

Repair and alter items

Overview

This standard is for those who repair and alter items.

The job role may involve:

- identifying the type of repair or alteration required
- sorting and prioritising items for repair or alteration
- repairing or altering items in line with customers instructions
- maintaining records of repairs and alterations

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Performance criteria

You must be able to:

1. identify the type of repair and/or alteration required on the item(s)
2. identify and record items for repair in line with organisational procedures
3. identify items which are unsuitable for repair, and return or redirect them in line with organisational procedures
4. record instructions from customers and finalise, mark and note alterations required on the item
5. remove any foreign objects from the item prior to repair/alterations in line with organisational procedures
6. identify and sort the workload to make the best use of time and to ensure priority items are repaired
7. store items safely prior to and following, repair or alteration
8. repair items using the appropriate method for the damage sustained and fabric type
9. safely operate repair/alteration equipment in line with organisational procedures
10. alter items to meet customer requirements
11. record completed alterations and/or repairs
12. inspect items following repair or alteration in line with organisational quality standards
13. carry out routine maintenance to sewing machine or other repair/alteration equipment

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Knowledge and understanding

You need to know and understand:

1. how to record items for repair
2. how to take and record accurate measurements for alterations to items
3. alteration procedures
4. understanding fibres and fabrics and different techniques for repairing these
5. how to sort and determine the priority of items for repair/alteration
6. how to store items for repair/alteration
7. what records must be kept in line with organisational procedures
8. how to inspect items following repair/alteration and the organisational quality standards for this
9. how to operate and maintain the equipment needed for repairs and alterations
10. the importance of a clean, clear work area
11. the importance of sewing machine, needle, needle guard and spool checks
12. when to refer the items to others to progress
13. statutory responsibilities under health, safety and environmental legislations and regulations during repair and maintenance of items

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