

### **RJA Panel**

Md. Zillur Rahman  
Knitting Machine Operator  
Crony Group

Md. Sherajul  
Knitting Machine Operator  
Crony Group

Md. Ferdous  
Knitting Machine Operator  
Crony Group

Md. Sajidul Islam  
Knitting Machine Operator  
Al-Amin Export Ltd

Md. Mahbul Alam  
Knitting Machine Operator  
Al-Amin Export Ltd.

Lucky Akter  
Sr. Knitting Machine Operator  
MG Knit Flair Limited

Masud Rana  
Knitting Machine Operator  
MG Knit Flair Limited

Md. Abdul Hakim Khan  
Knitting Machine Operator  
MG Knit Flair Limited

Md. Rafikul Islam  
Knitting Machine Operator  
Pandora garments

Md. Rukon Uddin  
Knitting Machine Operator  
Pandora garments

### **Workshop Facilitator**

Engr. Md. Belayet Hossain  
Training Coordinator, Output-1,  
SEP-B

### **RJA Co-facilitator, Coordinator and Recorder**

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

### **Overall Supervision**

Suresh Prasad Mahto  
Skills and Employment Director  
(SEP-B)

## **Rapid Job Analysis**

**of**

## **Industrial Sweater Knitting Machine Operator**



**17 November 2014**

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

Implemented by:



Results For The Real World

## Duties and Tasks

### A. Practice Occupational Health and Safety (OHS) Procedure:

<b>A1.</b> Administer safety of the workers	<b>A2.</b> Administer safety of the workplace	<b>A3.</b> Follow safety rules in the workplace	<b>A4.</b> Apply personal protective equipment	<b>A5.</b> Control housekeeping hazards	<b>A6.</b> Apply first aids on minor injuries
<b>A7.</b> Respond to emergencies and personal wellbeing	<b>A8.</b> Apply safe toilet and sanitation facilities at workplace				

### B. Perform Basic Operation of Sweater Knitting Machine:

<b>B1.</b> Classify different types of yarn as per color and condition	<b>B2.</b> Adjust yarn tension	<b>B3.</b> Set the needle position	<b>B4.</b> Carryout rib knitting	<b>B5.</b> Transfer thread from back side to front side	<b>B6.</b> Carryout plain knitting
<b>B7.</b> Carry out design knitting	<b>B8.</b> Repair yarn defects/faulty stitches				

### C. Make Parts of Gent's Sweater:

<b>C1.</b> Identify the parts of a gent's sweater	<b>C2.</b> Make the back part of a gent's sweater	<b>C3.</b> Make the front part of a gent's sweater	<b>C4.</b> Make the sleeve of a gent's full sweater	<b>C5.</b> Make the Arm hole for a gent's half sweater	<b>C6.</b> Make the neck of a gent's sweater
<b>C7.</b> Make hood for gent's sweater					

### D. Make Parts of a Lady's Cardigan:

<b>D1.</b> Identify the parts of a cardigan	<b>D2.</b> Make the back part of a cardigan	<b>D3.</b> Make the front part of a cardigan	<b>D4.</b> Make the sleeve of a cardigan	<b>D5.</b> Make the pocket of a cardigan	<b>D6.</b> Make the neck of a cardigan
<b>D7.</b> Make the piping of a cardigan	<b>D8.</b> Make the placket of a cardigan	<b>D9.</b> Make hood for cardigan			

**E. Perform Communication:**

<b>E1.</b> Communicate with supervisor and workers	<b>E2.</b> Receive instruction from Supervisor for day to day works	<b>E3.</b> Punch card for attendance	<b>E4.</b> Provide instruction for cleaning the workplace	<b>E5.</b> Communicate over telephone	<b>E6.</b> Follow the factory compliance
<b>E7.</b> Assist supervisor to prepare work schedule	<b>E8.</b> Assist supervisor to prepare progress report of the work	<b>E9.</b> Drop complain and suggestion to the information box			

**F. Develop Professionalism:**

<b>F1.</b> Take advice from supervisor	<b>F2.</b> Participate in trainings	<b>F3.</b> Attend meetings	<b>F4.</b> Work with the specialized skilled worker	<b>F5.</b> Visit new sites	<b>F6.</b> Explore new opportunities of learning
--	-------------------------------------	----------------------------	---	----------------------------	--

**Additional Information**

<p><b><u>Worker Traits</u></b></p> <p>Punctual Physically and Mentally healthy Physical fitness Male / Female Good Communication Patience Disciplined Honesty Non-discrimination Team work Good attitude and attentive Differently able group</p>	<p><b><u>Entry Requirements</u></b></p> <p>Male / Female Grade-V to VIII or equivalent</p> <p><b><u>Duration of Training</u></b></p> <p>2-3 months (3 hours / day)</p>	<p><b><u>Career Path</u></b></p> <p>Sr. Operator Supervisor Floor/line in charge Assistant Production Manager</p>
		<p><b><u>Future Trend</u></b></p> <p>There is shortage of lack of skilled labor as well as good demand in the industry. It is noted that industry is introducing automated machinery in knitting sector.</p>

<b><u>Tools and Equipment</u></b>		<b><u>Safety Materials</u></b>
<ol style="list-style-type: none"> <li>1. Sweater knitting machine with machine stand (multi-gauge)</li> <li>2. Wooden board</li> <li>3. Delivery box</li> <li>4. Regulator supporter (wood/steel)</li> <li>5. Measuring tape</li> <li>6. Thread Cutter</li> <li>7. Screw Driver ( Star &amp; Minas )</li> <li>8. Pliers ( Nose &amp; Common)</li> <li>9. Dull</li> <li>10. L key set</li> <li>11. Hand Brush</li> </ol>	<ol style="list-style-type: none"> <li>12. Body guide</li> <li>13. Sleeve guide</li> <li>14. Neck guide</li> <li>15. Selector</li> <li>16. Transfer (Auto/manual)</li> <li>17. Kata 1-10</li> <li>18. Down plate</li> <li>19. Holder Stitch</li> <li>20. Side cutter</li> <li>21. Weight Stand</li> <li>22. Weight Stone</li> <li>23. Jhap Cutter</li> <li>24. Side stone</li> </ol>	<p><b><u>Personal Protective Equipment</u></b></p> <ol style="list-style-type: none"> <li>1. First aid box</li> <li>2. Dust mask</li> <li>3. Floor mat</li> <li>4. Safety shoe</li> <li>5. Scarf</li> </ol>

**Related Knowledge**

<ol style="list-style-type: none"><li>1. Name of safety equipment and its uses</li><li>2. Types of knitting</li><li>3. Use of tools and equipment</li><li>4. Name of the materials</li><li>5. Read, write and numeracy knowledge (simple math)</li><li>6. Rules of workshop safety</li><li>7. Use of measuring instruments</li><li>8. Measuring units</li><li>9. Rules of fire drilling</li><li>10. Safety rules and symbols</li></ol>	<ol style="list-style-type: none"><li>11. Fire hazard</li><li>12. General preventative maintenance</li><li>13. Different processes of knitting products</li><li>14. Type of thread and color</li><li>15. Types of products</li><li>16. Work procedure</li><li>17. Quality of knitting</li><li>18. Possible causes of accidents</li><li>19. Use of first aid</li><li>20. Significance the first aid</li></ol>
--	--