

### **RJA Panel**

Pakhi Akter  
Linking Machine Operator  
Crony Group

Josna Akter  
Linking Machine Operator  
Crony Group

Md. Kazi Musad Hossain  
Linking Machine Operator  
Crony Group

Md. Jasim  
Linking Machine Operator  
Al-Amin Export Ltd

Md. Manik  
Linking Machine Operator  
Al-Amin Export Ltd.

Abdur Rahim  
Linking Machine Operator  
Mohammadia Fashion Sweater

Mst. Rokeya Begum  
Linking Machine Operator  
Mohammadia Fashion Sweater

Md. Sajib Miah  
Linking Machine Operator  
Mohammadia Fashion Sweater

Mst. Nila  
Linking Machine Operator  
Pandora garments

Md. Ashraful Islam  
Linking 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

# **Rapid Job Analysis of Industrial Linking Machine Operator**



**13 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 Linking Works:

<b>B1.</b> Classify different types of yarn as per color and condition	<b>B2.</b> Identify different types of sweater according to the sample	<b>B3.</b> Prepare linking machine for stitching	<b>B4.</b> Take measurement of the parts of product according to the sample before sewing	<b>B5.</b> Identify yarn defects/faulty stitches	<b>B6.</b> Check the quality of garment according to the sample
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### C. Join Parts of Gent's Sweater in Linking Machine:

<b>C1.</b> Identify the parts of a sweater	<b>C2.</b> Stitch the back part of sweater	<b>C3.</b> Stitch front parts of sweater	<b>C4.</b> Join shoulder of sweater	<b>C5.</b> Join arm gap with the body of half sweater	<b>C6.</b> Join two sides of sweater
<b>C7.</b> Stitch the sleeves of sweater	<b>C8.</b> Join sleeve with body of full sweater	<b>C9.</b> Join neck with body of sweater	<b>C10.</b> Identify yarn defects/ faulty stitches and joints		

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

<b>D1.</b> Identify the parts of a cardigan	<b>D2.</b> Stitch back parts of cardigan	<b>D3.</b> Stitch front parts of cardigan with over lock	<b>D4.</b> Join the shoulder of cardigan	<b>D5.</b> Stitch sleeve of cardigan	<b>D6.</b> Join sleeves with body of cardigan
<b>D7.</b> Join two sides of a cardigan with overlock	<b>D8.</b> Join placket of a cardigan	<b>D9.</b> Join pocket with body of cardigan with overlock	<b>D10.</b> Join piping of cardigan	<b>D11.</b> Join pockets in front part of the body	<b>D12.</b> Join hood for cardigan
<b>D13.</b> Join zipper with cardigan	<b>D14.</b> Repair yarn defects/faulty stitches and joints				

**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
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**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 Age: 18 and above Grade-V to VIII or equivalent</p>	<p><b><u>Career Path</u></b></p> <p>Sr. Operator Supervisor Floor/line in charge Assistant Production Manager</p>	<p><b><u>Tools and Equipment</u></b></p> <ol style="list-style-type: none"> <li>Sweater linking machine with machine stand (multi-gauge)</li> <li>Linking Stand</li> <li>Motor 1.5 HP</li> <li>Measuring scale</li> <li>Measuring tape</li> <li>Scissors</li> <li>Screw driver (Star &amp; Flat)</li> </ol> <p><b><u>PPE</u></b></p> <ol style="list-style-type: none"> <li>First aid box</li> <li>Dust mask</li> <li>Scarf</li> </ol>
	<p><b><u>Duration of Training</u></b></p> <p>2-3 months (3 hours / day)</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.</p>	

**Related Knowledge**

<ol style="list-style-type: none"> <li>Name of safety equipment and its uses</li> <li>Types of sewing</li> <li>Use of tools and equipment</li> <li>Name of the materials</li> <li>Read, write and numeracy knowledge (simple math)</li> <li>Rules of workshop safety</li> <li>Use of measuring instruments</li> <li>Measuring units</li> <li>Rules of fire drilling</li> <li>Safety rules and symbols</li> </ol>	<ol style="list-style-type: none"> <li>Fire hazard</li> <li>General preventative maintenance</li> <li>Different processes of linking</li> <li>Type of thread and color</li> <li>Types of products</li> <li>Work procedure</li> <li>Quality of linking</li> <li>Possible causes of accidents</li> <li>Use of first aid</li> <li>Significance the first aid</li> </ol>
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