



# **Basic Apparel Production Level-I**

## **Learning Guide -65**

**Unit of Competence:** - perform Garment product finishing

**Module Title:** - performing Garment product finishing

**LG Code:** IND BAP1 M018 LO1-LG 65

**TTLM Code:** IND BAP1 TTLM 0919v1

### **LO 1: Apply finishes**



## Instruction Sheet

## Learning Guide #-65

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

- Identifying and checking finishing touches
- Marking and attaching accessories' and accents' positions
- Sewing accessories and accent
- Performing finishing operations
- Checking garment missing buttons and attachments
- Folding and pinning bodice hem allowances and sleeves
- Sewing hemline allowances

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 –**

- Needed **finishing touches** are identified and checked in accordance with garment design/style specifications
- Accessories' and accents' positions are marked and attached in accordance with garment design/style specification
- Accessories and accents are sewn by hand or by machine in accordance with garment design/style specifications
- Finishing operations are performed in accordance with customer's specifications and standard procedures
- Garment is checked for missing buttons and attachments
- Bodice hem allowances and sleeves are folded and pinned in accordance with customer's specifications.
- Hemline allowances are sewn in accordance with the given stitch/seam specifications

### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 2 to 23.
3. Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the "Self-check 1" in **page -5**
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).



6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
7. Submit your accomplished Self-check. This will form part of your training portfolio.



<b>Information Sheet-1</b>	<b>Identifying and checking finishing touches</b>
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### 1.1. Identifying and checking finishing touches

It is realistic to assume that however well checking or quality control procedures operate within a factory there will always be a certain percentage of garments rejected for some reason or other. The best way to carry out quality checks is by establishing a standard as a criterion for measuring quality achievement. Production results can be measured and compared to the planned quality standard. Corrective measures to be carried out if there are any deviations in the plans. Ideally, any system should detect possible deviations before they occur through forecasting. Work produced with minus defects will produce quality products, enhance economy and productivity.

When ordering a number of different sizes of garments are sure to consider how to sort these garments among shipping cartons. For example, how many women's dresses of each size small, medium, large and extra-large should each carton contain? Imagine the frustration of receiving 20 extra-small dresses and only three extra-large dresses when you intended to receive the same proportion of every size. You can prevent this problem by including assort

For some products, such as promotional goods, the quality of input materials might not drastically impact salability. But fabric quality is a major determinant of the quality and salability of the finished product when manufacturing garments. Product testing of your garments, both on-site and in a qualified laboratory provides assurance that your product meets your quality standards.

Regardless of your particular requirements, it's vital that you, your supplier and your inspection team have a clear understanding of what's expected. All relevant parties need ready access to current specifications, inspection criteria and any other quality documents. Be sure to continually update your product specifications after inspection to reflect any unforeseen quality issues found during inspection and other changes.



### Self-Check -1

### Written Test

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

1. For what reason can be certain garments rejected? (5%)
2. How to compare production results and planned quality standard? (5%)

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-2

### Marking and attaching accessories' and accents' positions

#### 1.2. Marking and attaching accessories' and accents' positions

A garment is made not only from the apparel fabric but also various accessory items. Fabric is the basic material in garment manufacturing. Except fabric of garment, the other materials are known as garment accessories. These have to be chosen in such a way that they complement the outer fabric both aesthetically, in terms of decoration, and practically, in terms of ensuring that the garment performs as expected in its intended end use. Various kinds of accessories are used on garments; some are part of the garments such as buttons, zippers, interlining etc. while others are used for decorating and enhancing the product.

##### 1.2.1. Normally garment accessories can be classified in three ways:

1. Garment accessories/Basic accessories
2. Decorative accessories
3. Finishing accessories

#### Garment accessories/Basic accessories:

1. Thread
2. Zipper
3. Interlining
4. Button for example: Snap button, Plastic button, .Metal button.
5. Label: Main label , Size Label, Wash care label
6. Motif: Leather, Plastic, batch Metal
7. Pocketing fabric
8. Pocketing fabric
9. Lining
10. Velcro
11. Rivet
12. Collar bone.



### **Decorative Accessories:**

1. Elastic tape
2. Buttonhole tape
3. Piping
4. Moiré ribbon
5. Seaming tape
6. Welted tape
7. Ribbed tape
8. Velvet ribbon

### **Finishing Accessories:**

There are some finishing accessories:

1. Hang tag
2. Price tag
3. Plastic/ poly bag
4. Tissue paper
5. Carton
6. Scotch tape
7. PP belt
8. Tag pin
9. Plastic clip
10. Sticker
11. Butterfly
12. Collar insert
13. Back board
14. Necks insert



Accessories can transform a basic assortment of cuts of fabric into a fully functional and stylish piece of apparel. Most of the above garment defects related to accessories can easily be repaired or reworked before the goods have left the factory. And there's usually little danger of introducing new defects into the garment when reworking these issues. If a button is missing, the factory can simply sew one on right away.





### Self-Check -2

### Written Test

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

1. Which one is not included under types of garment accessories?  
A. Buttons      B. Zippers      C. Interlining      D. All      E. None
2. Write garment accessories can be classified and there examples.

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-3

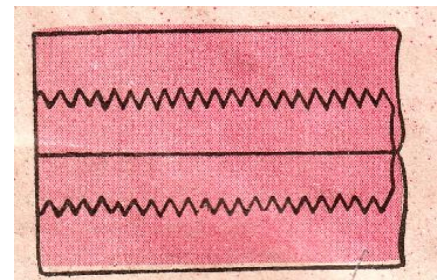
## Sewing accessories and accent

### 1.3. Sewing accessories and accent

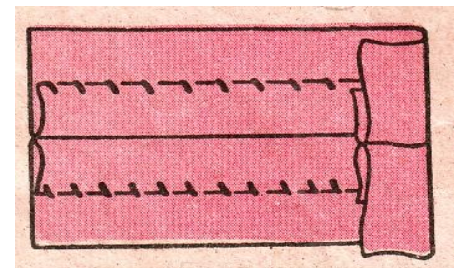
Seam finishes are most determined by the fabrics and their uses on the garments. Standard seam allowance on pattern is 5 / 8 or 1.5 centimetre wide.

#### 1.3.1. Type of Seam Finishes

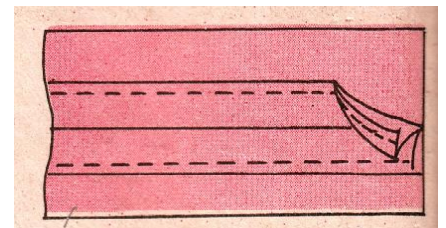
1. **Pinked Seam** is used for non-fray able fabrics like wool, silk, velvet, etc. Use pinking shears in trimming the edges.



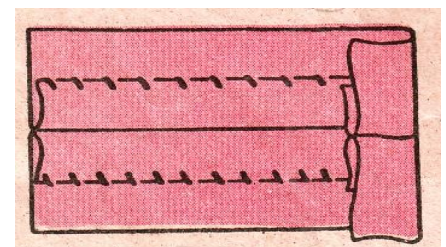
2. **Overcast open seam** is used in over casting the edges of seams. Blanket stitches are used in this type of seams.



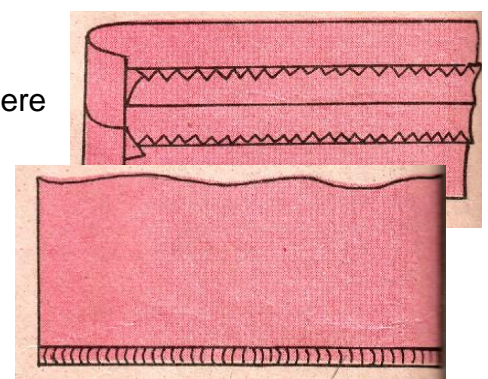
3. **Edge turned and stitch seam** is a stronger finish than pinking and overcast seam finishes. This is suitable for lightweight fabrics. Trim the seams and turn raw edges. Machine stitch or make running stitches on the edges.



4. **Overcasting stitch** is a slanting or diagonal stitch over the new edge of seams to keep the cloth from ravelling.



5. **Zigzag open seam** is a seam finish for open seam when there is only zigzag available.





6. **Over edged seam** is seam finish if there is an over edging machine. It is also known as overclocked seam.



### Self-Check –3

### Written Test

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

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

1. Which one is pinked seam?
  - a) Is used for non-frayable fabrics
  - b) Used in over casting the edge of seam
  - c) Is stronger finish than pinked and over cast seam inish
  - d) All
2. Write Types of Seam Finishes.

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



#### Information Sheet-4

#### Performing finishing operations

##### 1.4. Performing finishing operations

Garment production is an organized activity consisting of sequential processes such as laying, marking, cutting, stitching, checking, finishing, pressing and packaging. This is a process of converting raw materials into finished products. It will be difficult to maintain the industry if production is not, up to the mark if the preproduction phase of preparation of material is not properly carried out. Ready to wear apparel or garment manufacturing involves many processing steps, beginning with the idea or design concept and ending with a finished product. Apparel manufacturing process involves Product Design, Fabric Selection and Inspection, Patternmaking, Grading, Marking, Spreading, Cutting, Bundling, Sewing, Pressing or Folding, Finishing and Detailing, Dyeing and Washing, QC etc. Finally we can say that, finishing is a beautification process of garments. To achieve a good result in finishing, it is absolutely essential that the garments are well prepared, and that the recipes and processes are strictly followed and exactly monitored. Process Flow Chart of Garments Finishing:

**Sewn garments received in finishing section**



**Initial quality check**



**Spot removing if there's any spot**



**Ironing or pressing**



**Inspection**



**Hang tag attaching**



**Folding**



**Poly bag**



**Metal check**



**Packaging or cartooning**



### Self-Check –4

### Written Test

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

**I. Say true or false**

1. Finishing is a beautification process of garments.

**II. Give short answer**

2. Write Process Flow Chart of Garments Finishing.

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-5

## Checking garment missing buttons and attachments

### 1.5. Checking garment missing buttons and attachments

Buttons are one of the accessories of a garment most susceptible to falling off. Many manufacturers even sew an extra button to the garment or include one in the packaging for consumers as a replacement.

But that doesn't mean you shouldn't pay attention to button defects during inspection. In fact, since buttons are so susceptible to functional and durability issues, evaluating buttons and buttonhole stitching should be an even higher priority during clothing inspection.

Fatigue tests and pull tests can help you verify the function and durability of the button itself. But a button without a functional buttonhole doesn't serve much purpose. There are no particular on-site tests for the buttonhole itself. But your inspector should look out for a number of quality defects related to buttonhole stitching during garment inspection.

How to classify buttonhole defects for garment inspection?

Most quality issues related to buttons are classified as "major" defects using standards. But you may choose to class them differently based on your own quality expectations. Major defects are quality issues that lower the value or usability of a product and might cause a customer to return it.

Defects related to buttons can hurt sales and brand perception. So most garment importers generally prefer to limit these as much as possible. Some common examples of buttonhole defects and the problems they cause are:

- Incomplete, skipped stitches or untrimmed threads around the buttonhole can cause the button to catch or make it difficult to fasten the garment.
- An improperly sized buttonhole can make the garment easily come unfastened or difficult to fasten at all.

Buttonholes sewn vertically when they should be sewn horizontally and vice versa can affect function and style of a garment. Buttons and Buttonholes

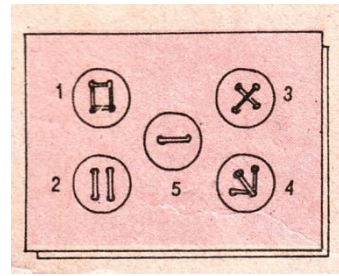
Buttons are the most common fastener used in different types of garments. Buttons are those with shank and with 2 or four holes. They are used as fastener or decorations.





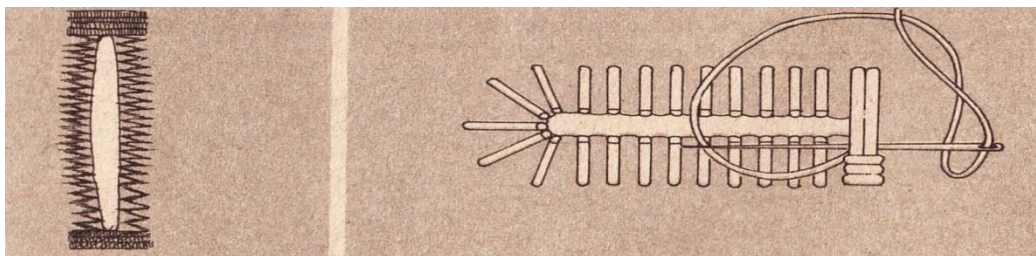
## Ways of attaching Buttons

1. Square
2. Parallel
3. Cross
4. Arrow head
5. Common way



## Worked Buttonholes

Ladies blouses are usually buttoned from right to left so the buttonholes should be made on the right of the blouse. Holes through which buttons pass through are called “buttonholes”. If the blouse is buttoned down at the front, the buttonholes maybe placed horizontally or vertically. Horizontal buttonholes are made  $\frac{1}{2}$  centimetres outside the centreline. While the vertical buttonholes are made on the centre line. The mark of the exact length of buttonholes should be  $\frac{1}{4}$  centimetre to  $\frac{1}{2}$  centimetre longer than the diameter of the button. Buttonholes should be cut crosswise or lengthwise following are thread of the material. Use sharp and pointed scissors when cutting the buttonholes. Horizontal buttonholes are made by making a fan at one end and a bar at the other end while vertical buttonholes are squared with buttonholes stitches at both ends.



## II. Snaps

Snaps are used on flat surface where there is a little stain. These are commonly used for baby dresses.

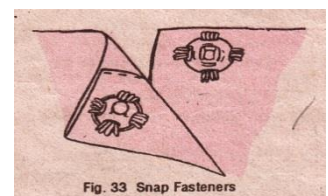


Fig. 33 Snap Fasteners

## III. Zipper

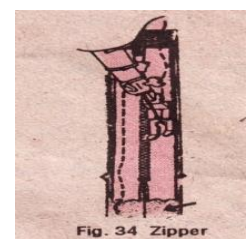


Fig. 34 Zipper

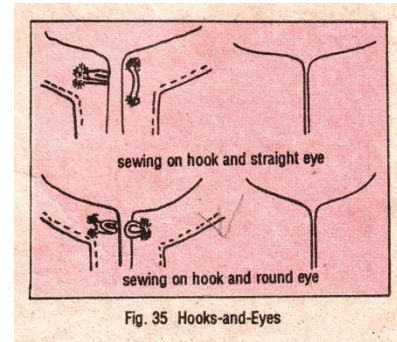




Zipper, otherwise known as a slide fastener, is used to close-openings in many different types of garments. It is mostly used in skirts and pants. Zipper is made with metal teeth or coils of nylon or polyester that mesh together.

#### IV. Hook-and-Eye

Hook-and-eye is used to fasten opening which has considerable strain. Belts and neck openings use hook-and-eyes. There are two kinds of eyes – the round and straight. The round eye is used where the edges of the opening just meet, while the straight eye is used on edges laps. Sometimes a thread loop is used on a straight eye if a very flat closing is desired.





### Self-Check –5

### Written Test

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

1. which one is used for hook and eye?
  - a) Is used to asten opening which has considerable strain
  - b) Mostly used in skirt and pant
  - c) Commonly used for baby dress
  - d) All
2. How to classify buttonhole defects for garment inspection?

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-6

### Folding and pinning bodice hem allowances and sleeves

#### 1.6. Folding and pinning bodice hem allowances and sleeves

After completing pressing, the garments are folded with a predetermine area. Garments are folded according to the buyer's direction, requirements in a standard area.

There are mainly 4 types available for folding shirt is given below-

- Stand up: Collar is folded with body and situated at 90 degree angle.
- Semi-stand up: Collar is folded with body and situated at 45 degree angle.
- Flat pack: Collar is spread as a whole on the body of shirt.
- Hanger pack: Shirt is packed and transported by hanging on the hanger. At the end of folding, garment are placed into a polythene packet, the size of polythene packet is permanent.

#### Folding of a Short-Sleeve T-shirt

- Fold the arms straight across back.
- Fold the shirt side seams across back of shirt.
- Fold the bottom edge of shirt about 2-inches from the bottom.
- Fold the shirt in half

#### Pant folded side-to-side

- Close zipper and waist buttons.
- Fold pant in half, with inseam to out seam keeping ends of waistband to inside of pant.
- Fold leg in thirds – fold bottom edge to above knee and fold up to waist edge.

#### Pant folded front-to-back

- Close zipper and waist buttons.
- Fold pant front to back with fold at rise

Fold leg in thirds – bottom edge to above knee and fold up to waist edge

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**Self-Check –6****Written Test**

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

1. What is folding and pinning?
2. Write types of folding shirt.

Answer Sheet

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

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

Short Answer Questions



## Information Sheet-7

## Sewing hemline allowances

### 1.7. Sewing hemline allowances

Hemming is a kind of stitch that holds folded edge like hem and facings.

#### 1.7.1. Kinds of Hem

1. Blind or slip stitch is done under an edge or through a folded edge. It does not hold hem rigidly to the skirt.
2. Slant hemming is the simplest among the hemming stitches. It is for fastening bands, binding cuff etc.
3. Catch stitch is used to hold the raw edges of the interfacing and placed along fold lines. It is done in between the hem and fabric. It can be used when hemming heavy fabrics that stretch to prevent a ridge from showing on the right side of the garment.
4. Lock stitch is a type of blanket stitch done between the hem and outer fabric.
5. Machine stitch may be used in garment in which hem is not advisable to use.



### Self-Check –6

### Written Test

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

3. Hemming means?
  - a) kind of stitch that olds folded edge like hem and facing
  - b) are the most common fastner used in different types of garment
  - c) used on flat surface where there is little stain
  - d) none
4. List and explain kinds of hem.

### Answer Sheet

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

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

### Short Answer Questions



### List of Reference Materials

1. **Apparel Manufacturing Technology** by T. Karthik, P. Ganesan, and D. Gopalakrishnan
2. [http://www.delairindia.com/application\\_detail.php?AppID](http://www.delairindia.com/application_detail.php?AppID)
3. <http://fashion2apparel.blogspot.com/2017/01/methods-equipments-garment-pressing.html>



# **Basic Apparel Production Level-I**

## **Learning Guide -66**

**Unit of Competence:** - perform Garment product finishing

**Module Title:** - performing Garment product finishing

**LG Code:** IND BAP1 M018 LO2-LG 66

**TTLM Code:** IND BAP1 TTLM 0919v1

### **LO 2: Trim excess threads**





## Instruction Sheet

## Learning Guide #-66

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

- Checking garment for loose threads
- Trimming excess threads
- Reversing and hanging garments

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 –**

- Garment is checked for loose threads
- Excess threads are trimmed in accordance with sewing procedures
- Garments are reversed and hanged in accordance with standard procedures

### **Learning Instructions:**

8. Read the specific objectives of this Learning Guide.
9. Follow the instructions described in number 25 to 36.
10. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
11. Accomplish the “Self-check 1” **in page -.27**
12. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
13. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
14. Submit your accomplished Self-check. This will form part of your training portfolio.



## Information Sheet-1

## Checking garment for loose threads

### 1.1. Checking garment for loose threads

Shoppers typically buy a well-made shirt or blouse off a store shelf and take for granted that there are no noticeable loose threads or other product defects. In fact, most consumers have no idea of the processes involved in garment manufacturing and the defects that can occur along the way.

But soft lines experts can appreciate the oversight needed to manufacture a single piece of clothing that's defect free. Purchasers, product developers, quality managers and others in the industry tend to be keenly aware of the margin of error common to mass producing garments. They know that pre-shipment garment inspection is vital to ensuring the goods meet their quality standards.

Product inspection of garments is a highly specialized area within the realm of quality control. It has distinct processes and specific terminology to define parts of clothing and their defects. QC inspectors and other industry professionals use these standards to ensure garments conform to importer specifications. And straying from these standards during the production and inspection process could lead to an unsellable order of garments.

Understanding the different types of quality defects for garments and how to classify them is the first step to preventing or greatly reducing them. Let's look more closely at how to classify garment defects for inspection.



### 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 effect of loose threads on the cloth?
2. How to identify loose threads from garment?

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-2

### Trimming excess threads

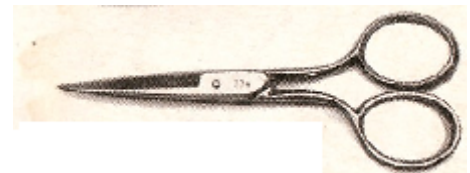
#### 1.2. Trimming excess threads

Trimming scissors are cutting tools with blade under 6 inches in length and with identical handle.

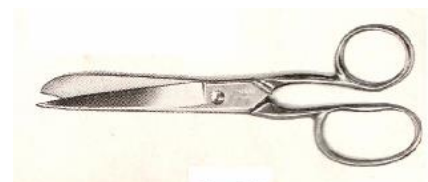
Sharp scissors make clean cut and well defined notches. Dull scissors make the cutting process slow and make your hem and wrist tire easily. Trimming scissors should not be used for other household task such as cutting papers or twine. Remember that trimming scissors last longer if you occasionally put a drop of oil on the screw assembly.

Scissors handle has the same size, while shears has one handle larger than the other. Sharp shears make clean cuts and well-define notches. They do not damage fabrics. Dull shears slow the cutting processes and make your hand and wrist tire easily. Cutting shears should not be used for other household task such as cutting papers or twine. Scissors and shears last longer if you occasionally put a drop of oil on the screw assembly.

1. **Trimming scissors** - 10 – 15 centimetre 4 – 5 inches long are convenient to use at the machine for they clip threads to hold in the ease of the seam close to the presser foot or to snip slashes.



2. **Light trimmers** are ideal for repairs, alterations, trimming seams small cutting job





### Self-Check -2

### Written Test

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

1. What is trimming scissor?
2. Write types of scissor depend up on size.

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



### Information Sheet-3

### Reversing and hanging garments

#### 1.3. Reversing and hanging garments

It is a simple garment packing method where the garments are secured in a poly bag with a hanger after pressing. Here polybag is the only material used. This type of packing can be used for all types of garments especially for blazers, coats, pants, etc.

#### The merits and demerits of a hanger pack are:

- Because of its simplicity it reduces the cost of packing and materials.
- All the components/panels of the garments could be seen easily without removing the bag.
- The time for packing and unpacking is less.
- Material handling is not easy.



### Self-Check –3

### Written Test

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

1. Write advantage and disadvantage of hanger pack

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Operation Sheet 1

## TRIMMING EXCESS THREADS

### Purpose:

Trimmed excess thread in finished garment means neat, orderly and well-constructed garment.

### Conditions/ Situations:

Hang garments of the same kind. Provide spaces in between hanged garments to preserve its professional look.

1. Reverse and hang finished garment in an airy place.
2. Use cloth hangers in hanging.
3. Don't hang garments under the sun. Exposure to sunlight will fade the garment easily.
4. Press garment before hanging.
5. Avoid over-crowding in hanging to avoid wrinkles on the different parts.

### Materials, Tools and Equipment

- Trimming tools
- Hanger

### Procedures

#### Finished Blouse

**Step1.** Invert the garment.

**Step2.** Inspect hanging threads on the different parts.

**Step3.** Cut excess threads starting from top to bottom.

- neckline, facing, collars
- shoulder seams and paddings
- armhole seams and seam finished
- sleeve hems
- front darts/back darts
- blouse bottom hems

**step4.** Invert blouse right out. Trim excess thread on

- plackets
- button attachment
- other trimmings/accent





## Operation Sheet 2

### TRIMMING EXCESS THREADS

#### Purpose:

Trimmed excess thread in finished garment means neat, orderly and well-constructed garment.

#### Conditions/ Situations:

Hang garments of the same kind. Provide spaces in between hung garments to preserve its professional look.

1. Reverse and hang finished garment in an airy place.
2. Use cloth hangers in hanging.
3. Don't hang garments under the sun. Exposure to sunlight will fade the garment easily.
4. Press garment before hanging.
5. Avoid over-crowding in hanging to avoid wrinkles on the different parts.

#### Materials, Tools and Equipment

- Trimming tools
- Hanger

#### Procedures

##### Finished Skirt

**Step1.** Invert skirt.

**Step2.** Inspect hanging excess thread

**Step3.** Cut excess threads from top to bottom.

- waist band
- hook- and eye attachment
- side seams
- slit
- hemline

**step4.** Turn skirt right side out. Trim excess threads on:

- plackets
- pockets if any
- trimming/accents



### Operation Sheet 3

### TRIMMING EXCESS THREADS

#### Purpose:

Trimmed excess thread in finished garment means neat, orderly and well-constructed garment.

#### Conditions/ Situations:

Hang garments of the same kind. Provide spaces in between hung garments to preserve its professional look.

1. Reverse and hang finished garment in an airy place.
2. Use cloth hangers in hanging.
3. Don't hang garments under the sun. Exposure to sunlight will fade the garment easily.
4. Press garment before hanging.
5. Avoid over-crowding in hanging to avoid wrinkles on the different parts.

#### Materials, Tools and Equipment

- Trimming tools
- Hanger

#### Long Pants

**Step1.** Turn garment wrong side out.

**Step2.** Inspect hanging excess thread.

**Step3.** Cut excess thread from top to bottom.

- waistline
- hook and eye
- ply
- pockets
- inseams
- out seams
- bottom hem

**Step 4.** Turn pants right side out. Trim excess threads on:

- waist band
- placket
- pocket mouth
- side seams
- bottom hem



### LAP Test

### Practical Demonstration

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

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within -30-- min.

**Task1.** Trimming excess threads from long pants

**Task 2.** Trimming excess threads from long Skirt

### Materials, Tools and Equipment

- Trimming tools
- Hanger

Quality control:

- ✓ Neatness
- ✓ High attractiveness

### Safety Precaution

- Keep your hands, fingers & feet always Clean& dry
- Avoid excessive oil on your hair
- Protect your hand from seizer, needle



### List of Reference Materials

1. Garment Manufacturing Technology by Rajkishore Nayak and Rajiv Padhye
2. <http://fashion2apparel.blogspot.com/2017/10/types-packaging-garment-industry.html>



# **Basic Apparel Production Level-I**

## **Learning Guide -67**

**Unit of Competence:** - Perform Garment Product Finishing

**Module Title:** - Performing Garment Product Finishing

**LG Code:** IND BAP1 M018 LO3-LG 67

**TTLM Code:** IND BAP1 TTLM 0919v1

### **LO 3: Press finished garments**



## Instruction Sheet

## Learning Guide #-67

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

- preparing fabric and pressing tools
- setting up, cleaning and checking Pressing machines
- Identifying faults, spots and marks
- Applying Heat/Pressure
- Sequencing press

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 –**

- Fabric and **pressing tools** are prepared according to standard operating procedures
- Pressing machines are setup, cleaned and checked in accordance with company's procedures
- **Faults, spots and marks** are identified and appropriate actions are taken in accordance with standard procedures
- **Heat/Pressure** is applied in accordance with product requirements, fabric specifications and standard procedures
- Pressing is sequenced in accordance with work specifications and standard procedures

### Learning Instructions:

15. Read the specific objectives of this Learning Guide.
16. Follow the instructions described in number 38 to 55.
17. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
18. Accomplish the “Self-check 1” **in page -41**
19. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
20. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
21. Submit your accomplished Self-check. This will form part of your training portfolio.



<b>Information Sheet-1</b>	preparing fabric and pressing tools
----------------------------	-------------------------------------

### 1.1. preparing fabric and pressing tools

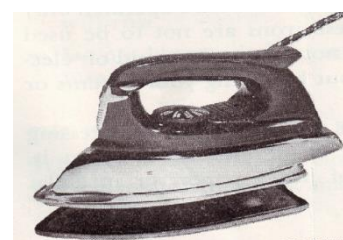
Pressing is important for it shapes and set stitched lines. It is done on the seam and darts to lay flat the point pieces.

Pressing involves applying heat, moisture, and pressure to the fabric while it is the desired shape. The iron is raised and lowered, rather than pushed along the fabric. It is not necessary to apply pressure by pressing down the iron. In fact, holding the iron up slightly to lighten the pressure of the iron is better for many tailoring fabrics.

Before beginning to press, be sure that iron is clean. Care should be taken when pressing silk, wool, and rayon. Iron is not be too hot for wool and silk will be yellowed and scorched at a comparatively high temperature. A hot iron will melt rayon fibres. Press wool and silk on the wrong side. Pressing on the right side produces an undesirable shine. Cotton and linen may be pressed on either side. Vegetables fibres stand a hotter iron than those of animal origin. They are easier to press when slightly damp.

### Pressing Tools and Equipment and Their Uses

1. An electric iron is used in straightening wrinkle on finished garment for a neat appearance.



2. An ironing board is padded, smooth and adjustable in height. The cover should be kept clean and smooth for ready use.



3. Ironing board sheet cover should be made of cotton or linen with light colours and it is used in covering the ironing board.





4. Bowls and sponges are used to dampen fabrics for easy ironing.

6. Press cloth is used to prevent iron shine and is always used when applying fusible interfacing.

### **Tips in Using an Iron**

1. Do not let the iron cord drag over your work.
2. To avoid scorching the iron board cover, tilt the iron back on its heel when not in use.
3. If starch or sizing is stuck to the iron, let it cool, and then scour it with soap and non-scratching scouring powder or baking soda.
4. Turn off the iron when it is not in use.
5. It is safe to use distilled water on steam iron.





### Self-Check -1

### Written Test

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

1. What is pressing?
2. What is the importance of pressing?

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-2

setting up, cleaning and techniques for Pressing machines

### 1.2. setting up, cleaning and techniques for Pressing machines

#### 1.2.1. General Pressing Techniques

2. Regulate the iron temperature as directed on the permanent care label, or on the dial setting for the fabric. If you are unsure about the fibre content, begin by testing it with low temperature setting.
3. If you are working on the thin fabrics or doing slow work, as in shrinking or pressing gathers, keep the iron temperature slightly lower than for heavier fabrics.
4. Line and cotton require considerable moisture or eliminating wrinkle and should be pressed until dry for smooth finish.
5. Wool requires moisture in pressing to prevent damage to the fibres – dry heat makes them brittle.
6. Thick materials need more pressure.
7. Thermoplastic, man-made-fibres are heat sensitive for they tend to melt and glaze. These fabrics often press better dry.
8. Use the tips or edge of the iron on seams, hold the iron above the fabric and apply it light by easily damaged texture.
9. Press with grain.
10. Avoid pressing over basting or pins.
11. Press embroidery, brand buttons, and such rough textures from the wrong side over the soft pad.



12. Press collars, lapels, cuff, belts, and pocket first on the wrong side. Then finish them on the right side very lightly over a press cloth.
13. Avoid lengthwise creases in sleeves or lapels.
14. Remove any stains or soil before pressing, as heat would probably set the stain.



### Self-Check -2

### Written Test

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

1. Write some techniques of pressing.

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



### Information Sheet-3

### Identifying faults, spots and marks

#### 1.3. Identifying faults, spots and marks

Very important detail to include is a list of known quality defects for the product and how to classify them, typically as “critical”, “major” or “minor”. Some industry standards exist for classifying defects. But ultimately, **no one knows your market and your customers better than you**. Maybe you import high-end formalwear, and there are certain defects your customers won’t accept. Likewise, you may be importing less expensive denim jeans for customers who are more tolerant of the same defects.

Without a QC checklist that clearly outlines how different garment defects should be reported, your inspectors are left guessing and you receive less reliable reporting.

#### Critical defects for garments

A critical defect is one that presents a safety hazard to the user, might cause property damage or otherwise harms the end user of the product. A single critical defect found in a single garment typically results in the importer’s rejection of the entire order. Major reasons for such swift dismissal of an order containing a critical defect are that it:



- Puts consumers at risk of bodily harm
- Threatens the reputation of distributors throughout the supply chain, and
- Exposes the brand to liability and unnecessary costs in the event of a product recall



One example of a critical garment defect is finding a needle or other sharp object included in the packaging of the finished goods. This isn't a defect unique to garments. But due to the cutting and sewing processes involved in manufacturing softlines products, you're more likely find it in these product types.

Another example of a critical defect is finding blood or mold on a garment. It might seem unlikely that you'd find blood on a garment. But just as a sharp object might find its way into packaging, a worker might accidentally cut himself during work. In this way, blood may end up on the product.

Garment orders are more likely to fail inspection due to mold, another critical defect that's relatively common. A large portion of international garment production takes place in countries like Indonesia, Vietnam and others in Southeast Asia. **Humid climates typical of that region make the garments there more vulnerable to mold during packaging and storage.** Mold can spoil an entire order of garments if the factory doesn't take action to prevent it.

### Major defects for garments

**Major defects are those which don't pose a threat to the safety of the user, but don't meet the importer's specifications.** These defects typically lower the value or usability of the product, hurt salability and can lead to customer returns. Depending on the type and quantity found, major defects may prompt the importer to refuse an order, asking the supplier to hold it until they've addressed the quality issues found during inspection.



Factory workers may be able to reasonably repair or [rework](#) the defective garments. Other times, the factory cannot easily remedy major defects, and the importer may ask their supplier to cover the loss or manufacture replacement pieces. Some brands may also accept imperfect garments and offer discounts through special distribution channels, such as factory outlet stores and other retailers.



An example of major defects you may find in garments is incorrect colors or designs on the product. These are sometimes acceptable when the garments still have proper dimensions. While using the wrong colors or designs is not desirable, the clothes can usually be sold if they're still proportionate and match standard size categories (e.g. S, M, L and XL).

Issues with sizing out of tolerances or incorrect stitching are often considered major defects that would result in the importer rejecting an order of garments. If the clothes don't fit correctly or tear or fall apart easily, these products are likely to be returned by customers and tarnish the image of the brand on the label.

### **Minor defects for garments**

Minor defects found in relatively small quantities typically don't affect the salability of a product and aren't normally identified by the customer. But they're still issues outside of the standard the importer and supplier have agreed upon.



Minor garment defects can take many forms and include issues such as:

- Misprinting of “Made in Chins” instead of “Made in China” on a shipping carton
- Untrimmed threads, missing stitches or uneven stitching on a garment
- Minor variation in shading between garment pieces
- Variation of care label quality or content

Minor defects also include dirt and other materials on the surface of a garment that can be easily washed off. Such defects found in isolation are typically accepted by the importer. It's when these defects are found in numbers outside the acceptable quality limit that they lead to failing product inspection.



### Self-Check –3

### Written Test

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

1. List and explain types of defect or faults.
2. What is the difference between major defect and critical defect?

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions





#### Information Sheet-4

#### Applying Heat/Pressure

### 1.4. Applying Heat/Pressure

Pressing is the application of heat, moisture and pressure to shape, mold, or crease fabrics, garments, or garment parts into the geometric forms. Pressing may be done: During assembly to facilitate other operations and improve quality. Final finishing process The purpose of pressing is to make the fabric smooth or to give it a form, such as turn up or hem.

**Heat** is needed in most pressing processes to soften fibers, stabilize and set the desired shape. Temperatures must be selected to suit the fibers, yarns, and fabrics used in a particular style. Sources of heat include heated surfaces and steam. **Steam (Moisture):** It is the fastest means of transferring heat into the fabrics. Steam is created by heating water in a pressure/boiler. The higher the pressure, the hotter and drier the steam. Different fabrics require different amount of moisture and heat, excessive moisture may cause shrinkage and color bleeding and must be used under controlled conditions.

**Pressure:** It is applied to alter shape and increase the permanency of the moulding or creasing. Too much pressure may distort fabric surfaces, flatten textures and create permanent garment and/or fabric damage. **Vacuum:** After application of heat and moisture, it is the vacuum which sucks ambient air through the garment as it lies on the buck or pressing table. This rapidly dries out residual moisture from the garment and ensures that the set imparted by pressing is retained. Suction also ensures garments are in place before pressing and it does not shift.

#### Categories or types of garment pressing:

The garments are different types, especially, different in design and garments materials. The pressing of garments are five categorized, designs and materials are given below:

#### 1. No pressing:

Some garments are available; these are not need to pressing. Such as, underwear, briefs, swimwear. These types' garments are made by knitted fabric.

#### 2. Minimum pressing:



Some garments are available; these are not needed finishing done by applying heat but no need pressing. Such as Night gowns knitted T-Shirt, Leisure wear and so on. These types of garments are pressing by steaming and by flowing dry air to the garments and called minimum pressing.

### **3. Under pressing:**

To do help for sewing easily and beautifully, it must need to give minimum pressing to some parts of garments before sewing is called under pressing. Specially, under pressing is done to most of the garments industries for making coat, jacket, and trouser and so on.

Sometimes, there is needed of unpicking and again under pressing is done before sewing.

### **4. Final pressing:**

These types' garments are applying heat and pressing to the garments. This is done after making of garments. This is generally done in jacket, trouser, skirt and so on. Special type of pressing machine is used for final pressing.

### **5. Permanent pressing:**

Permanent pressing is a special type of pressing, when it is given to retain the shape of garments or special conditions. Such as, dart and pleat, which cannot be displace or drawn-off after washing of garments again and again. This type of pressing is done by applying high temperature and steam, sometimes, there is needed for pressing.



### Self-Check –4

### Written Test

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

1. List category of garment pressing
2. What is the use of heat for garments
3. Write the difference between heat and pressure.

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Question



## Information Sheet-5

## Sequencing press

### 1.5. Sequencing press

Garments are pressed to remove any creases, and present the garment to the customer in attractive condition suitable for sale. Garment presentation to the consumer is a vital step in the finishing of a product. The opinion of the customer is an integral step in brand recognition. Poorly presented product will have a detrimental effect on the brand's quality and therefore product salability. A badly creased garment will lower its retail value and thus the manufacturer's sale margin. Pressing therefore is an important step in the production process. Pressing should accomplish the following:

Removal of all manufacturing creases and wrinkles

Clarity of pleats if there are pleats present (such as in skirts and trousers)

Uniformity of collars and cuffs if present

Stabilizing the garment, particularly in the case of wool knitwear to retain the desired shape

Relaxation of any stresses induced during garment manufacture.

Classification of pressing:

The basic processes that are involved in pressing can be divided into two groups:

Under pressing – It is the pressing operation performed on garment components as they are made up.

Top pressing/Final pressing – This refers to the finishing operation, which a garment undergoes after being completely assembled.

Both groups involve a huge number of individual processes, their extent determined by the cloth, quality and design of the garment.



### Self-Check –5

### Written Test

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

1. List and explain classification of pressing.

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Operation Sheet 1

## Pressing finished garments

### Purpose:

Correct pressing is essential for the shaping and molding of a garment. It gives a professional appearance to the finished garment. Pressing can be added to a garment's attractiveness

### Conditions/ Situations:

Before beginning to press, be sure that iron and iron board cover is clean.

### Materials, Tools and Equipment:

Qty	Unit	Description
1	Lot	Finished garment
1	Unit	Pressing equipment- flat iron or steam press with ironing board
1	Piece	Press cloth or water sprayer

### Procedure:

Step1. Set temperature according to type of fabric.

Step2. Press ruffles and gathers before the other parts.

Step3. Press interior parts, such as pocket facings, seams, linings, and shoulder pads.

Step4. Press dangling parts, such as sleeves and sashes.

Step5. Press yoke and shoulder seams before the lower blouse.

Step6. Press the top parts of long garment before the lower part, blouse before skirt, skirt top before lower part of the skirt.

Step7. Collar is usually the last because its position next to the face is so important.

Step8. Hang the garment on a well-padded hanger to dry completely, without crowding.

Step9. Turn off the iron when it is not in use.

### Safety Precautions:

1. Do not let the iron cord drag over your work.
2. To avoid scorching the iron board cover, tilt the iron back on its heel when not in use.

### Quality Criteria:

1. The garment is free of wrinkles.
2. The original texture has been preserved.
3. The original shape of the garment has been maintained.
4. No outline on the inside details shows on the outside.
5. Inside long seams have been pressed open if they were pressed open originally.

**LAP Test****Practical Demonstration**

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

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within -1-- hour.

Task 1. Pressing finished garments

**Materials, Tools and Equipment:**

Qty	Unit	Description
1	Lot	Finished garment
1	Unit	Pressing equipment- flat iron or steam press with ironing board
1	Piece	Press cloth or water sprayer

**Safety Precautions:**

1. Do not let the iron cord drag over your work.
2. To avoid scorching the iron board cover, tilt the iron back on its heel when not in use.

**Quality Criteria:**

1. The garment is free of wrinkles.
2. The original texture has been preserved.
3. The original shape of the garment has been maintained.
4. No outline on the inside details shows on the outside.
5. Inside long seams have been pressed open if they were pressed open originally.



## List of Reference Materials

1. <http://fashion2apparel.blogspot.com/2017/01/methods-equipments-garment-pressing.html>
2. <http://garmentstech.com/inspection-defect-checklist-for-garment-workmanship-and-appearance/garment-workmanship-and-appearance/>
3. <http://www.sdf ltd.com/critical-defects-for-a-garment.html>
4. <https://www.intouch-quality.com/blog/how-to-classify-defects-for-garment-inspection>





# **Basic Apparel Production Level-I**

## **Learning Guide -68**

**Unit of Competence:** - Perform Garment Product Finishing

**Module Title:** - Performing Garment Product Finishing

**LG Code:** IND BAP1 M018 LO4-LG 68

**TTLM Code:** IND BAP1 TTLM 0919v1

### **LO 4: Package finished garment**



<b>Instruction Sheet</b>	<b>Learning Guide #-58</b>
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Packing finished garments
- Packaging standard procedure
- Labeling Garment packages
- Cleaning work station

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 –**

- Finished garments are packed in accordance with **packaging standards/procedures**
- **Garment packages** are labeled following standard procedure
- Work station is cleaned after work completion

**Learning Instructions:**

22. Read the specific objectives of this Learning Guide.
23. Follow the instructions described in number 57 to 72.
24. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
25. Accomplish the “Self-check 1” **in page -61**
26. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
27. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
28. Submit your accomplished Self-check. This will form part of your training portfolio.



<b>Information Sheet-1</b>	<b>Packing finished garments</b>
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### 1.1. Packing finished garments

Packaging means wrapping, compressing, filling or creating of goods for the purpose of protection of goods and their convenient handling.

Packaging is an important part of the product, which has to receive a lot of attention to the people. It is concerned with designing & producing of appropriate packages for a product. Packaging also refers to the process of design, evaluation, and production of packages. Packaging can be described as a coordinated system of preparing goods for transport, warehousing, logistics, sale, and end.

After final inspection & garments folding, the garments are poly-packed dozen-wise, color wise, size ratio wise, bundled and packed in the carton. The carton is marked with important information in printed form which is seen from outside the carton easily. Specially, it is needed to ensure the placement of sticker in proper place.

#### 1.1.1. Apparel Packaging Sequence

- After folding garments are packed in polyethylene packets
- Generally polyethylene packets are of different sizes
- During packing, the position of sticker and other label should be confirmed
- After polyethylene packing , garments are kept in the sorting rack according size and color
- Then garments placed in inner box from the sorting rack according to size and color
- Packing in inner box according to work order is called is called 'assortment'
- The packing that is done by the fixed no. of inner box in the cartoon is called cartoning or packing
- The carton is sealed with the scotch tape
- Carton bears some information on it g. carton box no. carton box size, shipping mark, destination etc.

Different types of packaging are there for different types of garments. Following is the most used packing types –

- Stand up pack: Shirt (90° angle)



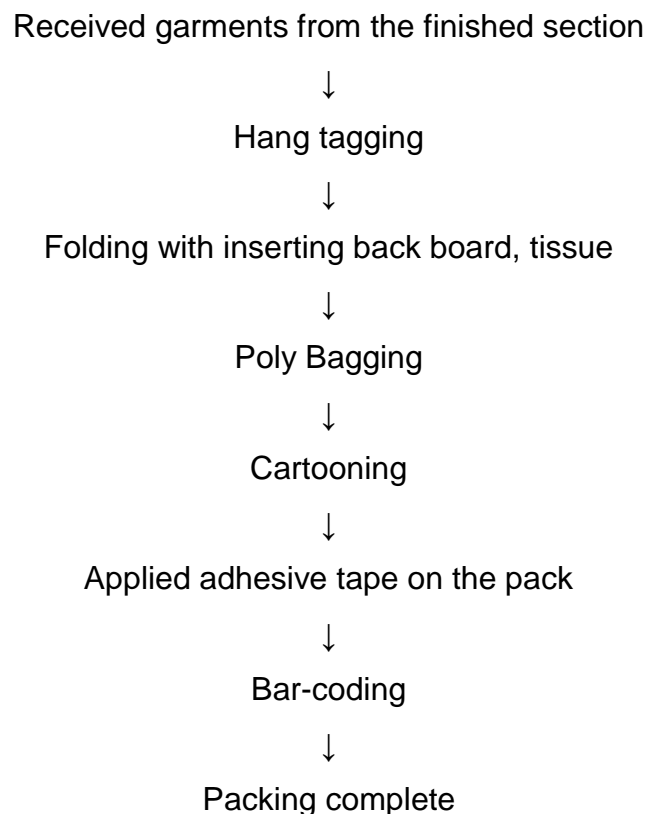
- Flat pack: Sport wear/Shirt/Trouser
- Hanger pack: Blazer, Coats, Pants
- Semi stand up pack: Shirt
- Half fold pack: Pant

### 1.1.2. Packaging has two major functions:

- Distribution
- Merchandising

The main purpose of distribution packaging is packaging the garment in a way that it allows the garment manufacturers to transport the garment at a minimum cost and in the shortest time to the retailer or purchaser, without deteriorating the quality of the product. The merchandising function deals with showcasing the garment product in a way that it stimulates consumer desire for purchasing the particular product.

#### Flowchart of Garment Packaging:





### Self-Check -1

### Written Test

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

1. Write the meaning of packaging?
2. What is the function of packaging for garment finishing operation?
3. Write the Flowchart of Garment Packaging.

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-2

## Packaging standard procedure

### 1.2. Packaging standard procedure

#### 1.2.1. Sorting of garments

Sort clothing into two categories:

##### A. Lightweight (summer) clothing

Lightweight jackets, short-sleeve, lightweight sweaters, T-shirts, men's shorts, swimming trunks, dresses, skirts, summer nightgowns, Short-sleeve shirts or blouses, light hats, scarves, ties

##### B. Heavyweight (winter) clothing

The Heavyweight clothing is items you would not want to wear in the summer, such as long-sleeved shirts, turtlenecks, women and men's heavyweight pants, such as jeans, corduroys, sweatpants, dresses, vests, sweaters, winter coats, gloves, hats, and mittens. Women's pants can go into regular winter boxes.

It is crucial to keep summer and winter clothing in separate boxes because winter coats, turtlenecks, wool socks, ice skates, and like items should not be sent to warm-climate countries.

If you have a group of people packing, it might be helpful to line up boxes for summer clothing on one table or side of the room, and line up boxes for winter clothing on another table or other side of the room. It is also good to keep a designated place for unsuitable clothing, rags or clothes that need laundered so soiled or inappropriate clothing does not get packed into boxes.

Do not put one type of clothing, such as all coats, all jeans into one box. Clothing should be sorted and packed according to category (light or heavy) and size.

#### 1.2.2. Putting label tags

The Textile and Wool Acts require that labels contain three pieces of information pertaining to the garment: fiber content, country of origin, and manufacturer, importer or dealer. The Care Labeling Rule requires that care instructions for the garment also be revealed.

Despite there being three different laws, labels for textile products. must meet general requirements for textile, apparel footwear and travel goods, which include: Fiber content of the clothing; Country of origin; Manufacturer/dealer identity and others.



Regulation requires manufacturers and importers of textile wearing apparel and certain piece goods, in or affecting commerce, as "commerce" is defined in the Federal Trade Commission Act, to provide regular care instructions at the time such products are sold to purchasers through the use of care labels or other...

It is crucial that items are labeled correctly and placed in the appropriate box. The boxes go through customs and the country where it is sent. If a box has items other than what it says on the box – the whole container can be confiscated and the receiving organization will be fined! Each box must be clearly marked.



### Self-Check -2

### Written Test

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

1. Writ and explain categories of Sorting cloths.
2. What is the purpose of label tags?

**Note:** Satisfactory rating - 3 points

Unsatisfactory - below 3 points

### Answer Sheet

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

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

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

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

### Short Answer Questions





### Information Sheet-3

### Labeling Garment packages

#### 1.3. Labeling Garment packages

##### Label

The following information should be included in the label of finished garments.

- Brand name or trade mark
- Country origin
- Physical and chemical composition



##### Care Label Symbols

##### Price Tag

A price tag is a device attached to a commodity which states a price. A price tag should be visible, clearly written, no alteration or erasures of any sort.

##### Cellophane/ Polybag

##### Appearance of packing cellophane/polybag

- clean
- free from wrinkles
- with flap
- fitted to the size of garment
- self-sealing

##### Packing Tape

- adhesive
- transparent
- clean

##### Marking Pen

Marking pen should be black, permanent, and does not blot.



A garment label is a communicator between the buyer and product. A garment label contains various types of information of that garments, such as buyer name, country of origin, types of fabric, types of yarn, fabric composition, garments size, special instruction about care etc.

Labels are an important part of the clothing industry and consumer laws take them very seriously. The consequences of including incorrect or misleading information on a garment can include significant fines, not to mention damage to your brand's reputation. No matter what you want to do with your clothing labels. A label or Tag permanently affixed or attached to the finished apparel or article which clearly discloses instructions for the regular care and maintenance of such articles". Hence, the regulation is often referred to as Permanent Care Labeling Rule. The regulation specifies the location of the label by the product type.



### Self-Check –3

### Written Test

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

1. What information can be included under labeling of garments?
2. What is price tag?

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Information Sheet-4

### Cleaning work station

#### 1.4. Cleaning work station

After packing of garment cloths we have to clean the working area for next job.

A clean workplace can help to achieve better productivity and protects worker's health and safety. Factories should establish systems to make sure that waste is continuously cleared up and that the workplace is kept safe, healthy and hygienic at all times.

Workstation cleaning covers an abundance of areas – after all, and ‘office’ can come in many shapes and sizes. Specifically manufactures a comprehensive range of products for the safe and efficient cleaning of all office equipment. A regular cleaning regime can guard against breakdowns and ensure that equipment.



### Self-Check –3

### Written Test

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

1. Write the advantage of cleaning our working area.

**Note:** Satisfactory rating - 5 points

Unsatisfactory - below 5 points

### Answer Sheet

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

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

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

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

### Short Answer Questions



## Operation sheet 1

## Packaging finished garment

### Purpose:

Product packaging has assumed a great importance in modern marketing. Packaging is not only an important means of protecting the content, but also an powerful means of pre-selling the consumer and assisting in-store selection

### Conditions/ Situations :

Before packing, make sure garment is folded according to customer or job specification.

### Materials, Tools and Equipment:

Qty	Unit	Description
1	Lot	Finished garment
1	Lot	Packaging materials and accessories

### Procedures :

#### 1. Sorting of garments according to:

- **Style**

Example: Blouses with sleeve and with sports collar should be together.

- **Color**

Example: Blouses of the same style and same color must be together.

- **Size**

Example: XXL - Extra extra large

XL – Extra Large

L – Large

M – Medium

S – Small

XS – Extra small

#### 3. Putting labels, price tags and other accessories

#### 4. Pack finished garment in cellophane/polybag.

#### 5. Seal the packed garment.

### Quality Criteria:

1. Labels and tags are clear and visible.

2. Polybag use is clear, clean, free from wrinkles and appropriate for the size of the garment

3. Packed garment is according to specifications, properly sealed and free from unnecessary folds.

**LAP Test****Practical Demonstration**

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

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

**Task 1. Packaging finished garment****Materials, Tools and Equipment:**

Qty	Unit	Description
1	Lot	Finished garment
1	Lot	Packaging materials and accessories

**Quality Criteria:**

1. Labels and tags are clear and visible.
2. Polybag use is clear, clean, free from wrinkles and appropriate for the size of the garment
3. Packed garment is according to specifications, properly sealed and free from unnecessary folds.



## List of Reference Materials

1. <http://www.textileflowchart.com/2015/01/flow-chart-of-garment-packaging.html>
2. <http://fashion2apparel.blogspot.com/2017/10/types-packaging-garment-industry.html>
3. <https://www.adidas-group.com/en/sustainability/products/product-and-consumer-safety/>