

# **(BASIC TEXTILE OPERATION)**

**NTQF Level -1**

## **Learning Guide -78**

**Unit of Competence: Apply Finishing Processes to  
Textile and Garments**

**Module Title: Applying Finishing Processes  
to Textile and Garments**

**LG Code: IND BTO1 M20 LO4-LG-78**

**TTLM Code: IND BTO1 TTLM 0919v1**

**LO4: Complete records**



<b>Instruction Sheet</b>	<b>Learning Guide #78</b>
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Completing production records and other documentation

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 –**

- ❖ Completing production records and other documentation

**Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 5.
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”.
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).



<b>Information Sheet-1</b>	<b>Completing production records and other documentation</b>
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**Documentation** is a set of documents provided on paper, or online, or on digital or analog media, such as audio tape or CDs. Examples are user guides, white papers, on-line help, and quick-reference guides. It is becoming less common to see paper (hard-copy) documentation. Documentation is distributed via websites, software products, and other on-line applications.

### 1.1. Documentation for Textile and Garments Industry

- ✓ Order Confirmation, Import, and Receipt of the material at the factory Documentation, During Production, Export, Opening L/C, Shipping Documentation
- ✓ One of the most important factor for Textile and Garments Industry is proper documentation. A perfect documentation system can help you to finish the whole process properly without any problem. So that we need to understand all apparel and textile departments documentation properly.

#### 1.1.1. Order Confirmation Documentation

**Copy of master L/C:** received of this documentation from the buyer, the exporters become sure that they would obtain foreign currency after the perches shipment.

**Contract sheet:** Sing by buyer and vender (2 page)

- ✓ Style number
- ✓ Shipment date
- ✓ Mode of shipment (sea / air)
- ✓ Order quantity and size ratio XL XXL SML
- ✓ Fabric description
- ✓ Labels etc

#### **Product package**

- ✓ 10- 15 page
- ✓ Spec sheet
- ✓ Stitch & seam type (button gap-2.5" to 3.5")
- ✓ Position of levels, taken tag, price ticker
- ✓ Sketches partly of each garment



## **Trim card with approval (swatch card)**

### **1.1.2. Import Documentation**

**Performa invoice:** Total requirement: - how many fabric, trims = 1 sheet

**Commercial invoice:** Fob: Unit price, trim unit price

**Packing list:** how many roles Break down each fabric roles

**UP (utilizations permission):** given from the government

**PSI certificate/ pre-shipment inspection** {if necessary}

### **1.1.3. Receipt of the material at the factory Documentation**

**Inventory report:** collection store manager. SL. NO    Item o/q p/lq    Receive    status of aim

**Fabric and accessories swatch (actual)**

### **1.1.4. Documentation of During Production**

- ✓ Daily production report
- ✓ Daily quality report
- ✓ Daily production report DUPRO

### **1.1.5. Export Documentation**

- ✓ Packing list
- ✓ IC (inspection certificate) Buyer QC team
- ✓ Bill at leading {(B/L) sea} Collect from ship
- ✓ Air way bill (air)
- ✓ Certificate of origin    Collect from custom

### **1.16. Opening L/C Documentation**

For opening L/C the bank will provide the following things:

- ✓ L/C application form
- ✓ IMP form (import permission form)
- ✓ Agreement form
- ✓ Guarantee form

Have to fill up the forms mentioned above and after verifying and signing the following documents should be submitted to the bank:-

- ✓ Trade license (valid)



- ✓ IRC (import Registration certificate)
- ✓ Membership certificate
- ✓ Memorandum of association
- ✓ Income tax declaration
- ✓ A photograph

#### **1.1.6. Documentation for Shipping**

- ✓ Commercial invoice (After shipment).
- ✓ Packing list (Size ratio in pack assortment).
- ✓ GSM test report.
- ✓ Booking list approval.
- ✓ Bill of lading.
- ✓ Cargo receive certificate.
- ✓ Booking request approval copy.
- ✓ Certificate of no child labor.
- ✓ Certificate of AZO dye free.
- ✓ Origin certificate.
- ✓ Shipment advice.
- ✓ Shipment details from.
- ✓ Beneficiary certificate.
- ✓ Nickel free certificate.
- ✓ Inspection certificate.
- ✓ Authority to load certificate.





## List of Reference Materials

- 1- Reference books of textile technologies for finishing by Pietro Bellini Ferruccio Bonetti  
Ester Franzetti giuseppe Rosace Sergio Vago
- 2- Cotton: Science and technology Edited by S. Gordon and Y-L. Hsieh
- 3- Chemistry & Technology of Fabric Preparation & Finishing by Dr. Charles Tomasino
- 4- Chemical finishing of textiles W. D. Schindler and P. J. Hauser
- 5- Encyclopedia of Textile Finishing by Prof. Dr. rer. nat. Hans-Karl Rouette