
Overview

This standard covers the skills and knowledge required to prepare and sew materials for upholstery and soft furnishings

This involves:

1. preparing machine and work area
2. identifying and sorting components
3. organising work to ensure it flows effectively through the work area
4. sewing materials to specification
5. meeting production targets
6. completing documentation

This standard is aimed at people working in the upholstery and soft furnishings industry.

Performance criteria

You must be able to:

1. comply with health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice at all times
2. identify and confirm specifications for work being undertaken
3. work with colleagues to achieve specifications
4. organise work in accordance with instructions
5. prepare equipment for use following company procedures and manufacturers instructions
6. keep the work area clean and tidy
7. identify components that meet specification and are free from defects and faults following standard operating procedures
8. identify, rectify and report deviations from specification following standard operating procedures
9. check quantity of cut items meet specifications following standard operating procedures
10. organise and prepare components for sewing following standard operating procedures
11. sew cut items to specifications and in the sequence following standard operating procedures
12. check sewn product conforms to shape and size requirements following standard operating procedures
13. check sewn product meets specification in terms of labels and trimmings following standard operating procedures
14. operate machine following to manufacturers instructions
15. inspect sewn products against specification
16. identify, mark and place rejects in the designated location following standard operating procedures
17. use tools and equipment following standard operating procedures
18. prepare sewn work for transfer on to next stage following standard operating procedures
19. identify problems and deal with them according to standard operating procedures
20. record information in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. the relevant health, safety and environmental requirements, statutory regulations and industry standards/codes of practice that have to be complied with
2. how to receive and read work instructions and specifications and interpret them
3. how to make use of information detailed in specifications and instructions
4. equipment faults, how they are identified and how they should be dealt with
5. when to carry out test sews and the reasons for them
6. characteristics of different materials
7. the importance of having a clean, clear work area
8. how to organise work to help meet required quality and quantity levels
9. production targets and methods including piece rate and competitive rate systems
10. the importance of machine, needle, foot, needle guard and spool checks
11. consequences of lubricants or debris being left on or around the machine and work surface
12. consequences of sewing components out of sequence and how to prevent it occurring
13. types of seams, hems, finish used and purposes they serve
14. effect of seams and hems not sewn to specification
15. types of faults which may occur, how they are identified and how they should be dealt with
16. why sewn items should be kept free of contamination
17. storage requirements of different types of sewn items
18. the importance of marking and segregating rejects
19. production process and how your specific work activities relate to the whole process
20. the importance of effective communication with colleagues
21. the lines of communication, authority and reporting procedures
22. the importance of complying with written instructions
23. equipment operating procedures and manufacturer's instructions
24. type of problems that can occur and the standard operating procedures for dealing with them
25. information systems that should be used and why it is important to record information

Prepare and sew components

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Suite Upholstery & Soft Furnishings

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