

RJA Panel

1. Abdul Momin, Sr. Operator
Eplyllion Knitwears Ltd
2. Abdur Rahman, Operator,
Eplyllion Knitwears Ltd.
3. Zakir Hossain, Operator
Eplyllion Knitwears Ltd.
4. Md. Nadim, Operator
Abanti Colour Tex Ltd
5. Md. Al Amin
Operator, Abanti Colour Tex Ltd
6. Azadul Islam, Supervisor
Ocean Embroidery Ltd
7. Al – Mamun, Supervisor
Ocean Embroidery Ltd
8. Altaf Hossain, Operator
Ocean Embroidery Ltd
9. Motahan Hossain, Operator
Ocean Embroidery Ltd
10. Saiful Islam, Operator
Ocean Embroidery Ltd

RJA Facilitator

Engr. Md. Belayet Hossain
Manager-PTP Lead Training,
Output-1 (SEP-B)

&

Engr. Md. Anisuzzaman
Training Coordinator,
Output-3, SEP-B

RJA Recorder

Iftakharul Alam Khan
Project Officer, SEP-B

Rapid Job Analysis of Embroidery Machine Operator



27 April 2015

**Skills and Employment Programme-
Bangladesh (SEP-B)**



Results For The Real World

Duties and Tasks

A. Practice Occupational Health and Safety (OHS) Procedure in the Workplace

A1. Follow safety signs and regulations	A2. Apply personal protective equipment	A3. Control housekeeping hazards	A4. Apply first aids on minor injuries	A5. Control Electrical Hazards	
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B. Apply Fundamental Skills for Embroidery Machine Operation

B1. Apply tools and equipment of embroidery works	B2. Prepare embroidery machine	B3. Draw design of different patterns	B4. Trace the design on cloth	B5. Stitch jhut fabric to control machine	B6. Maintain machine tools & equipment
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C. Perform Different Types of Embroidery Stitching on Manual Machine

C1. Perform Paani stitch	C2. Perform Long break stitch	C3. Perform Chain-parts stitch	C4. Perform shabu dana stitch	C5. Perform Tal stitch	C6. Perform Laizy & Daizy stitch
C7. Perform Small beaky stitch	C8. Perform Button hole stitch	C9. Perform Khejur pata foorh stitch	C10. Perform Outer pata stitch	C11. Perform Run filling stitch	C12. Perform Sartin vorat stitch
C13. Perform Cross stitch	C14. Perform Katha stitch	C15. Perform Aplic stitch	C16. Perform Back foorh stitch	C17. Perform Kashmir vorat stitch	C18. Perform Jamdani stitch
C19. Perform Velvet stitch	C20. Perform dal vorat stitch	C21. Perform Kadom foorh stitch	C22. Perform set work full stitch		

D. Perform Basic Works in Automatic Embroidery Machine

D1. Set design in the machine	D2. Prepare bed according to design	D3. Measure the working product as per pattern	D4. Place cut panel on the bed of machine	D5. Sew the product as per sample	D6. Repair the defect of product
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E. Perform Finishing and Packaging Works

E1. Identify damage/defects of finished products	E2. Repair the defective stitching	E3. Perform packaging of finished products	E4. Maintain record for delivery of finished products		
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F. Perform Communication:

F1. Communicate with supervisor and co-workers	F2. Receive instruction from Supervisor for day to day works	F3. Punch card for attendance	F4. Provide instruction for cleaning the workplace	F5. Communicate over telephone	F6. Follow the factory compliance
F7. Assist supervisor to prepare work schedule	F8. Assist supervisor to prepare progress report of the work	F9. Drop complain and suggestion to the information box			

G. Develop Professionalism:

G1. Take advice from supervisor	G2. Participate in trainings	G3. Attend meetings	G4. Work with the specialized skilled worker	G5. Visit new sites	G6. Explore new opportunities of learning
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Additional Information

<u>Worker Traits</u>		<u>Entry Requirements</u>	<u>Career Paths</u>
<ul style="list-style-type: none"> • Punctual • Physically / Mentally healthy • Physically strong • Male / Female • Good Communication Skill • Quick Learner • Honesty • Good attitude • Eagerness 	<ul style="list-style-type: none"> • Commitment • Patience • Disciplined • Attentive • Good conduct • Self Interest • Concentration on work • Friendly • Co-operative • Reliable 	<ul style="list-style-type: none"> • Male / Female • Grade 5 Dropouts or equivalent • Ability to read and write <p><u>Duration of Training</u> 2-3 months 04 hrs/day</p>	<p>Operator Sr. Operator Supervisor Assistant Production Manager</p> <p><u>Future Trend</u> This sector is growing rapidly Employment demand is increasing</p>

<u>Tools and Equipment</u>		<u>Personal Protective Equipment</u>
<ol style="list-style-type: none"> 1. Embroidery machine (Manual and Automated) 2. Frame 3. Needle 4. Various types of yarn 5. Carbon 6. Machine Bobin 7. Winding (Cone) Machine 8. Allen key set 9. Needle driver/Screw driver 10. Nose pliers 11. Adjustable wrench 12. Open end wrench 13. Thread cutter 14. Pencil 	<ol style="list-style-type: none"> 15. Tracing paper 16. Kerosene 17. Blue 18. Fabrics 19. Zinc 20. Scissor 21. Knife 22. Machine oil 23. Gear oil 24. Measuring tape 25. Steel scale 26. Fabrics (knit/woven) 27. Spray gun 28. ADC- tape 	<ol style="list-style-type: none"> 1. Apron 2. Mask 3. Scarp 4. Gloves

<u>Related Knowledge</u>	
<ol style="list-style-type: none"> 1. Name of safety equipment and its uses 2. Types of stitches 3. Apply tools and equipment 4. Name of the materials 5. Read, write and numeracy knowledge 6. Rules of workshop safety 7. Use of measuring equipment 8. Measuring units 	<ol style="list-style-type: none"> 9. Rules of fire drilling 10. Safety rules and symbols 11. Fire hazard 12. General preventative maintenance 13. Different process of embroidery works 14. Type of fabrics, threads and color 15. Possible causes of accidents 16. Significance the first aid