Checklist For Training New Production Employee

Step 1 – Garment Finishing Process

When you hire a new employee for the production floor, the best place to start them is with the finishing process.

- **Thread Tails**-Trim off as closely as possible but be careful not to cut off the lock knots.
- **Missing Stitches**- If you find some stitches that have been skipped and are missing, they will need to be repaired.
- **Stray Threads** - Thread that sometimes get caught during the embroidery process trail across the embroidery. Trim as closely to stitching as possible being careful not to cut off any lock knots. Gently remove with tweezers.
- **Thread Loops in the Embroidery Design** - : If you see thread loops that appear in the same direction as the stitching - **DO NOT TRIM LOOP**! Use your fingernail to scratch loop to backside of garment. Use ONE DROP of Fraycheck on back of stitching where loop has been scratched back. Do Not Allow Fraycheck to get on garment! **ALWAYS USE FRAYCHECK ON BACK OF GARMENT-NEVER ON THE FRONT OF THE GARMENT!**
- **Is Embroidery Straight?** - If the embroidery appears slightly crooked
- **Garment Stains** - There are various methods for spot removal depending on the type of material and type of spot.
- **Damages -** If any garment has been damaged during the embroidery or hooping process it must be removed. Do not try to pass a garment with any damage on it.
- **Buttons Missing** - Many times buttons can be replaced if they are missing. If it is a garment that buttons down the entire front, sometimes there is an extra button at the bottom. If it is a branded button that cannot be replaced, let the customer know about it and let him decide what to do.

- **Bobbin Pull Up**- There will sometimes be bobbin thread noticeable throughout darker stitching in some logos. These stitches will need to be colored with a fine tipped permanent marker the exact shade of color as your thread.
- Make sure all garments are buttoned and zipped before folding and packaging.

Step 2 - Changing Threads-Changing Needles

Once the new person has learned the finishing process, they can then be moved into a Machine Operator's helper's position. A helper is someone that can tie new threads onto the machine, load and unload the machine, change the needles, carry work from the staging area to the machine and carry the finished work from the machine to the Finishing Dept.

Step 3-Checking Tensions - Loading & Unloading Garments

Checking Tensions - Teach them about tensions next. They must learn how to recognize a good tension and a bad tension. If the tension is correct, the embroidery will look tight on the top and crisp. If you turn the garment over, you should be able to see 3 dividing lines of thread on the back of the garment. The first third of thread on the left will be the color of the top thread. The next third of thread should be white bobbin thread, or whatever color of bobbin that you are using. The last third of thread should again be the top thread. If they are not equal parts showing, the operator needs to adjust the tension on either the top thread or the bobbin thread.

Unloading The Machine - Teach them how to unload the machine without getting anything caught or snagged by the needles. Teach them how to remove the hoop without touching the needles. This will dull the needles. Show them how to remove the hoop from the garment as they unload the machine and place both the unhooped garments and the hoops in their correct locations.

Loading The Machine - Next, teach them how to load the machine without getting any of the garments caught under the presser foot or trapped between the bottom of the hoop and the throat or needle plate. This is especially important when loading tubular-style machines. Show them how to run their

hands under the garment to make sure that nothing is caught. Teach them not to touch the needles with the hoop as they are loading the machine. This will dull the needles.

Step 4 – Programming The Machine -Keeping Track of Production Runs

- It is very important to go through the entire Control Panel and learn all of the functions of each button.
- Write down each one of these functions along with the settings so that they know what each one is and the purpose of it.
- Each embroidery machine is different, even the same brands, have different models and each one is different.
- Have the superior, or machine operator, explain to the helper how that particular Control Panel is functioning and show him or her the process of how to program it with the design.
- After he or she program's the design, make sure the superior or machine operator checks to make sure that it is correct. This must be done several times before the new helper is left on their own to program the machine without any supervision.

There is one main thing that they must learn and remember. The machines do exactly what they are told to do. If they are programed wrong in any way, it is going to result in having a mistake. Having their work checked is very important for the first few weeks to make sure that they are in fact programming it correctly.

Keeping Track of Production Runs

Each time the machine goes through a run, whether it is a single head machine or a multi-head machine, it is important to keep track of the run and how many completed pieces were sewn during that run.

This can be done very simply. Keep a tablet or note sheet sitting on the machine or the machine table beside the machine. Each time a run is completed, just

make a hash mark on your paper plus the number of good pieces that were completed in that run.

Step 5 – Gaining Confidence

Learning to become an Embroidery Machine Operator takes time and patience. It is not one skill that is learned overnight.

There are many skills wrapped up in that one job of becoming a confident Embroidery Machine Operator. It takes approximately 3 months or 90 days to become a fully trained Embroidery Machine Operator that can be left on the machine alone without any supervision.

This is a process that is learned one step at a time so that they can gain the confidence that you need to run the machine alone.