# Basic apparel production Level I

# LEARNING GUIDE #32

**UNIT OF COMPETENCE:** Bundle and Label Cut Fabrics
**MODULE TITLE:** Bundling and Labeling Cut Fabrics

**LG Code:** **IND BAP1 M05 LO-01-LG-32**
**TTLM Code:** **IND BAP1** TTLM 1019 V1

LO1 **Inspect cut works / fabrics**

| Instruction sheet | Learning guide - 32 |
|---|---|

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

- ✓ Inspect sample of cut fabrics to verify that work has been performed to specification and reject or return for rework/ change those not meeting requirements
- ✓ Report damaged or torn cut works to supervisor.
- ✓ Deposit condemned (predestined) cut works in appropriate container or storage.
- ✓ Complete documentation in accordance with workplace procedures.

This guide will also assist you to attain the learning outcome stated in the coverage. Specifically up on completion of this learning guide, you will be able to: **-Inspect cut works/fabrics**

**Learning Instructions**

1. Read the specific objective of this learning guide.
2. Follow the instruction describes.
3. Read the information, and try to understand what are being discussed. Ask your teachers for assistance if the content is hard.
4. Accomplish the self-check.
5. Ask Key answers from your teachers or you can request your teacher to correct your Answer. You are going to get the key answer only after you finished answering the self-check.
6. Submit your accomplished self-check. This will from part of your training portfolio

| Information sheet 1 | Inspecting cut fabrics |
|---|---|

## 1.1 Inspecting cut fabrics

The garment components have to be cut accurately and precisely as per the shape of the pattern to facilitate assembling process and for better fitting of garments. The effortlessness in achieving this accuracy is based on the cutting method engaged and on the marker.

During cutting operation the following points has to be checked by the cutting supervisor.

- Pattern pieces should be cut accurately to the pattern shape.
- Raw edges of pattern pieces should not show fraying, fuzziness or snagging
- Ply edges should not fuse together.
- Size and placement of notches should be accurate.
- Cutting knife should be sharp enough for accurate and consistent cutting.
- Knife edges and cutting speed should be checked regularly.
- Cleanliness and safety should be ensured.

### 1.1.1 Interpreting production schedules and work load priorities

A production schedule planner need to have a cut off time of 3-7 days to give go ahead for the production of the order if the production order (PO) has cleared all the necessary pre-production approvals and the raw material is in-house. A process can be devised where the merchandiser has to give the PO production certificate verifying all the necessary approvals and material requirement to the planner so that he can schedule the production. Production Planner should have a good network of fabricators so that some orders can be outsourced to maintain the sanity of the production plan.

Production can be delayed due to many unforeseen circumstances

- Labor Strike
- Machine Breakdown

- Critical operation slowing down the efficiency
- Absenteeism
- Natural calamity
- Production being held due to quality problems.

Production planner should keep some buffer to adjust the delay. In case the delay is very critical the planner should take swift action and make the necessary amendments to ensure that the production plan remains viable.

1. Receive cutting approval report from the quality department.
2. Make consumption and approved by concern merchandiser.
3. Make requisition slip to receive required fabric from the material department.
4. Fabric received from the material department as per approved consumption.
5. Some fabric yarn construction and context are smooth, but some are stiff or slippery. Some fabric usually got shrinkage after spreading in cutting table. So cutting guy should make it relax before spreading.
6. Spreading fabric as per trim card, make layer, check by the quality team then start cutting, bundling, numbering, panel inspection to issue the production line.
7. If need to arrange hit transfer, embroidery, fusing, printing etc. separate those cut panel bundle and send to concern department to add those features.

| Self check - 1 | Multiple choice |
|---|---|

## SELF CHECK QUESTION

I. Multiple choice

Select the best answer for each question. Do this by circling the identifying letter next to your answer.

**1)** Which of the following activities is NOT an activity of cutting inspector?

A. Checking size and placement of notches

B. Checking quality of cut pieces

C. Reporting damaged parts for supervisor

D. None

**2) Production can be delayed due to:**

**A.** Absenteeism

**B.** Machine Breakdown

**C.** Good work habit

**D.** Due to quality problems

**3) During cutting operation the following points has to be checked except:**

**A.** Ply edges

**B.** Sewing machine performance

**C.** Size and placement of notches

**D.** Knife edges and cutting speed

**Rating:**

Scores 2 and above = Satisfactory

Scores below 2 = Not Satisfactory

| Information sheet 2 | Rejecting or returning those not meeting requirements |
|---|---|

## 1.2 Rejecting or returning those not meeting requirements

The fabric edges after cutting should not show fraying or snagging. These defects are due to an imperfectly sharpened knife, which could result in heat generation due to friction with fabric which leads to fabric damage. The heat generation during cutting with knives could be reduced by means of using sharpened knife blades, serrated or wavy edge knife, utilization of anti-fusion paper between fabrics, spraying of lubricant over the blades and reducing the lay height and blade.

Quality control of garments cutting section plays a vital role in garments because right measured cutting is required to get the right shape of garments product. Cutting is the first working department of garments production. Before making a cloth you have to cut off individual parts as per approved pattern, whereas proper measurement must be ensured so that all cutting parts are 100% accurate.

**Panel rejection replacement:**

Cutting section has to collect reject part from QA team after panel inspection. Sometimes they have to replace cutting reject, printing reject or re-cut short quantity. If they require more fabric than approved consumption, then cutting team has to face concern merchandiser with actual fabric consumption for more fabric and has to provide proper document to erase short shipment.

| Self check - 2 | SHORT ANSWERS |
|---|---|

# SELF CHECK QUESTION

## WRITE SHORT ANSWERS

**1)** If the fabric edges after cutting show fraying or snagging this may be due to: (1 pt)

……...

**2)** The heat generation during cutting with knives could be **reduced** by means of: (3 pts)

……

……

……

**Rating:**

Scores 3 and above = Satisfactory
Scores below 3 = Not Satisfactory

| Information sheet – 3 | Reporting damaged or torn cut works |
|---|---|

## 1.3 Reporting damaged or torn cut works

Failure to precisely follow the marker lines, leaning straight knife while cutting, using round knife on a considerably high speed, misplaced or incorrect notches and drill marks, frayed or fused edges due to blunt knife, faulty marker placement, etc. lead to distorted garment parts or missing bits which leads to quality issues at later stages.

If there is a fault in, Number of parts, Miss cut, ragged cutting, Notches, Matching plies you have to Reject or return it to the previous department and report the case immediately to the production manager or supervisor.
Beside this, to do the above, cutting section has to maintain some format and report to concern department regularly:

1. Consumption reports hard and soft copy.
2. Daily cutting report hard and soft copy.
3. Daily cutting variance report hard and soft copy.
4. Lay sheet format (hard copy).
5. Cutting approval sheet (hard copy)
6. Panel inspection report (hard copy)
7. Re-cut request copy (hard copy)
8. Marker worksheet (hard copy)
9. Marker plot requisition (hard copy)
10. Reject fabric requisition slip

| Self check - 3 | SHORT ANSWERS |
|---|---|

# SELF CHECK QUESTION

## WRITE SHORT ANSWERS

**1)** Write three or more of the cutting defects may occur : (3 pt)

……...

**2)** Write at-least four or more cutting section reporting format: (4 pts)

……

……

……

**Rating:**

Scores 4 and above = Satisfactory
Scores below 4 = Not Satisfactory

| Information sheet - 4 | Depositing condemned cut works |
|---|---|

Bundling workers also carry out important quality control functions. They inspect the garment pieces for cutting problems, fabric irregularities, or any other problems that may have occurred in production thus far. Those defective cut fabrics should not be thrown away, rather it should be kept in proper depositing place.

| Self check - 4 | Discussion |
|---|---|

# SELF CHECK QUESTION

## Discuss about the following question

**1)** Why do we have to keep defective cut pieces?

…….....

....

| Information sheet – 5 | Completing documentation |
|---|---|

## 1.4 Completing documentation

With proper planning & documentation, a disaster can be averted. But a simple problem can play havoc if comes out of blue. Recording wrong production data for the sake of inflating the production figures to avoid the ire of management can lead to an even bigger disaster. A factory should device a production reporting system which is robust and can't be tinkered with as all the decisions will be based on the data only. Different factories follow different systems for recording the data both manually and electronically. Effective data recording will help in effective planning.

| Self check - 5 | Discussion |
|---|---|

## SELF CHECK QUESTION

**Discuss about the following question**

**1)** List some of different systems for recording production data both manually and electronically.

…….....

....

# Basic apparel production Level I

# LEARNING GUIDE #33

**UNIT OF COMPETENCE:** Bundle and Label Cut Fabrics
**MODULE TITLE:** Bundle and Label Cut Fabrics

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|---|---|
| **LG Code:** | **IND BAP1 M05 LO-02-LG-33** |
| **TTLM Code** | **IND BAP1** TTLM 1019 |

LO2 **Prepare finished cut works for dispatch**

| Instruction sheet | Learning guide – 02 |
|---|---|

After checking the quality of cut fabrics, ticketing is done i.e. each cut piece of fabric is given a unique number so that the cut pieces of different sorts/shades do not get mixed and sewn together resulting in a defective/rejected garment.

After ticketing is done, pieces of each type like collar, band, cuff, back, front etc. are sorted and bundled together according to size and shade; and is taken to subsequent operations.

So, during the preparation of the finished cut pieces, the bundler does the following activities:

- ✓ Fold and classify cut works to meet workplace requirements.
- ✓ Check storage equipment before cut works are bundled and packed.
- ✓ Bundle cut works according to job card* and ***OHS practices.***
- ✓ Store bundled cut works for distribution in allocated area.
- ✓ Maintain bundled cut works record's accurately.

*Job card/ Job Ticket: job orders are issued to the operations of job Forman for starting the work. Job orders are prepared in accordance with dates and time previously planned and entered on the machine loading charts, route sheets and progress control sheets.

| Information sheet - 1 | OHS practice |
|---|---|

## 2.1 OHS practice

OHS practices may include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- standard operating procedures
- personal protective equipment (PPE)
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- -housekeeping
- reporting accidents and incidents

### 2.1.1 Hazard Identification and Control

The textiles & garment sector contains many hazards and risks to workers, ranging from exposure to noise and dangerous substances, to manual handling and working with dangerous machinery. Each processing stage — from the production of materials to the manufacturing, finishing, coloring and Occupational safety and health in the textile & garment sector packaging —poses risks for workers, and some of these are particularly dangerous for women's health.

**Risk assessment (Hazard identification) step by step**

The legal requirement for risk evaluation or assessment applies to all employers. The process for carrying out a risk assessment can be broken down into a series of steps:

**Step 1**

Identifying hazards and those at risk looking for those things at work that have the potential to cause harm, and identifying workers who may be exposed to the hazards.

Using workers' knowledge helps to ensure hazards are spotted and workable solutions implemented. Consultation encourages workers to commit themselves to health and safety procedures and improvements. A risk assessment should cover all workers regardless of whether they are employed on long- or short-term contracts. Where there are persons employed by another organization on site, there is a duty on the two employers to cooperate and safeguard the health and safety of workers.

**Step 2**

Evaluating and prioritizing risks Evaluate how likely it is that the hazard will lead to harm or injury, and how severe that injury is likely to be. Consider what control measures are in place and whether they are sufficient. It is essential that the work to be done to eliminate or prevent risks is prioritized. The focus for cost-effective and sustainable risk management should be on collective protection and preventative measures.

**Step 3**

Deciding on preventive action identifying the appropriate measures to eliminate or control the risks. List the preventive measures needed in order of priority, then take action, involving the workers and their representatives in the process. Targeting the underlying problems is the most cost-effective method of risk management.

**Step 4**

Taking action Risk assessment is the first step to successful risk management. Put in place the preventive and protective measures through a prioritization plan (most probably all the problems cannot be resolved immediately) and specify who does what and when, when a task is to be completed, and the means allocated to implement the measures. Interventions should be agreed with the workforce, either directly or through worker safety representatives.

The agreed solutions should be carefully implemented, monitored and evaluated. The information arising from the risk assessment must be shared with the appropriate persons. Action should be supported by appropriate training.

**Step 5**

Monitoring and reviewing the assessment should be reviewed at regular intervals to ensure it remains up to date. It has to be revised whenever significant changes occur in the organization or as a result of the findings of an accident or "near miss" investigation.

| Self check - 1 | Multiple choice |
|---|---|

## SELF CHECK QUESTION

II. Multiple choice

Select the best answer for each question. Do this by circling the identifying letter next to your answer.

1) What is PPE stands for?

   A. Product Preparation Equipment

   B. Personal Protective Equipment

   C. Process Problems Evaluation

   D. None

2) One of the following is the first step to successful risk management

   A. Eliminate or control the risks.

   B. Reviewing the assessment

   C. Taking action Risk assessment

   D. All of the above

**3)** Monitoring and reviewing the assessment should be reviewed at
   A. whenever significant changes occur in the organization
   B. at regular intervals
   C. Once a year
   D. A & B
   E. None

4) One of the following statements is false which one is it?
   A. Targeting the underlying problems is the most cost-effective method of risk management.
   B. A risk assessment should cover all workers
   C. There is a duty on the employers to cooperate and safeguard the health and safety of workers.
   D. None

| Information sheet - 2 | Folding and classifying cut works |
|---|---|

## 2.2 Folding and classifying cut works

The manner of folding or superposing the plies in the bundles should be such that there is **(a)** minimum or no creasing, and **(b)** minimum or no disarraying of the cut alignment. Any deviation from these two principles increases the pick-up and positioning time for the sewing operator. If the bundle must be tied securely because of movement before the operator gets the bundle, care should be taken not to use cord or other ties which may mar the surfaces and edges of the cut plies.

Tier stack bins (or boxes) on castes are an excellent means for bundling and transporting cut sections without the necessity of bundle tying. This saves tying and untying time.

All bundles MUST be classified to include:

1. Model/ Style type or number
2. Size
3. Number of parts in the bundle
4. Serial number of the material
5. Production order number/ Customer
6. Bundles should be stored temporarily on a rack

***Note that***: Sometimes the bundle is identified by the work ticket which is attached to the bundle. Each operator removes the ticket stub for the operation they perform for payment purposes.

| Self check - 2 | Short answer |
|---|---|

# SELF CHECK QUESTION

## Discuss about the following questions

1) What factors increase the pick-up and positioning time for the sewing operator

   ……..

   ...

2) List all the information that any bundles MUST be include

   ……
   ……
   ……
   ……
   ……

| Information sheet - 3 | Checking storage equipment |
|---|---|

## 2.3 Checking storage equipment

Storage equipment is used for holding or buffering materials over a period of time. Some storage equipment may include the transport of materials. If materials are block stacked directly on the floor, then no storage equipment is required. Storage racks are used to provide support to a load and/or to make the load accessible and it's better to use racks rather stack the material on the floor. We should regularly check and clean the rack according to its requirement/arrangement.

| Self check - 3 | Discussion |
|---|---|

# SELF CHECK QUESTION

## Discuss about the following questions

1) Why should we have to check storage equipments regularly?

……

……..

| Information sheet - 4 | Bundling cut works |
|---|---|

## 2.4 Bundling cut works

Bundles of cutwork are prepared according to size, color and quantities, their actual composition determined by the requirements of the sewing room. E.g. all the components for one bundle of garments can be packed into one box or each of the major components packed in its own container ready to be issued to different preparation and sub-assembly sections in the factory.

In manual handling systems garment components are tied together to form a bundle for the sewing lines. Bundle size in Ethiopian factories varies from 20 to 100 garments, which increases the 'materials handling' at the needle point and the level of work-in-process (WIP), reducing the working space of the worker and increasing the throughout time of each bundle. Large bundles are a Disincentive and workers make mistakes by putting the wrong components together.

During bundling garment components/ parts MUST be identified properly to ensure that the correct component parts are assembled together.
Experience has shown that smaller bundle sizes:

- reduce worker fatigue,
- reduce the time it takes to produce one bundle,
- reduce worker errors, thereby improving quality,
- reduces the number of rejects in the production line and
- reduces materials handling at the needle point.

The bundling size can be decided based on the requirement of the line, type of cut fabrics, number of work stations and total number of components in a garment to be sewn.

Bundling" is the process of disassembling the stacked and cut pieces and reassembling them in production lots grouped by garment unit, color dye lot, and number of garments. The sorter sorts the patterns according to size and design and makes bundles of them. This step requires much precision because making bundles of mismatched patterns can create severe problems. On each bundle there are specifications of the style size and the marker too is attached with it.

Manufacturers use a variety of bundling methods depending upon their needs, with four basic systems being the most common among local manufacturers:

- **Item bundling** – all pieces that comprise a garment are bundled together.
- **Group bundling** – several (10-20) garments are put together in a bundle and given to a single operator or team to sew.
- **Progressive bundling** – pieces corresponding to specific sections of the garment (such as sleeves or a collar) are bundled together and given to one operator. Other operators sew other parts of the garment, which are then assembled into the finished garment in the final phase.
- **Unit production system (UPS)** – individual garment pieces are delivered to sewers using a computerized, fully mechanized "assembly line" that runs throughout the manufacturing facility. Using a UPS computer monitoring system, a manufacturer can fully track the production of a garment, identify where sewing slowdowns are occurring, and reroute garment pieces to other sewers who work more quickly. Gerber Garment Technology Inc. manufactures a UPS system, which eliminates the need for passing apparel piece bundles from worker to worker. This lowers labour costs because employees spend less time handling bundles and more time sewing. It also facilitates short-cycle manufacturing.
- **Modular or "team based"** manufacturing is another type of bundling that combines some of the above characteristics. Developed in Japan, it is the grouping of sewing operators into teams of eight to ten. Rather than each sewer

performing a single task, they work together on a garment from start to finish. One-third of the U.S. apparel industry has switched to either unit production or modular manufacturing. In Los Angeles, however, only a few major manufacturers engage in computerized unit productions (constituting about ten percent of total production) while the majority of contractors still use progressive bundling.

| Self check - 4 | Multiple choice |
|---|---|

## SELF CHECK QUESTION

Multiple choices

Select the best answer for each question. Do this by circling the identifying letter next to your answer.

1) Experience has shown that smaller bundle sizes:

   A. reduce worker errors, thereby improving quality
   B. reduces the number of rejects in the production line
   C. reduce operators efficiency
   D. reduce worker fatigue

2) Manufacturers use a variety of bundling methods depending upon their needs except:

   A. Progressive bundling
   B. Item bundling
   C. Unit production system (UPS)
   D. Group bundling

3) Which bundling method uses a computer monitoring system, and can fully track the production of a garment.

   A. Unit production system (UPS)
   B. Item bundling
   C. Group bundling
   D. Progressive bundling

4) One of the following bundling methods is the grouping of sewing operators into teams of eight to ten. Rather than each sewer performing a single task, they work together on a garment from start to finish.

A. Item bundling
B. Group bundling
C. Unit production system (UPS)
D. Progressive bundling

5) Bundling" is the process of disassembling the stacked and cut pieces and reassembling them in production lots grouped by

A. Garment unit,
B. Color dye lot,
C. Number of garments.
D. All of the above
E. None

| Information sheet - 5 | Storing bundled cut works |
|---|---|

## 2.5 Storing bundled cut works

Efficient materials storage and handling. Storage and handling by themselves are not sources of additional value as during these operations goods do not acquire any new qualities. Discover why improved materials storage and handling can (among other advantages) recover misused space, and lower capital costs due to less work-in-progress and simplified stock control.

Extra stock is a waste. It requires storage, record keeping and handling. It ties up capital and some costly materials can become spoiled or obsolete. Leaving stock and work-in-progress around in the production area reduces the space available for production operations and impedes movement of workers. The more cluttered your shop-floor, the more likely materials and work-in-progress will be mixed up or lost. Workers spend valuable productive time looking for things.

Bin card is used to mean a document that keeps a record of the items held in stores**.** Bin implies a container or space to keep materials, and with each bin, a card is placed, that comprises of details of material received, issued and returned. Moreover, it contains details relating to the number of items, their description and relevant notes (if any).

Bin card is used to quantitatively record the items received, issued and remained in the stores. As and when the transaction takes place, the entry is made in the bin card, after which the materials are taken to/given from stores.

At the time of receiving materials, the quantity is entered in the receipt column of the bin card from material requisition note (MRN), and on the transfer of goods to various departments, the entry is made in issue column of the card.

## I.E. Example of BIN/STOCK CARD

Supplier Code :
Supplier Name :
Period :
Verified By :
Verified Date :

| No | Date | Item Code | Item Name | UOM | Warehouse | In | Out | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
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| Stock Control | |
|---|---|
| Maximum Qty | |
| Minimum Qty | |
| Reorder Name | |

### 2.5.1 Determining load sizes, classifying and sorting products

The best work cycle time for this operation results from a work station layout which permits the bundler to sort with (a) a motion pattern devoid of back track or crisscross movements, and (b) minimum distance from stack to stack.

Before the bundler begins sorting, the stacks should be rearranged in a sequence and adjacency which adheres to the above two principles.

Most of the sewing rooms use the bundling system, where small batches of garments move from one workstation to another in a controlled manner. In order to prepare the cut work, it is essential for operators to be able to identify each pile. This is the function of the marker, if used, as the style number, the size and the part identification will be part of the plot. If markers are not used, a **top-ply labeling** system is required.

**Sorting and Bundling**

Cut parts are considered work-in-process inventory and are counted and tracked throughout the rest of the production processes. This is usually done through bundle tickets that originate with cutting orders. It is the process of collecting different cut parts of an item (e.g. blouse) of the same size, colour and batch.

**I.e. Example of Top-ply labeling**

| Self check - 5 | Short answer |
|---|---|

# SELF CHECK QUESTION

## WRITE SHORT ANSWERS

1) Write the meaning of Top Ply labeling and its uses.

   ……

   ……

2) Why do we have to use Bin/Stock card to store bundled fabric?

   ……

   ……

3) What do we mean when we say “Efficient materials storage and handling”

   ……

   ……..

| Information sheet - 6 | Maintaining bundle cut works and records |
|---|---|

## 2.6 Maintaining bundle cut works and records

Before distributing the bundles to the sewing line, the following checks should be done:

- parts should be the same
- parts should be faced the same way (right or wrong side of fabric)
- Defects which are not noticed during fabric laying and cutting should be identified at this stage.

| Self check - 6 | Discussion |
|---|---|

# SELF CHECK QUESTION

## Discuss about the following questions

1) Discuss about How can we maintain the record after storing the bundled fabrics

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# Basic apparel production Level I

# LEARNING GUIDE #34

**UNIT OF COMPETENCE:** Bundle and Label Cut Fabrics
**MODULE TITLE:** Bundle and Label Cut Fabrics

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|---|---|
| **LG Code:** | **IND BAP1 M05 LO 01-03** |
| **TTLM Code** | **IND BAP1** TTLM 1019 |

LO3 **Dispatch bundled products**

| Instruction sheet | Learning guide – 34 |
|---|---|

Bundler and dispatcher are different personnel who do different jobs. So, the dispatcher does the following activities:

- Check labels and tags or add if required. Basically, the tag should contain at least the following information: Style #, batch #, size, bundle #, quantity.
- Bag bundled products or otherwise prepare for pick-up or dispatch
- Ascertain dispatch instructions
- Dispatch product, or store in readiness for pick-up / dispatch using appropriate ***tools and equipment.***

| Information sheet - 1 | Checking or adding labels and tags |
|---|---|

## 3.1 Checking or adding labels and tags

When fabric is cut after laying fabric, the fabric Bundle needs to be separate. The operator tie it with Fabric Code printed on paper: This is called ticketing.

### Ticketing

It is a process in which each cut piece of fabric is given a unique number so that the cut pieces of different sorts/shades do not get mixed and sewn together resulting in a defective/rejected garment. Ticketing machines are available to carry out this process.

After ticketing is done, pieces of each type like collar, band, cuff, back, front etc. are bundled together and taken to subsequent operations.

### Bundle Tickets:

These tickets identify each bundle and in themselves play an important role in production planning and control for the sewing and finishing sections. The tickets themselves can be in alpha-numeric form or bar coded, and in both cases they can be computer generated.

The purpose of **bundle tickets** is to:

- Monitor the progress of each specific garment,
- Ensure that all the correct parts are assembled together, and
- Compensate operators for their work on each garment.

### Bundle ticketing

Cut part identification involves identifying and marking parts for further operations. Throughout the sewing process it is essential that each garment be assembled from parts that have been cut from the same ply of fabric, which is ensured by shade marking each piece in the lay. Every piece is ticketed with a style number, size, and ply number. Each piece or garment part is ticketed, and the plies are numbered sequentially. Operators can check ply numbers as parts are assembled to be certain that the correct parts are being used in each garment. Shade marking is done prior to bundling.

Garment parts are grouped and bundled for the specific production system to be used. Bundle tickets are attached and the parts are ready to be moved to the sewing operation.

## Shade Marking

This operation ensures that components cut from different shades of the same colour do not get mixed up during the assembly process. Every component for one garment is marked with a unique number, usually printed on a small ticket which is stuck on the component.

Shade tickets, chalk, crayon, graphite and ink are the popular mediums used for shade marking. Shade tickets are applied to the fabric with either stitches, staples or heat sealing. Stamping ink is used only in those areas of a garment which are hidden from the public such as a shirt tail.

| Self check - 1 | Discussion |
|---|---|

# SELF CHECK QUESTION

## Discuss about the following question

1) Why do we need to attach the tickets on every bundled ply?

……

| Information sheet - 2 | Bagging bundled products |
|---|---|

## 3.2 Bagging bundled products

| Information sheet - 3 | Ascertaining dispatch instruction |
|---|---|

## 3.3 Ascertaining dispatch instructions

The following format can be used as an example for the cut piece dispatching.

Transfer Report Form from Cutting to Sewing

| S/N | Order # | Item | Style # | Customer | Color | Bundle # | Size with transfer Quantity | | | | | | Transfer by | Received by |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | S | M | L | XL | 2XL | TTL | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Prepared by……..Checked by…….Approved by……

Sign. & date……Sign. & date……Sign. & date…….

| Information sheet - 4 | Dispatching or storing products |
|---|---|

## 3.4 Dispatching, or storing products

It is to decide the best order of an operation in the process, and make instructions to workers. All of the operation order which reached a certain process does not have the same priority. Some can be delayed; some are urgent and are required to be handled first. The main functions of dispatching are to determine the priority, to set the best order, to make instructions, and to control the process.

| Information sheet - 5 | Using appropriate tools and equipment's |
|---|---|

## 3.5 Using appropriate tools and equipment's

❖ Tools and equipments may include:

- ➢ manual or powered lifting/hoisting equipment
- ➢ manual or powered packaging equipment including:
  - nailing / stapling
  - bundling or boxing (packing)
  - banding machines

| Operation sheet - 1 | Sorting and bundling of cut parts according to size and shade. |
|---|---|

**OPERATION TITLE:** Sorting and bundling of cut parts according to size and shade.

**PURPOSE:** To show how to Sort and bundle cut parts according to size and shade.

**CONDITIONS OR SITUTATIONS FOR THE OPERATION:** Trainees should identify the size & structure of different patterns.

Trainees should have the experience of ticketing of cut pieces of fabric.

**EQUIPMENT,TOOLS AND MATERIALS:**

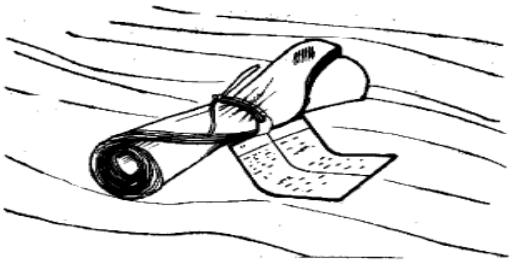
- Cut parts;
- Ticket/ Tag;
- Strap;
- Bundling table;
- Rag/ cloth and
- Staple remover.

**PROCEDURES:**

## Steps

1. Prepare materials, tools and equipment needed as shown.
2. Clean/remove fabric dust, trimmings and staple wires on the bundling table by using a piece of cloth.
3. Check ticket/tag with the cut parts for the style or job order.
4. Arrange the cut parts from large to small parts
5. Check sample garments for cut parts distributions.
6. Spread all parts of one size on the table.
7. Remove staple wires on the cut parts by staple remover as shown.

8. Count the number of ply up to the paper separator to separate style of different shade.



Note: Paper separator indicates the shade of the cut parts

9. With strap ticket/tag, tie cut parts together.

Note: The size and the name that is indicated in the ticket tags must be the same with the cut parts

10. Put the bundled cut parts to the bundle rack/box of cuts with ticket

11. Repeat steps 7, 8, 9 and 10 for all sizes.

**PRECAUTIONS:**

- Care must be taken during ticketing, sorting and bundling.
- Great attention should be taken during sorting of cut parts in order NOT to mix cut parts of different sizes and shades.

**QUALITY CRITERIA**

1. Bundled cut garment parts are according to model, size and quantity or count.
2. Ticket or label contains complete information
3. No shade variation in the bundled pieces.

| Lap test | Sort and bundle cut parts of blouse according to size and shade. |
|---|---|

## JOB SHEET/Lap Test-1

**JOB TITLE–**Sort and bundle cut parts of blouse according to size and shade.

**UNIT OF COMPETENCY:-**Bundle and Label Cut Fabrics

**OBJECTIVES:** -At the end of this session trainees will be able to

The student will sort and bundle cut parts of blouse according to size and shade using the available cut parts.

**LABORATORY WORK:** Materials Required:

Complete cut parts of blouse in different sizes and colors,

Ticket/ Tag;

Strap;

| Supplies and Materials | Tools and Instruments | Equipment |
|---|---|---|
| Complete cut parts of blouse in different sizes and colors, | Bundling table; | |
| Ticket/ Tag; | Rag/ cloth and | |
| Strap; | Staple remover. | |

**EVALUATION:** Trainer examination and inspection, using the following criteria;

1) All steps were completed in the correct sequence,
2) All bundles should have complete cut parts,
3) The size and the name indicated on the ticket must be the same with the cut parts.

References:-


1) Complete Guide to Sewing; THE READER'S DIGEST ASSOCIATION LIMITED; 1987.

2) Industrial Engineering and Production Management, M. Mahajan, 2002 G.C

3) Untitled handouts