

RJA Panel

1. Limon Hossain, Polyman Dekko Knitwares Ltd.
2. Md. Rafiqul Islam, Packer Eplyllion Knitweares Ltd.
3. Md. Abul Hasan, Iron Man Eplyllion Knitweares Ltd.
4. Md. Rashedul Islam, Operator Abanti Colour Tex Ltd
5. Md. Badsha, Operator Abanti Colour Tex Ltd
6. Ashikur Rahman, Packing Man Taratex Fashion Ltd
7. Sohel Rana, Iron Man Taratex Fashion Ltd
8. Hasanuzzaman, Size Man Taratex Fashion Ltd
9. Rita Akter, Folding Person Taratex Fashion Ltd
10. Estiak Ahamed, Assort Man Taratex Fashion 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 Garments Finishing Person



29 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 | |
|--|--|---|--|--------------------------------|--|

B. Apply Fundamental Skills in Garments Finishing Work:

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|--|--------------------------------------|--|---------------------------------------|------------------------------------|---|
| B1. Apply tools and measuring instrument in finishing works | B2. Prepare Vacuum Board | B3. Operate Thread Sucker Machine | B4. Operate Steam Iron Machine | B5. Operate Thinner Machine | B6. Operate Metal Detector Machine |
| B7. Operate Tag Gun Machine | B8. Operate Hit Press Machine | B9. Maintain Tools and Equipment | | | |

C. Perform Product Finishing and Packing:

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|--|---|-----------------------------|---------------------------------------|--|------------------------|
| C1. Prepare finishing layout | C2. Identify the Finishing Accessories | C3. Perform Ironing | C4. Identify Defect in Stitch | C5. Perform measurement of the product | C6. Check Get-up shade |
| C7. Separate Products as per Color and Size | C8. Attach Tag on Product | C9. Fold the Product | C10. Perform Poly Packing the Product | C11 Perform Carton Packaging the Products | |

D. Perform Communication:

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|---|---|--|---|---------------------------------------|--|
| D1. Communicate with supervisor and workers | D2. Receive instruction from Supervisor for day to day works | D3. Punch card for attendance | D4. Provide instruction for cleaning the workplace | D5. Communicate over telephone | D6. Follow the factory compliance |
| D7. Assist supervisor to prepare work schedule | D8. Assist supervisor to prepare progress report of the work | D9. Drop complain and suggestion to the information box | | | |

E. Develop Professionalism:

| | | | | | |
|--|-------------------------------------|----------------------------|---|----------------------------|--|
| E1. Take advice from supervisor | E2. Participate in trainings | E3. Attend meetings | E4. Work with the specialized skilled worker | E5. Visit new sites | E6. 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>Finishing Person Sr. Finishing person Supervisor Garment Production Quality Controller/Floor In charge</p> <p><u>Future Trend</u></p> <ul style="list-style-type: none"> • Sector is growing rapidly • Demand of skilled |

| <u>Tools and Equipment</u> | | <u>Personal Protective Equipment</u> |
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| <ol style="list-style-type: none"> 1. Vacuum table 2. Steam Iron 3. Boiler 4. Iron Machine 5. Needle detector machine 6. Thread cutter machine 7. Thinner machine | <ol style="list-style-type: none"> 8. Weight Machine 9. Thinner machine 10. Weight Machine 11. Tweezers 12. Price tag 13. Spot remove gun 14. Tag gun | <ol style="list-style-type: none"> 1. Apron 2. Mask 3. Gloves 4. Scarp 5. Floor Mat |

| <u>Related Knowledge</u> | |
|--|---|
| <ol style="list-style-type: none"> 1. Name of safety equipment and its uses 2. Types of sewing 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 9. Rules of fire drilling | <ol style="list-style-type: none"> 10. Safety rules and symbols 11. Fire hazard 12. General preventative maintenance 13. Different process of garments 14. Possible causes of accidents 15. Significance the first aid 16. Describe finishing work |