



Bangladesh Technical Education Board Agargaon, Dhaka

Industrial Attachment Guideline for Apparel Manufacturing

Diploma in Textile Engineering

a. Apparel Section Training Checklist

Sl. no.	Section	Process Flow	Activities
1.	Pattern Section	Design	1. Observation of Tech Pack 2. Overview the Pre-Production sample
		Pattern Making	1. Observation of Manual pattern making and Computer-aided pattern making machine. 2. Study about seam allowances and construction marks.
2.	Sample section	Sample Making	1. Observation of sample making & Quality checking. 2. Observation of different types of samples (Fit Sample, Proto type sample, Size set sample, Production Sample, Shipment Sample).
		Grading	1. Perceiving of grading methods (manual, automatic, computer aided).
		Marker Making	1. Marker making methods. 2. How to calculate marker efficiency?
		Fabric Spreading	1. Size of spreading Table. 2. Perceiving the methods of fabric spreading (manual or automatic). 3. Types of fabric spreading (Flat, Step, face- to-face, one way).

3.	Cutting Section	Cutting	1. Study on Different types of cutting machine (straight knife, round knife, bend knife, automated etc). 2. Observing of grain line (length wise, cross wise, biased). 3. Finding Cutting Defects.
		Sorting & Bundling	1. How to separate cut parts according to color, size, fabric roll. 2. How to number the cut parts. 3. Bundle card preparation.
4.	Sewing Section	Sewing	1. Lay out plan of sewing line. 2. Observing of different types of machines and their operations. 3. Types of needle. 4. Different types of seam. 5. How to calculate cycle time, SMV, Line target. 6. How to calculate efficiency and productivity. 7. Observing line lay out and balancing. 8. Perceiving of operation breakdown. 9. Learning about different types of lining and inter lining. 10. Observing various fusing machine. 11. How to calculate stitch density? 12. Observing different types of label (care, size, composition etc). 13. Identifying different types of trims and accessories. 14. Learning about Fabric and thread consumption.
		Inspection	1. Observing of inline process 2. Observing of offline process. 3. Checking measurements 4. Stitch & seam inspection. 5. Functional inspection. 6. Trims and label checking. 7. Find AQL. 8. Learning of common defects and remedies.
5.	Ironing & Finishing	Ironing & Finishing	1. Observing different types of ironing (manual, steam, vacuum) 2. Finding different faults trims and threads (loose thread, lint, tags etc). 3. Observing of folding and shaping. 4. Label and hand tag attachment.
			1. Ensuring appearance, measurement and finishing as per the specification.

6.	Inspection	Final Inspection	2. Learn about third party inspection.
7.	Packing Section	Garments Packing	1. Observing the process of poly bagging. 2. Preparation of polybag.
		Cartooning	1. Observation of cartooning process as per buyer requirement (solid color solid size, assorted color assorted size, solid color assorted size, assorted color solid size). 2. Types of carton. 3. Measurement of carton. 4. Study of barcode.

b. Merchandising Section Training Checklist

Sl. No.	Section	What to Check
1	Buyer Communication & Order	• Company Profile • Introductory mail • Tech Pack • Specification Sheet • Artwork • Buyer Comments • Order Confirmation
2	Fabric & Accessories Development	• Different Fabric Quality • Lab Dip • Knit Down • Print/Embroidery Strike-off • Trim Card
3	Sample Management	• Development Sample • Fit Sample • PP Sample • Size Set Sample • GOLD Seal sample • TOP sample • Shipment Sample • Marketing Sample
4	Consumption & Booking check	• Fabric consumption and booking • Trims and accessories consumption and booking • Sewing thread consumption and booking • Carton & Poly consumption and booking
5	Production Follow-up	• Time & Action Plan • Fabric In-house

		• Accessories In-house • Cutting/Sewing/Finishing Progress Report
6	Quality Control	• In-line Inspection Report • Final Inspection Report • Test Reports (Fabric, Garments)
7	Logistics & Shipment	• Shipping Booking Copy • C-PAT area visit • Packing List • Invoice • Shipment Approval File • C&F
8	Financial & Costing	• Preliminary Costing Sheet • Final Costing • Margin • LC/Bank Documents • UD (Utilization declaration) • Master LC • 90 Days LC, 120days LC • FOB, CIF
9	Merchandiser's Responsibilities	• Buyer Communication (Mail reviews) • Coordination with Internal Departments (sample, cutting, sewing, washing & finishing) • Problem-Solving Approaches (approach on delivery delay both case raw materials and apparels).
10	Different types of Software review	• ERP • SAP • FIRST REACT etc
11	Compliance/Certificates review	• ISO 9001 • GOTS • BCI • SA8000 • WRAP • OCS • OKEO TEX • Accord and Alliance

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