

RJA Panel

Md. Mostofa, Sewing Operator
Fakir Apparels Ltd.

Md. Rajib, Sewing Operator
Fakir Apparels Ltd

Roton Ahmed, Sewing Incharge
Abanti Color Tex Ltd., Crony Group

Rekha Begum, Sewing Operator
Abanti Color Tex Ltd., Crony Group

Md. Suman, Sewing Operator
Abanti Color Tex Ltd., Crony Group

Parveen, Sewing Operator
Temako Fashion

Sumomana Begum, Sewing
Operator, Temako Fashion

Mahfuzur, Sewing Operator
DBL Group

Mst. Parul Akter, Sewing Operator
Epillyon Group

Azizul Islam(Babul), Sewing
Operator, Epillyon Group

RJA Facilitator

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

RJA Co-facilitator and Interpreter

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

RJA Recorder and Coordinator

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

Observers

Mamun-Al-Rashid,
GRA SEP-B
Selina Chowdhury,
Gender & Policy Adv. SEP-B
Engr. Rupali Biswas, Chief
Coordinator, BKMEA

Rapid Job Analysis of Sewing Machine Operator



25 September 2014

Skills and Employment Programme-Bangladesh (SEP-B)



Results For The Real World

Duties and Tasks

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

A1. Administer safety of the workers	A2. Administer safety of the workplace	A3. Follow safety signs and regulations	A4. Apply personal protective equipment	A5. Arrange pure drinking water and sanitation facilities	A6. Control housekeeping hazards
A7. Apply first aids on minor injuries	A8. Respond to emergencies and personal wellbeing				

B. Perform Basic Operations and Control of Sewing Machine:

B1. Operate single needle lock stitch machine (Computerized/ Manual)	B2. Operate double needle lock stitch machine	B3. Operate over lock machine (3-5 thread)	B4. Operate single needle chain stitch machine	B5. Operate rib cutting machine	B6. Operate Cylinder bed flat lock machine
B7. Operate Flatbed flat lock machine	B8. Operate Feed of the Arm Machine	B9. Operate P-Cot Machine	B10. Operate Zig-zag Machine	B11. Operate vertical trimming machine	B12. Operate button hole machine
B13. Operate button attach machine	B14. Operate snap button machine	B15. Operate eyelet hole machine	B16. Operate kansai machine		

C. Maintain Sewing Tools and Equipment:

C1. Fill up the requisition form	C2. Perform generic preventive maintenance for sewing machine	C3. Clean hand tools and equipment	C4. Keep tools and equipment at the right place after use	C5. Notify supervisor in case of broken tools and equipment	C6. Inform maintenance section in case of major repairing and maintenance of the machine
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D. Perform Measurement and Calculation:

D1. Check the garments according to the sample size	D2. Arrange the machines in the production floor according to the layout of garments	D3. Check the measurement of different parts of product before works	D4. Adjust machine stitch according to the measurement sheet	D5. Make the process of Mock-up according to the sample	D6. Measure the level of labeling
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E. Perform Stitching Works:

E1. Perform short stitch	E2. Perform long stitch	E3. Perform shoulder to shoulder back stitch	E4. Perform back stitch	E5. Perform lock stitch	E6. Perform round stitch
E7. Perform chain stitch	E8. Perform zigzag stitch	E9. Perform blind stitch			

F. Perform T-Shirt Sewing:

F1. Identify different parts of T-shirt	F2. Join back part with front part of the solder	F3. Perform Neck Topsin	F4. Make sleeves	F5. Join sleeve with the main body	F6. Over lock the side seem
F7. Perform side joint	F8. Join rib as a collar with the main body	F9. Join hem at the bottom part of T-shirt			

G. Perform Polo Shirt Sewing:

G1. Identify different parts of a Polo Shirt	G2. Perform moon joint	G3. Measure level of labeling	G4. Attach label	G5. Perform shoulder joint	G6. Perform shoulder topsin
G7. Perform placket tack	G8. Perform placket joint	G9. Perform Arm Hole Piping	G10. Perform Shoulder joint/V joint	G11. Perform Collar Topsin	G12. Perform placket topsin
G13. Make placket box	G14. Perform nose tack	G15. Perform neck piping	G16. Perform side band topsin	G17. Perform collar joint	G18. Match Front part and Back part
G19. Perform cuff joint	G20. Join sleeve with the main body	G21. Hem the sleeve	G22. Perform side joint	G23. Perform Placket joint	G24. Attach zipper with the body
G25. Attach button					

H. Assemble Different Parts of Shirt:

H1. Identify different parts of a shirt	H2. Join front part with back yolk	H3. Join back yolk with back part	H4. Make pocket	H5. Make box plate	H6. Join pocket with front part
H7. Make button plate	H8. Make collar	H9. Make flap	H10. Attach flap	H11. Make cuff	H12. Make sleeve gamble
H13. Make sleeve placket	H14. Join cuff with sleeve (both side)	H15. Join collar with the main body	H16. Join sleeve with the main body	H17. Over lock the side seem	H18. Join hem at the bottom part of shirt

I. Assemble Different Parts of Pant/Trouser:

H1. Identify different parts of a pant	H2. Over lock facing by four thread over locking machine	H3. Over lock single ply by four thread over locking machine	H4. Fix zipper Joint back rise of the both part	H5. Over lock double ply by four thread over locking machine	H6. Join back rise of the both part
H7. Join back pocket	H8. Perform the sewing of pocket topsin	H9. Make flap	H10. Attach flap	H11. Perform side seem sewing	H12. Perform in-seem sewing
H13. Over lock pocket by four thread over locking machine	H14. Over lock front rise of both side by four thread over locking machine	H15. Make front pocket	H16. Make loops for belt	H17. Joint loops with the main body	H18. Make belt line

H19. Attach belt line main part	H20. Join loops with the top part of the belt (west band)	H21. Finish the mouth closing	H22. Hem the leg opening	H23. Make eye hole	H24. Fix the button
H25. Put Bartech inside loop					

I. Ensure Quality of Garments:

I1. Check the whole process of product before sending to the next stage	I2. Check the rejection parts	I3. Check alteration of garments	I4. Check the colour shed in different parts	I5. Check the finishing product according to the sample	
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J. Perform Communication:

J1. Communicate with supervisor /workers	J2. Receive instruction from Supervisor for day to day works	J3. Punch card for attendance	J4. Provide instruction for cleaning the workplace	J5. Communicate over telephone	J6. Follow the factory compliance
J7. Assist supervisor to prepare work schedule	J8. Assist supervisor to prepare progress report of the work	J9. Drop complain and suggestion to the information box			

K. Develop Professionalism:

K1. Take advice from supervisor	K2. Participate in trainings	K3. Attend meetings	K4. Work with the specialized skilled worker	K5. Visit new sites	K6. Explore new opportunities of learning
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Additional Information

<u>Worker Traits</u>	<u>Entry Requirements</u>	<u>Duration of Training</u>	<u>Career Path</u>
Punctual Physically and Mentally healthy Physical fitness Male / Female Good Communication Patience Disciplined Honesty Non-discrimination Team sprit Attitude Differently able group	Male / Female Grade-V to VIII or equivalent	2 months (3 hours / day)	Floor-In-Charge Line Chief Supervisor
			<u>Future Trend</u> This sector is growing fast. Lack of skilled labor in the industry Huge Potential for employment

<u>Tools and Equipment</u>		<u>Safety Materials</u>
<ol style="list-style-type: none"> 1. Single needle lock stitch machine (Computerized/Manual) 2. Double needle lock stitch machine 3. Over lock machine (3-5 thread) 4. Single Needle Chain Stitch Machine 5. Rib Cutting Machine 6. Cylinder bed flat lock machine 7. Flatbed flat lock machine 8. Feed of the Arm Machine 9. P-Cot Machine 10. Zig-zag Machine 	<ol style="list-style-type: none"> 11. Vertical Trimming Machine 12. Button Hole Machine 13. Button Attach Machine 14. Snap Button Machine 15. Eyelet Hole Machine 16. Kansai Machine 17. Measuring Tapes 18. LN Key set 19. Scissor 20. Cutter 21. Stitch opener 22. Needle 23. Nose pliers 	<u>Personal Protective Equipment</u> <ol style="list-style-type: none"> 1. Dust mask 2. Apron 3. Eye goggles 4. Scarf <u>Machine safety</u> <ol style="list-style-type: none"> 1. Motor guard 2. Eye guard 3. Belt guard 4. Needle guard

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