

BASIC TEXTILE OPERATION

NTQF Level -I-

Learning Guide -90

Unit of Competence: Package finished textiles

Module Title: Packaging Finished Textiles

LG Code: IND BTO1 M23 LO3-LG-90

TTLM Code: IND BTO1 M23 TTLM 09 19v1

LO2: Dispatch completed work

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- ❖ Checking the textile products against specification.
- ❖ Reporting and recording the identify faults.
- ❖ Dispatching complete products
- ❖ Documenting complete work as required

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:

- ❖ Check the textile products against specification.
- ❖ Report and record the identify faults.
- ❖ Dispatch complete products
- ❖ Document complete work as required



Learning Instructions:

1. Read the specific objectives of this Learning Guide - **90-**
2. Follow the instructions described in number on page **-2-**
3. Read the information written in the “Information Sheets 1”, sheet 2, Sheet 3 and sheet 4. on page 3, 7, 11 and 15 respectively
4. Accomplish the “Self-check 1”, Self –check 2, Self –check 3 and Self- check 4 on page 5, 9, 13 and 18 respectively
5. Ask from your **trainer’s** the key to correction (key answers) or you can request your **trainer’s** to correct your work.
6. If you earned a satisfactory evaluation proceed to “**Information Sheet**”. However, if your rating is unsatisfactory, see your **trainer’s** for further instructions or go back to Learning Activity #1.
7. Submit your accomplished Self-check. This will form part of your training portfolio.



Information Sheet-1

Check the textile products against specification

1.1. Introduction

The working definition of 'quality' is the minimum level of performance required to fulfill a specification. This in turn underscores the importance of a precise description in terms of an items specification

The application of preset standards facilitates the description of item specifications. Standardization, by both national and international bodies, aims to facilitate the exchange of goods and services. These standards are a reference guide for all parties enabling them to define a required specification and to provide a quality standard against which the delivered item can be tested and controlled.

1.2. Application

There are 2 types of standards that are of interest to the Movement in terms of its supply activities:

- ❖ Those that define the minimum specifications for a given product, and
- ❖ Those that define the control and testing procedures for a given specification

1.3. Specifications

- ❖ These include a list of characteristics that a product should present to ensure that the quality requirements for this product are met.
- ❖ These characteristics must be supported by realistic and applicable control methods. Generally, reference is made to an international or a national control standard, or, more rarely, an in-house procedure.

1.4. National specifications:

- ❖ Nations impose their own national specifications for all products imported into their markets. These respond to several preoccupations but, in general, are designed to protect consumers, local markets and national producers. Nations also require exporters to conform to required specifications, which in turn helps to promote the production of export-quality products.
- ❖ Always ensure that the goods intended for importation conform to the country's national specifications. If this is not possible, contact the appropriate national authorities to have the goods authorized as an exception to the import regulations.

1.5. International specifications:

- ❖ Many products already have internationally-recognized specifications (size of freight containers, quality of fuels, etc.)



- ❖ Other internationally-recognized bodies have also established standard specifications: GAFTA for international trade contracts covering cereals, CEI for international standards on electrical devices, ECHO for humanitarian food-aid products from the EU, etc.
- ❖ The Movement conforms, wherever possible, to international specifications for all standard products

1.6. Inspection

Where national and international specifications are respected, and provided that the inspection company is well chosen, applying specifications against standard control procedures should not be a problem. Inspections can be undertaken by external services or internally. However, in some instances, legal requirements may impose an inspection by a state-certified company. Certified inspection reports are required for most imports and exports. Certified inspection reports are also essential documents in any arbitration process with a supplier.

1.7. Conclusion: It is important to have:

- ❖ Well-defined requirements,
- ❖ With clear specifications, checked against the destination country's national specifications,
- ❖ Based on well-known standards in both the country of purchase and destination.

This ensures that the supplier's specifications and those used by the inspection company conducting the control are comparable. In the catalogue, preference has been given to ISO standards, and, where required, regional or national standards



Self-Check -1	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the difference b/n national and international specification? (8 Points)
2. What is meant by inspection? (2 points)



Note: Satisfactory rating - 8 and above points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-2	Report and record the identify faults
----------------------------	--

2.1. Problem Reporting

- a. The total number of problems recorded during the reporting period. There should be an increase initially as an organization implements problem management, but the number may plateau or later decrease as process and problem resolution capabilities mature and the infrastructure becomes more stable. The report should be segmented by technical support group as this will help to determine which groups are complying with the process and/or who might need some additional training on the process.
- b. The total number of known error records (or knowledge articles) created during the reporting period. There should be an increase initially as an organization implements problem management. This demonstrates that root causes and workarounds are being identified and documented. Again, report this by technical support group.
- c. A list of incident records where a reported incident should have triggered the opening of a problem record, but where no related problem record can be found. This report will help to identify which IT functional teams need additional training on the process (or processes—possibly both incident and problem management) to ensure problem records are being opened when necessary

2.2. Provide Clarity

To have an effective problem management process, you must define when a problem record should be opened, who can open a problem record, and ensure appropriate reports are produced from the process.

- ❖ Determine who (which functional teams) can/should open a problem record
- ❖ Establish clear reactive and proactive criteria for when a problem record should be opened and train (ideally, with examples) the functional teams on when to open them
- ❖ Create and distribute and management reports to identify where compliance issues exist and where additional training may be needed
- ❖ Make sure employees understand the benefits to the organization and to themselves
- ❖ Provide recognition and motivation, and communicate your successes

2.3. The product fault reports can be based on the following effects.

- ❖ Efficiency
- ❖ Yarn of different package
- ❖ On knitted products
- ❖ Inspection



2.4. These Reports can be obtained in

- ❖ Day wise
- ❖ Shift wise
- ❖ Hour wise

Interpretation: after getting the reports we can compare the reports Shift wise, Operator wise, Machine wise. We can also judge the textile product performance according to reports obtained from that loom



Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What types of textile product fault can be reported? (6 Points)
2. Reports can be obtained from -----, -----
-----, -----(4 Points)



Note: Satisfactory rating – 6 and above points

Unsatisfactory - below 6 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3

Dispatch complete products

3.1. Introduction

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.

3.2. 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 department.
- ❖ To ensure that the work is forwarded to next department or 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 department for preparing wages.
- ❖ To record and report idle time of men and machines and request for corrective action required.



Self-Check -3	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the main functions of dispatching? (10 points)



Note: Satisfactory rating - 8 and above points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____



Information Sheet-4

Document complete work as required

4.1. Introduction

Documentation is a set of documents provided on paper, or online, or on digital or analog media. 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.

4.2. Procedures and techniques

The procedures of documentation vary from one sector, or one type, to another. In general, these may involve document drafting, formatting, submitting, reviewing, approving, distributing, reposting and tracking, etc. Documentation should be easy to read and understand. If it's too long and too wordy, it may be misunderstood or ignored. Clear, Short, Familiar words should be used to a maximum of 15 words to a sentence. Only gender hyper neutral word should be used and cultural biases should be avoided.

4.3. Documentation for Textile and Garments Industry

Order Confirmation, Import, and Receipt of the material at the factory Documentation, During Production, Export, Opening, 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 have to understand all apparel and textile departments' documentation properly.

4.3.1. Order Confirmation Documentation

1. **Copy of master:** received of this documentation from the buyer, the exporters become sure that they would obtain foreign currency after the perches shipment.
2. **Contract sheet:** Sing by buyer and vender
 - ❖ Style number
 - ❖ Shipment date
 - ❖ Mode of shipment (sea / air)
 - ❖ Order quantity and size ratio XL XXL SML
 - ❖ Fabric description
 - ❖ Labels etc
3. **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

4. Trim card with approval (swatch card)



4.1. 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}

4.2. Receipt of the material at the factory Documentation

- ❖ Inventory report: collection store manager
- ❖ Fabric and accessories swatch (actual)

4.3. Documentation of During Production

- ❖ Daily production report
- ❖ Daily quality report

4.4. Export Documentation

- ❖ Packing list
- ❖ Inspection certificate
- ❖ Bill at leading collect from ship
- ❖ Certificate of origin collect from custom

4.3.2. Opening L/C Documentation: For opening the bank will provide the following things:

- ❖ L/C application 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)
- ❖ Import Registration certificate
- ❖ Membership certificate
- ❖ Memorandum of association
- ❖ Income tax declaration
- ❖ A photograph

Documentation for Shipping

- ❖ Commercial invoice.
- ❖ Packing list
- ❖ GSM test report.
- ❖ Bill of leading.
- ❖ Cargo receive certificate.
- ❖ Shipment details from.
- ❖ Beneficiary certificate.
- ❖ Inspection certificate
- ❖ Authority to load certificate



Self-Check -4	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is meant by documentation? (4 Points)
2. what is meant by product package? (6 points)



Note: Satisfactory rating – 8 and above points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



List of Reference Materials

1. www.textileschool.com/School/Apparel/ApparelManufacturing/FabricInspection.aspx.
2. De Araujo M, Catarino A and Hong H (1999): Process Control for Total Quality in Circular Knitting, AUTEX Research Journal, Vol 1, pp 21-29.
- 1- Hemdan A A T and Ayatallah M S (2008): Online Fabric Defect Detection and Full Contro