



BASIC APPAREL PRODUCTION

Level-I

Learning Guide-38

Unit of Competence: Perform Hand Stitching

Module Title: Performing Hand Stitching

LG Code: IND BAP1 M15 LO1-LG-38

TTLM Code: IND BAP1 M15 TTLM 0219v1

LO 1: Prepare workstation



Instruction Sheet

Learning Guide #1

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

- Setting up and organizing work area
- Clearing and cleaning work area
- Selecting and making ready appropriate materials
- Checking condition of needle
- Reporting and recording any problems

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:**

- Work area is set up and organized to maximize safety and productivity.
- Work area is cleared and cleaned for safe working environment and ease of moving work piece
- Appropriate **materials** are selected and made ready for use
- Condition of needle is checked to ensure sharpness and free from rust
Any problems are reported and recorded.

Learning Instructions:

- Read the specific objectives of this Learning Guide.
- Follow the instructions described below.
- Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
- Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4”.
- If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ”.
- Do the “LAP test” (if you are ready).



Information Sheet-1	○ Setting up and organizing work area
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1.1 Set up and organizes work area.

Workstation and seating should be set up according to OHS practices and specifications for work.

It includes:

- standard operating safety procedures to perform Hand stitch
- personal protective equipment ex. Wearing work wear
- safe materials handling ex. Use pin cushion for pins
- Equipment safety
- Personal responsibilities for safety
- Ergonomic arrangement of workplaces
- housekeeping and safe storage of tools/equipment
- reporting accidents and incidents
- environmental practices

1.1.1 Standard operating safety procedures

- Protection equipment:
- Protective clothing,
- Protective shields and barriers shall be provided.
- Before doing work that requires the use of PPE, the trainee must be trained.

1.1.2 Personal safety protective equipment

Personal safety protections include:

- Eye and face protection
- Hearing protection
- Respiratory protection
- Wearing apparel
- wearing thimble at left hand fingers
 - Safe materials handling and storage
- Keep the materials in well manner.
- Use the material as enough as required.
- **Safety precautions concerning people**
 - During working, wear appropriate protective clothing properly.
 - Never remove safety device or safety covers from equipment



- Be careful of high clothes. Never touch switches with wet hands.
- When an accident occurs, it should be reported immediately to proper authority.
- **Safety precautions concerning facilities**
 - Facilities must be adequately illuminated, clean, neat and dry.
 - Keep the area organized so that there are no obstacles lying around the floor.
 - The equipment and floor should be free from dust and any chipping.
 - Work benches must be strong.

**Self-Check -1****Written Test & Chose**

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

Chose

1. Which one is not Safety precaution concerning facility (2points)
 - A. The equipment be free from dust
 - B. Work benches must be strong
 - C. Facility must be not clean, neat and dry
 - D. A & B

Short answer

2. List out standard operation safety procedure. (5points)
3. List out Personal safety protections at list four. (5points)

Note: Satisfactory rating - 6points

Unsatisfactory - below 6 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	○ Clearing and cleaning work area
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2.1 definition of Work area

Work station is defined as an area, in an office, outfitted with equipment and furnishings for one or more workers or trainees. Before doing so a worker should be well aware of the safety rules and regulations.

2.2 Housekeeping

Good housekeeping involves every phase of industrial operations and should apply throughout the entire premises, indoors and out. It is more than mere cleanliness.

It requires

- orderly conditions
- the avoidance of congestion, and attention
- Efficient production
- a good working environment are complementary
- ✓ So the trainees should
 - Every morning the trainees wipe and clean the equipment's.
 - After work, they have to wipe, clean and cover the equipment's.
 - Personal responsibilities for safety
 - Observe all, before, safety precautions related to your work.
 - Report unsafe conditions or any equipment or materials you think might be unsafe.
 - Warn others about the hazards.
 - Report any injury or ill
 - Wear protective clothing
 - Be safety consuls
 - Always inspect equipment and associated attachments for damage before using.

**Self-Check -1****Written Test & Chose**

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

Chose

1. Good housekeeping it requires (2points)
 - A. Efficient production
 - B. a good working environment are complementary
 - C. A&B
 - D. All
 - E. None

Short answer

2. _____ is defined as an area, in an office, outfitted with equipment and furnishings for one or more workers or trainees.(3points)
3. Good Housekeeping involve the trainees should be. (5points)

Note: Satisfactory rating – 5points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answer

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Selecting and making ready appropriate materials
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3.1 Selecting and making ready appropriate materials

There are some hand stitch materials that you can't even begin without. The correct sewing tool makes any sewing project easier.

3.1.1 Garment

- Skirt
- Blue
- Women trouser
- Shirt

3.1.2 Thread

Depending on the stitch and its use, some techniques require double thread (sewing on a button, or securing hooks/eyes and snaps), but most are worked with single thread. A relatively short length of thread is strongly recommended.



It is always important to select the appropriate

- ✓ Color :- Use a color similar to the garment for basting, since some colors (Especially dark colors) rub off or transfer
- ✓ Thickness
- ✓ Shine
- ✓ Texture
- ✓ stability



3.1.3 Thread trimmer(scissors)

Thread trimmer is used to trim excess thread after stitching. It is also used in final finishing of the products to trim excess thread, left un-noticed.



3.1.4 tracing paper

3.1.5 Measuring tape

Measuring tape is used to take measurements of the parts of work.



Fig. Tape measure

3.1.6 Hand stitching needles

Hand needles come in a variety of sizes and types. For finer fabrics, use a smaller needle. Use a finer needle when short, single stitches are required such as pad stitching. Longer needles are preferred when multiple stitches are to be stitched at one time, such as basting.

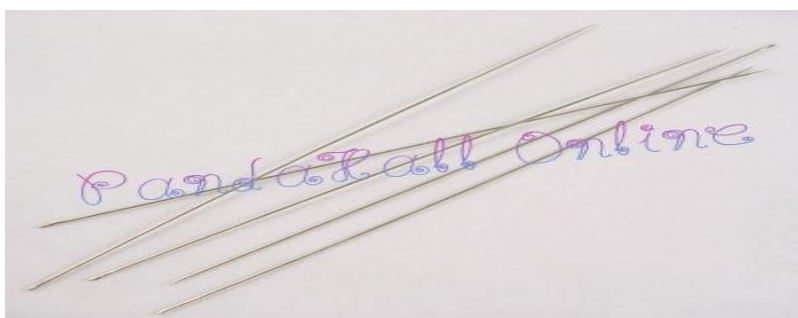


Fig. Hand Needle



3.1.7 Thimble

A thimble is used to protect the finger while pushing the needle through the various layers of fabric. Select a thimble to fit the size of the end of the middle finger of the hand used when hand sewing.

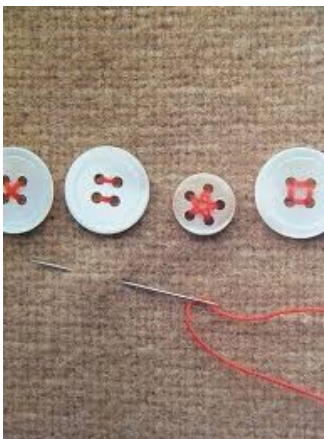
- Place the thimble on the middle finger of the hand that holds the needle.
- Hold the needle between the thumb and the forefinger.



Fig. thimble

3.1.8 Button

Some buttons inside a concealed placket, or inside a double-breasted garment are completely functional.





Self-Check -1

Written Test & Chose

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

- _____ is used to protect the finger while pushing the needle through the various layers of fabric.(3points)
 - Tracing paper
 - Thimble
 - Shield
 - Wearing Apparel
- Write the name of the picture. (7points)



Note: Satisfactory rating – 5points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-4	Checking condition of needle
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4.1 Checking condition of needle

There are many different types and sizes of needles, and they all work differently with specific threads and fabrics.

- The right needle for the job depends on the type of **fabric and thread** being used.
- The **size and sharpness** of the needle determine how the point goes through the fabric and how big the hole is that it makes. The idea is to choose a needle that will penetrate the fabric easily without doing any damage to the fabric or putting too much stress on the needle.

Needle checking

1. From rust
2. old needle
3. broken needle
4. damage or flat needle point
5. A needle with a ragged or too-small eye will wear and cut at your thread, causing it to fray and break – costing you time, money, and finish on your sewing.
6. A needle with a blunt or snagged tip will catch on your fabric, causing pulls, and it will take you more effort to push it through the fabric.

**Self-Check -1****Written Test, True or False & Chose**

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

True or false

1. The needle eye too big will wear and cut at your thread. (2points)
2. The right needle depends on the types of fabric and thread. (2points)

Chose

3. Which one is checking the condition of needle? (2points)
 - A. From ragged or too small eye
 - B. From rust
 - C. From flat point
 - D. B and C
 - E. All

Note: Satisfactory rating – 3points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Reporting and recording any problems
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3.1 Report on quality defects and severity

Visual inspection for quality defects is a critical step to any professional QC inspection for garments:

That's why QC professionals typically

Hand stitch defects classify into one of three categories:

1. Minor: - Is a defect that is not likely to reduce materially the usability of the unit of product for its intended purpose.
2. Major: - It's a defect other than critical that is likely to result in failure, or to reduce materially the usability of the unit of products for its intended purpose.
3. Critical: - It's a defect that judgment and experience indicate is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon product.

3.2 Recording common hand stitch defects :

Some common hand stitch defects are

- ✓ An untrimmed thread
- ✓ Shading variance between different colors of tread
- ✓ A loose needle left in the garment.
- ✓ Stitch puckering

3.3 Recording Button and button hole problems

- Button hole size for woven fabrics 2 mm larger than the diameter of the button.
- Button hole's in knitted fabrics same size as button diameter.
- The hole's must be checked at clean cut and no loose ends, others knife blades must be sharp or replaced.

3.4 Reporting and recording needle problem

- Broken needles must be reported and recording.
- Rust needles must be reported then removed.
- Recording number of used needles.

**Self-Check -1****Written Test & Chose**

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

1. Which one is the defect category to reduce materially the usability of the unit of products for its intended purpose? **(2.5points)**
 - A. Critical defect
 - B. Minor defect
 - C. Major defect
 - D. All
2. What recorded common hand stitch defects. **(2.5points)**
 - A. Stitch puckering
 - B. Untrimmed tread
 - C. A&B
 - D. All

Note: Satisfactory rating – 2.5points

Unsatisfactory - below 2.5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



List of Reference Materials

1. [Construction] handstitches.doc Revised January 2018. Copyright © 2018.



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Level-I

Learning Guide-39

Unit of Competence: Perform Hand Stitching

Module Title: Performing Hand Stitching

LG Code: IND BAP1 M15 LO1-LG-39

TTLM Code: IND BAP1 M15 TTLM 0219v1

LO 2: Perform hand stitching



Instruction Sheet

Learning Guide #1

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

- Laying out material
- Selecting appropriate type of stitch
- Determining hand stitch specifications with garment sewing
- Starting and performing hand stitching properly
- Inspecting finished work
- Completing hand stitching

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:**

- Material is laid out in preparation for stitching process
- Appropriate **type of stitch** is selected to suit particular application.
- Hand stitch **specifications** are determined in consideration with the **garment** to be sewn.
- Hand stitching is properly started and performed and the last stitch properly tied off.
- Finished work is inspected to ensure it conforms to specifications
- Hand stitching is completed in accordance with job order and workplace procedures.

Learning Instructions:

- Read the specific objectives of this Learning Guide.
- Follow the instructions described below.
- Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4, and Sheet 5”.
- Accomplish the “Self-check 1, Self-check 2, Self-check 3, Self-check 4, and Self-check 5.
- If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2, Operation Sheet 3, Operation Sheet 4 and Operation Sheet 5 ”.
- Do the “LAP test” (if you are ready).



Information Sheet-1	Selecting and laying out appropriate type of stitch
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1.1 Selecting and laying out appropriate type of stitch

INTRODUCTION

HAND STITCHING

Hand stitches have many uses. Before the sewing machine, garment-making was done exclusively by hand. However, in today's home sewing world of sophisticated sewing machines and sergers, few garments are made entirely by hand. But, many home-sewn and custom-made garments continue to have some type of hand stitching used primarily as finishing techniques (hemming, securing fasteners, etc.).

Hand Stitch Types

Basic hand sewing techniques are divided into constructive and decorative stitches. Constructive stitches are further divided into temporary and permanent.

TEMPORARY STITCHES

Temporary stitches are used to hold the garment pieces together before permanent stitches are made. These are termed as tacking or basting stitches. They are often used to hold two or more layers of material together before the permanent stitches are made. Usually this stitch is horizontal and is worked from right to left with a knot. For tacking it is better to use a contrast colour thread. There are several types of basting stitches –

1.1.1 Basting Stitch

A basting stitch is used to temporarily hold together pieces that may shift as you use your sewing machine. When basting, it's a good idea to use a contrasting thread so it's easier to remove the basting stitches after the permanent sewing is complete.





a. Even basting

This is used for tacking seams and other details, which must be held securely. The stitches are of equal length about $\frac{1}{4}$ inches on both sides of the material. This is used for tacking seams and other details, which must be held securely

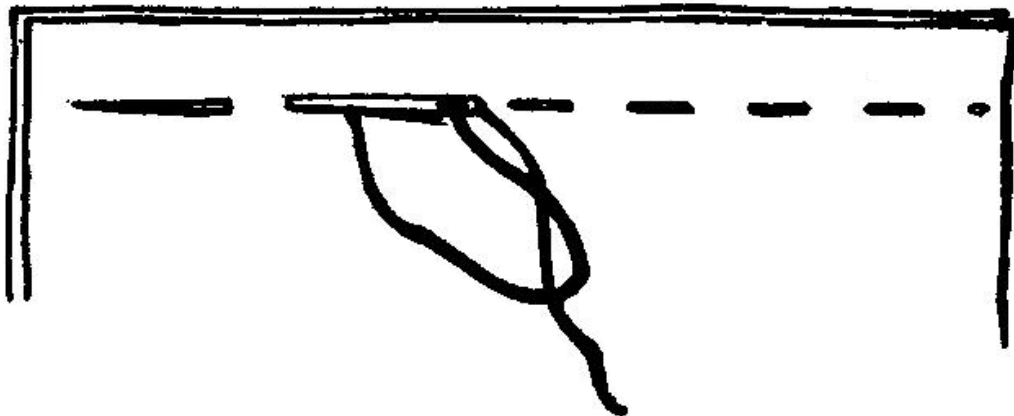
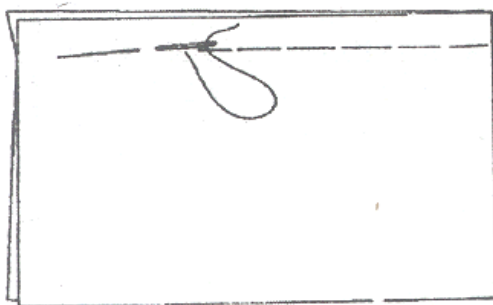


Fig. Even basting

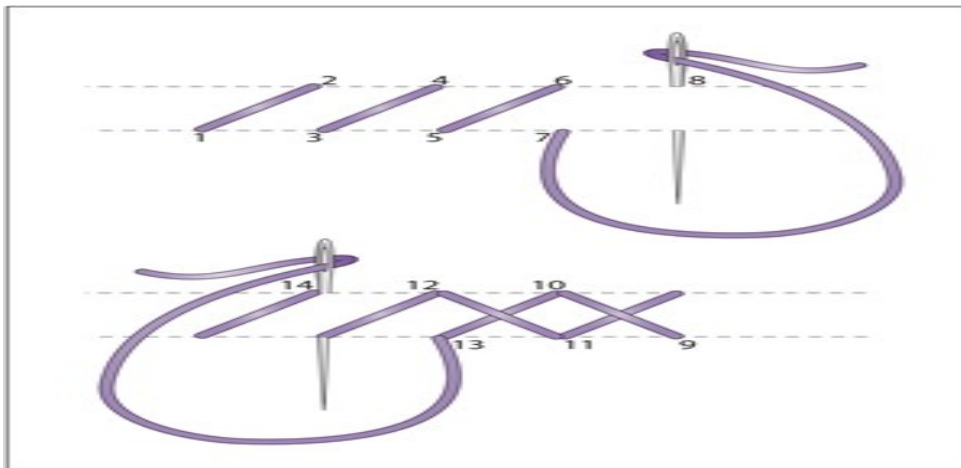
b. Uneven basting

The stitch on the upper side of the fabric is at least twice than that on the underside. The size of the stitch is usually $\frac{1}{2}$ inch. Use this type of basting as guideline where there is little or no strain.



Uneven basting

- 1.1.2 **CROSS Stitch:** - it is a temporary stitch is used to hold two or more layers in decorative money and crossing on long stitch mostly on the lapel part of coat.

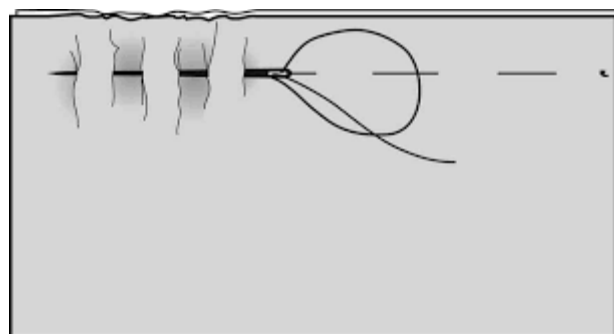


PERMANENT STITCHES

The stitches that are left in the garment and form a part of the stitched garment are permanent stitches. Knots are not generally used for starting the permanent stitches. Two or three stitches at the beginning of a row, especially on flat seams will be helpful in securing the stitches.

1.1.3 Running stitch:

This is the simplest form of hand stitch which is used for permanent sewing hand seams such as tucks, gathering, shirring, quilting and mending. It is similar to even basting, but the stitches are much similar. The stitches should be straight, fine and evenly spaced and about 1/16 to 1/8 inch in length. Pass the needle through the fabric several times before pulling it through

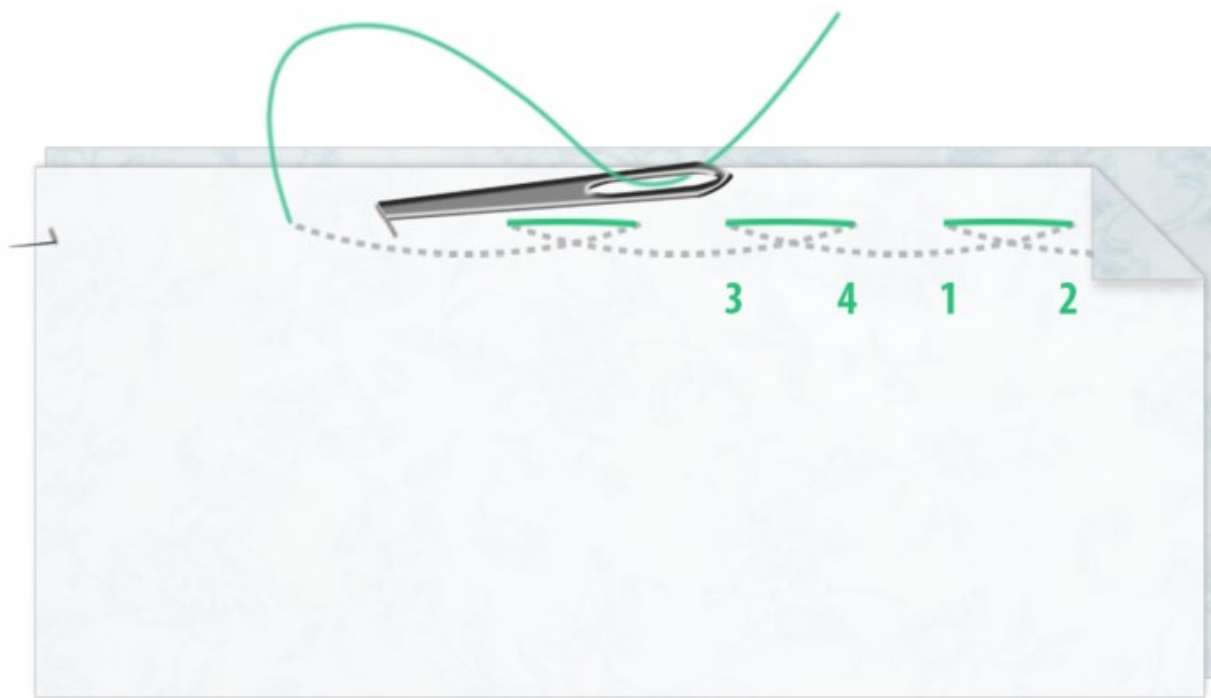


Running stitch

1.1.4 Backstitch:



The backstitch is strong and is sometimes substituted for machine stitching. To make the backstitch, push needle up through the material at a point on the stitching line about 1/8 inch from its right end. Take a stitch inserting the needle 1/8 inch back of the thread at the beginning of the stitching line and bringing it out an equal distance in front of the thread. Repeat this way, keeping stitches uniform in size and fairly firm



1.1.5 Hemming:

A Hem is a finish for any bottom edge of a garment.

Before a hem is secured by hand, the raw edge should be neatly finished. The finish chosen depends first on fabric characteristics and garment styles, second on personal preference.

The edge can be left uncovered on fabric that does not fray, and where a lining will cover the hem; use a covered edge for fabric that frays a great deal, and in those situations where a more finished look is wanted.

Several stitches can be used to hem a garment. Select thread to match your garment. Fullness should be eased in and distributed evenly for a flat, smooth finish.

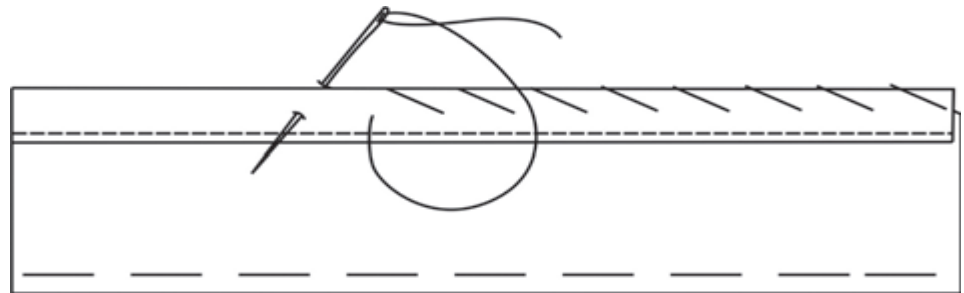
Hem stitches should also be spaced evenly and inconspicuously sewn to the fabric.

There are two basic hand-hemming methods:

- a) **Flat:-** where stitches pass over the hem edge to the garment; and



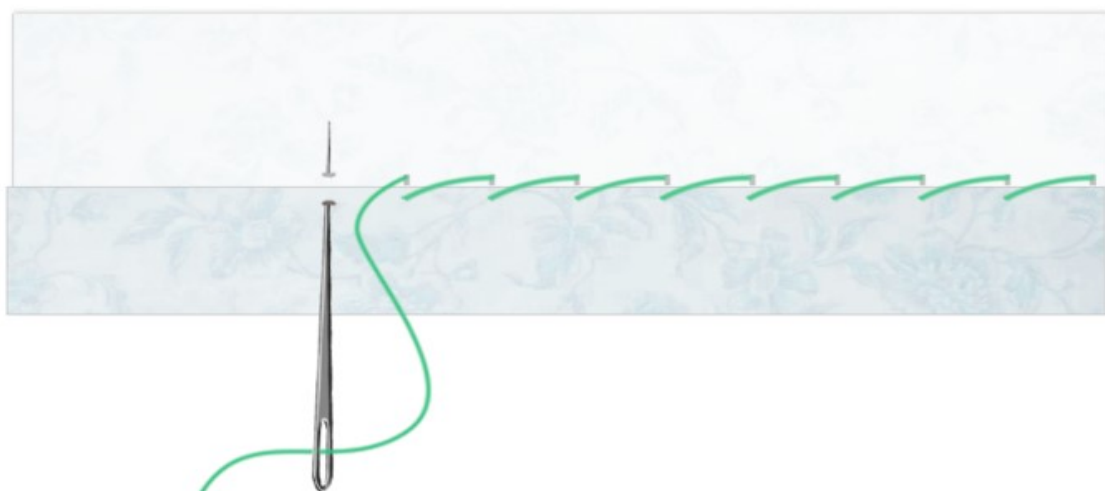
- b) **Blind:** - where stitches are taken inside, between hem and garment. Blind hems are best for heavier fabrics and knits because the hem edge is not pressed in to the garment.



Blind Hem: As the name suggests this stitch is almost invisible to the naked eye. It has to be done with great care to give a neat finish. It is used mainly in men's wear.

the visible part of the stitch will be minimized.

1. Slip your threaded needle inside the fold to hide its knot.
2. Bring the needle out through the folded edge of the hem.
3. Using the point of your needle, pick up just a few threads from the flat fabric against which the hem is sitting (this is the tiny stitch that will be seen on the right side of your project).
4. Push the needle back into the folded edge of the hem.
5. Repeat for the length of the hem.





Method: The turned in part is so closely stitched to the main body of the garment so as to take only one strand of thread at a time giving it almost an invisible feel.

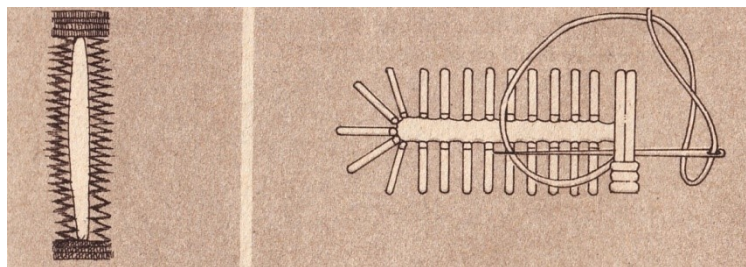
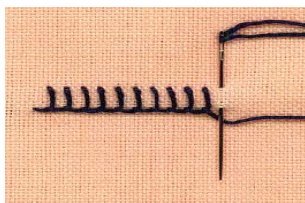
There are three basic forms:

1. Turned up (the most common)
2. Faced and
3. Enclosed

1.1.6 Button Hole Stitch:

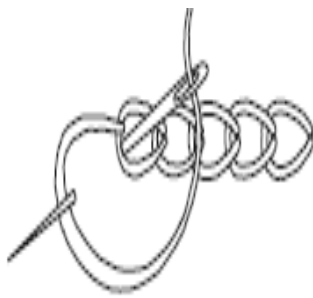
The most common identification of this stitch is the opening into which the button of a shirt is closed. The edge of that opening is finished using a stitch known as the button whole stitch.

It is worked from left to right. Bring the needle up through the fabric. Holding the thread under the left thumb, form a loop; then pass the needle through the fabric and over the looped thread; repeat. These stitches are made very close to each other. This stitch may be used for filling an area or finishing edges and especially the Edges in a patch work.



1.1.7 Chain stitch:

This stitch appears like a chain on the face of the fabric. It is worked from top down. Bring the needle up through the fabric; hold the loop with your thumb and insert the needle again at the same point. Bring the needle up a short distance away, with the thread looped under needle; repeat. It is used for heavy outlines or as a filling, making rows of chain following the outline of the shape being filled.



1.1.8 Overcast Stitch

The overcast stitch (sometimes called a whip stitch) is used to finish cut edges on fabrics that tend to ravel, such as linens and gabardines. Your sewing machine may have an overcasting stitch that will save you hand sewing time. This stitch can also be used to close a tear when mending.

1. To overcast by hand, start on one side of the edge you want to finish.
2. Make a series of equally-spaced, diagonal stitches that loop around the edge of the fabric.
3. How close together you keep the stitches depends on your task. For example, mending stitches would be quite close, almost one on top of the other.



1.1.9 Slip Stitch or Ladder Stitch

This is the hand stitch we find most useful. A slip stitch is used to create an invisible seam between two folded edges, or a folded edge and a flat edge. You can use a slip stitch for

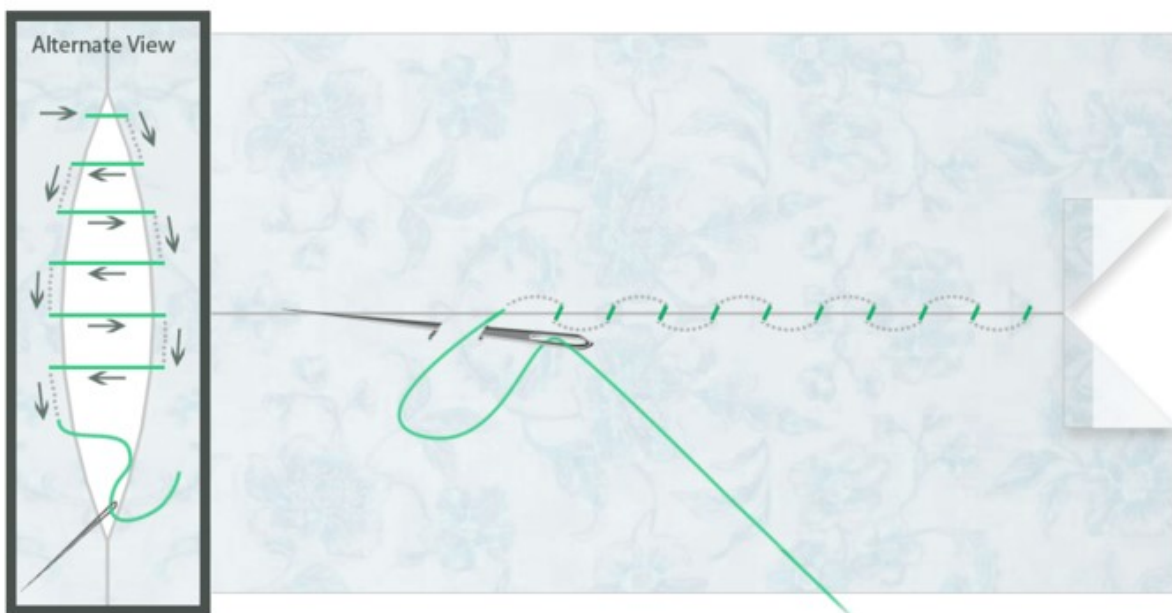


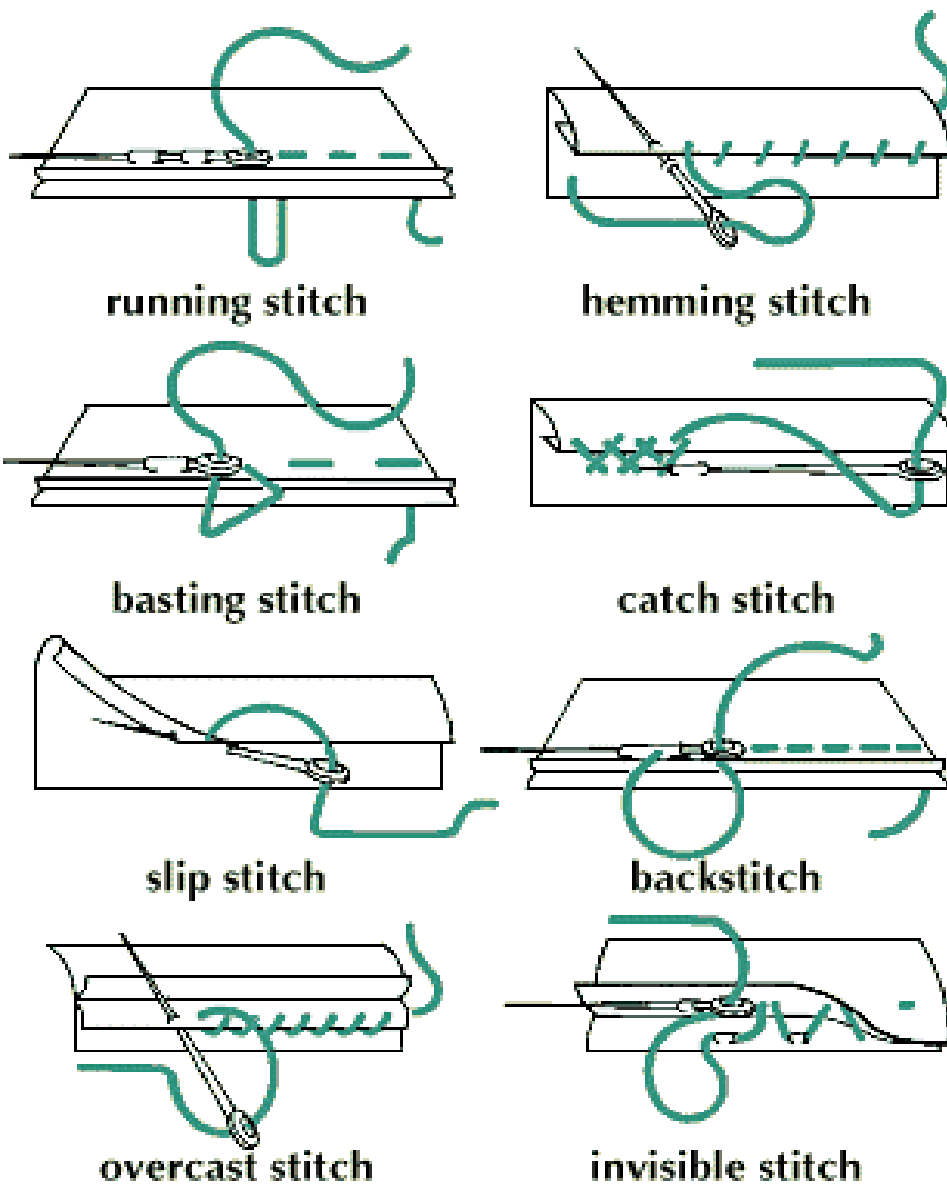
bindings, to close a lining, for the final stitches on a stuffed pillow, or to apply appliqué invisibly.

1. Iron the folds flat.
2. Slip your threaded needle inside the fold to hide its knot.
3. Bring the needle out through the folded edge.
4. Push the needle into the opposite fold directly across from the fold where it came out.
5. Slide along this opposite fold about $\frac{1}{8}$ " - $\frac{1}{4}$ ", then push the needle out.
6. Bring the needle straight up from where it came out and insert into the opposite fold.
7. Continue this back-and-forth-and slide pattern until you reach the end of your opening.

As shown in the drawing above, as you cross from folded edge to folded edge, you are creating the look of the "ladder" that gives the stitch its name.

The smoother and tighter your stitches and the better the match of your thread to your fabric, the more invisible the stitches will appear.





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

1. A.....is used to create an invisible seam between two folded edges.(4points)
 - A. Backstitch
 - B. slip stitch
 - C. overcast stitch
 - D. chain stitch
2. is used to finish cut edges on fabrics that tend to ravel, such as linens and gabardines.(3points)
 - A. overcast stitch
 - B. running stitch



- C. slip stitch
- D. Backstitch

3. creates a very strong seam. It's often used on heavy or dense fabrics or to repair a seam.(3points)

- A. Backstitch
- B. overcast stitch
- C. Running stitch
- D. overcast stitch

Note: Satisfactory rating – 5points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-2	Determining hand stitch specifications with garment sewing
----------------------------	--

2.1 Determining hand stitch specifications with garment sewing

2.1.1 Specification includes:-

- Content
- Color
- size, including width and length
- stitch type and size

2.1.2 Garment considerations

The specification of hand stitch determined by Garment sewing

Common garment considerations are



1. type of fabric
 - ✓ **Cotton Fabric**
 - ✓ **Silk Fabric**
 - ✓ **Linen Fabric**
 - ✓ **Wool Fabric**
2. color of fabric
3. positioning of design
4. purpose of garment
5. suitability of size, design, color

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

Chose

1. One of the following is types of fabric.(2points)
 - A. Wool fabric
 - B. Knitted fabric
 - C. Woven fabric
 - D. All

Written



2. List out garment consideration.(5points)
3. What are specifications includes.(5points)

Note: Satisfactory rating – 6points

Unsatisfactory - below 6 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-3	Starting and performing hand stitching properly and the last stitch properly tied off
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3.1 Starting and performing hand stitching

- ✓ Holding the thimble and needle in the correct position in the right hand and the fabric in the left hand,
- ✓ Hold the fabric over one or two fingers of the left hand, using the thumb and other fingers to hold in the place.
- ✓ Insert the point of the needle at the cushion of the finger of the left hand, parallel to the edge of the fabric.



- ✓ Take a stitch, or several stitches, by pushing the needle through the fabric with the thimble.
- ✓ Pull the needle out of the fabric with the first finger and the thumb of the right hand.

Securing Thread

Thread “ends” and “beginnings” should always be firmly secured and inconspicuous. This can be achieved in a number of ways. As you begin a hand stitch, the thread “beginning” should be secured by one of these three methods:

1. Tying a knot
2. Taking a couple of very small stitches in the same location
3. Taking a stitch and locking it by looping the thread around the needle and pulling it secure.

Fasten Ends of Hand Stitching

To end the stitching, threads are usually secured by:

1. Taking a couple of very small stitches in the same location
2. Taking a stitch and locking it by looping the thread around the needle

This technique is done by:

- ✓ Taking a very small stitch and inserting your needle through the loop. Pull securely.
- ✓ Sliding the needle between the layers of fabric (or behind a seam allowance)

- Knots and thread ends at the beginning or at the end of hand stitching are always hidden between layers of fabric, such as behind a seam allowance or hem allowance.

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

1. What are the three methods to secure the tread “beginning”? (5points)



Note: Satisfactory rating – 2.5points

Unsatisfactory - below 2.5 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-4	Inspecting finished work
---------------------	--------------------------

4.1 Inspecting finished work

Definition of inspection

An inspection is an activity such as **measuring, examining, testing or gauging** one or more characteristics of a product and comparing the results with specified requirements in order to establish whether conformity is achieved for each characteristic. (This definition comes from the ISO 2859 standard, which is derived from MIL-STD 105 E.)

- The term inspection refers to the activity of checking products,



The word specification according to garment

Specification: is a detailed description of design criteria for a piece of work .The specification must be described using clear details with full disclosures about the invention. Drawings are included in the specification when required. And there is specification sheet to implement what specification mean

A specification sheet : describes the technical characteristics of an item or product. It can be published by a manufacturer to help people choose products or to help use the products

QUALITY CRITERIA:

1. Stitches are flat.
2. They are smooth in width.
3. There are no bulk and wrinkles.
4. Stitches are even and distributed.

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

1. Define inspection (5points)
2. What are quality criteria?(5points)



Note: Satisfactory rating – 5points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-5	Completing hand stitching with job order and workplace procedure
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5.1 Completing hand stitching with job order and workplace procedure

Once you have check the above you have to determine what to do first and where to finish the given work. The work place procedure helps you to determine this, which is provided with the specific work. Workplace procedures are a fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.

What is a work order?

Work order is a communication tool. It conveys all the information about a task so it can be completed operation.

Work orders are the engine of your maintenance operation.

What do we mean by work place and its use?

A place those are prepared to operate the specific work. It has material, Tools & equipment etc ...used to perform the work

Work place procedure are used

- ✓ **To** provide employees with approved methods of carrying out particular tasks one way of writing up a work place procedure is to use the format of a safe operating procedure, or sop.

Completing hand stitch The work order process

Step #1: The task is identified

Step #2: The maintenance request is created

Step #3: The work order is prioritized and scheduled

Step #4: The work is assigned and completed

Step #5: The work order is closed and documented

Step #6: The work order is analyzed and/or reworked

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

1. What is work order?(5points)
2. Write work order process.(5points)

Note: Satisfactory rating – 5points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



The techniques for Starting and performing hand stitching

Stape1 Holding the thimble and needle in the correct position in the right hand and the fabric in the left hand,

Stape2 Hold the fabric over one or two fingers of the left hand, using the thumb and other fingers to hold in the place.

Stape3 Insert the point of the needle at the cushion of the finger of the left hand, parallel to the edge of the fabric.

Stape4 Take a stitch, or several stitches, by pushing the needle through the fabric with the thimble.

Stape5 Pull the needle out of the fabric with the first finger and the thumb of the right hand.



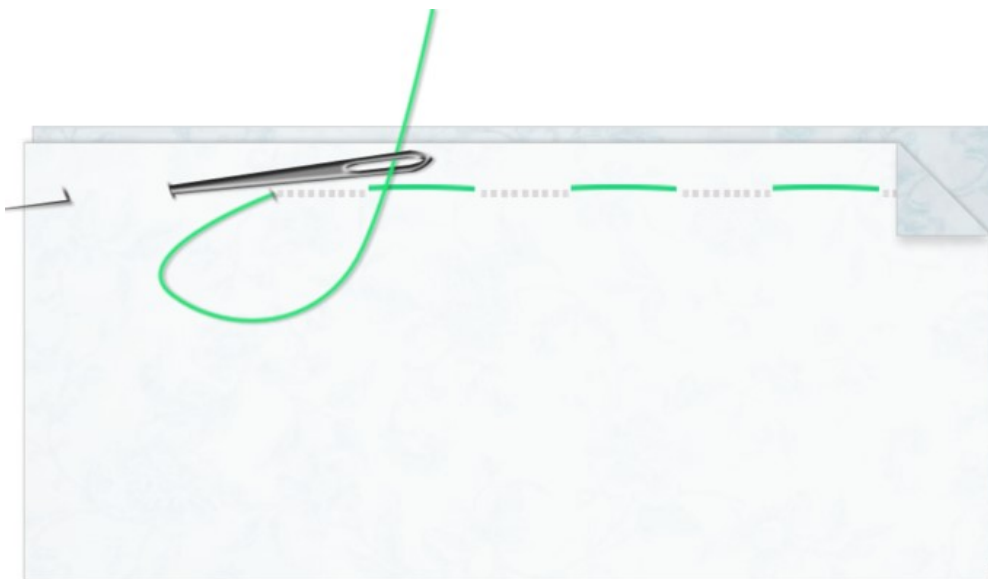
The techniques for Basting Stitch

Steps 1 Prepare fabric, thread, needle

Steps 2 Weave the needle in and out of the fabric creating the look of a dashed line.

Tips:

- Do not lock the stitch at the beginning or the end
- Use the length of stitch equal



QUALITY CRITERIA:

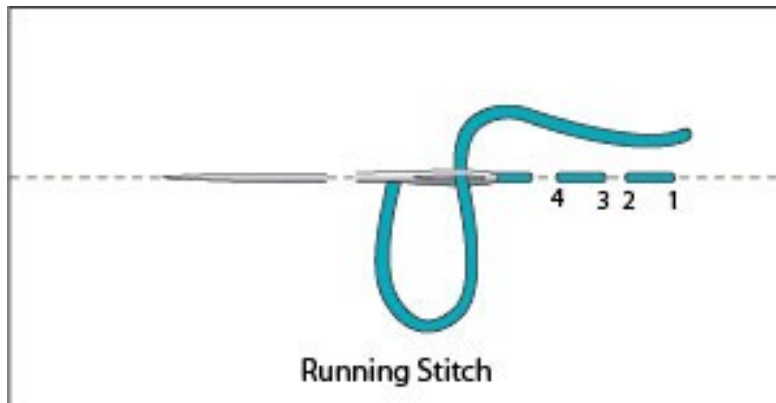
- 1) All steps were completed in the correct sequence,
- 2) The stitch must be flat and perfect on both face and under side.



The techniques for running Stitch

Steps 1 Prepare fabric, thread and needle

Steps 2 Bring thread up at 1 then down at 2, up at 3 and down at 4 and continue.



Tip:- The spaces between the stitches can be the same length

QUALITY CRITERIA:

- 3) All steps were completed in the correct sequence,
- 4) The stitch must be flat and perfect on both face and under side.



Steps 1 Prepare fabric, thread and needle

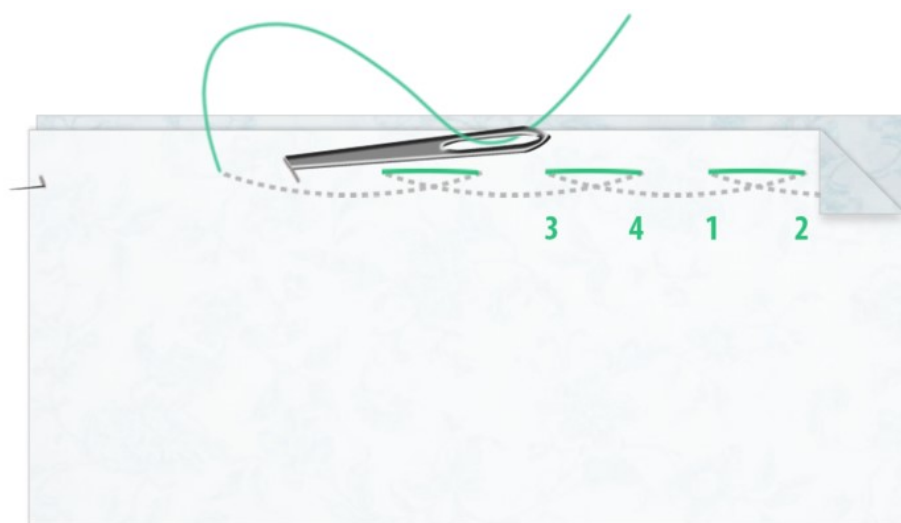
Steps 2 Bring your needle up through the fabric at point 1.

Steps 3 Insert your needle and go down through the fabric at point 2.

Steps 4 Bring the needle up through the fabric point 3.

Steps 5 Insert your needle and go down through the fabric at point 4.

Steps 6 Repeat until you reach the end of your opening



QUALITY CRITERIA:

- 5) All steps were completed in the correct sequence,
- 6) The stitch must be flat and perfect on both face and under side.

Operation Sheet-5

Performing Chain Stitch

The techniques for Chain Stitch



Steps 1 Work from top to bottom.

Steps 2 Bring needle up at 1 and then reinsert needle in same hole, forming a loop.

Steps 3 Bring needle up at 2 and pull thread to tighten loop until desired shape is achieved.

Steps 4 Repeat multiple stitches to create a chain.

Steps 5 To end the row make a small stitch over the last loop to hold it in place to secure thread on backside.

Tip:

- Please follow the steps as given above.
- It is important to keep your thread tension even to create a consistent looking chain.

QUALITY CRITERIA:

- 7) All steps were completed in the correct sequence,
- 8) The stitch must be flat and perfect on both face and under side.

Operation Sheet-6	Performing Blanket Stitch
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The techniques for Blanket Stitch

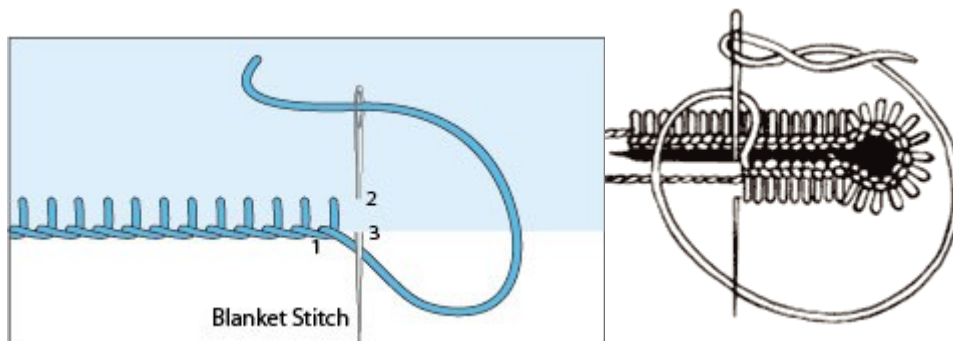
Steps 1 Work from left to right.



Steps 2 Bring needle up at 1, down at 2 and up at 3, keeping the thread looped under the needle.

Steps 3 Pull thread through and shape stitch as desired.

Steps 4 Repeat multiple stitches until complete.



Tips:

- Please follow the steps as given above.
- For an even line of stitching keep the height of the stitches even throughout.
- To vary the look of the stitch, change the height of each stitch making one long and one short.

QUALITY CRITERIA:

- 9) All steps were completed in the correct sequence,
- 10) The stitch must be flat and perfect on both face and under side.

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____



Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 3 hours.

Task 1 prepare working tools

Task2 makes hemming stitch on the fabric

Task3 make running stitch

Task4 make chain stitch

Task5 make button hole stitch



List of Reference Materials

1. [Construction] handstitches.doc Revised January 2018. Copyright © 2018.
2. [http://www.wiki.answers.com/Q/What is a clothing specification sheet](http://www.wiki.answers.com/Q/What_is_a_clothing_specification_sheet)
3. <https://www.youtube.com/watch hand stitch>



BASIC APPAREL PRODUCTION

Level-I

Learning Guide-40

Unit of Competence: Perform Hand Stitching

Module Title: Performing Hand Stitching

LG Code: IND BAP1 M15 LO1-LG-40

TTLM Code: IND BAP1 M15 TTLM 0219v1

LO 3: Dispatch completed work



Instruction Sheet

Learning Guide #1

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

- Checking garments or articles
- Identifying and marking any faults
- Performing rework
- Directing completed garments
- Cleaning and placing tools back
- Completing work 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:**

- Garments/articles or articles are checked against quality standards.
- Any faults or areas of rework are identified and marked
- Rework is performed or other appropriate action arranged.
- Completed garments or articles are directed to next operation.
- Work area is cleaned and tools are placed back in storage
Work documentation is completed as required.

Learning Instructions:

- Read the specific objectives of this Learning Guide.
- Follow the instructions described below.
- Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4, Sheet 5 and Sheet 6”.
- Accomplish the “Self-check 1, Self-check 2, Self-check 3, Self-check 4, Self-check 5 and Self-check 6”.



Information Sheet-1	Checking garments or articles
----------------------------	--------------------------------------

During the Hand stitch and once it has been done, a final finish has to be given to the Stitch article, to make it look neater and presentable.

For this, you can observe the following points:-

1. Do not end the stitch in a big knot. Keep the back of the garment/ articles as neat as the front
2. Clip the extra threads at the back Wash/dry clean the article after stitching as handling during Hand stitch makes it dirty.
3. Iron the article well.
4. Finish the edges of the article appropriately by hemming, picoting, etc.
5. If your article is heavily embroidered, store after folding it in mulmul cloth.



Self-Check -1

True or False & Chose

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

True or False

1. The back of garment or article does end the stitch in a big knot.(3points)

Chose

2. Which one is checking garment or article?(3points)

- A. Check Needle rust
- B. Iron the article well
- C. Checking old needle
- D. None

Note: Satisfactory rating – 3points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	Identifying and marking any faults
----------------------------	------------------------------------

There are certain quality related problems in garment manufacturing that should not be overlooked:

- **Sewing defects** - Like open seams, wrong stitching techniques used, same color garment, but usage of different color threads on the garment, miss out of stitches in between, creasing of the garment, erroneous thread tension and raw edges are some sewing defects that could occur so should be taken care of.
- **Color effects** - Color defects that could occur are difference of the colour of final produced garment to the sample shown, accessories used are of wrong colour combination and mismatching of dye amongst the pieces.
- **Sizing defects** - Wrong gradation of sizes, difference in measurement of a garment part from other, for example- sleeves of XL size but body of L size. Such defects do not occur has to be seen too.
- **Garment defects** - During manufacturing process defects could occur like faulty zippers, irregular hemming, loose buttons, raw edges, improper button holes, uneven parts, inappropriate trimming, and difference in fabric colours

Various defects or faults in garments:

- ✓ Broken stitches occur during the sewing process
- ✓ Untrimmed threads are will be identified and removed during the QC check.
- ✓ Dimensional issues can be related to faulty
- ✓ Puckering is an irregular seam surface.
- ✓ Incorrect Stitches length
- ✓ Broken buttons
- ✓ Broken snaps

**Self-Check -1****Written Test & Chose**

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

Chose

1. Which one is not sewing defect. (2points)
 - A. Open seam
 - B. Loss button
 - C. Usage different color
 - D. All
 - E. None
2. Which one of garment defect. (2points)
 - A. Faulty zipper
 - B. Improper button
 - C. Difference in fabric color
 - D. All

Short answer

3. List at list two faulty garment (4points)

Note: Satisfactory rating – 4points

Unsatisfactory - below 4 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Performing rework
---------------------	-------------------

Definition of rework

Rework is Action taken on a nonconforming product so that it will fulfill the specified requirements before it is released for distribution. [FDA QSR]

It's Action on a nonconforming product to make it conform to the requirements. [ISO 9000:2000]

Rework means Correcting of defective, failed, or non-conforming items, during or after inspection.

Rework includes all follow-on efforts such as **disassembly, repair, replacement, reassembly**, etc.

There are several reasons why a product could be found to defective or requiring rework:

- Machine malfunction or human error
- Design change not communicated (at all or in a timely manner)
- Design change not implemented properly
- Product damaged in transit
- Product damaged in use

When a rework is required, the manufacturer/supplier receives a document outlining instructions to complete the task.

This will include sorting, reworking, washing and repackaging. The document will list the tools necessary for the rework, and the process — with photos showing what to look for on the affected parts.

For example, rework could be relatively simple, maybe during inspection hemming stitch is found to puckering so those pieces would be rework.



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:

Short answer

1. Define rework (3points)
2. Rework includes (3points)

Note: Satisfactory rating – 3points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-4	Directing completed garments
----------------------------	------------------------------

What do we mean by work place and its use?

A place those are prepared to operate the specific work. It has material, Tools & equipment Electrical installation etc ...used to perform the work

The unit of competency applies to selecting and applying an embellishment on garments, either at the completion of production, or during the production stage. The embellishments may be added by either hand or machine, as determined by the design brief.

Completed garment Work may be

Conduct Work Measurement

Work measurement is the application of technique designed to establish the time for a qualified worker to carry out a specified job at a desired level of performance.

You should prepare garment or operation and completed garment to the next operation according to direct perform time. Since each type of operation needs different time, you can manage them by controlling machine speed and material handling.

The following can be an example: - by taking time study for each operation repeatedly, the following result is obtained:

No.	Operation	Time to perform	Remarks
1	Prepare material		
2	Insert thread on the needle eye		
3	Operation preparation		
4	Performing work		
5	Completed and documenting work		



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

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

Fill the blank space

1. _____ is the application of technique designed to establish the time for a qualified worker to carry out a specified job at a desired level of performance.(5points)

Note: Satisfactory rating – 2.5points

Unsatisfactory - below 2.5points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-5	Cleaning and placing tools back
----------------------------	---------------------------------

5.1 Importance of cleaning

- ✓ A clean, well-ordered, attractive work environment sets the tone of your establishment.
- ✓ It encourages tidy work habits in employees.
- ✓ It helps reduce fatigue.
- ✓ It promotes good worker-management relations.
- ✓ It also gives a lift to morale, which is reflected in the quality of production and overall efficiency.

Good housekeeping is also a good advertisement for your company. Customers and clients have more confidence in an organization when they see work being carried out efficiently in clean, pleasant, well ordered surroundings.

There's an even more important reason why good housekeeping matters

- ✓ It makes the undertaking a safer place to work in.

5.2 Placing tools back

Place tools back suitable fixtures for tools are required to provide orderly arrangement, both in the tool room and near the work bench, and a regular system of inspecting, cleaning, and repairing is an essential part of any programmer.



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

1. One of the following is important of cleaning.(2points)
 - A. Reduce fatigue
 - B. Promotes good worker-management relation
 - C. Crate attractive environment
 - D. All
2. Which one of the following makes the undertaking a safer place to work in?(2points)
 - A. Good housekeeping
 - B. Good worker
 - C. Good manager
 - D. None

Note: Satisfactory rating – 2points

Unsatisfactory - below 2points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-4	Completing work documentation
---------------------	-------------------------------

The following quality points should be checked:-

1. Hems

- ☞ Hems should be even throughout,
- ☞ Starting and ending of hems should be securely tacked,
- ☞ It should be done as per specification (type and width of hem),
- ☞ No puckering and twisting,
- ☞ No contrast thread available inside hem.

2. Button holes

- ☞ Should be as per specification (direction and size),
- ☞ The hole should allow the button to pass freely,
- ☞ Hole should be neat and no fraying of yarn,
- ☞ Should be evenly spaced.

3. Attached buttons

- ☞ Buttons should be firmly attached,
- ☞ Threads should pass through all holes,
- ☞ They should be evenly spaced,
- ☞ No missed and damaged buttons,
- ☞ All buttons should have same shade,

Finally, once you finish tasks done by special sewing machines, the next step is directing the garment in to the next step called inspection, trimming, ironing/ and pressing, folding and packing.

During inspection, garments or articles are checked against quality standards;

- ✓ any faults identified are reported and recorded
- ✓ amendments are taken before go to the next step
- ✓ Work documentation is completed as required.

**Self-Check -1****Written Test & Chose**

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

1. What are the following quality points should be checked.(3points)
 - A. Attached button
 - B. Button hole
 - C. Hems
 - D. All
2. What are quality standards Garments or articles are checked?(5points)

Note: Satisfactory rating – 4points

Unsatisfactory - below 4points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions





List of Reference Materials

1. [Construction] handstitches.doc Revised January 2018. Copyright © 2018.