

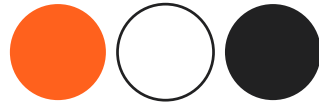
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**Sample Internship Report**

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## Case No. 2

### Job Analysis

Name of the Organization: - \*\*\*\*\*

Job profile: - **Sewing Machine Operator**

Total Numbers of Sewing Machine Operators in \*\*\*\*\* Company are 56

Sewing machine operators assemble or finish clothes. Sewers join the parts of a garment together, reinforce seams, and attach buttons, hooks, zippers, and accessories to produce clothing. After the product is sewn, other workers remove lint and loose threads and inspect and package the garments. Most sewing functions are specialized and require the operator to receive specific training. Although operators specialize in one function, the trend toward cross-training requires them to broaden their skills. Team assemblers perform all of the assembly tasks assigned to their team, rotating through the different tasks, rather than specializing in a single task. They also may decide how the work is to be assigned and how different tasks are to be performed. Sewing machine operators must have good hand-eye coordination and dexterity, as well as an understanding of textile fabrics. They normally are trained on the job for a period of several weeks to several months, depending on their previous experience and the function for which they are trained. Operators usually begin by performing simple tasks, working their way up to more difficult assemblies and fabrics as they gain experience. Advancement for sewing machine operators, however, is limited. Advancement often takes the form of higher wages as workers become more experienced. Experienced operators who have good people and organization skills may become supervisors. Operators with a high school diploma and some vocational school training have more chances for advancement. Sewing machine operators are paid on a piecework basis determined by the quantity of goods they produce. Many companies are changing to incentive systems based on group performance that consider both the quantity and quality of the goods produced. A few companies pay production workers a salary.

Sewing machine operators operate and tend sewing machines in order to perform garment sewing operations. This includes joining, reinforcing and decorating garments or parts of garments. Sewing machine operators handle work on a large scale as they are required to operate and tend to industrial machineries. They mount attachments such as needles and pattern blades and adjust machines according to the specifications provided to them.

Sewing machine operators also adjust machine controls and regulate stitching speeds for every sewing project that they work on. It is important for sewing machine operators to possess in depth knowledge of sewing machinery and the garments industry. They also need to have sound hand-eye coordination and be able to cope with moderate physical effort.

### **Sewing Machine Operator Duties and Responsibilities**

- Refer to orders for sewing garments and select appropriate materials
- Ensure that all materials and auxiliary supplies are available prior to beginning work
- Start sewing machinery at the beginning of a shift and test it for proper functionality
- Address any discrepancies or problems faced during the testing period
- Draw threads through needles and adjust machine functions to meet the requirements of the sewing project
- Position materials under needles to sew them together or make patterns
- Replace and rethread needles for a subsequent project or in case of the existing one needing more thread
- Sew missing stitches or replacement parts in accordance to repair instructions provided
- Observe operations to detect any faults or defects in stitching
- Notify supervisors of any problems or discrepancies during the sewing process
- Attach button, grips, hooks and fasteners to finished garments
- Attach elastic or tape to garments as specified in the work order
- Ensure that the finished product conforms to the design and merchandizing instructions provided in the work order
- Ensure that excess material or threads are cut away from the finished product
- Trim finished garments using scissors and cutters
- Perform general and preventative maintenance tasks on sewing machines to ensure their longevity
- Examine finished garments for compliance and ensure that appropriate tags are sewed on them
- Count number of garments stitched during a shift and record this information in company provided logs

### **Who is a Sewing Machine Operator?**

A Sewing Machine Operator is associated with the apparel sector. His/her primary responsibility is to stitch/sew fabric, fur, or synthetic materials to produce apparels. A Sewing Machine Operator should have

good eyesight, eye-hand-leg coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision), depth perception and ability to change focus

### **Career Progression**

Sewing Machine Operator → Sewing Supervisor (Line Supervisor) → Floor In-charge → Factory Manager

Sewing Machine Operator → Quality Checker → Quality Control Executive → Quality Control In-charge

### **Common Designations in Various Industries**

Stitcher, Machinist

Sample