

Instruction Sheet	Learning Guide #1
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Obtaining, conforming and interpreting quality requirements and operational details relevant to the tasks
- Obtaining and applying safety requirements from the organizational policies and procedures to the allotted task
- Workbench and seating set-up to OHS practices
- Selecting tools and equipment to carry out tasks consistent with the requirements of the operation
- Machine set-up and adjustment according to specifications

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- clear work area for assembling and stitching work
- make it ready for assembling and stitching work
- prepare yourself for assembling and stitching work
- arrange equipments for assembling and stitching work
- machines set up for assembling and stitching work

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 20.
3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1” in page 6.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).

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6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Instruction #3.
7. Submit your accomplished Self-check. This will form part of your training portfolio.
8. Read the information written in the “Information Sheet 2”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
9. Accomplish the “Self-check 2” .
10. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 2).
11. Read the information written in the “Information Sheets 3”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
12. Accomplish the “Self-check 3”.
13. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 3).
14. If you earned a satisfactory evaluation proceed to “information Sheet 4”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Instruction #11.
15. Read the information written in the “Information Sheets 4”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
16. Accomplish the “Self-check 4”.

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17. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 4).
18. If you earned a satisfactory evaluation proceed to “Operation Sheet 1”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Instruction #15.
19. Read the “Operation Sheet 1” and try to understand the procedures discussed.
20. Do the “LAP test” (if you are ready). Request your teacher to evaluate your performance and outputs. Your teacher will give you feedback and the evaluation will be either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advise you on additional work. But if satisfactory you can proceed to Learning Guide #2.

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Information Sheet-1	Obtaining, conforming and interpreting quality requirements and operational details relevant to the tasks
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1.1.1 Folding allowances

Folding allowance is extra space given around on the master pattern to use for fold. For leather garments, most of the time folding allowance is 1 cm around the seam edges and 1.5 cm – 5 cm for hemming, but it varies according to the design.

Seam fold:

Seam fold allowance is required to allow easy seam. The seam can be press open or stitch and fold. Most of the time seam allowance is 1 cm.

Hems:

A hem is a finish for any bottom edge of a garment and adds final touch to the garment. They should never show on the right side unless a decorative type hem is being used. There are three basic forms – turned-up edge (the most common), faced edge and enclosed edge. Selection of hemming method depends largely on garment style and leather.

The following criteria should always be met for hem selection:

- 1) The garment should hang evenly and gracefully,
- 2) There should be no lumpiness in the hem allowance and
- 3) unless meant to be decorative, finished hems should not be totally seen. In leather garments, hem allowances can vary from 15 mm to 50 mm depending on the garment design and leather weight.

Seam allowances

Seam allowance is added on outline of all pattern pieces by which the leather is cut. Add seam allowance values, parallel to pattern edge, following 1 cm all over except the following:

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Neck line, collars, and cuffs:	0.7 cm
Hems:	3 – 5 cm
Zipper assembly lines:	2 – 3 cm
Facing width: <ul style="list-style-type: none"> • Shirts and dresses <ul style="list-style-type: none"> a. Width at bottom b. Width at shoulder • Jackets and coats <ul style="list-style-type: none"> a. Width at bottom b. Width at shoulder 	5 – 8 cm 3 – 4 cm 8 – 12 cm 4 - 5 cm

According to the quality of manufacturing and, the type and thickness of the leather, the values indicated above may vary.

1.1.2 Fusing widths

Fusing width is the width of fusing to be applied on the necessary reinforcement areas. The fusing is pressed by heat and pressure on the garment seam lines before assembling and stitching. Refer LO3 operation sheets fusing plan.

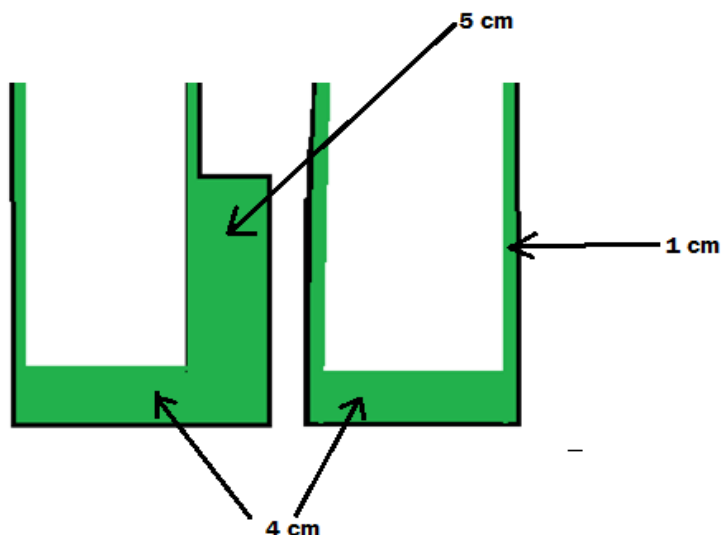


Fig. fusing width

1.1.3 Matching of notches

Notches are necessary when the garment is being assembled. Their position varies according to the model. Some important places where notches are present

- Set-in sleeve. Notches are indispensable to divide ease equally between the front and back of the sleeve.
- Collar: center back, shoulder line, and center front
- Waist band: center back, side, and center front
- Pleats: on the edge of pleat lines and on the interior pleat lines
- Beginning of darts
- Cross-over edges
- Hem width
- The middle of a seam if it is very long
- Pocket position
- Along assembly lines of two identical curves (one or several notches)
- Folding lines

Self-Check 1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is folding allowance? (3 point)
2. What is the difference between seam allowance and hem allowance? (5 points)
3. Give 3 criteria for the selection of hem. (6 points)
4. What is the use of notches? (6 points)
5. Where are the parts of garment that require notches? (10 points)

Note: Satisfactory rating – 15 points Unsatisfactory - below 15 points
You can ask you teacher for the copy of the correct answers.

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Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

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Information Sheet-2	Obtaining and applying safety requirements from the organizational policies and procedures to the allotted task
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Safety can be achieved through a systematic approach to evaluating risks and seeking solutions to eliminating them. This begins with all members of an organization that wish to create a safe and productive work environment.

Although it may seem that increasing safety on the job will cost more, in the long run it is financially worse if someone becomes injured or killed, especially if there are legal repercussions, which many times there are. All employers, managers, etc., are responsible for what happens to their workers.

It is important to understand however, that every job is different, and modifications may be needed. It is also important to seek professional advice on the work site, e.g. an engineer, on how to make the environment safer.

Warning Signs that a Worksite is Unsafe

- There is no direct supervision of workers.
- Training is non-existent or not adequate.
- Orientation is not given to new workers.
- Equipment is in poor working condition, or old and unkempt.
- Floors are messy, dirty, or slippery.
- There are no warning signs or posters, e.g. helmets must be worn, etc.
- Injuries occur regularly.
- Protection equipment is not used and/or is not provided.

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- Teamwork is non-existent, e.g. when something heavy needs lifting.

The following points are safety rules for sewing machine:

1. Turn off the power off when you have finished.
2. Always check that dials are set correctly.
3. Test stitch on a scrap of fabric
4. Lower presser foot before machining.
5. Ensure that the needle is in the highest position before removing.
6. Turn off the power when threading the needle and changing the bobbin.
7. Keep hair tied up.
8. One person to every machine.
9. Fingers away from needle.
10. Ties tucked in.

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Self-Check 2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Explain warning signs that describe work area is unsafe. (10 point)
2. Explain safety rules in using sewing machine. (10 points)
3. Discuss what will happen when using unsafe equipment. (10 points)

Note: Satisfactory rating - 15 points Unsatisfactory - below 15 points
You can ask you teacher for the copy of the correct answers.

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Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

- 1. _____

- 2. _____

- 3. _____

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Information Sheet-3	Workbench and seating set-up to OHS practices
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Improper arrangement of equipment and uncomfortable work area causes pain problem and injuries. Sewing machine operators may have these problems if the equipments are not arranged properly.

How can the injuries be prevented?

- Talk with others at work
- Use adjustable chair
- Use foot support
- Adjust you equipment to “fit” your body
- Improve lighting
- Check your vision
- Make reaching easier
- Provide training

How to adjust your work bench and seating set-up for a better fit

- Make your chair and foot controls support your body: if you can adjust your equipment for a comfortable position, many injuries can be prevented.
- Adjustable chairs are needed to do this right: if your chair is not adjustable, you still may be able to make a few of these changes.
- Team up with co-workers: help each other to adjust your chairs and other equipment. It is easy to see another person’s position. It is hard to see your own.
 1. Check the chair seat tilt. The seat should be level, or tilted forward (higher in the back) if you prefer
 2. Adjust the chair seat height for the comfort of your wrist, arm, neck, and shoulder.
 - a. Wrist should be straight

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- b. Elbows close to your body
 - c. Shoulders relaxed
 - d. Head not bent over too far
3. Next, support your feet for the comfort of your legs and back.
 - a. Foot controls should be at a comfortable height and distance. Have them adjusted or altered.
 - b. Feet that are not on foot control can be raised using a foot rest.
4. Move your hips back in the chair.
5. Adjust the back in the chair.
6. Adjust or pad the knee control.

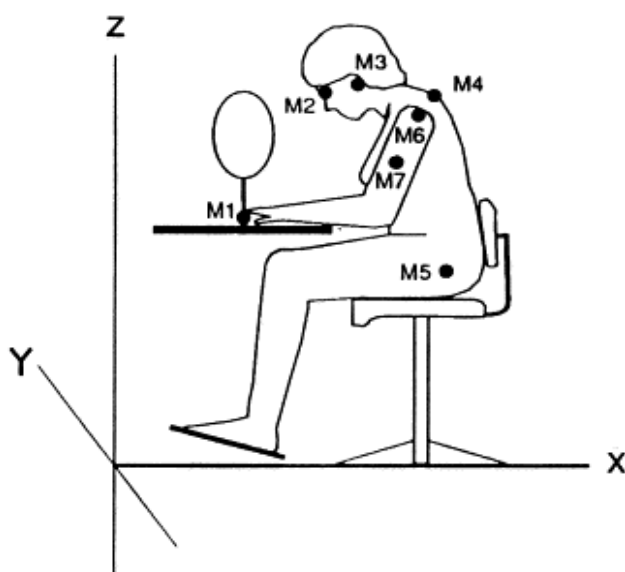


Fig work bench and seating set-up

Self-Check 3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the results of improper work bench and seating set-up? (8 point)
2. Explain how injuries can be prevented during sewing machine operation. (8 points)
3. Explain how to adjust the chair seat height for the comfort of your wrist, arm, neck, and shoulder. (4 points)

Note: Satisfactory rating - 10 points Unsatisfactory - below 10 points
You can ask you teacher for the copy of the correct answers.

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Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____

3. _____

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Information Sheet- 4	Selecting tools and equipment to carry out tasks consistent with the requirements of the operation
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1.4.1 Ironing machine

Ironing is the use of a heated tool (an iron) to remove wrinkles from fabric. The heating is commonly done to a temperature of 180–220 °Celsius, depending on the fabric. Ironing works by loosening the bonds between the long-chain polymer molecules in the fibers of the material. While the molecules are hot, the fibers are straightened by the weight of the iron, and they hold their new shape as they cool. Some fabrics, such as cotton, require the addition of water to loosen the intermolecular bonds.

Iron

The iron is the small appliance used to remove wrinkles from fabric. It is also known as a clothes iron, flat iron, or smoothing iron. The piece at the bottom is called a sole plate. Ironing uses heat energy and electrical energy.



Fig a. heat energy using iron b. electrical energy using iron

Pressing/ironing techniques:

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1. Before pressing the garment you are making, always test-press a scrap of the fabric first. Set the heat indicator. Test the fabric for the amount of moisture, if any, needed to shape it. Also check to see which type of press cloth gives the best results.
2. Thorough pressing during each construction step contributes to a precision look. Very little final pressing is necessary for a garment that has been properly pressed while being made.
3. True pressing calls for a lowering and lifting (up and down) motion. This flattens the seam or molds the detail without stretching the seam or distorting the grain. Never push or drag the iron over the fabric.
4. All pressing should be done with the grain, just as in stitching. Press seams from the wide to the narrow part of the garment--from the hem to the waist of the skirt, from the neck to the sleeves at the shoulder, toward the point of a dart, etc
5. Press curved seams and shaped areas over a pressing hem. This helps mold the garment to the figure. It also helps the garment hold its shape.
6. Most pressing is done on the wrong side of the garment when possible. If moisture is needed, use a steam iron or a damp cloth. For best results, dampen the cloth with a sponge. When pressing on the right side of the garment, protect the fabric with a cloth.
7. Press each seam, tuck or dart before it is joined to a seam or piece of fabric. Stitching threads should be removed before pressing. Steam pressing over stitches will cause markings to appear in the fabric that, for many fabrics, are almost impossible to remove.
8. Be sure the ironing board pad and cover are completely free of lumps and folds. Many fabrics will pick up marks or develop a shine when pressed over any type of unevenness. Keep the soleplate of the iron clean and free of any scratches.

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1.4.2 Marking pen

Instead of discarding the piece or cutting off more than is necessary to eliminate the flaw, you can mark around the area for repair or removal of leather. Leather marker pens make it easy to do this yourself, and help you mark around the area. These pens come in specially designed colors that show up vibrantly on the leather to make the marking process easy to complete and help the ink remain highly visible after it dries. The markers are also designed not to smudge along the leather once dry.

If you don't use special leather pens for the marking process, another option might include marking with an ordinary fabric pen. But fabric pens present several drawbacks. They either evaporate after sitting on the fabric for a certain period of time or require that the fabric be washed in a machine for removal. They also do not appear as bright on a piece of leather as leather marking pens do.

Fabric chalk is another option, but that causes problems of its own, too. Chalk tends to flake and does not transfer onto the leather as smoothly as marker ink. Also, chalk often requires a washing machine cycle for complete removal.

Leather marker pens stand out as the best option for leather hide for several reasons.

- Their smooth flow enables you to mark the material quickly and without snagging.
- Each color shows up brilliantly on the leather, making it easy to see where you need to fix the flaw, and
- When it comes time to clean off the ink, you can use a leather ink wipe to remove all residue - no water or washing required



Fig leather marking pen

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1.4.3 Awl

What is an awl?

The name awl refers to a number of small, pointed tools that feature a sharp, metal blade, often a rod with a shaped tip, which may or may not come, inserted in a haft, or handle. Since awls were and are used in a variety of trades, there are many variations to fit the particular needs of the carpenter, tailor, sail maker. There may be multiple names for the same type of awl, as well as different awls with similar uses.

Historically, the tool was used in ear-piercing. Today, awls are usually sold as individual tools. Sometimes the blades and hafts are sold separately, but it's also worth noting that a specialized type— made both to pierce and with an eye for threading — is found in Swiss army knives and similar multi-function tools, such as Leatherman models.

Types of awl

Here are some of the more common types of awls:

Bookbinder's Awls.

Bookbinders generally use more than one single type of awl. One will be used to punch the holes in the paper for binding by sewing. And another for the lacing in to the thicker cardboard.

1. Scratch awl

This is one of the most common types of awls and it is used to mark wood. It generally has a tapered point that can be used for both scratching and punching pilot holes. These handy scratch awl tools are made from 3" antler tips and feature a strong steel point for piercing leather.



Fig Scratch awl

1. Scribe Awl

This type of awl has some similar functions to that of the scratch awl in that it too is used to mark materials. But this type of awl can be used to mark more than just wood, you can mark everything from metal to wood to textiles with this. It is often used to mark guides for sawing and cutting.

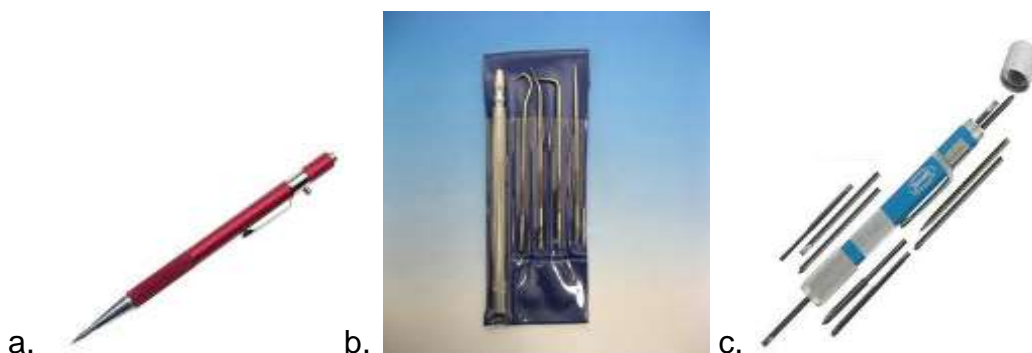


Fig. a. retractable needle point pocket scribed awl b. Scribe awl and hook set c.3 Phillip blades, scribe awl and Punches

2. Stitching Awl

These punch tools are used to punch round holes in leather, among other materials. The most common type of stitching awl will punch the holes so that the stitching can be put through the thick material that would be too hard to pierce otherwise. These types of awls can even make eyelets.

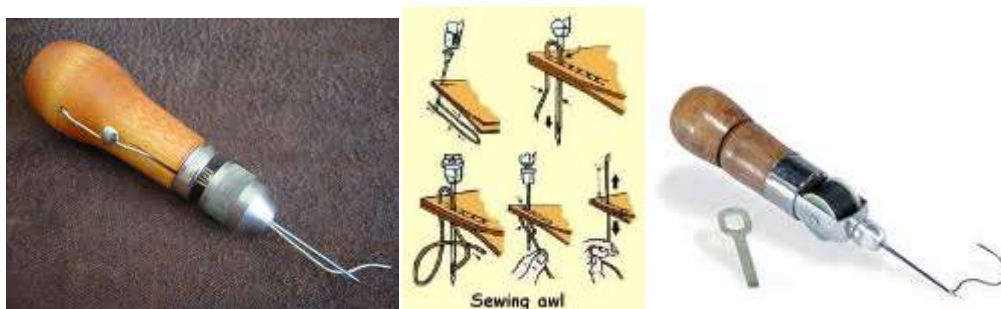


Fig. stitching awl

1.4.4 Measuring tape

A tape measure or measuring tape is a flexible form of ruler. It consists of a ribbon of cloth, plastic, fiber glass, or metal strip with linear-measurement markings. It is a common measuring tool. Its flexibility allows for a measure of great length to be easily carried in pocket or toolkit and permits one to measure around curves or corners. Today it is ubiquitous, even appearing in miniature form as a keychain fob, or novelty item. Surveyors use tape measures in lengths of over 100 m (300+ ft.)

Types of Measuring Tapes

A measuring tape helps you determine the distance from one point to another. Measuring tapes supply accurate measurements, depending on your intent. People use these measuring devices in numerous applications, such as sewing, hanging drapes and construction work.

1. Tailor Measuring Tape



Fig Tailor measuring tapes

Tailor measuring tapes measure sections of garments or the body, and are used by seam stresses and tailors. This type of measuring tape is flexible to accommodate

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the numerous curves of a body. A tailor measuring tape typically has metal fastenings at both ends of the device and comes in numerous colors. Additionally, it works well in fitness, medical and apparel industries.

2. Steel Measuring Tape

A plastic or metal covering usually houses a steel measuring tape. This type of tape measure lasts longer than other types of measuring tape. Steel measuring tapes resist mildew and rust. Additionally, the measuring tape will not break, regardless if you twist or step on the measuring tape. Usually the housing can lock the tape in place so it does not move when measuring.



Fig steel measuring tape

3. Diameter Circumference Measuring Tape

A diameter-circumference measuring tape, also referred to a DCT, measures the perimeter of a tube, tree, pipe and other circular objects. Manufactures typically make the DCT measuring tape from flexible, durable steel.



Fig diameter-circumference measuring tape

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1.4.5 Scissors

Scissors are hand-operated cutting instruments. They consist of a pair of metal blades pivoted so that the sharpened edges slide against each other when the handles (bows) opposite to the pivot are closed. Scissors are used for cutting various things, such as leather, paper, cardboard, metal foil, thin plastic, cloth, rope, and wire. Scissors can also be used to cut hair and food. Scissors and shears are functionally equivalent, but larger implements tend to be called shears. There are many types of scissors and shears for different purposes.

For example, children's scissors, used only on paper, have dull blades and rounded corners to ensure safety.

Scissors used to cut leather or fabric must be much sharper. The largest shears used to cut metal or to trim shrubs must have very strong, sharp blades.

Some Types of Scissors:

1. Leather/Sewing Scissors

Leather scissors will cut fabric, vinyl, and light and medium weight leathers with ease.

2. Leather Scissors

High carbon 7" leather scissors are ideal for fabric and light and medium weight leathers. Super sharp stainless steel blades with large handles are for good leverage.



Fig leather scissor

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3. Pinking Shears

Premium Quality pinking shears are ideal for Cutting lining and fabric so that it does not fray.



Fig 4:9 pinking shear

4. Leather Utility Scissors

Heavy duty 7 1/2" scissors cuts leather, vinyl and most fabrics.



Fig 4:10 leather utility scissor

5. Heritage scissors

It is made with quality hardened steel these scissors will cut soft suede or tough belt leather with ease.



Fig 4:11 heritage scissor

6. Tailoring Scissors

Material: stainless steel + elasticity colophony or others

They can be used in office; excellent for cutting paper, wrapping crafts, gifts; for leather and more

Have many different and brightly colors; comfortable handles or left/right handed for use.



Fig 4:12 tailoring scissor

7. Zigzag shaped leather cutting scissor



Fig 4:13 zigzag cutting scissor

Pinking shears are scissors, the blades of which are saw-toothed instead of straight. They leave a zigzag pattern instead of a straight edge.

Pinking shears have a utilitarian function for cutting woven cloth. Cloth edges that are unfinished will easily fray, the weave becoming undone and threads pulling out

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easily. The saw tooth pattern does not prevent the fraying but limits the length of the frayed thread and thus minimizes damage.

These scissors can also be used for decorative cuts and a number of patterns (arches, saw tooth of different aspect ratios, or asymmetric teeth) are available. True dressmaker's pinking shears, however, are not used for paper decoration because paper dulls the cutting edge.

1.4.6 Trimmer

Heritage Thread Nippers

Super sharp made thread nippers are great for your sewing needs. They are used to trim excess threads and to remove wrong stitches. It is also used to cut threads.



Fig 4:14 trimmer

Self-Check 4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is iron? And, what is its function? (4 point)
2. Why Leather marker pens stand out as the best for leather. (6 points)
3. What are the uses of awl for garment making? (4 points)
4. Explain what measuring tape is and its uses. (6 points)
5. What are the types of scissor? Which one good for leather? (6 points)
6. What are the uses of trimmer? (4 points)

Note: Satisfactory rating - 15 points Unsatisfactory - below 15 points
You can ask you teacher for the copy of the correct answers.

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Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

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Operation Sheet- 1	Machine set-up and adjustment according to specifications
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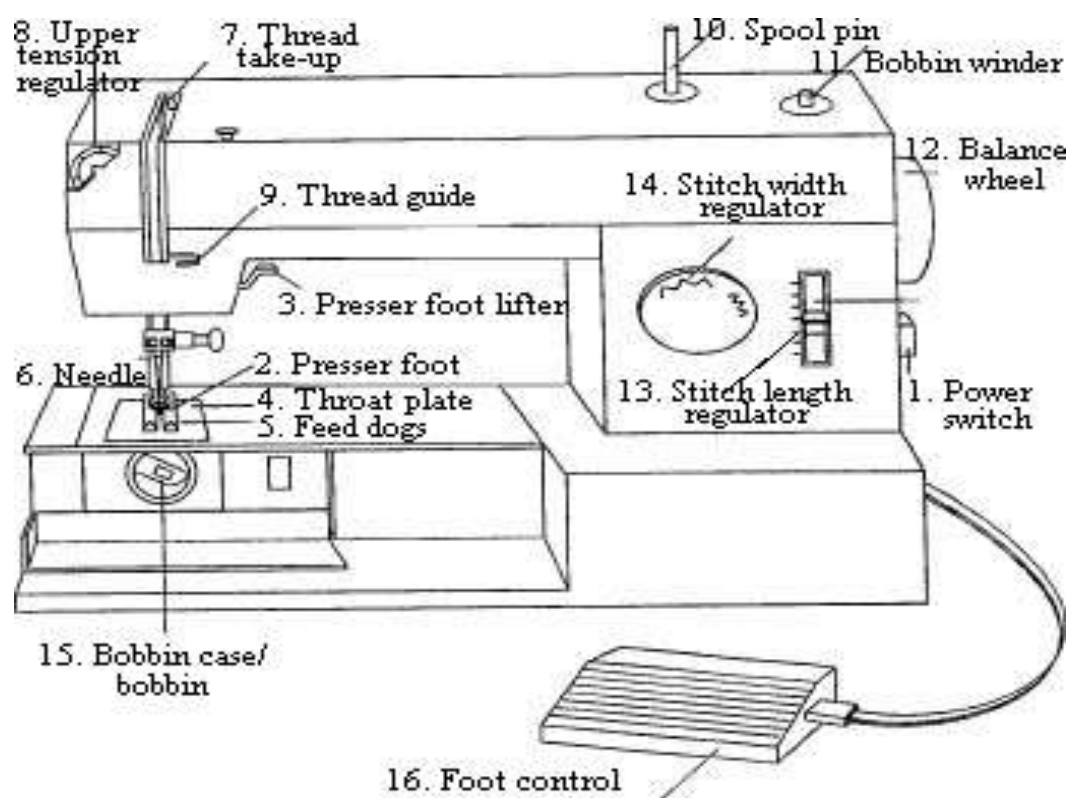


Fig 5:1 parts of sewing machine

Machine set-up procedures:

1. Mount the needle:

- Switch off the machine
- Keep the needle bar up
- Loosen the needle bar screw
- Select the correct needle number
- Insert the needle into the needle bar as far as possible
- Make sure the long groove is in the left side while tightening the screw

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2. Bobbin winding

- Switch off the machine
- Place the cone thread on the thread stand and pass the thread through the thread retainer hole
- Bring down the thread from thread retainer hole and twist the spring cup and pass the thread through guide holes
- Take bobbin and pass thread from inside of the bobbin hole
- Fix the bobbin into the spindle
- Now switch on the machine for bobbin winding, it automatically stops after it gets filled
- Switch off the machine after bobbin winding
- Release the wound bobbin from the winder

3. Insert bobbin in the bobbin case and shuttle block

- Hold the bobbin case in the left hand and wound bobbin on the right hand
- Insert bobbin in to the bobbin case and pass the thread through the slot and pull it outside
- Make sure the bobbin thread is released in clockwise direction
- Open the right side bed slide, raise the shuttle latch and insert the bobbin case
- Close the shuttle latch
- Draw the thread from the bobbin slot for about 10 cm long



Fig 5: 2 bobbin case and shuttle block

4. Thread the machine

- Pull the thread from the thread stand and pass through thread retainer hole
- Pass through head thread guide
- Pass through head retainer
- Clockwise around and between the tension disc
- Around thread controller disc
- Through the thread checks spring and its hook
- From there lead the thread through guide
- From the right through the hole intake-up lever
- Down and through thread guides
- Through guide hole of the needle bar
- Thread the needle from left to right and pull about 10 cm of thread through the needle eye
- Hold the end of the needle (top) thread
- Slightly pedal by toe
- Rotate the balance wheel towards the operator side until the bobbin comes up

- Draw the bobbin thread and keep it under the presser foot
- Close the bed slide

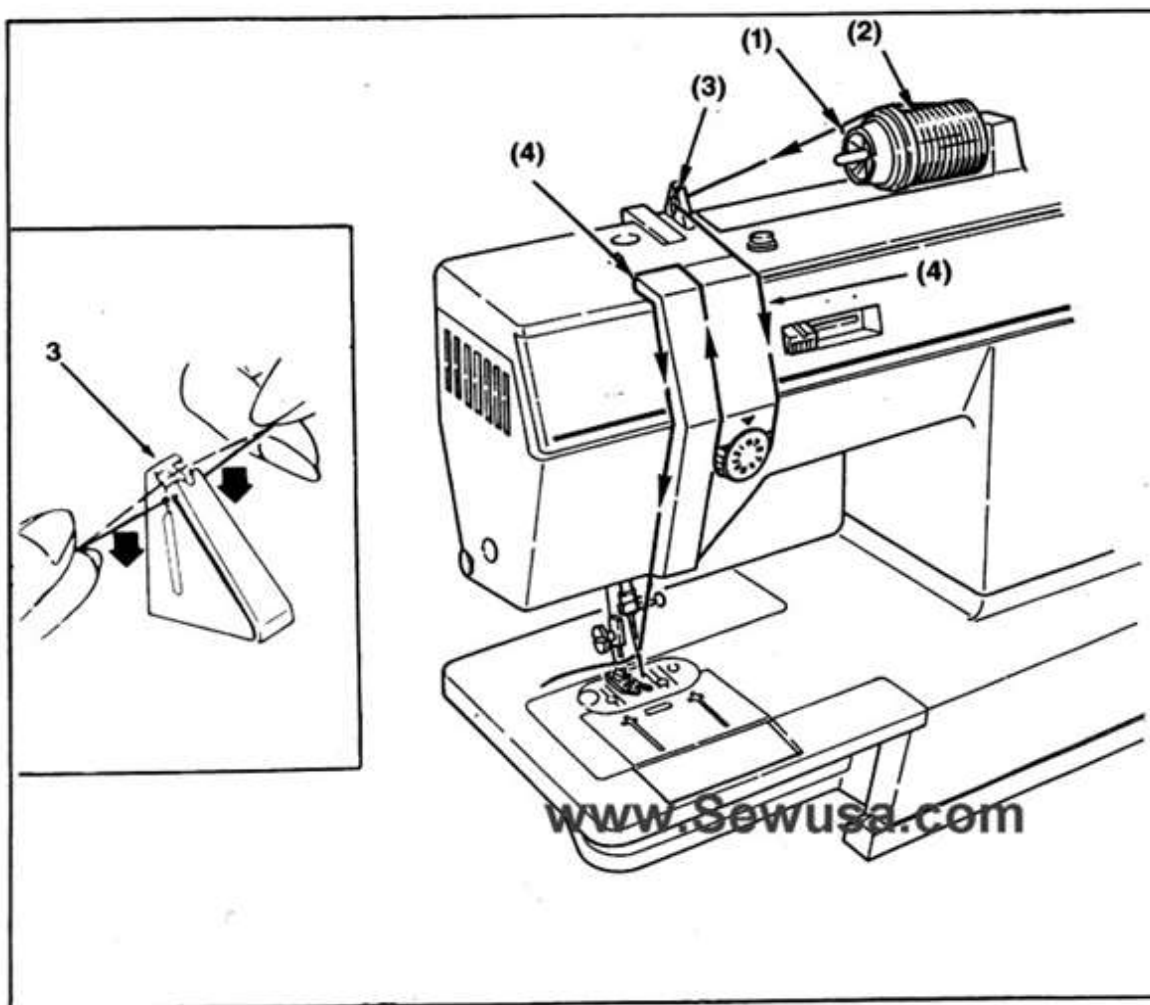


Fig 5:3 machine threading

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary tools, materials, and sewing machine you are required to perform the following tasks within 30 minutes.

Task 1: Clean the given tools and equipment.

Task 2: set Workbench and seating set-up

Task 3: Set the machine according to OHS requirement.

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