



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan-II, Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250-4960; e-mail : info@brlp.in; Website : www.brlp.in

Ref. No.

BRLPS/proj-NF/1836/21/1014

Date: 22.06.22

Office Order

Nodal Training cum Production Centre for stitching is an initiative of Jeevika (BRLPS) based on the Objective of "To train SHS members in Apparel Sector & help them in getting sustainable livelihood to enhance their life style through Economic growth.

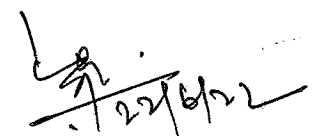
Standard operating procedures has been developed to establish and operate efficiently Nodal Training cum Production Centre for stitching at different places and as approved by the competent authority.

This is to inform and direct that all steps should be taken to ensure compliance of SOP regarding each Nodal Training cum Production Centre for stitching as non-negotiable.

Please find the attached Nodal Training cum Production Centre Standard Operating Procedure for needful orientation and steps should be taken to follow each procedures of SOP in each Nodal Training cum Production Centre for stitching.

This is for your information and needful action please.

By the order of CEO


Rajiv Kumar Singh
(AO cum SPM-NF)

Encl : Non-farm Nodal Training cum Production Centre for stitching SOP

Copy to

1. OSD/Director/PCs/CFO/PS
2. All SPMs/SFM/PMs
3. All DPMs/FMs
4. Non-farm and ME Managers/YP-Non farm
5. IT Section

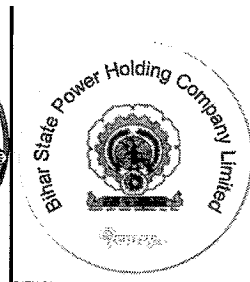
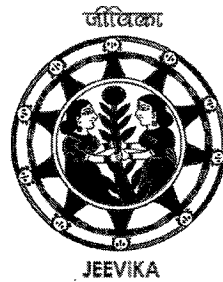
SoP : Stitching Units



Bihar Rural Livelihoods Promotion Society(JEEViKA)

With Support of .

Bihar State Power Holding Company Limited



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Background

Bihar Rural livelihoods Promotion Society is an autonomous society working under Government of Bihar with an objective of addressing rural poverty in Bihar. Developing community owned business model for members with common skill base could be one way of addressing rural poverty. Through its non-farm interventions, the Bihar Rural Livelihoods Promotion Society (BRLPS) has linked approximately 15,000 poor rural households. Out of which more than 2000HHs are linked to Art & Craft intervention.

Context

At the time the first nationwide lockdown was announced by the Government of India due to the rising coronavirus cases, the country witnessed a dearth in masks and sanitisers caused due to panic buying and confusion. On the other hand, millions of Indians had started migrating back home after losing their livelihoods in big cities. Amidst all this, hundreds of Self-Help Groups (SHGs) across India rose to the occasion to help the country fight the pandemic, and also employ people who lost their jobs.

In the following months, over Ten Thousand women had been involved in producing close to 12 crore masks across Bihar.

“The women’s movement that started as a leap of faith some 15 years ago has proved to be an invaluable resource in these difficult times. Our partnership with the Indian government in building social capital among the rural poor has paid off in spades,” said Gayatri Acharya, who leads the World Bank’s \$750 million support for India’s National Rural Livelihoods Mission. NRLM is India’s flagship program to reduce poverty by mobilizing poor rural women into self-help groups and building community institutions of the poor. The SHGs which were into other businesses have decided to continue producing the masks to earn their livelihood. The major advantage is that they are selling it at an affordable price as the products are produced locally.

Under the Non-farm sector of Livelihoods theme, BRLPS aims to create an ecosystem that can act as a catalyst for entrepreneurial activities and strengthen MSME (Micro, Small, & Medium Enterprises) in rural Bihar.

The textile industry in India is traditionally second largest employment generation industry after agriculture, it is the only industry that has generated huge employment for both skilled and unskilled labour in textiles industry. The textile industry continues to be the second largest employment generating sector in India and it is the one of potential source of income generation for the rural youth is apparel.

Analysing the success in mask production and visualising the large number of women involved in stitching, JEEViKA got an opportunity of supplying School dresses to the

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students of all Govt. Schools in the form of a Govt. Mandate. In FY 2019-20, around 1.10 Crore students got benefitted under DBT for school dress to students.

This year, the amount for dress would be transferred to the students account directly through DBT and they have to procure the dresses from JEEViKA and Clusters of MSME only. In compliance of the Cabinet Note, we have to produce atleast 1.50 Crore dresses for the initial year, which will increase later on.

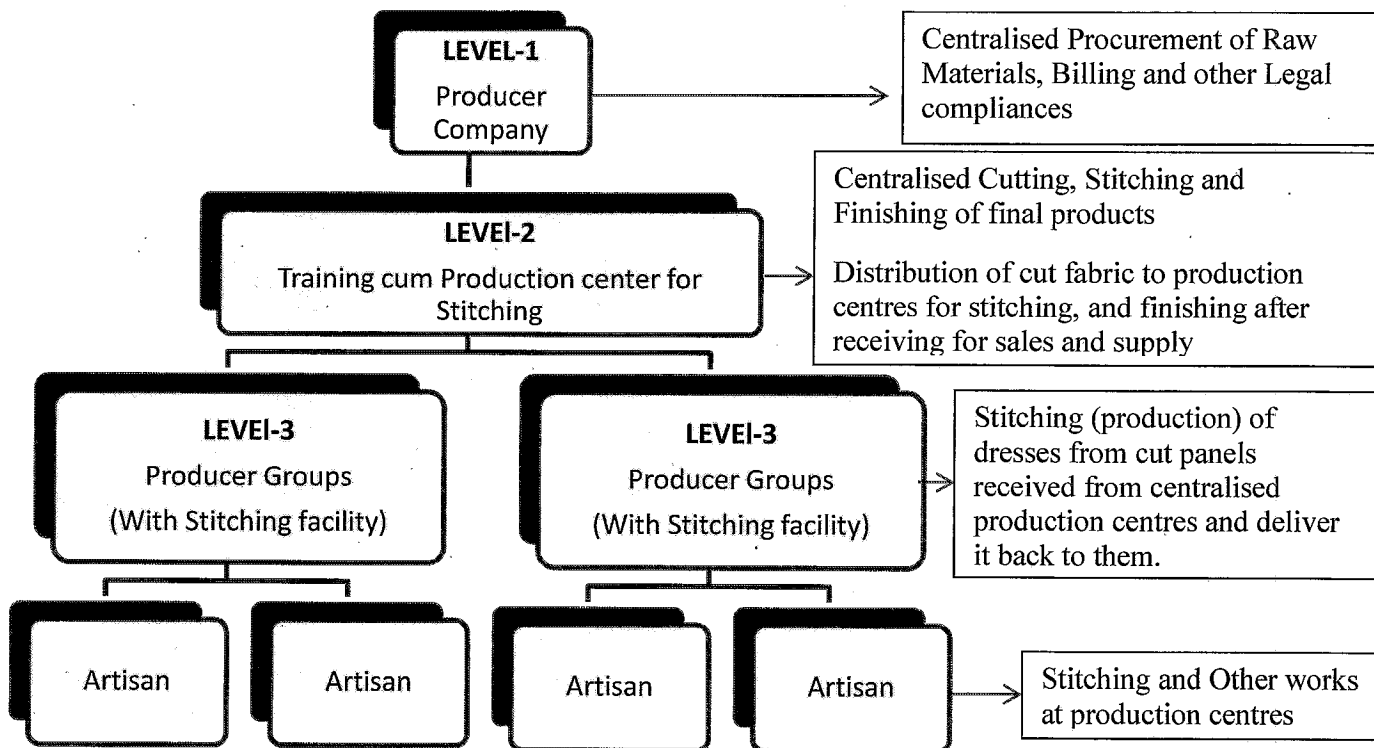
Training cum Production center for Stitching

GENERAL ASPECTS

Objective

To train SHG members in Apparel Sector and help them in getting sustainable livelihood to enhance their life style through economic growth.

Structure



Number of members at Producer Groups – 25-35

Number of members at Training cum Production center for Stitching – 70-80

Criteria for member selection:

1. SHG Member
2. Member should be well versed with Stitching

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3. Preference should be given to members having certification in stitching and having prior experience.
4. Preference should be given to migrant workers involved in stitching
5. Member should be able to give time on PG for work

Ownership : Will be with Producer Company.

Facilities available at units:

- Each unit with 50 working stitching machines and 13 different machines of cutting, finishing etc.
- Production in Assembly line
- Minimum Area covered/unit requirement – 8000-10000 Sq.ft. (could be on different floors) consisting of -
 1. Floor should be at least cemented
 2. Electricity supply must be there(min load of , Three phase & 50kv)- Interior setting will be given later on.
 3. One Room/ defined area for Managerial works
 4. Two Store Room/ Area - for Raw Materials and Finished Products
 5. Quality Control and finishing Area
 6. Rest Room/ wash room for female workers
 7. Water facility/ connectivity
- Area preferably on ground floor or in case of upper floors, lift facility should be there

Preparation of Site:

1. Space identification as per above mentioned specifications – Preference must be given to Govt. Buildings.
2. Site visit by Agency Technical person
3. Layout preparation by Agency Technical person
4. Rent Agreement between CBO and Landlord.
5. Civil works at site as per Layout by Landlord
6. Electricity Connectivity (wiring) and Setting up of 75 KV transformer on site.

Establishment of Unit:

1. Supply of Machinery and establishment at centers by Technical agency
2. 3 days handhold training to selected members(by DPCU) on machineries by agency.
3. Unit establishment report to SPMU by DPCU.

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Capacity Building and Training:

1. Training of Artisans could be done through ATDC, RSETI, KVIC training centers etc. as per availability.
2. Training could also be done through already empaneled trainers with BRLPS.
3. Trainers could be hired or empaneled at DPCU level as per Art & Craft Trainer Policy and approved ToR for Stitching trainers for Training.

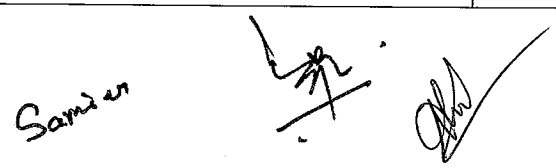
Business:

1. Once Production got started, Liason with different institutions have to be ensured to make the unit sustainable like: Hospitals, Schools, District Administrations, Security Agencies etc.
2. Local market also need to be explored – Kids garment, Ladies garment etc.
3. Pricing of the products should be done very precisely and market competitive.
4. Bulk Procurement of Raw materials to be ensured to minimise the product costing and maintaining the product quality.

Budget and Financial Arrangement:

The Budget will be booked under **Comp.4.A1, Pilot and Innovation of BTDP**

Materials procurement at Nodal stitching centers by Agency		
S.N.	Details of materials required in a center	Quantity in a center
1	Industrial Sewing Machine (Single Needle Lock stitch	50
2	Overlock Machine 4-thread	4
3	Button Hole Machine	1
4	Button Attach Machine	1
5	Steam Iron Box	2
6	Top Fusing Machine	2
7	Bartack machine	1
8	Fabric cutting machine – 8 inches	2
9	Folder with Stand	20
10	Dry Iron	2
11	Gloves	2
12	Scissors	10
13	C-Scale	10
14	Curve Scale	10
15	Straight Scale	10
16	French Curve	10



17	Measuring Tape	10
18	Thread Trimmer	60
19	Thread Opener (Seam Bipper)	60
20	Cutting Table	2
21	Stools	60
22	Assembly Table	50
23	Almirah	10
24	Office Table	2
25	Checking and Packing Table	4
26	Bus Bar Light System	50
27	Dummy/Mannequin	4
28	Fire Fighting Equipment (20 Kg)	2
29	CCTV	5
30	Lockable Cabinet	2
31	Trolley -1	1
32	Trolley -2	1

Note :

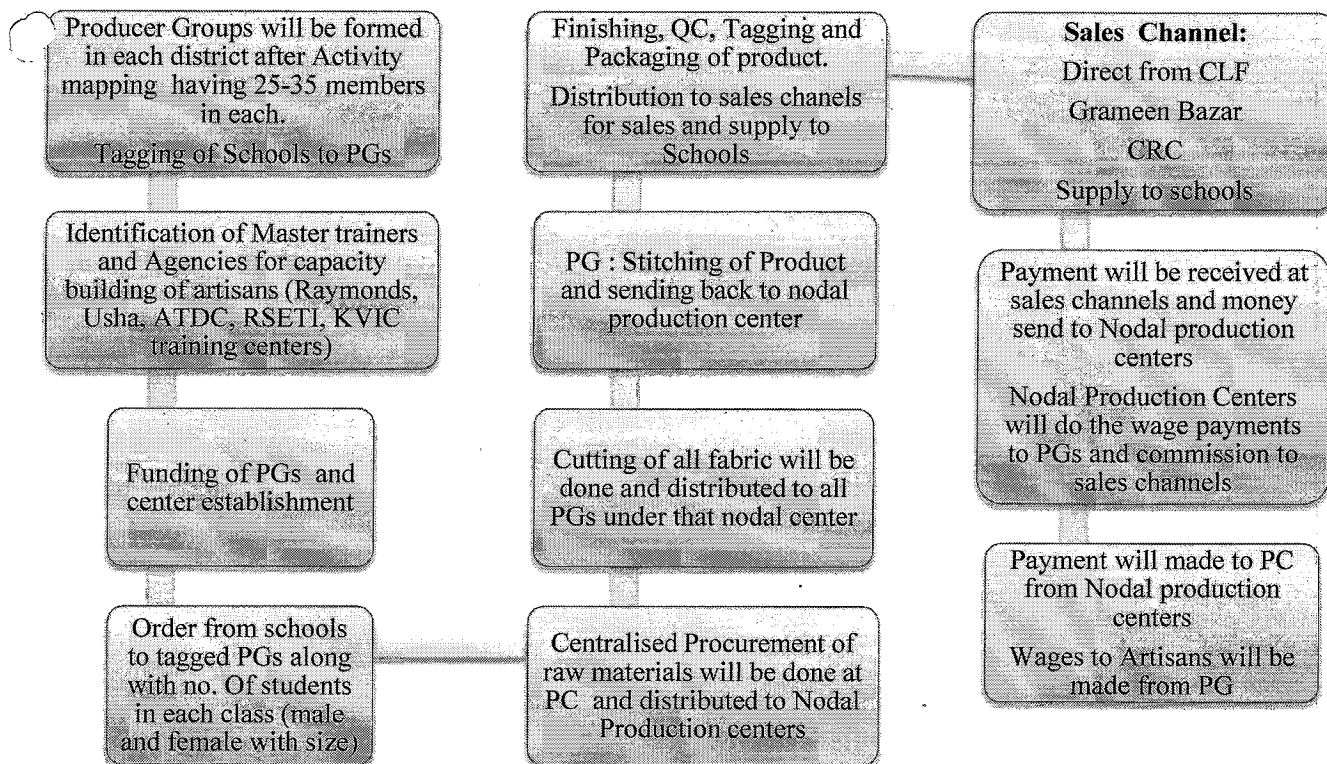
- Initially 1 PG /3-4 Blocks in a district (each centre will have 25-35 member), which may expand maximum upto 1PG/Block based on work requirement/demand.

The number of centres, members or shifts of members could be increased on requirement basis.

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Production and Supply Channel



Business Sustainability:

After initiation of business expenditures happening at centers have to be checked and keeping in the minimal expenses on following aspects like – Bulk Procurement of Raw Materials, HR cost, Building Rent, and other recurring expenses to make the center sustainable. Centers to follow the following steps in way to be sustainable:

- Market survey
- Demand Analysis for Production in coordination with PC
- Supply Chain Management in coordination with PC
- Actual Production
- Sales and Payment
- All Centers and PC have to achieve Break even in between 6months to 1 Year of span (Except their One time Investment)

Activity Roles and Responsibility:

Sl.No.	Activity	Responsibility
1	Member Identification and PG Formation	DPCU Team/Concerned BPIU Team
2	Location Identification and finalization for district nodal center	DPCU Team/Concerned

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		BPIU Team
3	Floor Layout Finalization	Concerned Agency/DPCU
4	Location interior works and electricity and other requirements to be completed	DPCU and Concerned CLF/PC
5	HR Recruitment	PC with support of SPMU and DPCU team
6	Training and Funding of PGs	DPCU Team/Concerned BPIU Team
7	Machineries supply to center	Concerned Agency/PC
8	Procurement of other materials	Concerned CLF/PC
9	Center establishment and Line setup	Concerned Agency/PC
10	Member Capacity building on centers	Concerned Agency/PC
11	Production Initiation	Concerned Agency/PC
12	Production continuation	Production Manager/PC
13	UC Submission	DPCU Team/PC

Concerned NF-Manager will be responsible for the unit establishment in coordination with concerned BPM/BPMs and SPMU team/PC.

Concerned Procurement Manager will support CBO in procurement of all required materials (Specification and quantity as mentioned in Annexure) for the unit establishment in coordination with concerned Manager NF and BPM.

All the compliance and statutory requirement like –ESI, Insurance (of Unit as well as members), Safety norms, Inventory management etc should be ensured by DPCU Team.

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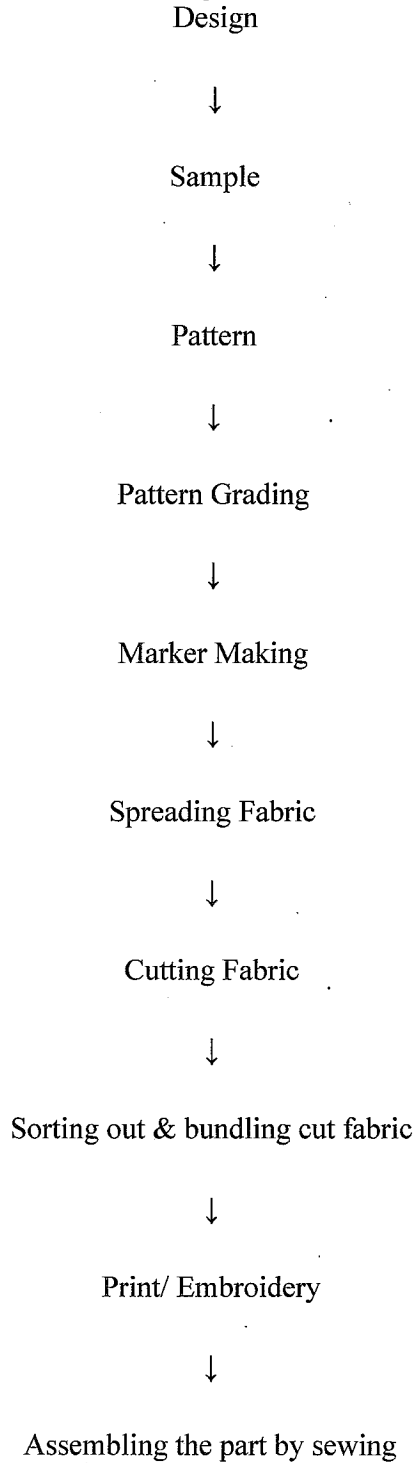
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TECHNICAL ASPECTS

Garment manufacturing is a huge process. All operations are done in different departments in garment industry. It is not possible to describe briefly about apparel production. Garment manufacturing is a sequential processes such as designing, sampling, laying, marking, cutting, **stitching**, checking, finishing, pressing and packaging etc. In this process, raw materials convert into finished products. I will describe all operations of garment manufacturing step by step in section wise.

Flow Chart of Garment Manufacturing Process:



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Sewing quality inspection

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Ironing/ Pressing

↓
Hand Tag/Label

↓
Final Inspection

↓
Packing

↓
Size wise cartooning

↓
Cartoon Inspection

↓
Warehouse

↓
Shipment

Garment manufacturing process in different departments of garment industry are described below:

Sample Section:

There are many types sample are needed when garments are going to make a product.

Types of sample:

1. First pattern sample
2. Development sample
3. Second pattern sample

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- 4. Counter sample
- 5. Salesman sample
- 6. Photo sample
- 7. Approval sample
- 8. Pre-production sample
- 9. Production sample
- 10. Shipment sample

Types of sampling with their details:

1. First pattern sample:

A design given by buyer and make it physical version of the garment.

Here are some criteria to develop a first sample. They maintain sequence to develop it.

Thinking of a design



Draw in CAD



Pattern



Sample

2. Development Sample:

Which sample are developed by sample section from primary pattern sample.

3. Second Pattern Sample:

Usually designer/ developer always ask for some changes to the first pattern. Second pattern is made as per comments.

4. Counter Sample:

Where first pattern is made on designers artwork, Counter sample is to make not on designer's artwork, has to follow another sample given by the merchandiser.

5. Salesman Sample:

Salesman Sample is made when PRICE is confirmed and order are on speculation. Buyer held a meeting with its customer and record their response on order quantity per COLOR, SIZE etc. and finally plac order to their vendor.

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6. Photo Sample:

Photo samples are made with actual color and material to be worn by models on the event of SHOOTING for catalog.

7. Approval Sample:

It is sent to buyer for his APPROVAL of the conformity that the revision is done correctly. If any fault found then the sample go back to garments.

8. Pre-Production Sample:

When the production accessories come to the garments for the production then garments makes a sample for a buyer. Which is called pre-production sample.

9. Production Sample:

Assurance to the buyer that the bulk is being produced as per specifications.

10. Shipping Sample:

This sample send to shipping inspector. Who give the product to the buyer. It is important sample because of shipping inspector give a note to buyer as sample base.

Sample making procedure:

There are many types of procedure to make sample. But in my garments, they follow this type procedure. I am giving a flow chart to making sample in my garment manufacturing industry.

Thinking and Sketch



Material and 1st Pattern



Photo type sample and give the sample to buyer



Take the buyer comments



Dummy



Samples

Approval For Production



Take the buyer comments



Bulk production



Send Photo, Sales man, shipping sample



Production Sample



Send to the Garments

Cutting Section:

Fabric is a single piece of sheet. When we need garments then we need to cut. Cutting is final step of sample, marker and fabric spreading. Because next process is sewing. When sewing starts then other process also starts.

There are many types of cutting process but in Bangladesh almost everyone uses a same process. And this is manually process. Cutting master cut the fabric by hand cutting machine. There is a big long table where cut the fabric.

Maker paper kept up on the fabric surface, and cutting muster follow the line and cut the fabric.

Pattern Making Section:

Pattern making process is drawing or art in a flat paper of flat fabric. Basically, garment manufacturing industries make their pattern by using flat paper. Because pattern can easily removable from pattern paper. So, garments industries follow the pattern making process by using paper. In Divine Textile Ltd, they also make their pattern by using paper. And the paper name is pattern paper.

Pattern is important because, it is primary stage of a garments making. If pattern is accurate then the garments should be accurate. Buyers give the size list to the garments, then the garments follow the size and make the pattern with allowance. Pattern is the big issue for every garment.

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Marker Making Section:

Marker is a process where every pattern is kept in a long fabric. And this process factory minimized the wastage of the fabric before cutting. Marker increase the efficiency of the fabric.

Types of marker making:

1. Manually marker making process
2. Computerized marker making process

1. Manually marker making process:

This is a process where a man done the maker by manually. No computer software is used them. Basically, who do this process he will be very experienced person, and he know how to do this. In my garments the maker making process is manually.

2. Computerized marker making process:

This is hundred percent done by computer, by using CAD (Computer aided design) or many others software.

Effect of Marker Making:

1. Increase efficiency
2. Minimize fabric wastage
3. Maximized using of fabric

Fabric Spreading Section:

In this process fabric laid on a big table which is used for cutting. Fabric spreading is important because of if fabric do not lay properly then outcome product (after cutting) was not correct. So, when the fabric go for production then its make difficulties in making garments. So proper fabric spreading is important for garment manufacturing industry.

When fabric lay properly, they used one kind of clip (Fabric attaching clip) for fixed the fabric. Marker paper also keep up on the fabric surface. Then they attach the fabric with clip.

Types of fabric spreading system:

1. Automatic
2. Manual

1. Automatic:

When fabric spread by machine on the cutting table then its called automatic fabric spreading.

2. Manual:

When fabric spread by man on the cutting table then its called manual fabric spreading. In my factory they work in manually.

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Cutting Process:

1. Marker Making
2. Fabric Spreading
3. Marker placement
4. Attaching with clip
5. Cut the fabric
6. Numbering
7. Bundling

Heat Cutting system:

When we need to cut non-woven fabric then normal cutting machine is not suitable for cutting, because non-woven fabric is basically slippery then other fabric. So we need to heat cutting machine.

Types of cutting process

1. Manual Cutting
2. Heat Cutting
3. Lesser Cutting

1. Manual Cutting:

It is a process which done by man is called manual cutting process. In my garments they cut the fabric in manual process. Cutting master give the instruction to worker and worker follow the instruction.

2. Heat cutting:

Basically, a heat machine is used for this process and the machine has copper coil. And electricity passing the coil and it became hot. Then it cut the fabric. This machine is not suitable for cloth type fabric, it is used for non-woven fabric.

3. Lesser Cutting:

A lesser light is used for cutting. It is very expensive cutting method but cutting is very effective.

Sewing Section:

Sewing is big important part of a garment's product. Without good sewing we cannot introduce our products in worldwide. Sewing is a process where two pieces of fabric are join. Many factors are related with sewing. (i.e.: Needle size, Machine type, Thread count, Worker capacity, Production line etc.) So sewing section is not only fabric join, it is core part of a garment manufacturing industry.

Elements of sewing:

1. Sewing Machine
2. Needle
3. Thread/Yarn

Sewing Machine:

There are many **types of machines** are used in Divine Textile Ltd. Every types of sewing machines are available here. They (my garments) produce jackets, trousers etc so they need heavy machines for sewing.

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List of sewing machine:

- 1. Plain Machine
- 2. Overlock machine
- 3. Bar tack machine
- 4. Button hole machine
- 5. Button attaching machine
- 6. Feed of the arm
- 7. Kansai

1. Plain machine:

Plain machine is basically use for attach two fabric. For long stitch this machine is use. There are many brands in plain machine. Some is manual and some is automatic. But every machine works same thing.

Brands:

- 1. Juki
- 2. Hakkari
- 3. Brother

JUKI is a well-known brand in sewing machine. Every company used this machine. Initial power of machine is very good. This machine origin is China. This machine is manual machine. Operators need set the machine, because settings are going change when products are changed.

HIKARI is also well-known brand in sewing machine, and this machine is semi-automatic machine. If one system is input in this machine then no need gives same settings once again. Every data is stored in this machine. Production rate are automatically calculated in this machine.

BROTHER is a Chinese brand, which produce many textile and other machineries. They made manual, semi-automatic, fully automatic machines for sewing. But in my garments, they have used manual machine. This machine is manual but this machine is safe for human. Brother ensure the workers safety. They introduce many devices in this machine for workers safety.

Example: if any needle breakdown then machine automatically gives sound. There are many types of facility in this machine.

2. Overlock machine:

An overlock is a kind of stitch that sews over the edge of one or two pieces of cloth for edging, hemming, or seaming. It is very effective machine for garments good, because without overlocking edge finishing is not to be good. There are many brands available in market but Divine Textile Ltd. use only one brand for overlock.

3. Bartack machine:

Bartack machine specially use for lock stitch. It contains a needle and a bobbin. It produce high density lock stitch in short place. In my garments they use bartack machine to stitch the side of pocket in jacket and pants. Stitch density depends on the GSM of fabric. If the GSM is high then the stitch density is high, If GSM is low then stitch density is also low.

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4. Overlock machine:

This machine basically used for protect the edge of fabric and trim the extra part of fabric. This machine used when product is done by plain stitch. Five thread are used in overlock stitch machine. A sharp blade also attaches with the machine. This sharp blade cut the extra part of the fabric and gives a plain finishing in the garment's products. This machine is very fast machine so need good experienced worker to run this machine, otherwise any types of accident can be happened.

5. Button attaching machine:

This machine basically used for attach button on the jackets or garments goods. It is very high speed machine and this machine can attach up to 60+ button in a minute. In my garments there are two types machine. One is plastic or normal button attaching machine another is steel or clip or tip button attaching machine.

6. Feed of the arm:

Feed of the arm machine is actually a chain stitch machine for chain stitch designs working with sew and stitch. It contains looper instead of bobbin. By this machine, multi thread chainstitch can be produced on garments. By this machine, stitch can be produced on heavy fabrics, like denim or jeans.

Discuss About Needle:

Needle is an essential product for sewing. Only machine cannot sew without needle. Needle made by stainless steel with sharp head. In sewing machine, there are different types of needle is used. In my garments industry I was found three types of needle. Which is used on plain, overlock and bartack machine. Some needles are quite bigger usually it depends on fabric. If fabric is courser then need courser needle.

Needle varies machine to machine:

In JUKI sewing machine the needle name is BP. And needle size is 9,11,14,16,18,20

In Sunstar sewing machine they used, DP, and needle size is 9,11,14,16,18,20

In Overlock machine, the needle size is small then stitch machine. Needle size of overlock machine is DC, 9,11,14,16,18,20

Sewing Process:

In my industry they follow a process to maintain sewing.

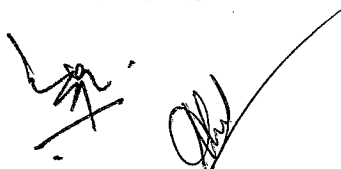


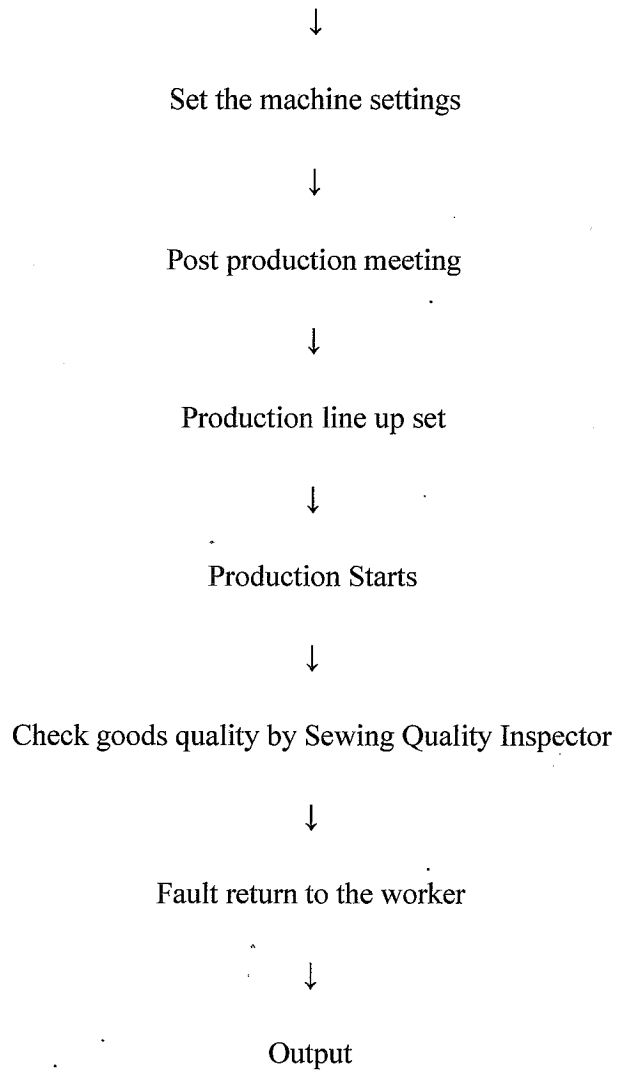
Collect fabric from cutting section



Input the fabric into the line

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Quality Section:

Every garment ensures the quality first, because if garments are unable to ensure the quality then that garments cannot find good consignment in future. In Divine Textile Ltd, 60 people are worked in finishing. 20 workers are finishing quality inspector, 20 workers are sewing quality inspector, 10 workers are assistant finishing quality inspector and 10 workers are assistant sewing quality inspector. And this garments also has inspection room. They provide many high-tech machines and Quality manager for each buyer.

Work of Sewing Quality Inspector:

Sewing Quality Inspector is a person who check the quality of garments when production is running in the industry. He/She check the product and detect the fault of the product. If any fault was found then the inspector directly sends to the senior sewing machine operator and order to remove the fault from the product. Basically he or she is work for online quality control.

Work of Finishing Quality Inspector:

Finishing Quality Inspector is a person who check the garments products when sewing inspector transfer to the finishing line. Basically, it is offline quality control and maximum fault was removed. They check only size label and critical defects (broken needle, insects etc.). They use metal detector in every product.

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Finishing Section:

Finishing department is the department which comes after all the department & it plays an equal important role in the final appearance of the garments. This department includes majorly of the following steps.

Thread Sucking

Remove the extra tread from the garments, and clean the product.

Ironing

Ironing is the use of a heated tool (an iron) to remove wrinkles from fabric. Give the good finishing in the product. They use steam iron in the jacket. Steam helps to smooth finishing. Temperature of iron is 80-90 degree Celsius.

Packing Section:

After the passing quality section, our garments are ready for shipment. Before shipment we need to pack our product. In here 30 workers and 5 packing managers are work for packing. Packing style varies buyer to buyer. Then they follow the instructions and pack the goods for the shipment.

It is easy work but not so easy. First, they pack the product in poly-pack and then they put all garments in the cartoon. Cartoon size is also given by buyers. And how many pieces are kept in a one cartoon also give in the order sheet.

Store:

A place where many accessories, trims, fabric and many important elements of garments are kept. Basically, store are two types, one is normal store and another machine store.

1. Normal Store:

A place where every types of office equipment's, production tools, **accessories and trims** are kept. Every necessary product of garments is stored here. A data man entry the data of the product, and give the product when anyone need.

List of the product in the normal store:

- Paper
- Pen
- Office Documents
- Previous swatch card
- Button (any types)
- Fabric (any types)
- Label
- Token
- Office stationery
- Needle
- Thread
- Previous Buyers Data
- Zipper
- Garments Accessories
- Garments trims

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2. Machine Store:

A place where machine instruments are stored. Every tool of sewing machines are kept here. When any parts need to change then the mechanic come here and replace the parts from the machine.

List of the product in machine store:

1. Arm
2. Balance Wheel/Hand Wheel
3. Bed
4. Bobbin Case
5. Bobbin Cover
6. Bobbin Winder
7. Face Plate
8. Feed Dogs
9. Head
10. Needle bar
11. Needle Clamp
12. Pattern/Stitch selector
13. Presser Foot
14. Presser Foot Lever
15. Reverse Lever
16. Slide Plate
17. Spool Pin
18. Spool pin for bobbin winding
19. Stitch regulator
20. Take up Lever
21. Tension Disc
22. Thread Cutter
23. Thread Guide
24. Throat Plate or Needle Plate

Merchandising Section:

Merchandising is an important section in every garment manufacturing industry. In merchandising section, they communicate with buyers and deals with buyers, and they pricing the product also they works in shipment too.

Simply **merchandiser** works with the whole productions of garment manufacturing. He maintains every single section by own risk. It is very challenging department in garment manufacturing industries.

Works of a merchandiser in garment manufacturing industry:

1. Contact with buyers
2. Invite the buyers in the factory
3. Buyers visit the garments
4. Buyers gives the audit sheet to the merchandiser
5. Resolve the problem, if any fault found
6. Take the product list from the buyers
7. Pricing the products
8. Send to the buyers
9. Fix the pricing from the both side (factory and buyers)

Samir



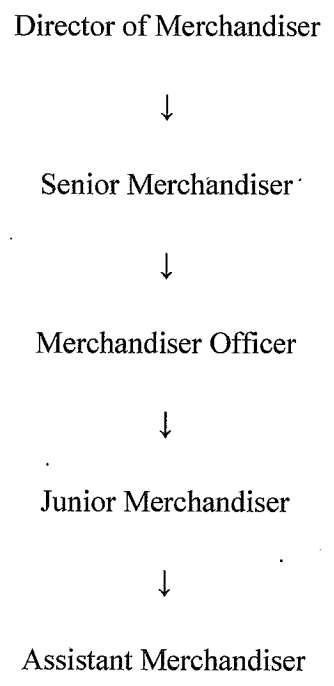

10. Take the sample sheet from the buyer (Primary order sheet)
11. Send to the sample sheet to the sample section
12. Send the sample to the buyer
13. Buyers approval
14. Give the main order sheet to the merchandiser
15. Create Letter o credit (master L/C)
16. Merchandiser create back to back L/C, where accessories comes from.
17. Send a production sample and photo sample of the garments
18. Buyers approval
19. Swatch card making
20. Swatch card approval
21. Take the full production
22. Production follow up
23. Maintain TNA
24. Audit (when production running)
25. Transportation booking
26. Cartoon booking
27. Follow up finishing
28. Follow up packing
29. Shipment the garments
30. Take the full money from the buyers.
31. Send the order sheet in the store (for future)

This is the basic work which I observe in the factory, but they do also some critical works too, like **fabric inspection**, machine inspection, compliance inspection etc. Those works are internal, as a I'm just an intern in this garment manufacturing industry, so I have some restriction to observe those works.

They work lot in technical and official. And they work for garments and also work for country.

Hierarchy of Merchandising:

In Divine Textile Ltd, they follow this type hierarchy in merchandising.



Sami  

↓

Trainee Merchandiser

↓

Intern

Compliance Section:

Divine Textile Ltd is a compliance factory in Gazipur, Dhaka. They ensure the worker safety and rights of the workers. They maintain the code of conduct (coc). They observe the everything in the garments manufacturing and maintain the garments.

Compliance works for workers right, so they ensure the legal rights of the worker. There are many corporations works for compliance. BSCI, WRAP, BOND etc. Compliance audit report helps in order. Basically, buyers asked for send the compliance report to them. Compliance report varies country to country. If the buyers are Europe so they want BSCI report. If the buyer are America then they asked for WRAP report. Divine Textile Ltd. target country in Europe so they only focused BSCI report.

Rules of compliance:

1. Compensation for holiday
2. Leave with wages
3. Health register
4. Time care
5. Accident register
6. Workman register
7. Equal remuneration
8. National festival holiday
9. Overtime register
10. Labor welfare
11. Weekly holiday fund
12. Sexual harassment policy
13. Child labor abolition policy
14. Anti-discrimination policy
15. Zero abasement policy
16. Working hour policy
17. Hiring /recruitment policy
18. Environment policy,
19. Security policy
20. Buyers code of conduct
21. Health and safety committee
22. Canteen

Health:

1. Drinking water at least 4.5 L/day/employee
2. Cup availability
3. Drinking water supply
4. Water cooler, heater available in canteen
5. Drinking water signs in native language and English locate minimum 20 feet away from

Sami




Work place:

1. Drinking water vassal clean at once in a week
2. Water reserve at least once a week
3. Water center in charge person with cleanliness
4. Suggestion box register

Toilet:

1. Separate toilet for women and men
2. A seat with proper privacy and lock facility
3. Urinal accommodation
4. Effective water sewage system
5. Soap toilet
6. Water tap
7. Dust bins
8. Toilet white washed one in every four months
9. Daily cleaning log sheet
10. No-smoking signs
11. Ladies /gents toilet signs both in native language and English
12. Deposal of wastes and effluent

Fire:

1. Sufficient fire extinguisher and active
2. Access area without hindrance
3. Fire signs in both languages
4. Fire certified personal photo
5. Emergency exit

Safety Guard:

1. Metal gloves on good condition.
2. Rubber mats & ironers
3. First aid box one
4. Ironers wearing sleepers
5. First trained employees
6. Motor/needle guard
7. Eye guard
8. Nurse
9. Doctor
10. Medicine
11. Medicine issuing register
12. Welfare officer

Others Facility:

1. Room temperature
2. Lighting facilities

Sanjay



Annexure:

Quantity and Specifications for Machinery and equipments required for Nodal Production Centre

S.No.	Type of Machine	Specifications	Number of Units
1	Industrial Sewing Machine (Single Needle Lock Stitch)	Speed 4500 s.p.m. and above, stitch length 5 mm and below needle bar stroke 30 mm and above for light to medium fabric pressure foot lift 8 to 13 mm feed dog row 4, for light to medium with complete standard table (Steel frame) and stand power saving servo motor of 240 watt and above, single phase, preferred for direct drive speed control, led light.	50
2	Overlock Machine 4-thread	2 needle 4 thread over lock, Needle no 11 to 14 for light to medium fabric. Pressure foot lift 5.5 mm and above. Speed 6500 s.p.m. and above. Power saving direct drive servo motor 240 watt and above, Complete standard stand table 74 (Steel).	4
3	Button Hole Machine	Lock stitch button hole machine, Button hole length 22 mm and above adjustable, Pressure foot lift 12 mm and above, Speed 3600 and above, Complete stand table motor power saving servo motor.	1
4	Button attach Machine	Electronic lock stitch button stitch machine, Button stitch with programmable panel, Speed 2700 s.p.m. and above, Auto thread Button Stitching Machine trimming, Power saving direct drive servo motor. Stitch programming memory inbuilt, Number of patterns can be stored - minimum 25 patterns.	1
5	Steam Iron Box	Portable Pressing Table of 42" Length and Above, and 32" width and above, Along with The Steam Iron, Built-in Boder for Steam Generation Min 4 Litres and Above	2
6	Top Fusing Machine	Fusing Width Min 450 MM or Abeve, Continuous fusing conveyer Belt, Heater 4 KW or above, Maximum temperature 195 degree	2
7	Bartack machine	M/c Capable of Stitch Programming, Programming Panel Must be as Standard, speed 2800 SPM and Above. Machine Must be automatic thread trimmer with Direct Drive servo Motor, Standard Stand and table For Sewing Machine	1
8	Fabric cutting Machine -8 inch	Straight Knife Fabric Cutting Machine Blade Size 8 inch. Cutting machine must be Power driven, Machine Should be have sharpening Device, Power 240 Watt and Above	2
9	Folder with Stand	As per requirement	20
10	Dry Iron	Soleplate - Non-stick, Power - minimum 1000 Watts, Warranty-	2

Semi




		minimum 2 years.	
1	Gloves	Material - Metal, Size – Free	2
12	Scissors	Good Quality stainless steel with brass handle Size – 9	10
13	C-Scale	Standard	10
14	Curve Scale	Standard	10
15	Straight Scale	Standard	10
16	French Curve	Standard	10
17	Measuring Tape	Material - Plastic, Size - 1.5 M	10
18	Thread Trimmer	Material – Metal	60
19	Thread Opener(Seam Ripper)	Material – Metal	60
20	Cutting Table	Dimensions: Length (110 inch), Width (74 inch), Height (32 inch), material - metal & wood, minimum 18 mm plywood	2
21	Stools	Strong Metal frame, comfortable padded seat	60
22	Assembly Table	Material-Wood; Dimension: 1.5 feet 4 feet	50
23	Almirah	Dimensions: Length (21 inch), Width (42 inch), Height (78 inch), material - metal with lock, standard company	10
24	Fan-1	Type - Wall fan, No of Speed Settings -4, RPM - Minimum 1300, standard company	20
25	Fan-2	Type Standing fan, No of Speed Settings - 4, RPM - Minimum 1300, standard company	5
26	Laptop	Processor - Up to 10th Gen Intel Core" I5, Operating System Windows 10 Home, RAM- Up to 4 GB, Storage -Up ta 1 TB HDD, Connectivity-1 x 1 Wi-Fi 802.11 ac, Bluetooth 4.0 Combo with Wi-Fi Card	2
27	Revolving Chair	Comfortable chair with Medium Back, Adjustable Lumbar Support. Multi-lock Mechanism & Fixed Arms, 100 KGS maximum weight capacity.	1
28	Office Table	Material - Metal & wood with locks, Size -standard, standard company	2
29	Checking and Packing Table	Dimensions: Length (110 inch), Width (60 inch), Height (32 inch), Metal & wood, minimum 18 mm plywood.	4
30	Power Backup	70 KVA or above, Standard Company	1

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	Genset		
31	Bus Bar Light System	Prefabricated electric distribution system consisting of bus bars, Power Points for Plugs, With GI enclosure, 4W, Copper Conductor, power capacity 63 AMP or Below, along with Cap of Plug for sewing machine, capacity 16A, Product quality must be as per International Standard IEC 61439, Along with Feeder Box for each Line.	50
32	Dummy/Mannequin	This mannequin is mainly made of environmentally-friendly PE plastic, so it is very light, tough and durable with a long service life, dummy consists of 6 parts: a head, a torso, 2 arms, 2 legs, a tempered glass base and aluminium joint. Head can be adjusted up and down in 360 and rotated horizontally in 360°. Arms can also be rotated in 360	Male -1 Female - 1 Male child-1 Female Child-1
33	Notice Board	Fabric notice board surface comes with High Tear-resistance, bright coloured Polyester Fabric to Ensure Longevity in Any Environment and less dust adherence make it suitable for regular environment	4
34	First Aid Kit	Standard	2
35	Fire Fighting Equipment (20Kg)	ISI, BIS Mark, ISO & CE Certified Product and Multipurpose Uses ABC Type fire extinguisher 4 Kg with 5 years Warranty.	2
36	Scanner Cum Printer	Printer: Laser, Output Monochrome, Interface : USB, Duty cycle (monthly, A4): 5000 pages, Print Speed Mono 14 ppm	1
37	CCTV	Camera Type 2 Megapixel, Video Output- HDMI, VGA, Internet/ Network, Video Recording Resolution- 1020 P, Night Vision	5
38	Water Purifier/RO	Type-Electrical & Storage, Purification Stage -UV+UF, 6 Stage, Storage Capacity - Minimum 7L	1
39	Racks for Storeroom	Material – Metal Dimension: Height-8 feet, Width-5 feet, Depth-3 feet	15
40	Biometric Device	Scratch Proof, Fingerprint Capacity 1000, LCD, Identification Method: Fingerprint, Card, Password	1
41	White Board	Size – 4*4 Feet	1

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42	Lockable Cabinet	Dimensions: Depth (19 Inch), Width (36 inch), Height (78 inch), material - metal with lock, Locker Size 11*11 inch, standard company	2
43	Trolley 1	Material : Metal Fork height: minimum 80 mm & maximum 200, Width over forks: 550, forks length: 1150 mm with wheel	1
44	Trolley 2	Material : Stainless Steel - Wheel: Four-wheel, Load Capacity - 200 to 300kg	1

THANK YOU

Samir

