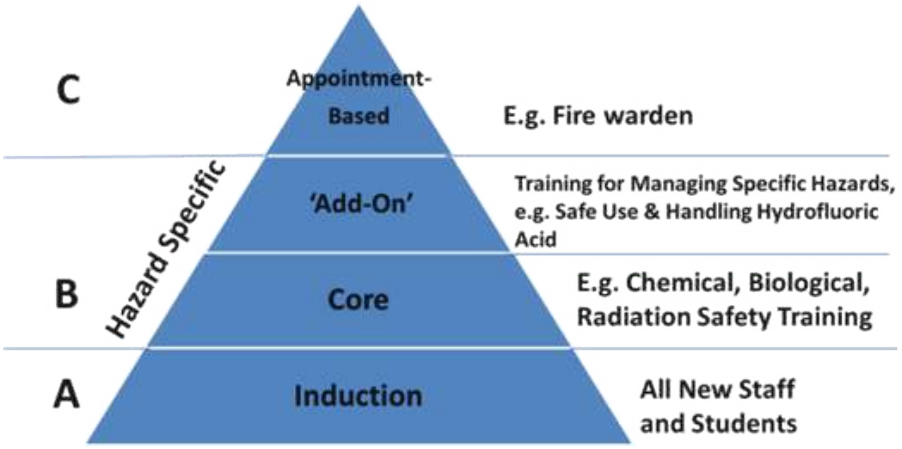


Fig. 6.1.37: Safety drill stages

- **Plant layout and emergency exits**

  A clear understanding of the plant layout and the location of all emergency exits is fundamental for a safe and swift evacuation. All employees must be aware of their primary and secondary escape routes, ensuring they can navigate to safety even if one exit is blocked. Clearly marked and unobstructed emergency exits are critical for rapid egress during any unforeseen event.

Fig. 6.1.38: Evacuation plan

- **Emergency response processes preparation**

  Comprehensive preparation of emergency response processes is vital for minimising the impact of unforeseen incidents and protecting lives and property. This involves developing detailed plans for various emergencies, including fire, medical emergencies, and natural disasters, outlining roles, responsibilities, and communication channels. Regular review and updating of these plans, alongside training for all personnel, ensures a coordinated and effective response when an emergency strikes.

Fig. 6.1.39: STAGES OF Emergency response plan

- **Safety incident reporting protocols**

  Robust safety incident reporting protocols are essential for capturing and analysing all workplace accidents, near misses, and hazardous conditions. These protocols ensure that every incident, no matter how minor, is documented, investigated, and reviewed to identify root causes and implement corrective actions. Transparent and accessible reporting encourages employees to report concerns without fear, fostering a proactive safety culture.

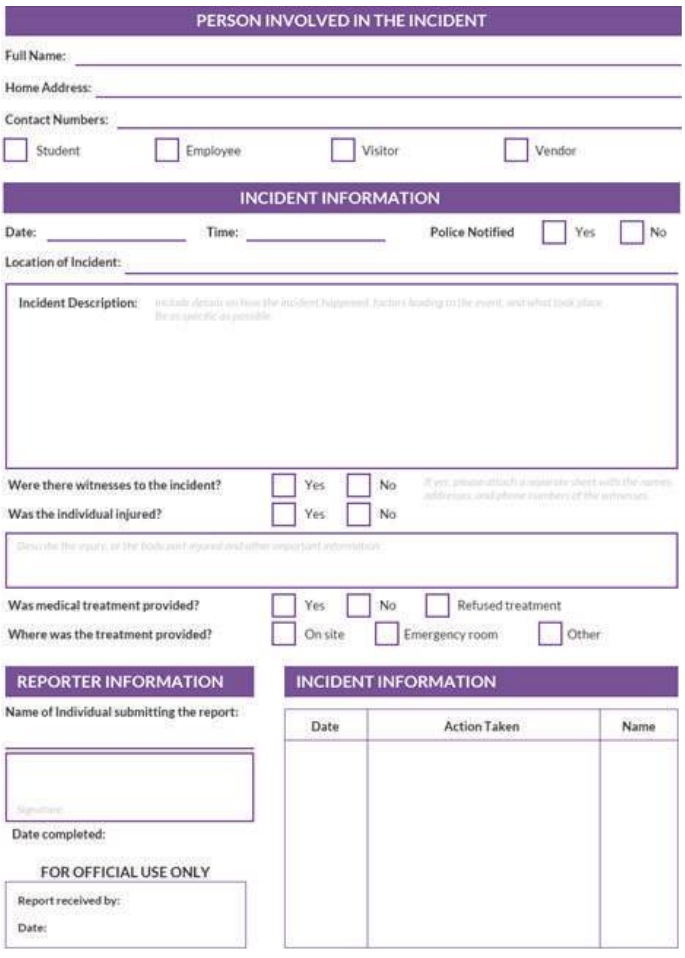


Fig. 6.1.40: Incident reporting form

- **Organisation's code of conduct**

  An organisation's code of conduct plays a critical role in promoting a strong safety culture by outlining expected behaviours and responsibilities related to workplace safety. It establishes clear guidelines for ethical conduct, including adherence to safety procedures, reporting of hazards, and respectful interaction with colleagues during emergency situations. By integrating safety principles into the core values, the code of conduct reinforces the importance of a safe working environment for everyone.

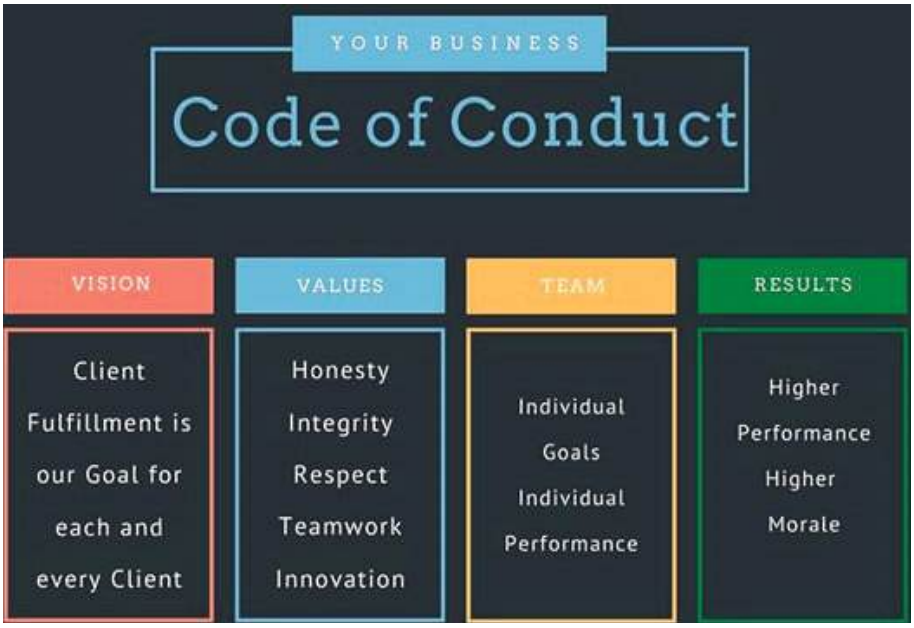


Fig. 6.1.41: Organisational code of conduct template

UNIT 6.2: Medical Emergencies and Evacuation Process Guidelines

Unit Objectives

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

1. Illustrate the importance of being prepared and actively taking part in emergency drills at the workplace.
2. Describe how to respond calmly during emergencies and communicate clearly to get help quickly.
3. Elaborate on the importance of readiness and quick response during basic first-aid situations.

6.2.1 Preparedness and Participation in Drills

A sampling tailor must maintain a high level of preparedness and actively participate in all emergency drills. This involves knowing their specific role and responsibilities during a drill and practicing evacuation procedures to ensure a swift and safe response during a real emergency.

- **Participate in drills and simulations**

  Participating in drills and simulations helps prepare for emergencies by practicing safety steps in a controlled setting. For a sampling tailor, this means taking part in fire drills or equipment safety exercises to respond quickly during real incidents.

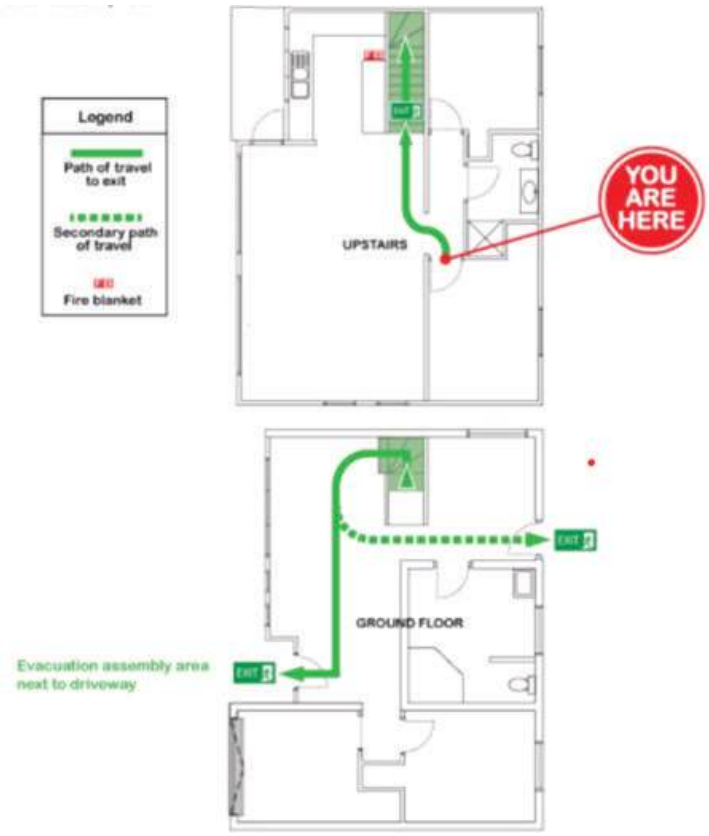


Fig. 6.2.1: Evacuation diagram

Follow emergency instructions at workplace

Following emergency instructions at the workplace ensures quick and safe action during accidents or hazards. For a sampling tailor, this means stopping work immediately and following the supervisor's directions during a fire or machine malfunction.

Fig. 6.2.2: Emergency instruction planning

6.2.2 Emergency Response and Communication

A sampling tailor must know how to initiate an emergency response and communicate effectively during a crisis. This includes knowing who to contact and what information to provide, as well as using established communication channels to alert others and assist in an orderly evacuation.

- **Participate in drills and simulations:** Drills prepare workers for real emergencies by practicing safety steps. This means joining all scheduled simulations and following the plan. For a sampling tailor, it means attending fire or evacuation drills and performing assigned roles.
- **Follow emergency instructions at workplace:** Following instructions ensures coordinated and safe action. This involves listening to safety officers and acting without delay. For a sampling tailor, it means obeying the supervisor's evacuation orders during an emergency.
- **Administer first-aid and fire response:** First-aid and fire response skills reduce harm and save lives. This includes basic wound care and safe fire extinguisher use. For a sampling tailor, it means giving first-aid to a co-worker or using a fire extinguisher near sewing machines.
- **Respond promptly to emergencies always:** Quick response limits damage and injury. This means staying calm and taking immediate action. For a sampling tailor, it means stopping the machine and moving to safety without hesitation.
- **Discuss emergency plans with team:** Talking about plans keeps everyone prepared. This includes sharing safety routes, duties, and contacts. For a sampling tailor, it means reviewing evacuation maps and roles with team members regularly.

Fig. 6.2.3: Types of emergency communication systems

6.2.3 Basic First-Aid Situations Preparation

Injury management in the workplace includes immediate care like cleaning wounds, applying bandages, or performing CPR, guided by proper protocols for assessment, documentation, and medical support. Medical assistance involves professional treatment for serious injuries, while HR and safety officers ensure employees are trained, first aid kits are maintained, and emergency coordination is in place. In India, first aid and injury response are governed by laws like the Occupational Safety, Health and Working Conditions Code, 2020, BIS guidelines, and the Factories Act, 1948. A workplace first aid box must contain essential items such as bandages, antiseptics, burn creams, thermometers, gloves, and a manual to handle minor injuries before medical help arrives.

Fig. 6.2.4: Parts of a first-aid box

- **Administer first aid in emergencies**

  First-aid procedures are the initial medical steps taken to help an injured or ill person until professional care is available, aiming to stabilise the condition and prevent it from worsening. Different scenarios like bleeding, burns, fractures, and emergencies require specific methods to provide immediate relief and improve outcomes. The following are the different scenarios where different first-aid methods are applied:

  - **Bleeding Control**

    Apply direct pressure to the wound with a clean cloth or bandage to stop the bleeding. Elevate the injured part and seek medical help if needed to stabilise the person.

Fig. 6.2.5: Wound dressing

- **Burns Treatment**

  Cool the burn under running water for 10–20 minutes and cover it with a clean, non-stick bandage. Avoid using ice or popping blisters to prevent further damage and infection.

Fig. 6.2.6: General burn first-aid stages

- **Fractures Immobilisation**

  Use a splint or firm object to keep the broken limb from moving, and apply a cold pack to reduce swelling. Keep the person calm and arrange medical transport for proper care.

Fig. 6.2.7: Fracture dressing first-aid

- **Choking Relief**

  Perform the Heimlich manoeuvre by standing behind the person and applying quick, upward abdominal thrusts. Continue until the object is expelled and normal breathing returns.

Fig. 6.2.8: Heimlich manoeuvre stages for first aid of "choking"

- **Heart Attack**

  Let the person chew aspirin (if not allergic) and keep them calm and seated. If they lose consciousness or stop breathing, perform CPR and call for emergency help.

Fig. 6.2.9: Cardiac first-aid

- **Cardiopulmonary Resuscitation (CPR)**

  Cardiopulmonary Resuscitation (CPR) involves 30 chest compressions and 2 rescue breaths to revive someone who isn't breathing. Hands-only CPR uses just compressions, while mouth-to-mouth adds breaths for full support.

Fig. 6.2.10: CPR application technique

- **Shock Management**

  Lay the person flat with legs elevated and cover them with a blanket to keep them warm. Do not give them food or drink, and monitor for signs of deterioration.

Fig. 6.2.11: Shock first-Aid

- **Poisoning Assistance**

  Identify the poison and call a poison control centre for guidance. Only administer activated charcoal if advised, and never induce vomiting unless told to do so.

Type of Poisoning	First-Aid Measures
Food Poisoning	Keep the person hydrated; offer oral rehydration solution (ORS); seek medical help if symptoms worsen.
Chemical Poisoning	Do not induce vomiting; rinse the mouth; identify the chemical and call a poison control centre.
Inhalation Poisoning	Move the person to fresh air immediately; loosen tight clothing and seek emergency help.
Drug Overdose	Keep the person awake if possible; call emergency services; do not give food, drink, or try to make them vomit.

Table 6.2.1: Poisoning first-aids in different scenarios

- **Electric Shock Aid**

  Switch off the power source and use a non-metal object to move the person away from danger. Check for breathing and pulse, and give CPR if necessary.

Stage	First-Aid Measures
1. Disconnect Power Source	Turn off the electricity immediately using a switch or breaker; do not touch the person until power is off.
2. Move the Person Safely	Use a non-conductive object (like wood or plastic) to move the person away from the source.
3. Check for Response	Check breathing and pulse; if unresponsive, begin CPR immediately.
4. Seek Medical Help	Call emergency services and monitor the person until help arrives, even if they seem fine.

Table 6.2.2: Electric shock first-aid

- **Foreign Object Removal**

  Rinse the eye gently with clean water or use sterilised tweezers for splinters. Do not attempt to remove deeply embedded objects to avoid worsening the injury.

Stage	First-Aid Measures
5. Assess the Object and Area	Determine the type and location of the object (eye, skin, etc.); avoid touching or probing.
6. Use Safe Removal Methods	Rinse the eye with clean water or use sterilised tweezers to gently remove splinters.
7. Avoid Deep Probing	Do not attempt to remove deeply embedded objects; it may worsen the injury.
8. Seek Medical Help if Needed	If removal is not possible or if bleeding or pain continues, contact a medical professional.

Table 6.2.3: Foreign object removal first-aid

- **Muscle Sprain/Strain**

  Apply a cold or warm compress wrapped in cloth to reduce pain and swelling. Alternate treatments may be used depending on whether the injury is recent or ongoing.

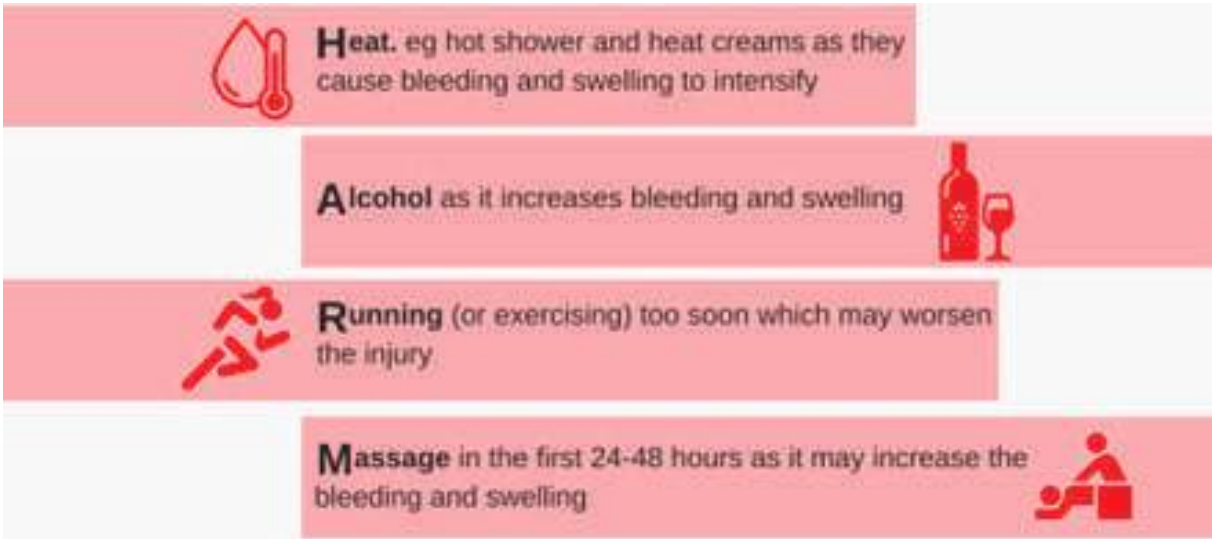


Fig. 6.2.12: Muscle strain/sprain first-aid

- **Allergic Reaction Management**

  Administer antihistamines or an epinephrine auto-injector if symptoms appear. Monitor the person closely and call for emergency help if the reaction worsens.

Type of Allergy	First Aid Measures
Food Allergy	Immediately stop consuming the allergen, administer antihistamines, and seek medical help if symptoms escalate (e.g., swelling, breathing difficulty).
Insect Bite Allergy	Apply a cold compress, use antihistamines, and seek medical attention if swelling or breathing issues occur.
Dust Allergy	Move to a clean air environment, rinse eyes/nose, and use prescribed nasal sprays or antihistamines.
Fabric Allergy (e.g., wool, synthetics)	Remove the irritant fabric, wash affected skin with cold water, and apply soothing lotion or corticosteroid cream.
Chemical Allergy (e.g., dyes, solvents)	Rinse skin with clean water for at least 15 minutes, remove contaminated clothing, and seek medical attention.
Latex/Glove Allergy (Apparel Industry)	Remove latex items, wash affected area, apply antihistamine or hydrocortisone cream, and use non-latex alternatives.

Table 6.2.4: Allergy types and first-aids

- **Seizure Assistance**

  Turn the person gently on their side, clear nearby objects, and protect their head. Do not restrain them or insert anything into their mouth during the seizure.

Fig. 6.2.13: Seizure first-aid

- **Drowning Response**

  Safely pull the person from the water and check for breathing and a pulse. If unresponsive, begin CPR and keep them warm while waiting for emergency help.

Fig. 6.2.14: Drowning first-aid

- **Act during emergencies, accidents**

  During emergencies or accidents, it is important to stay calm, follow safety protocols, and act quickly to protect yourself and others. First aid kits should be regularly checked and stocked with unexpired, essential items to ensure immediate response is possible. Reception areas must clearly display emergency procedures and contact details, with trained staff ready to guide visitors and handle urgent situations effectively.

Fig. 6.2.15: Accident response and care

UNIT 6.3: Gender and PwD Sensitisation

Unit Objectives

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

1. Elucidate the need for awareness training and active participation to support workplace safety and equality.
2. Explain how to show respect and inclusive behaviour towards all genders and persons with disabilities.
3. Discuss the importance of understanding policies and reporting discrimination or misconduct properly.
4. Highlight ways to build an accessible and supportive environment that values diversity and equal opportunity.

6.3.1 Awareness Training and Participation

A sampling tailor must actively participate in awareness training to promote a positive and inclusive work culture. This involves engaging with training materials and workshops on topics like diversity and harassment to better understand and contribute to a respectful workplace.

- **Conduct Gender and PwD Training**

  Training on gender and Persons with Disabilities (PwD) issues promotes respect and inclusivity at work. This means learning workplace rights, equality practices, and accessibility needs. For a sampling tailor, it means attending sessions that teach fair treatment of all team members regardless of gender or ability. The Rights of Persons with Disabilities (PwD) Act, 2016 in India protects the rights of people with disabilities by ensuring equal opportunities, accessibility, and non-discrimination in education, employment, and public life.

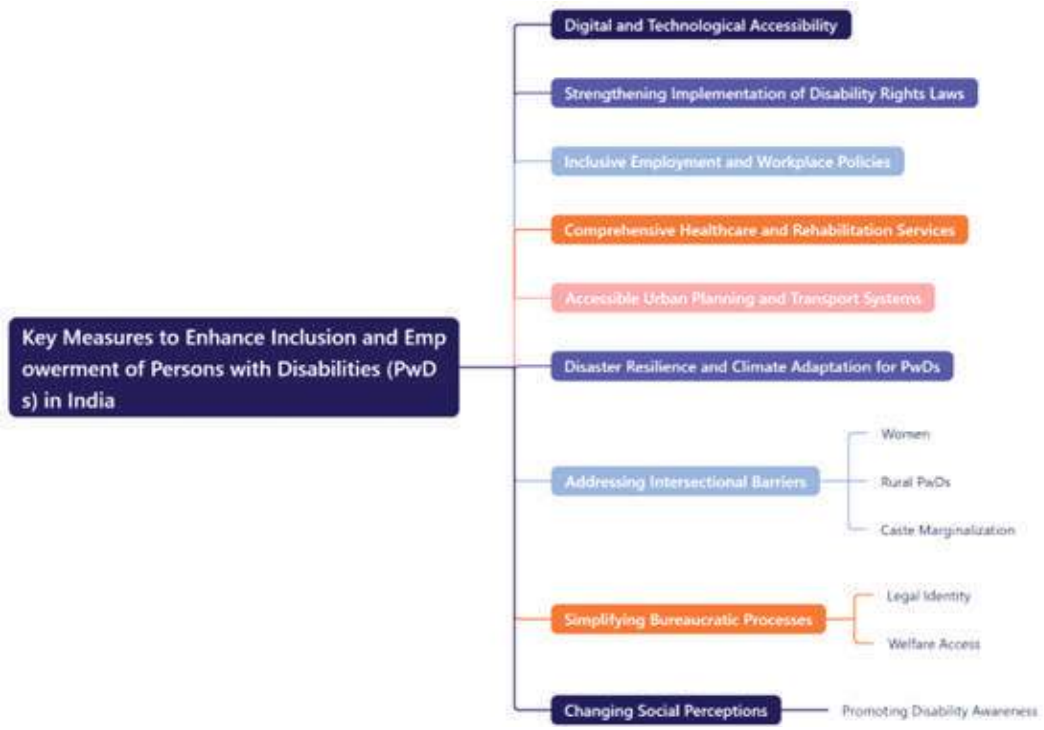


Fig. 6.3.1: PwD inclusivity concepts

- **Join Sensitisation Workshops and Events**

  Sensitisation workshops build awareness of diversity and reduce bias. This includes participating in discussions, activities, and awareness programs. For a sampling tailor, it means joining events that encourage teamwork and understanding among colleagues from different backgrounds.

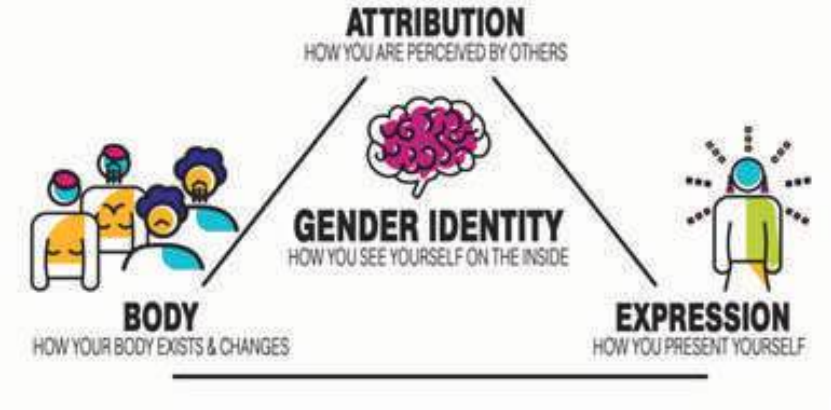


Fig. 6.3.2: Principles of gender inclusivity

6.3.2 Respect and Inclusive Behaviour

A sampling tailor is expected to demonstrate respect and inclusive behaviour towards all colleagues, regardless of their background or position. This means collaborating constructively, listening to different perspectives, and treating everyone with dignity to foster a supportive team environment.

- **Respect and Support PwD Inclusion:** Supporting Persons with Disabilities (PwD) ensures equal opportunities and workplace accessibility. This means assisting colleagues when needed and respecting their abilities. For a sampling tailor, it means helping a PwD co-worker handle materials or tools without making them feel dependent.
- **Communicate Respectfully with All Employees:** Respectful communication builds trust and harmony. This includes using polite language, active listening, and avoiding offensive remarks. For a sampling tailor, it means speaking kindly with all team members, whether giving feedback or receiving instructions.
- **Promote Bias-Free Work Environment:** A bias-free workplace values skill over personal differences. This means avoiding discrimination based on gender, ability, or background. For a sampling tailor, it means judging co-workers' work by quality and effort, not by stereotypes.

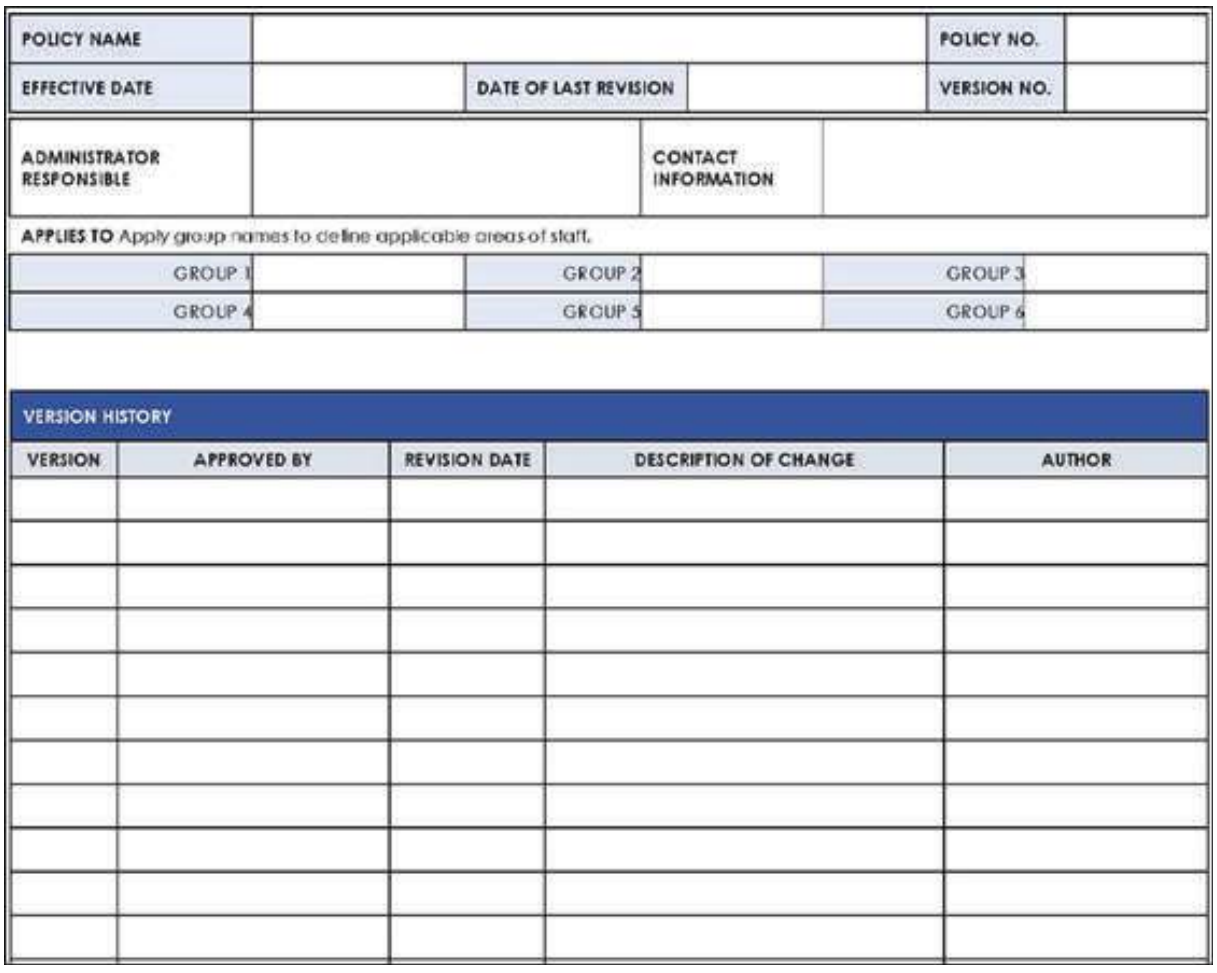
Fig. 6.3.3: Principles of inclusive behaviour

6.3.3 Policy Understanding and Reporting

A sampling tailor must have a clear understanding of company policies regarding conduct, harassment, and discrimination, and know the correct reporting procedures. They are responsible for reporting any observed policy violations to the appropriate authority to ensure a safe and compliant workplace.

Workplace Action	Description	Act
Report Harassment and Misconduct Immediately	Prompt reporting helps stop harmful behaviour and ensures a safe workplace. This means informing the authorised person or using official complaint channels without delay.	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
Understand Gender and Disability Guidelines	Knowing these guidelines ensures fair treatment for all employees. This includes understanding rights, workplace policies, and legal protections.	Rights of Persons with Disabilities Act, 2016
Identify and Report Workplace Discrimination	Spotting and reporting discrimination prevents unfair practices. This means noticing bias and informing the appropriate authority.	Equal Remuneration Act, 1976

Table 6.3.1: Workplace equality related acts



POLICY NAME				POLICY NO.	
EFFECTIVE DATE		DATE OF LAST REVISION		VERSION NO.	
ADMINISTRATOR RESPONSIBLE		CONTACT INFORMATION			

APPLIES TO Apply group names to define applicable areas of staff.

GROUP 1		GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

Fig. 6.3.4: Workplace policy and procedure template

6.3.4 Accessible and Supportive Environment

A sampling tailor contributes to creating an accessible and supportive environment by being mindful of the needs of colleagues. This involves being proactive in offering assistance when needed and ensuring that all team members feel comfortable and valued in their shared workspace.

An inclusive and safe workplace welcomes and protects everyone. This involves following rules that promote respect, fairness, and safety for all employees. For a sampling tailor, it means treating all team members equally and keeping the work area free from hazards or harmful behaviour.

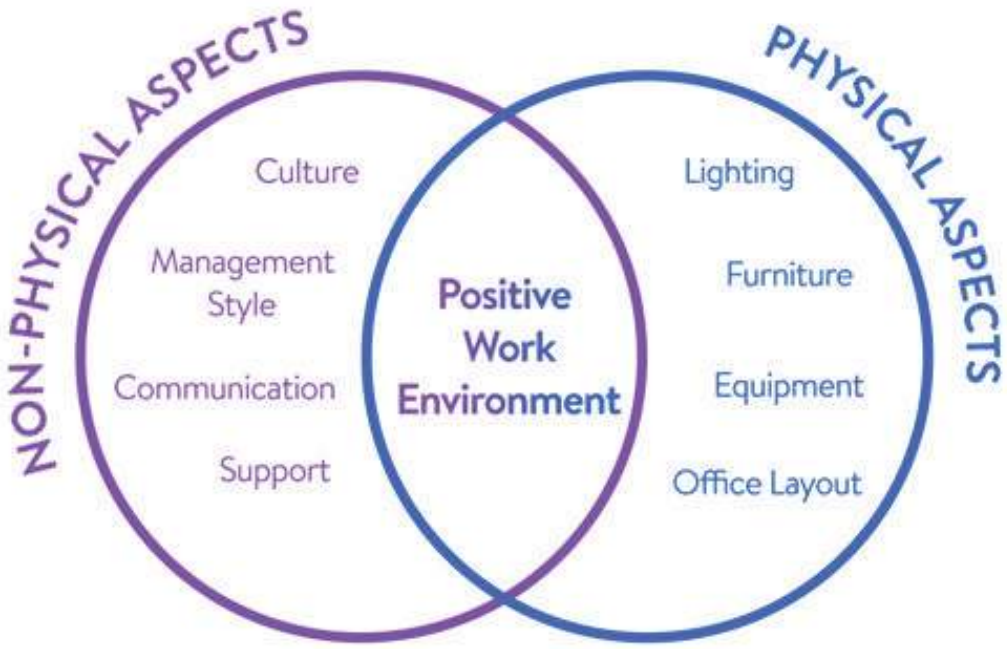


Fig. 6.3.5: Principles of supportive work environment

Summary

- Use tools and equipment safely by wearing proper protective gear at all times.
- Monitor the work area for hazards and report any risks or damages immediately.
- Follow hygiene rules and health practices to stay safe and clean at work.
- Handle harmful substances with care and dispose of waste in the correct way.
- Learn the emergency layout and follow exit routes calmly during emergencies.
- Join all safety drills and follow emergency instructions from supervisors.
- Stay calm during emergencies and give first-aid or fire help when needed.
- Communicate clearly with others and discuss emergency plans as a team.
- Attend training on gender and disability awareness regularly at the workplace.
- Treat all co-workers with respect and behave in an inclusive and fair manner.
- Report any harassment or unfair treatment as per the workplace rules.
- Support a safe, respectful, and helpful environment for everyone at work.

Exercise

Multiple-choice Question:

1. What should you do when you notice a safety hazard in your work area?
   a. Ignore it
   b. Wait for someone else to report
   c. Report it immediately
   d. Fix it without informing anyone

2. Why is it important to participate in emergency drills?
   a. To avoid daily tasks
   b. To earn incentives
   c. To stay alert and ready
   d. To impress supervisors

3. How can you ensure inclusive behaviour at work?
   a. Talk only to your team
   b. Avoid people with disabilities
   c. Respect all employees equally
   d. Ignore company policies

4. What is the correct way to dispose of hazardous waste?
   a. Burn it openly
   b. Leave it near the exit
   c. Follow workplace disposal procedures
   d. Flush it down the drain

5. What should be done in case of workplace discrimination?
   a. Stay silent
   b. Talk to a friend only
   c. Report it as per company policy
   d. Quit the job immediately

Descriptive Questions:

1. How should you use tools and PPE safely at the workplace?
2. What steps should be followed during a fire emergency?
3. How can you help make the workplace inclusive for persons with disabilities?
4. What actions can be taken to report harassment or misconduct?
5. Why is participation in gender sensitisation training important?

Notes

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

https://www.youtube.com/watch?v=gUcNA19P6M0

What is first Aid | Items of first aid box

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE>IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

7. Employability Skills

DGT/VSQ/N0102

Employability Skills is available at the following location

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

Employability Skills

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

8. Annexure

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 1: Prepare for Sampling	Unit 1.1: Overview of Sampling Tailor Job-role and Career	1.1.1 Size and Scope of the Apparel Industry	59	https://www.youtube.com/watch?v=5dLX8mRAE88	Apparel Industry in India
		1.1.3 Types of Garment Sampling Department and Responsibilities	59	https://www.youtube.com/watch?v=gDTJuwedRHE	Types of sample in garment
			59	https://www.youtube.com/watch?v=MJiht_o0cTk	Types of Samples in Garment Factory
	Unit 1.2: Understand and Analyse Techpack Details	1.2.1 Interpret Garment Techpacks	59	https://www.youtube.com/watch?v=BnfzbhvQ05k	Clothing Tech Pack || Spec Sheet
Module 2: Carry out Fabric Cutting Operations for Preparing Garment Sample	Unit 2.1: Carry Out Fabric Cutting Operations	2.1.1 Fabric Work and Task Preparation	70	https://www.youtube.com/watch?v=5nUjGNDImIk	Complete Process of Textile Manufacturing

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
		2.1.3 Perform Accurate Fabric Cutting	70	https://www.youtube.com/watch?v=gvzM2SoVMaA	Fabric cutting process
Module 3: Stitch Using Machine or by Hand	Unit 3.1: Prepare for Stitching Operations	3.1.4 Stitching Preparation and Techniques	98	https://www.youtube.com/watch?v=aKWzlo1EjL0	Basics of apparel production process
		3.1.5 Machine Use and Information Handling	98	https://www.youtube.com/watch?v=g7VPyI2yCF4	learn to Sew For Beginners
	Unit 3.2: Stitch Components to Produce Garment Sample	3.2.1 Machine and Equipment Mastery	98	https://www.youtube.com/watch?v=aoZ9URzhLDA	Sewing Machine - Parts and Their Functions
		3.2.1 Machine and Equipment Mastery	98	https://www.youtube.com/watch?v=NZDa8qpAlUc&t=28s	Types of sewing machines used in apparel industry

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
		3.2.2 Garment Construction and Issues	98	https://www.youtube.com/watch?v=DndNyuze5SM	Garment Construction For Beginners Cutting & Stitching
Module 4: Contribute to Achieve Sample Quality in Stitching Operations	Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations	4.1.1 Material Handling and Preparation	109	https://www.youtube.com/watch?v=zAO8NCPEoMc	GARMENTS MATERIAL HANDLING SYSTEM
		4.1.2 Fault Identification and Correction	109	https://www.youtube.com/watch?v=PbLECxJCWX4	Garments Defects Analysis
Module 5: Manage the Work-space, Operate Tools, and Handle Machinery Efficiently	Unit 5.1: Maintain the Work Area, Handle Tools and Ma-chines	5.1.4 Cleaning and Mainte-nance Activities	130	https://www.youtube.com/watch?v=KP1Dj6-Hmq0	Care & Maintenance of Sewing Machine

Module No.	Unit No.	Topic Name	Page No	Link for QR Code (s)	QR code (s)
Module 6: Ensure the Promotion of a Safe and Secure Work Environment While Integrating Gender and Persons with Disabilities (PwD) Sensitisation	Unit 6.2: Medical Emergencies and Evacuation Process Guidelines	6.2.3 Basic First-Aid Situations Preparation	174	https://www.youtube.com/watch?v=gUcNA19P6M0	What is first Aid | Items of first aid box

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Address: **Apparel Made-ups & Home Furnishing Sector Skill Council**
Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066
Email: info@sscamh.com
Web: www.sscamh.com