

# **BASIC TEXTILE OPERATIONS**

**NTQF Level -1**

## **Learning Guide -38**

**Unit of Competence: Perform Pre-Spinning operations**

**Module Title: Performing Pre-Spinning operations**

**LG Code: IND BTO1 M10 LO4-LG-38**

**TTLM Code: IND BTO1TTLM 0919v1**

**LO4: Complete pre-spinning operation**



<b>Instruction Sheet</b>	<b>Learning Guide #38</b>
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Doffing and replacing products
- Unloading and dispatching products
- completing area clean
- 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:**

- ❖ Doff and replace products according to manufacturer specifications
- ❖ Unload and dispatch products to next process
- ❖ Complete cleaning of area to ensure work environment is maintained in a safe and productive manner
- ❖ Complete production records and other documentation accurately

**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 your 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).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions.
7. Read the information written in the “Information Sheet 2”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
8. Accomplish the “Self-check 2”.
9. 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).



10. If you earned a satisfactory evaluation proceed to “Information Sheet 3”. However, if your rating is unsatisfactory, see your teacher for further instructions.
11. Read the information written in the “Information Sheet 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.
15. Read the information written in the “Information Sheet 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”.
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”. However, if your rating is unsatisfactory, see your teacher for further instructions.
19. Accomplish “operation sheet 1”.
20. Accomplish “operation sheet 2”.



<b>Information Sheet-1</b>	<b>Doffing and Replacing Products:</b>
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After the first amount of product set is produced, then it is doffed or removed from the machine and restarting machine again for replacing the next amount of product in same manner, but to replace and have other product type, its product parameters also need change.

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

1. Discuss what is doffing and replacing of product? (3 points)

**Note: Satisfactory rating - 6 points**

**Unsatisfactory - below 6 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

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## Information Sheet-2

## Unloading and Dispatching the product

### 1.1. Unloading the products:

- Product unloading is similar to product doffing.
- To conduct unloading operations without interference from adjacent activities, mobile machinery, equipment, and employees, a designated area will be established where practical.
- The designated area will be clearly marked and sign-posted as a restricted area.
- All employees operating within the confines of this area must wear a high-visibility vest or like clothing, which clearly delineates them from other employees.

### 1.2. Dispatching the product

Product dispatching is activity that is performed after the product is doffed and checked to confirm the required standard. So product dispatching is simply distributing the prepared product to the next line process or customers for use.

The companies provide suitable transportation vehicles like trucks to ensure the safety and timely delivery of the goods. They are the experts as they know how to place the goods in the transportation vehicle so that goods don't get damaged while the vehicle is moving. The service should be highly systematic, organized and reliable without causing any anxiety to the customers.

- The functional separation concept should continue during transportation of clean textiles to the customer.
- Transport clean and soiled output in containers that functionally separate them from other output in the vehicle.
- Consider cleaning and packaging. Reusable bags, containers, or carts used to transport the product must be properly cleaned before they are used to transport clean or soiled linen in order to maintain functional separation.
- Hand sanitizer dispenser should be available for use in all delivery trucks.
- Spill Kits should also be available for use when necessary.
- Dispatching is the routine of setting productive activities in motion through the release of orders and necessary instructions according to pre-planned times and sequence of operations embodied in route sheets and loading schedules.



- In other words, once a job is in an area where an operation is to be performed, it has to be determined when and by whom the job will be processed and also the sequence of waiting orders to be processed. The decision of assigning the various jobs to different machines and equipment is called Dispatching.

## **1.2. Functions of Dispatching:**

- To check the availability of input materials and ensure the movement of material from store to first process and then from process to process.
- To ensure the availability of all production and inspection aids.
- To obtain the requisite drawings, specifications and material lists.
- To assign the work appropriate machine, workplace and men.
- The issue of job orders authorizing operations in accordance with dates and times previously planned and entered on load charts and route sheets.
- The issue of time tickets, instruction cards and other required items to the workers who are to perform the various activities.
- The issue of inspection orders after each operation in order to determine result regarding the quality of products if excessive spoilage occurs, to find out its causes.
- Clean up on jobs, collection of time tickets, blueprints and instruction cards and their return to appropriate section of production control deptt.
- To ensure that the work is forwarded to next deptt, storeroom etc.
- To record the beginning and completion times of jobs on time tickets for calculation of time interval. To forward time ticket to accounts deptt for preparing wages.
- To record and report idle time of men and machines and request for corrective action required.



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

2. Discuss what is product unloading? (3 points)
3. Discuss what is product dispatching? (3 points)

**Note: Satisfactory rating - 6 points**

**Unsatisfactory - below 6 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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<b>Information Sheet-3</b>	<b>Completing area clean</b>
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It is part of kaizen activities that sustain the quality of workplace and enhance the morale of workers.

- Cleaning of the clearer under the creel rollers.
- Cleaning of the top drafting rollers with wet cloth.
- Take out fan waste at regular intervals.
- Clean top clearers and bottom clearers time to time.
- Clean coiler calendar roller sides time to time.
- Clean drafting rollers sides time to time.
- Cleaning scanning rollers surroundings as per requirement.
- Clean the suction pipes time to time.
- Clean delivery rolls and trumpet regularly.

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

1. Discuss why cleaning work area? (3 points)

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

1. \_\_\_\_\_  
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\_\_\_\_\_  
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<b>Information Sheet-4</b>	<b>Completing production records and other documentation</b>
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## 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.



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

- 1. What are the advantages of Documentation for Textile and Garments Industry? (3 points)
- 2. List types of documentation? (3 points)

**Note: Satisfactory rating - 6 points**

**Unsatisfactory - below 6 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

- 1. \_\_\_\_\_  
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- 2. \_\_\_\_\_  
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<b>Operation Sheet 1</b>	<b>Completing production records and other documentation</b>
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### **Method of order confirmation**

Step 1- Style number

Step 2- Shipment date

Step3- Mode of shipment (sea / air)

Step 4- Order quantity and size ratio XL XXL SML

Step 5- Fabric description

Step 6- Labels etc

<b>Operation Sheet 2</b>	<b>Completing production records and other documentation</b>
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### **Method of Export Documentation**

Step 1- Packing list

Step 2- IC (inspection certificate) Buyer QC team

Step 3- Bill at leading {(B/L) sea} Collect from ship

Step 4- Air way bill (air)

Step 5- Certificate of origin Collect from custom



## List of Reference Materials

- 1- Analysis on the Defects in Yarn Manufacturing Process & its Prevention in Textile Industry by Neha Gupta
- 2- Training Programme 2004– Spinning by P.N.R. Jeevananthan
- 3- Klein, W. Short-staple Spinning Series, The Textile Institute, Manual of Textile Technology, Volumes 1, 3, 4, & 5,1994.
- 4- Wynne, A. The Motivate Series, Textiles, 1997.
- 5- Bukayev, P.T. General Technology of Cotton Manufacturing, 1984, Mir Publishers.
- 6- Cotton: Science and technology Edited by S. Gordon and Y-L. Hsieh