



## Lesson 5.4 Work Records and Documentation

Most companies use some type of recording system to manage, control and track production across departments and operations.

All production staff need to feed into this system, inputting vital information such as personal data, work number, operation details, and the time taken to carry out operations etc. Records can be written or electronic, depending on the company process, the size of the company and the production system. (Production systems are outlined in Lesson 5.1)

Recording systems used in the stitching industry vary. Your company may:


- Use simple order forms, timesheets, dockets, or tickets developed by the company themselves.
- Use specialist software systems such as GSD (Garment Sewing Data) or other computerised systems to record data.

**Recording your completed work correctly is vital to both your company and you.**








If records are missing or incomplete it can cause problems with production planning, production tracking, and staff payments. Management will not be able to keep track of progress and production planning and management is impossible. This will result in unnecessary extra work, missed deadlines, or miscalculated pay.

In addition, if your own records are not up to-date missing or incomplete you cannot keep track of your own achievements, recognise when help is needed, if are working to the right level of performance or if you are eligible for an incentive or bonus scheme, therefore you may miss out on payments.

**Watch the 5.4 Work Records and Documentation Tutorial, for insight into how work is recorded across the industry**



**Module 5.4 Work Records and Documentation**  
UKFT

STANDARD OPERATION PROCEDURE: POUCH MASK PRODUCTION	
 	<b>STEP 2: SEW TOP AND BOTTOM SEAM</b> BRING THE TWO PIECES OF THE MASK TOGETHER, MATCHING THE CENTRE SEAMS AND SIDES  FOLD THE RAW EDGE OF THE SIDE OVER 1 CM BACK TACK AND SEW ALONG THE TOP EDGE 1 CM AWAY FROM THE RAW EDGE (LONGEST SEAM)  ENSURE CENTRE SEAMS ARE MATCHING AND CROSSED SEW TO APPROX. 5 CM FROM THE END FOLD THE END EDGE 1 CM AND CONTINUE SEWING BACK TACK
 	<b>STEP 3: PULL MASK THROUGH</b> PULL THE MASK THROUGH TO THE RIGHT SIDE FLATTEN SIDE SEAMS WITH FINGERS
  	<b>STEP 4: INSERT ELASTIC AND CLOSE SIDE SEAMS</b>  CUT TWO STRIPS OF ELASTIC 21 CM  PLACE THE MASK FLAT BEFORE THE PRESSER FOOT WITH THE RIGHT SIDE READY TO SEW.  TUCK APPROX. 1 CM OF THE ELASTIC INTO THE MASK TOP RIGHT HAND CORNER.  BACK TACK AND SEW APPROX. 5 CM. USE THE PRESSER FOOT AS A GUIDE TO KEEP THE STITCH CLOSE TO THE EDGE OF THE CLOTH.  TAKE THE OTHER END OF THE ELASTIC AND FORM A LOOP. INSERT THE END OF THE ELASTIC INTO THE BOTTOM SIDE SEAM OF THE MASK, TUCKING IT AS CLOSE TO THE BOTTOM SEAM AS POSSIBLE  SEW TO THE END OF THE CLOTH AND BACK TACK ENSURE THE ELASTIC IS SEWN ON FLAT AND IS NOT TWISTED CHECK THE STITCHING HAS CLOSED THE MASK  TRIM ALL THREADS

**Module 5.4 Work Records and Documentation**

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<https://vimeo.com/585799104/a5eaf5902e>



## Recording Systems

Your company will train you to understand and use whatever recording system they have in place. The most common systems used in the industry are listed below:



## Bar-coded stickers

Bar code stickers represent a completed operation. They are usually adhesive and are transferred from a main sheet onto the machinist's time sheet. They can be scanned after each individual operation, allowing detailed analysis of production, performance, and efficiency.

**WORK TICKET**

Employee No _____	Date _____	Job No. _____
Operation _____	Account _____	Dept. _____
Stop _____	Rate _____	Pieces: Worked _____
Start _____	Amount _____	Rejected _____
		Completed _____

## Dockets/Work Tickets

Dockets are tickets that are attached to each bundle of work. The ticket moves through the production operations. As each machinist finishes their part of the product the ticket is completed manually, reattached to the bundle, and then moved to the next operation.

## Timesheets/Daily Worksheets

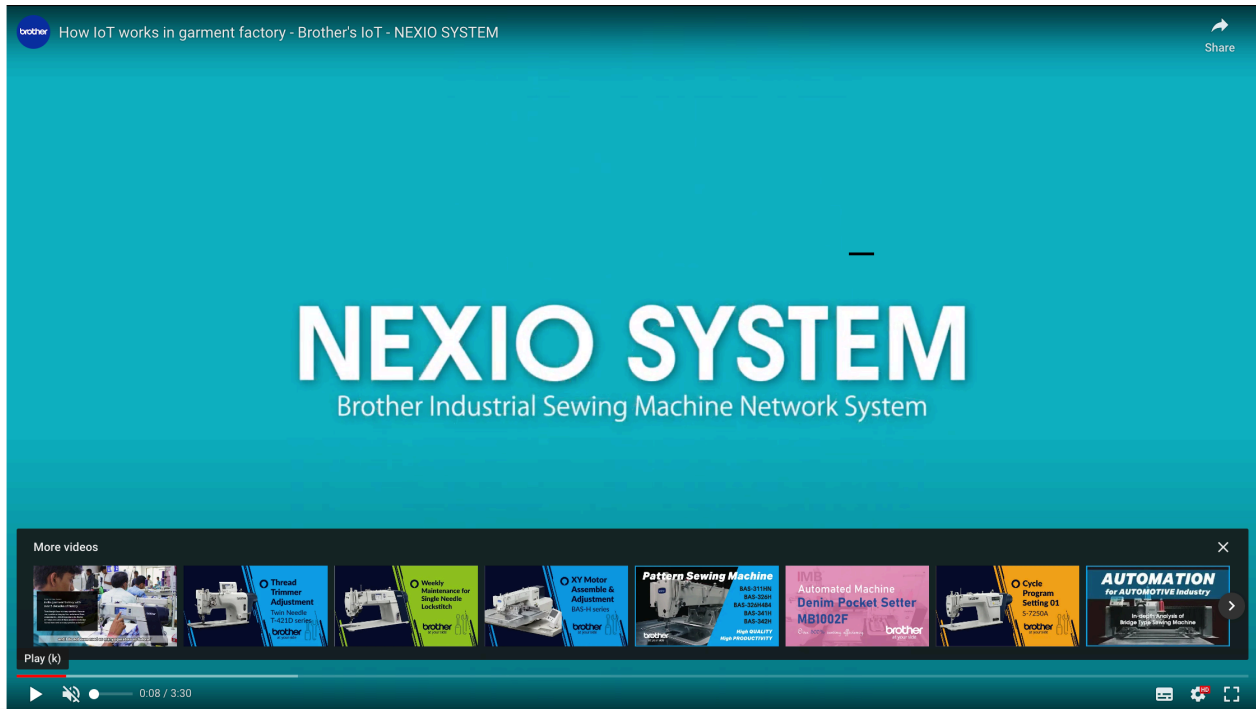
during the day. This means time lost due to such things as machine breakdown, cutting issue or production problem. Timesheets are now often a digital document or a spreadsheet.



computerised terminal situated at the workstation is used. As staff arrive at work, they will clock in using the terminal and on completion of each bundle of work they will record the details into their terminal which feeds into the central tracking system

Real-time systems are available in various forms. Smartphones, tablets or other devices developed by solution providers for capturing data may be used. The transactions of information can be done using an RFID tag, or QR code, or by using barcode tickets.

Real time systems are constantly advancing, and new systems are being introduced all the time. Watch the video below which promotes the IoT NEXIO System. This is a data collection system that collects the data from the Sewing machine itself, the video provides a good example of how real time system work and how they can help improve production.


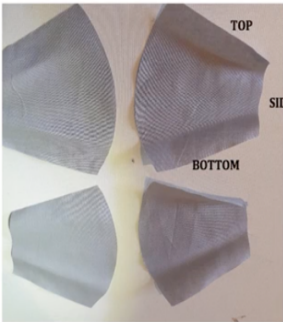



<https://youtu.be/zGCZfXlqYxc>



## Standard Operation Procedures (SOP)

### STANDARD OPERATION PROCEDURE: POUCH MASK PRODUCTION

MACHINE	Single needle lock stitch machine
THREADS	120
TRIMMINGS	2 strips of elastic approx. 21 cm long
<b>QUALITY STANDARD: SECURE SEAM WITH 2 STITCH BACK TACK</b> 5 stitch per cm SA 1cm (+/- 2mm) Flat elastic inset on edge (+/- 2mm) Seam match (+/- 2mm) Edge stitch 1mm to 2mm from edge	
<b>FINISHED PRODUCT</b>  FRONT & BACK	<b>PATTERN PIECES - FOUR</b>  TOP SIDE BOTTOM - RIGHT FRONT - LEFT FRONT - RIGHT BACK - LEFT BACK <b>NOTE: ALL FOUR PIECES ARE THE SAME SIZE</b>
	<b>PRODUCTION PROCESS</b> <b>STEP 1:</b> TAKE TWO PIECES AND MATCH THE CURVED EDGE FROM THE TOP OF THE CURVED EDGE SEW DOWN THE CURVE - 1CM AWAY FROM THE EDGE BACK TACK AT START AND END OF SEAM (APPROX 3-5 STITCHES)  REPEAT THE SAME OPERATION TO CREATE THE FRONT AND BACK OF THE MASK

Your company may use documents called Standard Operation Procedures (SOPs) for each product made.

SOPs are not used to record completed work, but are step-by-step instructions compiled to help staff carry out operations, with instructions detailing the correct techniques and sewing sequence.

SOPs aim to achieve consistency, efficiency, quality standards and uniformity in the way the job is done. They also include quality standards,

quantity requirements and specifications.

Whatever documenting and recording systems is used, it is important that you record and document your work correctly. You must know how to record the work you carry out properly using your company's system. This is vital, as your input will help to keep track production, identify problems that may be slowing production down and may be used to calculate your pay, bonus, or work incentive.

## Knowledge Challenge 5.12

1. What is the main reason why companies need to have records of completed work?
  - To review the work rate of individuals in the workforce
  - To enable them to manage, plan, control, and track production
2. Who needs to complete records of their completed work and why?
  - All production staff, to help manage and keep track of production
  - Just cutting room staff, to ensure the correct work is being sent out for production
  - Just management, to ensure production meets deadlines
3. There are four commonly used recording systems. Real Time systems and bar code stickers are two. Input the other two below. The first letters are inputted for you.
  - Dockets
  - Timesheets
4. Incorrect or incomplete work records can cause major problems, highlight the three key areas that can be affected if staff do not complete their work documentation or complete it incorrectly.
  - Keeping track of production to meet deadlines
  - Quality Standards
  - Staff payment (particularly in piece work situations)
  - Health and safety
  - Production management and planning



**GROUNDWORK:** Completing this groundwork is an option, but it is recommended. Completion will help you to better understand your role, your company, and internal processes and procedures. For those undertaking an apprenticeship these activities will help you gather information relevant to the End Point Assessment.

**Note:** This groundwork is not applicable to those learners who work independently.

To complete the groundwork for this section, you need to gather and present records of two pieces of work you have completed.

Provide photographs of each product, all the related work records and if possible, copy any other documentation you referred to such as specifications, quality standards or standard operating procedures.

You may end up with several documents or just one-piece paper depending on the system used in your company. Add these to your folder they are clear evidence of your progress and achievements.





## Course completion and certification

Congratulations! You have completed all challenges in Course 5, Quality and Quantity and achieved certification.

Well done! This course is part of the UKFT Production Sewing Machinist Programme. Your certificate validates the skills and knowledge you have gained, it will help secure employment in the fashion and textiles industry, can be utilised in your role if you are already employed or help advance your career in the industry.

To download your certificate, after you have completed the last challenge,

click 'back to course lesson'

click 'back to course'

If you have completed this course off line, your tutor will download your certificate for you.

To help ensure this course remains relevant, useful, helpful, and effective for future learners. Please complete the feedback form below, thank you.

## We appreciate your feedback

We would appreciate your feedback and opinion. To this end, please complete the short evaluation survey below and add general comments that may help improve the content and course delivery

### 1. The course, as a whole was:

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor

### 2. The course content was:

- ☐ Relevant to the production sewing machinist job role
- ☐ Partly relevant to the production sewing machinist job role
- ☐ Not relevant to the production sewing machinist job role

### 3. The explanations, examples, videos, illustrations etc were:

- ☐ Excellent
- ☐ Very Good
- ☐ Good, Fair
- ☐ Poor
- ☐ Very Poor

### 4. The skills and knowledge challenges where:

- ☐ Too Easy
- ☐ Just right
- ☐ Too difficult

**5. Did you complete any **Groundwork exercises**?**

- ☐ Yes
- ☐ No

**6. If yes, where they?**

- ☐ Interesting and useful
- ☐ Not interesting or very useful

Can you recommend any improvements to the course that may help future learners? Thank you, this will help us improve future course content and the learning experience. If you are completing the course offline. Please email the survey section to:

Celia.thornley@ukft.org