



Faculty of Engineering

Department of Textile Engineering

“Study on Different Sample Making Requirements And Their Functions”

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This thesis is submitted in partial fulfillment of the requirements for the **Degree of Bachelor of Science in Textile Engineering.**

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Letter of Approval

July 29, 2015

To

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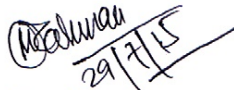
Subject: Approval of project report of B.Sc in TE Program

Dear Sir

I am just writing to let you know that this project report titled as **“Study on Different Sample Making Requirements and Their Functions”** has been prepared by the student bearing ID 103-23-2134, 113-23-2643 and 112-23-2677 is completed for final evaluation. The whole report is prepared based on the proper investigation and interruption through critical analysis of empirical data with required belongings. The students were directly involved in their project activities and the report become vital to spark of many valuable information for the readers.

Therefore it will highly be appreciated if you kindly accept this project report and consider it for final evaluation.

Yours Sincerely



Md Mominur Rahman

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ACKNOWLEDGEMENT

At first we express our heartiest thanks and gratefulness to almighty Allah to give us strength and ability to complete the thesis work and thesis paper. We have made our life more bountiful.

We fell grateful to and wish our indebtedness to Mr. Md. Mominur Rahman, Senior Lecturer, Department of Textile Engineering, Daffodil International University, Dhaka. Deep Knowledge & keen interest of our supervisor in the field of apparel Manufacturing influenced us to carry out this thesis. His endless patience, scholarly guidance, continual encouragement, constant and energetic supervision, constructive criticism, valuable advice, reading many inferior draft and correcting them at all stage have made it possible to complete this thesis.

Above all, we would like to acknowledge our deep debt to all teachers of our University and especially of apparel Manufacturing Technology department for their kind inspiration and help, which remain us the backdrop of all our efforts.

Finally, we would like to acknowledge with due respect the constant support and patients of our parents.

DECLARATION

We hereby declare that, this project has been done by us under the supervision of Mr. Md. Mominur Rahman, Senior Lecturer, Department of Textile Engineering, **Daffodil International University**. We also declare that neither this project nor any part of this project has been submitted elsewhere for award of any degree and it is submitted in partial fulfillment of the requirement of Bachelor of Science in Textile Engineering degree of Daffodil International University and we also remain responsible for the inadequacies & errors.

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ABSTRACT:

Sampling is the process which ensures the satisfaction of a buyer. It is one of the main processes in garment manufacturing. Buyer attraction and order confirmation are the fundamental function of sampling. Generally a buyer places his order on the basis of the satisfaction with the quality and responsibility maintained in sampling. This department makes sample depending on buyer's specification and requirement. When a buyer wants to place an order, he wants to know the ability, workmanship and quality of a supplier. Sampling process helps buyer to take decision. On the other hand, Supplier can take decision on costing and consumption of a specific style by making a sample. They can take a clear concept about difficulties of making a new style doing this procedure. Sample is a 100% tolerance free or no tolerance process. So, supplier has to maintain all the specification and requirement of the buyer. Sampling Department is the only department which is directly meets the other department. As 100% effort is given in sampling to reach buyer requirements it is a great opportunity to work with the sample making requirements and their function to know different buyer requirements, their factions and how requirements are handled by the supplier.

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CHAPTER 01
INTRODUCTION

1. Introduction

Samples are inevitably important which are developed before starting the bulk production. Sampling is one of the main processes in Textile industry which is done by very efficient and technically sound personnel. It has a vital role in attracting buyers. Samples decide the ability of an exporter. The buyer will access the exporter and his organization only by the samples. If the samples are of good quality and with reasonable price naturally the buyers will be forced to place the order. So it is essential that the samples should be innovative and with optimum quality. The purpose of sampling is not only to get bulk orders and also give some additional benefits to the exporters. By doing sampling the exporter can estimate the yarn, fabric, accessories, trims consumption for developing a garment, a clear idea on costing more over the manufacturing difficulties. Besides by doing sampling only the exporter can optimize the processing parameters for mass production, which helps to avoid all kind of bottlenecks. All these works are carried out by the sampling department, which are usually led by a sampling in charge.

1.1 Background of the Study

Sampling is the heart of garments production, that's why we want to know something about sampling. There are lots of opportunity for doing better work in this sampling unit. For that reason we choose this topic, & try to do something better process apply on sampling section. There are three broad classes of samples, one for each phase. These sequential phases are design, sales and production. Design related samples are to model design ideas and (ideally) finalize the pattern for production. Sales related samples are used to predict orders from buyers. The last types of sample are intended to test consistency in production.

Technically (and optimally) speaking, all sampling should take place during the first phase of design (R&D) because we cannot get to selling (second phase) if we do not have production (third phase) lined up. We are aware practices are all over the map these days but we have tried to cover every contingency. This list may be overwhelming because we have attempted to be all complete but it does not mean we will need to have all of these kinds of samples produced. There is also quite a bit of overlap depending on our operation.

1.2 Objectives of the Study

- Sampling is an inevitable but important part of the garment development process. The quality of samples can affect future sales as well as compromise production standards.
- One of the main purposes of sample making is to increase sales, but there is also a secondary purpose for sampling, which is part of the creative process

1.3 Limitation of the Study

- The time was too short to work on this thesis it is only about 2 month.
- We have done this thesis on the basis of only one factory.
- We took interview of few people of the factory.
- We fall in many critical situations during collecting data.
- At last we collected some information from journals, books and internet.

CHAPTER 02

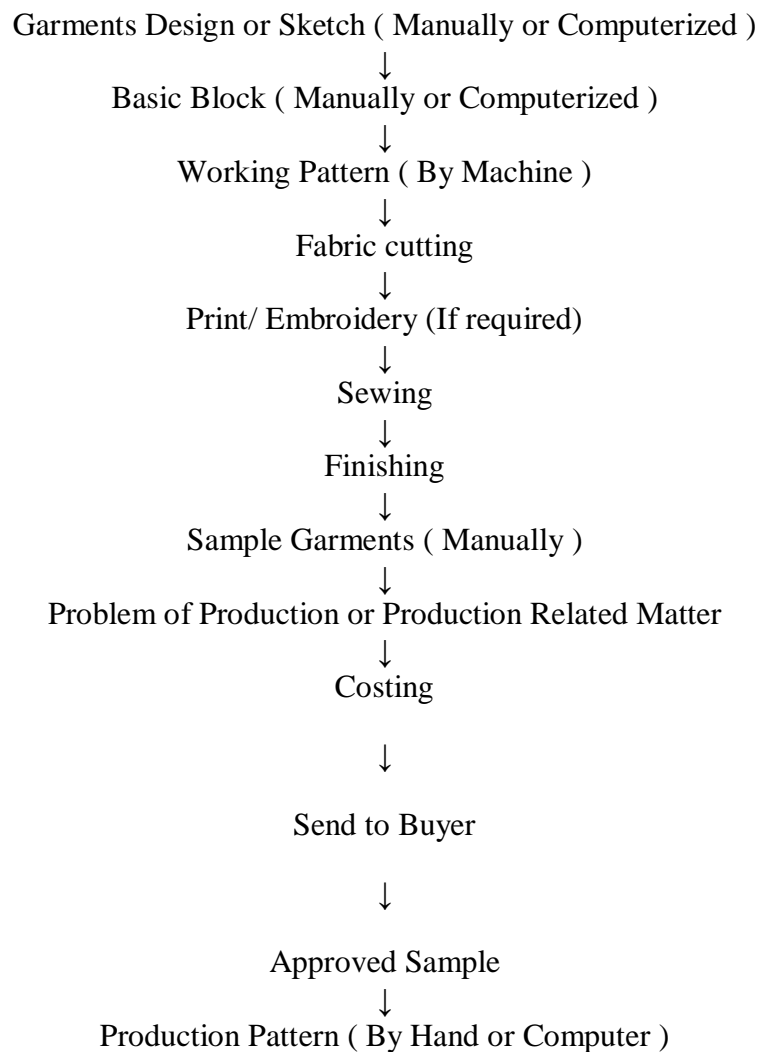
LITERATURE SERVEY

2.1.1 Introduction to Sample Making

Sampling is very important in apparel industry because the buyers usually place orders after reviewing the quality of the samples. Buyers also require different types of samples after placing orders. Apparel merchandisers should have to be well acquainted of different stages of garments sampling to execute an order. Sometimes same samples are known in different names.

2.1.2 Process Flow Chart of Sample Making

Flow Chart of Garment Sample Making are given below-



2.1.3 Introduction to Sample Making Requirements

A textile sample is a piece of cloth or fabric designed to represent a larger whole. A small sample, usually taken from existing fabric, is often called a swatch, whilst a larger sample, made as a trial to test production methods, is called a strike off.

The use of swatches is an essential part of the design process as it enables designers to show the type of fabric their work should utilize, demonstrating how colors and different materials and trimmings will look in real terms before going to the trouble of making up a full design. Swatches also offer the advantage of illustrating how colors and patterns will appear on an actual fabric, something that may not be readily apparent from a paper or digital design. The textile manufacturer might bring together many swatches of their materials into a single sample book, enabling a salesperson to show a wide selection of available designs in various color ways to potential customers without the necessity of having multiple rolls of fabric immediately to hand.

Sample making requirements-

- printing and assembling the patterns,
- size sheets,
- simple adaptations of the patterns,
- calculating amount of fabric needed,
- making a sample garment,
- examples of how to make the most of the patterns,
- tips on more useful adaptations.

2.1.4 Function of Sample Making Requirements

Textile designers may also work in associated industry functions, for example, designing wrapping paper, packaging, greetings cards and ceramics.

Many textile designers are self-employed, while others work as part of a design team.

These include:

- liaising with clients and technical, marketing and buying staff to plan and develop designs;
- accurately interpreting and representing clients' ideas;
- producing sketches, worked-up designs and samples for presentation to customers;
- making up sets of sample designs;
- working out design formulae for a group of samples;
- assessing and approving completed items and production standards;
- working independently, if self-employed, or liaising closely with colleagues as part of a small team;
- using specialist software and computer-aided design (CAD) programs to develop a range of designs;
- experimenting with color, fabric and texture;
- maintaining up-to-date knowledge of new design and production techniques and textile technology;
- developing new design concepts;
- ensuring that projects are completed on time;
- visiting sites and other sources of ideas for designs;
- sourcing fabrics and other materials at trade fairs, markets and antique shops;
- attending trade shows, as a delegate or as an exhibitor - this may involve representing the company with a display or stand, or appraising the work of competitors;

- keeping up to date and spotting fashion trends in fabric design by reading forecasts in trade magazines and using internet resources;
- developing a network of business contacts;
- if self-employed, managing marketing and public relations, finances and day-to-day business activities and maintaining websites.

2.1.5 Objective of Sample Making Requirements

To develop an understanding of methods and techniques used to analyze textile fibre, yarns and fabrics for end-use performance.

1. To acquire knowledge and understanding of various structural properties of textiles and relate to end use fabric performance and product.
2. To be able to analyze and interpret the results and predict textile testing.
3. Selection of samples for testing – Random sampling procedures for determination of properties of fibers, yarn and fabrics.
4. Standards atmospheric test condition, various methods to measure relative humidity, moisture content and moisture regain of textiles.
5. Factors affecting regain of textile materials and their effects on fibre properties.
6. Fiber testing – length fineness and evenness, its implication on quali7. Yarn testing – fineness, twist, crimp, elongation and strength.
9. Fabric Testing – Strength, elongation, shrinkage, thickness, cover, air permeability, crease recovery, stiffness, weight, repellency drape.

10. Inspection procedure its defects and their analysis
Standards for fabric performance.
11. Organizations for standardization (National & International)
12. Quality control of Textile Products BIS, ASTM, ISO, BS, AATCC & others
13. Quality standards as applicable to various types of textiles (garments, knits, woven, carpets)
14. Eco labels, silk mark, wool mark & international labels.

2.1.6 Sample Defect

For every industry or business, to get increased sales and better name amongst consumers and fellow companies it is important to maintain a level of quality. In the garment industry quality control is practiced right from the initial stage of sourcing raw materials to the stage of final finished garment. For textile and apparel industry product quality is calculated in terms of quality and standard of fibres, yarns, fabric construction, color fastness, surface designs and the final finished garment products. However quality expectations for export are related to the type of customer segments and the retail outlets. There are a number of factors on which quality fitness of garment industry is based such as performance, reliability, durability, visual and perceived quality of the garment. Quality needs to be defined in terms of a particular framework of cost.

2.1.7 List of Defects in Sample

Sample defects can be separated into 3 categories:

1. Fabric defects
2. Workmanship and handling defects:
3. Trims, accessories and embellishment defects

Fabric defects

These are defects that are found in the fabric; mostly these are not caused by the sewing lines. The common fabric defects are running shade, selvedge to selvedge shade, holes, staining mark, missing yarn, foreign yarn, slub, hairiness etc.

It can be overcome by Fabric inspection before cutting.

Workmanship and handling defects:

These are defects that are directly caused by production section; this would include both the cutting and sewing section. Buyer's approved samples must be referred to maintain perfect workmanship.

Workmanship means all the details such as measurement, outlook, ways of attaching trims, packing etc. Typical Defects can be categorized as follow:

a) Seam Puckering:

- It refers to the gathering of a seam either just after sewing or after laundering causing an unacceptable seam appearance.
- This problem arises due to uneven stretching on to plies of fabric during sewing, improper thread tension, wrong sewing thread selection, dimensional instability of the plies of fabric etc.

b) Shading Variations within different parts:

- It arises due to improper cutting, bundling and numbering.

c) Open seam or broken seam:

- It occurs when portion of the garment that has not been covered by sewing thread.
- This happens due to improper handling of the parts of garments, improper setting and timing between needle and looper or hook etc.

d) Broken Stitch:

- Non-continuous sewing thread during stitching.
- It appears due to improper trimming or machine usage.

e) Drop stitch/Skipped stitch: Irregular stitching along the seam:

- It appears due to improper handling of cut pieces or machine usage.

f) Wavy/staggered stitching:

- Stitches are not straight.
- It appears due to improper handling of cut pieces, faulty feed mechanism, needle deflection or wrong needle.

g) Uncut/ loose thread:

- Extra thread or loose thread on seam line. It appears due to improper trimming or finishing.

h) Sizing defects

- It means difference in measurement of various parts of garments
- Wrong placement of pocket, buttonhole, embroidery and prints , measurement discrepancy
- All these problems come from pattern section.

I) Poor ironing:

- If ironing is not sufficient, there might be creases and crinkles on garment surface
- And if ironing is too heavy, there might be shining mark on garment.

j) Finishing Problem:

- Misaligned buttons and holes, unfinished buttonhole, missing buttons
- Wrong placement of labels or hang tag
- Wrong folding or poor folding, improper packing into cartons

Trims, accessories and embellishment defects

These defects include color, size and placement of trims such as labels, sewing thread, screen print, embroidery designs, zipper, hangtag, lining, button and any kind of trims. Common Trims, accessories and embellishment defects are:

- Unmatched color of thread
- Button and zipper tape
- Short zippers, faulty zippers
- Wrong labels, improper size of the labels
- Printing mistake of labels and cartons
- Broken poly bag
- Wrong hanger
- Improper embroideries and prints etc.

2.1.8 Classification

Defects are also classified (as per extent of defect) into:

1. Critical defects
2. Major defects
3. Minor defects

1. Critical defects

- Critical defects are defects that are not allowed to be shipped and are the most serious of defects (0%).

2. Major defects

- Major defects are serious defects that are not allowed over a certain percentage (3%) depending on buyer's requirements

3. Minor defects

- Minor defects are serious defects that are not allowed over a certain percentage (5%) depending on buyer's requirements

2.1.9 Sample Inspection Methods

There is various sample inspection method such as

1. 4 point system
2. 10 point system
3. 6 point system etc.

2.1.10 Point System

The 4-Point System, also called the American Apparel Manufacturers (AAMA) point-grading system for determining fabric quality, is widely used by producers of apparel fabrics and is endorsed by the AAMA as well as the ASQC (American Society of Quality Control).

The 4-Point System assigns 1, 2, 3 and 4 penalty points according to the size and significance of the defect. No more than 4 penalty points can be assigned for any single defect. Defect can be in either length or width direction, the system remains the same. Only major defects are considered. No penalty points are assigned to minor defects.

In this system, one should inspect at least 10 per cent of the total rolls in the shipment and make sure to select at least one roll of each color way. Fabric defects are assigned points based on the following:

Size of defect	Penalty
3 inches or less	1 points
Over 3 but not over 6	2 points
Over 6 but nor over 9	3 points
Over 9 inches	4 points

Total defect points per 100 square yards of fabric are calculated and the acceptance criteria are generally not more than 40 penalty points. Fabric rolls containing more than 40 points are considered "seconds".

The formula to calculate penalty points per 100 square yards is given by:

$$= (\text{Total points scored in the roll} * 3600) / \text{Fabric width in inches} * \text{Total yards inspected}$$

The following are noteworthy points for this system:

- No more than 4 penalty points can be assigned for any single defect.
- The fabric is graded regardless of the end-product.
- This system makes no provision for the probability of minor defects.
- 4 point system is most widely used system in apparel industry as it is easy to teach and learn.

2.1.11 Point Grading System

The 10-point method is a point per fault system, which gives a measurable guide to quality grading per roll.

Point Allocation –

Length or width defects:

Up to 2cms = 1 point

2 to 12cms = 3 points

12 to 25cms = 5 points

25 to 90cms = 10 points

Total penalty points must not exceed the total meter age of the piece, otherwise fabric may be deemed unusable unless approved by Fabric Quality Controller. All fabrics are to be wound around a card board tube.

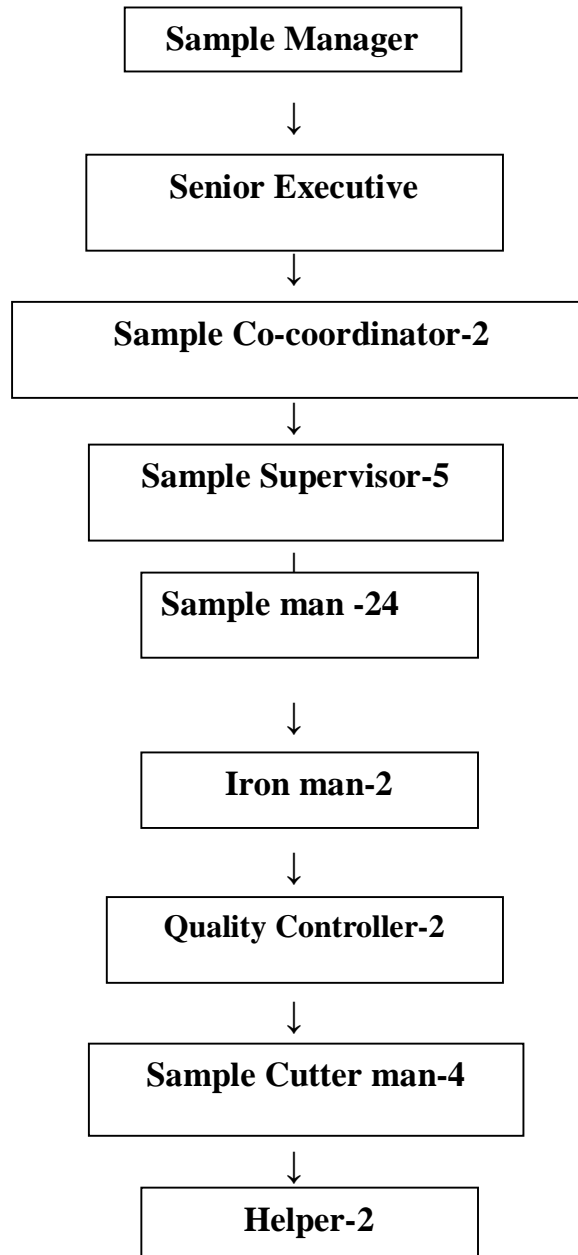
10% of all fabric delivered will be Independently Inspected for the following- width, listing, tailing, flaws, skew, bow, batch to batch color variances and meter age, any short comings will be claimed for.

CHAPTER 03

EXPERIMENTAL DETAILS

Toshrafa Sample Department of the institute of **Northern Tsrifa Group** is the place where we made our experimental study. In the study we come to know that they work with a working procedure on every style. Working procedure is maintained by an organ gram where 43 people and 49 machines are involved. Sample department takes three times more SMV than the SMV of production line.

3.1 Organ Gram



3.2 Machineries:

Plain Lock- 20 pieces

Over Lock- 20 pieces

Flat lock- 7 pieces

Button Hole- 1 piece

Button Attach- 1 piece

Bar tack- 1 piece

3.3 Working Procedure:

The working procedure of Tosrifa Industries Limited (TIL) is quite similar for every sample made by the sample section. The working procedure step by step is similar to the entire buyer but the sending procedure, name of sample and requirements (Style, testing etc) are not all the same. The working procedure in step by step is given below.

Step 1: Sample department receives an email, Sample Requisition as hard copy and Tech pack as hard copy or by email from merchandiser. This is the very initial stage of a sample. The email is regarding the Sample Manager of the TIL Sample Section. The mail contains various instructions and comments for a style which are to follow and is not present on requisition. The requisition Form contains date of requisition, sample name, order confirmation, buyer's name, style/reference number, item type, number of sample required, required fabric details, sample size, packaging system, accessories details, washing standard, embroidery, special comments, pay condition, signatures of sample related personnel.

The figure 3.3.1 and 3.3.2 shows the Requisition form and tech pack respectively.

TOSRIFA INDUSTRIES LTD.
NORTHERN TOSRIFA GROUP
SAMPLE REQUISITION FORM

DATE	/12/2014	ATTENTION: Mr.Zia	RECEIVER'S NAME:
------	----------	-------------------	------------------

SAMPLE TYPE---	COUNTER	<input type="checkbox"/>	DEVELOPMENT	<input type="checkbox"/>	PP	<input type="checkbox"/>
	GS	<input type="checkbox"/>	SIZE SET	<input type="checkbox"/>	MOCK UP	<input type="checkbox"/>
	PHOTO	<input type="checkbox"/>	PRE CUTTING	<input type="checkbox"/>	COLOR PROTO	<input type="checkbox"/>

C.D.(ONLY FOR CONFIRMED ORDERS)

BUYER #

STYLE/REF #

ITEM---

NO.OF SAMPLE REQUIRED

REQUIRED FABRIC QUANTITY	1	2	3	4	5

FABRIC COLOR

SAMPLE SIZE

PACKAGE INCLUDES FOLLOWING.

SPEC---	1.Attached	2.E-Mailed	3.Submitted Name(If 2 or 3)	
PATTERN---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FABRIC <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL SAMPLE <input type="checkbox"/>

FABRIC DETAILS

FABRIC SWATCHES ATTACHED	Actual <input type="checkbox"/>	Substitute <input type="checkbox"/>
--------------------------	---------------------------------	-------------------------------------

ACCESSORIES DETAILS	IN	IN HOUSE DATE	REMARKS
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

WASHING STANDARI

(Mention the Washing Type)

PRINTING

EMBROIDERY

SPECIAL COMMENTS (IF ANY)

DEBIT TO BUYER	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


SAMPLE REQUIRED DATE	:
CONFIRMED DATE BY SAMPLE ROOM	
ACTUAL SAMPLE DELIVERY DATE	
REASON ANALYSIS FOR DELAY(IF ANY)	

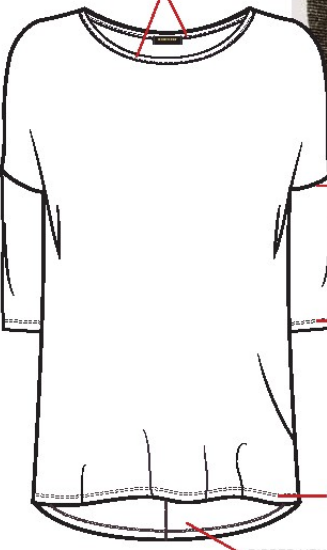


Merchandiser

Coordinator

General Manager

Figure 3.3.1: Requisition Form

	Ref number: 32233 B1	Size: 12	Sap No : PGW 32233 B1	Designer : CLAIRE HUTTON
	Buyer : Jo Saunders	Season: AW15	Sampling office : BANGLADESH	Date : 11TH DECEMBER 2014
	Style Name : VENUS TOP		Customer : PAPAYA CASUAL JERSEY	UK Deadline : 19TH DECEMBER 2014

			Garment Measurements : Size 12																																								
			<table border="1"> <tr><td>HALF CHEST 1CM BELOW ARMHOLE</td><td>56CM</td></tr> <tr><td>WAIST RELAXED 40cm from side neck point</td><td>52CM</td></tr> <tr><td>HEM WIDTH RELAXED</td><td>49CM</td></tr> <tr><td>SHOULDER WIDTH (SEAM - SEAM)</td><td>51CM</td></tr> <tr><td>FRONT LENGTH from side neck , to longest point</td><td>67CM</td></tr> <tr><td>BACK LENGTH from side neck , to longest point</td><td>71CM</td></tr> <tr><td>ARMHOLE STRAIGHT (dropped arm hole)</td><td>17CM</td></tr> <tr><td>1/2 BICEP</td><td>16.5CM</td></tr> <tr><td>1/2 ELBOW</td><td></td></tr> <tr><td>SLEEVE LENGTH</td><td>35CM</td></tr> <tr><td>CUFF WIDTH RELAXED</td><td>11CM</td></tr> <tr><td>NECK WIDTH INSIDE</td><td>23CM</td></tr> <tr><td>NECK binding HEIGHT</td><td>3.8CM</td></tr> <tr><td>FRONT NECK DROP to imag line at snp to TOP</td><td>9.5CM</td></tr> <tr><td>BACK NECK DROP to imag line at snp to TOP</td><td>4CM</td></tr> <tr><td>HEM HEIGHT twin needle</td><td>2CM</td></tr> <tr><td>CUFF DEPTH twin needle</td><td>1.7CM</td></tr> <tr><td>ACROSS FRONT 13CM FROM SNP</td><td></td></tr> <tr><td>ACROSS BACK 13CM FROM SNP</td><td></td></tr> <tr><td>CURVE DEPTH AT FRONT HEM</td><td></td></tr> <tr><td>CURVE DEPTH AT BACK HEM</td><td>4CM</td></tr> </table>		HALF CHEST 1CM BELOW ARMHOLE	56CM	WAIST RELAXED 40cm from side neck point	52CM	HEM WIDTH RELAXED	49CM	SHOULDER WIDTH (SEAM - SEAM)	51CM	FRONT LENGTH from side neck , to longest point	67CM	BACK LENGTH from side neck , to longest point	71CM	ARMHOLE STRAIGHT (dropped arm hole)	17CM	1/2 BICEP	16.5CM	1/2 ELBOW		SLEEVE LENGTH	35CM	CUFF WIDTH RELAXED	11CM	NECK WIDTH INSIDE	23CM	NECK binding HEIGHT	3.8CM	FRONT NECK DROP to imag line at snp to TOP	9.5CM	BACK NECK DROP to imag line at snp to TOP	4CM	HEM HEIGHT twin needle	2CM	CUFF DEPTH twin needle	1.7CM	ACROSS FRONT 13CM FROM SNP		ACROSS BACK 13CM FROM SNP		CURVE DEPTH AT FRONT HEM
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FABRIC : 63% RAYON 37% METALLIC 140GSM FINE METALLIC STRIPE MILL : REF : 10331781		BODY COLOUR : BLACK / GOLD METALLIC																																									

Back neck labl ref: **NORWEST**
 NORWEST black/gold
 Hangtag ref: NORWEST collection
 How to attach to garment : with silver safety pin to bnl

Figure 3.3.2 Tech Pack

Note:

Sample Requisition Form: This form is involved to specify the requirements of buyer. Sample Department receives a filled form from Merchandiser.

Tech Pack: It holds all the technical terms related to the sample like size, measurement etc.

Step 2: Sample department prepare daily plan as well as weekly plan for sample submission as per merchandiser's required date. They held a regular morning meeting. Every day morning meeting is arranged with all supervisors and quality input. Daily production, quality, housekeeping, all compliance issue, etc especially the problems we faced at the previous working day are discussed in this meeting. The following photo showing the personnel's working review in morning meeting.



Figure 3.3.3 Morning Meeting


DATE		30-06-2015		 NORTHERN TOSRIFA <small>GROUP</small> TOSRIFA SAMPLE DEPARTMENT DAILY SAMPLE STATUS		TOTAL MANPOWER			42					
TODAY INPUT		150 AS				PRESENT MANPOWER			41					
YESTERDAY PRODUCTION WAS		132 AS		TOTAL MACHINE			44							
YESTERDAY EFFICIENCY WAS														
WHERE IT IS				STATUS										
GROUP	BUYER	STYLE NO.	SAMPLE TYPE	COLOUR	ENTY	CUTTING	PRINT/EMR	SEWING	WAGHINS	IRON	PACKING	DELIVERY	REMARKS	
Ustzul Jazim	OUTRINTAL MORGAN	4861R/60	S.M.S TOP	007/04HE	26	0.5	0.15	Running						
Shaharuddin	"	0325/PA	" TOP	0167R	26	0.15	0.15	Running						
Muzal Rizwan	"	0325/P1	" TOP	0167R	26	0.15	0.15	Running						
Muzal Rizwan	"	0325/PA	" TOP	0167R	26	0.15	0.15	Running						
Muzal Rizwan	"	0325/P1	" TOP	0167R	26	0.15	0.15	Running						
Habibul Muzalim	"	1237/PA	" TOP	0167R	26	0.15	0.15	Running						
Shaharuddin	"	1237/PA	" TOP	0167R	26	0.15	0.15	Running						
Sahidul Karim	M.P.P	7870 TOP	M.O.SOP	0041R	02	0.15	N/A	Ready						

Figure 3.3.4 Daily sample status and chart of work decided on morning meeting

The white board with a chart, behind the man is written everyday where regular sample status and regular working task is written in the morning. The board is followed by the sample men.

Step 3: The pattern maker in the sample room is given the tech pack with a copy of email having information for his Pattern making process. The pattern maker uses the Gerber CAD system with his pattern making process. All the details need to create the patterns is included in the tech pack and there is sketch or a photo of a garment where specifications are mentioned. He has to create these patterns according to the buyer requested specifications

and measurement. Sample department collects pattern from CAD department. The Figure 1.5 shown in below is designing pattern on CAD and Figure 1.6 representing the cutting of pattern.



Figure 3.3.5 CAD designers working with pattern on computer



Figure 3.3.6 Patterns are cut by automatic pattern cutter & Supervisor is collecting the cut pattern

Step 4: Sample department make one piece MOCK UP or Initial sample for style review meeting. This MOCK UP or Initial sample has some requirements which vary buyer to buyer.

Step 5: Sample department hand over MOCK UP or Initial sample for style review meeting to central IE department. Central IE department arrange style review meeting. After meeting if any changes come then it is discussed with merchandiser to manage those changes. If

buyer approves the changes sample department go for FIRST/Development/Red seal sample. At the same time sample department makes a booking of fabric and accessories from store.

Step 6: After receiving the fabric, sample department register fabric quantity in the register books. It also gives 24 hours relaxation of fabric for cutting procedure. Figure 1.7 is showing the relaxation of the fabric in sample section



Figure 3.3.7 Stock fabric for relaxation

Step 7: Fabric wash is done before cutting if buyer requires garment wash or garment dye and sample department take final approval from merchandiser.

Step 8: After receiving accessories sample department apply test wash and others test. After that trim card is prepared and approval is got from merchandiser.

Step 9: Sample department check body+ collar+ cuff+ neck rib shades before cutting and get approval from merchandiser. The department goes for cutting after getting approval and keeps the documents in daily cutting production file. There are no special markers for cut garment panels in the sample room. They don't consider about the marker efficiency or fabric wastage of sample cutting as they produce garments in small quantity. (Only one or two garments from one fabric layer, has one or two plies only). The sample room cutting equipments may be different from the equipments in the cutting room and they are not suitable to cut a layer with larger number of fabric plies.



Figure 3.3.8 Cutting process

Step 10: After the completion of cutting, the department makes a 100% check of cut panel. If print/embroidery is required then it is sent for the task to the factory. At the same time, body parts are sent to print/ embroidery if required. Wash test approval may also be required after print/ embroidery.



Figure 3.3.9 100% check of cut panel

Step 11: When print or embroidery parts are arrived in sample department those are checked very carefully and the documents are kept in print/embroidery check file. Regarding print and embroidery wash test approval is got from merchandiser.

Step 12: Sample department makes the input ready in input box after receiving the print/embroidery part and all kinds of accessories. All the documents are kept in the daily ready input file.

Step 13: Before making any sample, a meeting is held with sample man, supervisor and sample quality. Every discussion related to that sample is made at that meeting. TIL group maintain sewing procedure in sample making by creating a team for every individual style. An individual team contains 2 or 3 members and the team maintains sewing operations one by one. The SMV of sewing processes are three times more than the SMV of bulk production. The snap shots given below are various operations done by a team. The team is made in this meeting. After meeting the department goes for making sample and the document are kept in daily sewing production file.



Figure 3.3.10 Sewing operations are being done by 2men team

In line inspection is done by the quality controller of sample department. Different types of faults are checked here because sample needs 100% accuracy and which is impossible without inline inspection. If any fault is found then the sample is given back to sewing line.



Figure 3.3.11 In line inspection

Step 14: When sewing is completed, ironing process is done. Then the department checks the sample on final inspection table. Sometimes shrinkage occurs after ironing process. If shrinkage is found then sends it to the wash factory (If buyer requires garment wash or garment dye).

Step 15: After completing wash, ironing is done again and final checking is done as final inspection. Then finishing procedure is made and the documents are kept in daily finishing production file.



Figure 3.3.12 Final Inspection

Step 16: Sample department sends the sample to merchandiser and CAD department with check list and measurement list. The documents are kept in the sample delivery register book.

Step 17: Sample keeping SOP is maintained.

Sample Keeping Standard Operating Procedure of Tosrifa Industries Limited

Step#01 → Development sample → After developing any new style sample, it is hung with a poly

Step#02 → Proto/fit/first sample → After first/fit/proto sample we keep this sample in the hanger and the development sample we keep in a mentioned buyer box with a poly.

Step#03 → Size set sample → After sending the size set sample we keep this sample in the hanger and first /fit/ proto sample we keep in a mentioned buyer box with a poly.

Step#04 → Photo sample → After sending the photo sample we keep this sample in the hanger and size set sample we keep in a mentioned box with a poly.

Step#05 → Counter sample → After sending the Counter sample we keep this sample in the hanger and Photo sample we keep in a mentioned box with a poly.

Step#06 → Pre-production sample → After sending the Pre-production sample we keep this sample in the hanger and Counter sample we keep in a mentioned box with a poly.

Final Step → After the shipment of the order we keep all the sample in a sample keeping box with marking buyer name, style name and quantity → Duration: Up to six month.

Note: Every day morning meeting is arranged with all supervisors and quality input. Daily production, quality, housekeeping, all compliance issue, etc especially the problems we faced at the previous working day are discussed in this meeting.

3.4 Studies on Some Buyer Requirements

This study is based on sample making procedure of some individual buyer meeting their requirements. We are going to study four different buyer named MATALAN MANGO, ORIGINAL MARINE (Mother buyer of TIL) and TOM TAILOR.

3.4.1 Study on MATALAN Buyer

3.4.1.1 Study on Buyer Requirements

Introduction to the fast fashion process

Matalan may request that suppliers follow a different initial and Red seal sample process where the product is required for Matalan fast fashion. Matalan require that the fast fashion process (i.e. the initial sample, Red Seal Sample, Gold Seal sample process) is fully completed within a maximum of 8 weeks.

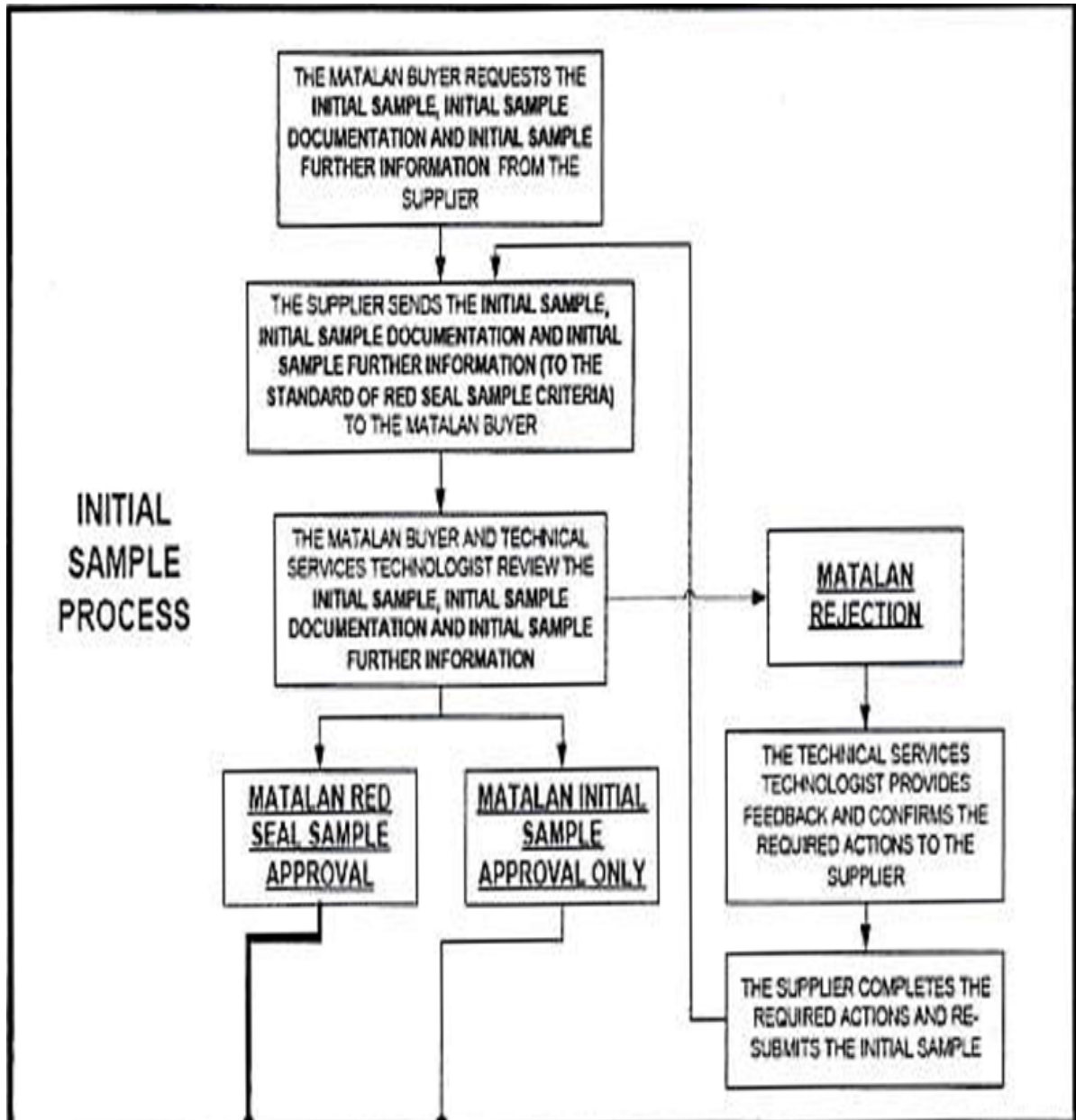
Variation to the standard initial and Red Seal Sample process

Variation to the standard initial and Red Seal Sample process are as follows:

1. During the initial sample process, the supplier must provide all of the followings
 - Initial sample documentation
 - Initial sample further information
 - Red Seal Sample documentation
 - Red Seal Sample further information
 - 2 samples of each product to the standard normally required during the Red Seal Sample process
2. The sample should be in the quality and to the standard as will be provided in bulk production – including the fabric, trim and color
3. If possible, due to no required changes to the styling or make- up issues , the initial sample will be red seal approved

4. If it is not possible to red seal approve the initial sample, the initial sample will be accepted to by Matalan but the supplier must provide red seal sample

Suppliers must note that Matalan will only provide red seal approval to initial samples if all the required criteria during the red seal process is met.



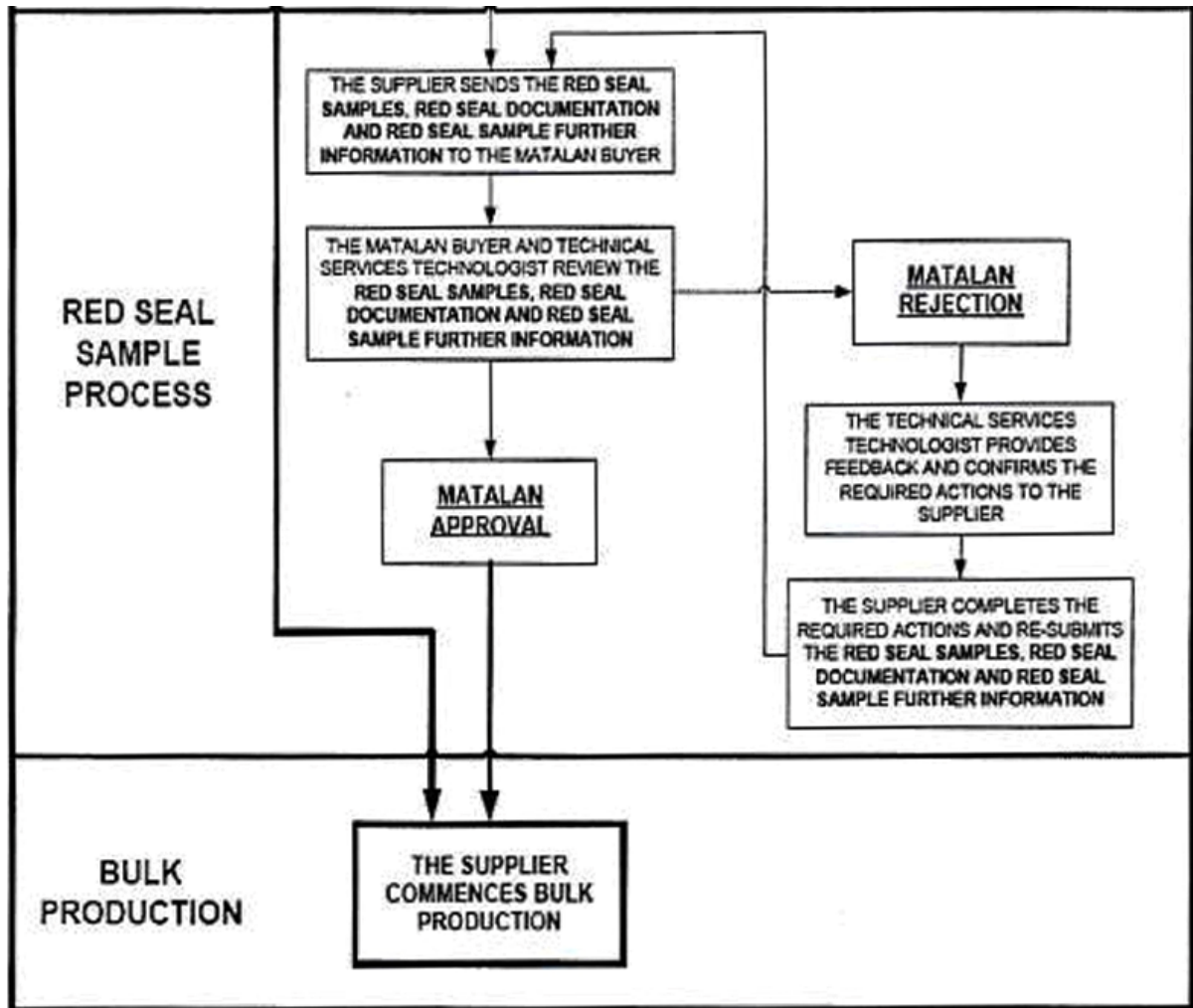


Figure 3.4.1 Initial Sample requirement flowchart of MATALAN

Gold Seal sample process

Suppliers should note that there are no variations to the Red Seal Sample process for Fast Fashion and, therefore, the Supplier must follow the Gold Seal Sample Process at all times.

Introduction to the Gold Seal Sample Process:

The purpose of the Gold Seal samples must always be taken from the first Bulk Production run and must never have been produced in a sample room. The Gold Seal Samples must include all of the colors of the product which should not wait until the whole Bulk Production order is completed.

To avoid the delay, the supplier should not wait until the whole Bulk Production order is complete before sending the Gold Seal Samples to the Buyer.

When Gold Seal Approval Is Required:

Gold Seal Approval is required under the following conditions:

1. When a Product is the first order of a new style;
2. When the Product is an existing style but there are additional new color- Gold Seal Approval will be given against the original color way. For every new color 3 x A4 swatches of the Approved bulk fabric must be provided(the Buyer will approve against the lab dip and bulk color swatch and the Technical Services Technologists will approve the test report);
3. When the Product is existing style but a change has been made to either; the quality of the raw materials; the method of manufacturing and/or the manufacturing location;
4. When there are changes to the Sources of the packaging
5. When Matalan has specifically requested further Gold Seal samples due to quality problems deliveries.
6. Where the data confirmed by Matalan on the previous Gold Seal approval has expired.

Number of Gold Seal samples required

The following table lists the standard number of samples required for each buying department for the Gold Seal sample process

- | | |
|------------------------|---|
| For Fashion department | <ul style="list-style-type: none">• 3 fully packaged samples including 2 samples in the same size and color and 1 sample in a second required size in a second color.• 1 press sample of the appropriate size• Plus 3×A4 sized swatches of all color ways |
| For Disney | <ul style="list-style-type: none">• 8 fully packaged samples as agreed with the technical services |

department technologist.

The details in above table are subjected to change for specific Product and dependent on Matalan's specific requirements. Matalan will confirm the full specific requirements to the supplier in the event that the above is not sufficient.

Gold Seal sample documentation:

1. Copy of each of Garment Gold Seal and Pre-Shipment checklist documents; and
2. Guideline and completion information on the content of each of the standard documents

It is essential that the supplier accurately completes and submits the Gold Seal Sample Documentation at the confirmed time to ensure the Gold Seal Sample Process is completed without any delays and the Product delivery can commence as per the critical path dates.

Note: Supplier should note that any failure in maintain the documentation of Gold Seal Sample is considered as failure of Gold Seal Sample

MATALAN				Garment GOLD SEAL and PRE SHIPMENT CHECKLIST		
Style Number		Item Description		Agent / Supplier		
Line Number		Buyer and Brand label		Factory		
Order Number		Country of Origin	Season	Ex Factory		
Total order Quantity		Print Name	Date sent:	Delivery Date into Matalan		
Large order > 2000	Fast Fashion <8weeks	Small Buy <2000	Supplier comments			
Supplier Reminder Checklist – Compare Production Against Red Seal Standard						
LABELLING			MANUFACTURING STANDARDS			
Point of sale labels & packaging correct?		Method / standard of construction as red seal?				
Brand label, care label & box end correct?		Measurements as approved size chart?				
FABRIC AND TRIMS			PRESENTATION			
All materials as approved?		Pressing standard good?				
All trims correct?		Final presentation to standard?				
Physical Test Number, Completion Date & Laboratory						
Fibre Composition						
Colour Fastness Test Number, Completion Date & Laboratory						
Safety test Number , Completion Date& Laboratory						
Garment Assessment test Number , Completion Date& Laboratory						
Matalan Comments						
<p>These garments have been Gold Seal ACCEPTED /REJECTED</p> <p>Remake samples are to be received at Matalan by:</p>						
Signatures Matalan Buyer:		Matalan Technologist	Date Fitted			

Figure 3.4.2 Garment Gold Seal and Pre-Shipment checklist

FIELD NAME	FIELD DESCRIPTION
Style Number:	The design name or style reference number that identifies the Product.
Line Number(s):	The specific Matalan line number that applies to the Product submitted to Matalan.
Order Number(s):	The list of Matalan Purchase Order numbers that apply to this Product.
Total Order Quantity:	The total quantity of the Product which has been ordered by Matalan.
Order Type:	Confirmation of the type of requirement (this information should be taken from the Purchase Order): <ul style="list-style-type: none"> • Large order (> 2000) / core: • Fast Fashion (8 weeks): • Small Buy (< 2000) :
Item Description:	A brief description of the Product.
Buyer:	The name of the Matalan Buyer responsible for the Product.
Country of Origin:	The country in which the Product is manufactured.
Print Name:	Name of the person responsible for completing the Garment Gold Seal and Pre-Shipment Checklist.
Supplier comments:	Detail any further information about the sample. The Supplier must confirm and highlight any important points about the samples.
Season:	The buying season the Product is intended for.
Date Sent:	The date when the Supplier sent the sample to Matalan.
Supplier / Agent:	The Supplier's (or Agent's) full company name.
Factory:	The Supplier's full factory name in which the Product is manufactured.
Ex Factory Date:	The date that the Bulk Production is scheduled to leave the Supplier's factory.
Delivery Date into Matalan:	The date that the first Bulk Production will be received by Matalan.
Supplier Reminder Checklist:	The Supplier must tick the appropriate boxes to confirm that the standard of the Gold Seal Sample meets the standards approved by Matalan during the Red Seal Process specifically for the following items: <ul style="list-style-type: none"> • Labelling • Manufacturing Standards • Materials • Presentation
Test Number, Completion Date & Laboratory / Issuer:	The list of all test certificates the Supplier has tested the Product to and provided copies of to Matalan. Ensure fibre composition field includes all required information for e.g. linings were applicable as detailed in section 8.9.
Matalan Comments:	<u>This field is for Matalan Internal Use Only.</u>

Figure 3.4.3 Field Description

Gold Seal Sample Further information:

Date:
MATALAN
GOLD SEAL SAMPLE
<u>Please Complete:</u>
SUPPLIER:
FACTORY:
PRODUCT LINE CODE:
SEASON:
SUPPLIER CONTACT (PRINTED NAME):
SUPPLIER CONTACT (SIGNATURE):
DATE SENT:
MATALAN CONTACT (PRINTED NAME):
MATALAN CONTACT (SIGNATURE):
DATE SEALED:

Figure 3.4.4 Gold Seal Sample Reference Ticket

Guideline Information – Gold Seal Sample Reference Ticket:

The supplier should fully complete the Gold Deal Sample Reference Ticket and ensure that it is included with each Gold Deal Sample submission that is sent to Matalan. Once completed, the Supplier must sign and send the Gold Deal Sample Reference Ticket for the attention of the relevant Technical Services Technologist.

Failure to send a correct and complete Gold Deal Sample Reference Ticket may result in the Gold Seal sample being held until the Gold Sample Reference Ticket is received. The Supplier must ensure that all of the fields are completed.

Gold Seal Sample Reference Ticket must have a gold colored background and required the following information to be completed.

FIELD NAME	FIELD DESCRIPTION
Supplier:	The Supplier's full company name.
Factory:	The Supplier's full factory name in which the Product is manufactured.
Product Line Code:	The list of all of the Matalan Product Line Codes that apply to this Product range and relate to the order(s) for the delivery.
Season:	The buying season the Product is intended for.
Supplier Contact (Printed Name):	The Supplier's contact responsible for the sample must print their name on the Gold Seal Sample Reference Ticket before sending to the Matalan.
Supplier Contact (Signature):	The Supplier's contact responsible for the sample must sign their name on the Gold Seal Sample Reference Ticket before sending to the Matalan.
Date Sent:	Confirmation of the date the Supplier sends the Gold Seal Sample to Matalan.
Matalan Contact (Printed Name):	<u>Matalan Internal Use Only</u>
Matalan Contact (Signature):	<u>Matalan Internal Use Only</u>
Date Sealed:	<u>Matalan Internal Use Only</u>

Figure 3.4.6 Field Description

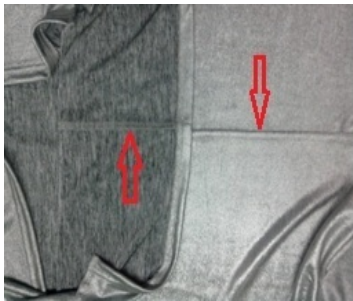
3.4.1.2 Sewing Procedure One By One:

Matalan- JSW15 TP 239

1. Front part joining- Over lock
2. 1st Shoulder joining - Over lock
3. Neck piping -Flat Lock
4. 2nd Shoulder joining - Over lock
5. V-tuck - Plain lock

6. Sleeve hem - Flat Lock
7. Sleeve joining - Over lock
8. Bottom hem - Flat Lock
9. Side seam + Label joining (Care) - Over lock
10. Side band tuck - Plain lock
11. Side sleeve - Plain lock
12. Sub tuck of neck & sleeve - Plain lock
13. Hanger loop joining - Plain lock
14. Label making and joining - Plain lock

1



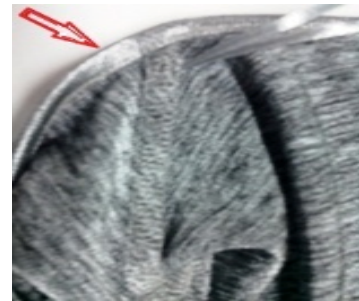
Front part joining- Over lock

2



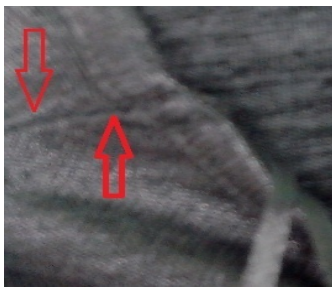
1st Shoulder joining - Over lock

3



Neck piping -Flat Lock

4



2nd Shoulder joining - Over lock

5



V-tuck - Plain lock

6



Sleeve hem - Flat Lock

10



Side band tuck - Plain lock

11



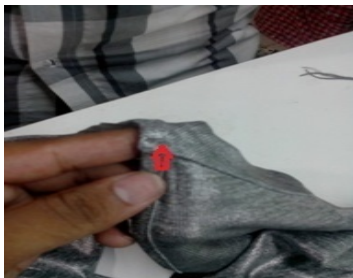
Side sleeve - Plain lock

12



Sub tuck of sleeve - Plain lock

13



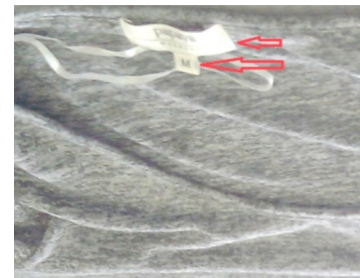
Sub tuck of neck - Plain lock

14



Hanger loop joining – Plain lock

15



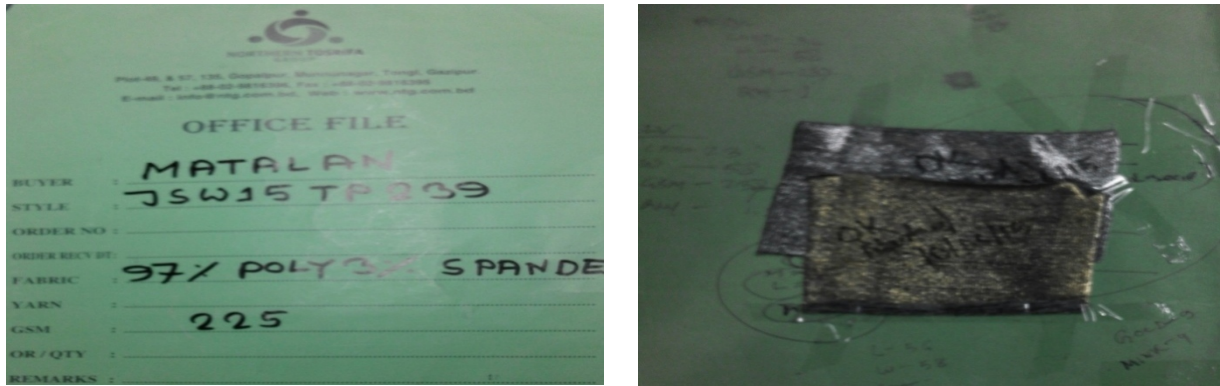
Label making and joining - Plain lock

Figure 3.4.7 One by one sewing procedure

Sample Related File:

Every step done by the Sample Department of TIL is noted down and kept in a file. Every style is maintained by individual file system. This file contains all information related to the

samples. The first page of the file contains buyer and style related information and the inside page contains fabric swatch with hand written consumption. Then checklist, Sample detail list, copy of requisition, comments, copy of correction of measurement, trims card of the sample and tech pack are included into the file.



NORTHERN TOSRIFA GROUP
SAMPLE CHECK LIST

DATE: 31.03.15

BUYER:	MATALAN				
STYLE:	JSW15 TP239				
SAMPLE TYPE:	Red Seal				
SL. NO	NAME OF CHECK POINT	STATUS			REMARKS
1	Requisiton received	YES	NO	N/A	
2	Requisiton check	✓			
3	Sample planing				
4	Filing	✓			
5	File check	✓			
6	Pattan collocation	✓			
7	Pattan check	✓			
8	Mock-up cutting	✓			
9	Mock-up meeting	✓			
10	Mock-up check(B.Q.C)			✓	
11	Review meeting call	✓			
12	Review meeting compleat	✓			
13	Review meeting menuits attach in the file	✓			
14	Fabrice collocation	✓			
15	Fabrice check	✓			

Figure 3.4.1.1 First page, fabric swatch and Sample check list

14	Fabrice collocation	✓			
15	Fabrice check	✓			
16	G.S.M Check/approved	✓			
17	Reviess pattan & measurement check	✓			
18	Fabrice/garment wash			✓	
19	Before cutting file check	✓			
20	All accessories & rib, body, s/j approved check	✓			
21	Print/E.M.B. Position & comments follow			✓	
22	Print/E.M.B. Position Approved check			✓	
23	Before sewing start production sample collocation				Comments 13.06.15
24	Input check	✓			
25	pre sample meeting call	✓			
26	Before sewing start all approved check	✓			
27	Technical issue follow up				
28	finishing check				
29	final check				
30	submit date				
31	production & shipment date collocation				

BUYER : MATALAN
 STYLE NO : J3W15 P239

SAMPLE TYPE	REQUESTOR RECEIVED DATE	SAMPLE SUBMIT DATE	COMMENTS RECEIVED DATE	APPROVED DATE	REMARKS
Red seal	31.03.15	29.04.15	11.05.15	11.05.15	Approved
Press show	09.04.15	29.04.15			
Gold seal	07.06.15	16.06.15			

Buy copy
 M=2 / Red seal
 L=1
 M=3 PCS

GOLD
 Red seal - $\frac{1}{2}$ M $\frac{1}{1}$
 Press - 3
 SILVER
 PRESS - 3

Total (7) pcs

Red seal
 3 X — M = 2 PCS + 1
 2 X — L = 1 PCS + 2 PCS

Press show
 4 X — M = 3 PCS + 1
 Mink = 3 PCS

Figure 3.4.1.2 Check list and sample submission related information

TOSRJA SAMPLE DEPARTMENT
NORTHERN TOSRJA GROUP
PRE SAMPLE MEETING

Buyer:	MATALAN	Fabrication:	97% 3%	Date:	12-06-18
Style No:	JPWISTP 239	Color:	Gold + Mink	Print Type:	N/A
Item:	T-SHIRT	Size:	200 = 215 + 235	Embroidery:	N/A
File type:	R/ Gold seal	Wash type:	N/A	Accessories with card:	OK
MEETING MINUTES:				Sample Qty:	18 PCS.

100% pattern & measurement chart follow.
 Styling as per sample (Gold seal).
 Accessories items chart follow.
 Bottom & Skew item 1.8 cm.

QUALITY - COMMENTS.

- ① NECK SHAPE MUST BE EVEN.
- ② V TACK MUST BE STRAIGHT.
- ③ FABRIC GREEN LINE STRAIGHT 2/0 2/0
- ④ BOTTOM SHAPE FOLLOW PATTERN.

In Ref = 9.1
 out ref = 12

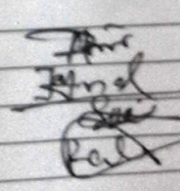
PARTICIPANTS				Signature
Sl No	Name	Designation		
1	MR. ZIA SIR	SR. EXECUTIVE		
2	ARIF	COORDINATOR		
3	JOYNAL	SUPERVISER		
4	SUDIA POLY	ASST. SUPERVISER		
5	RUHUL	SUPERVISER		
6	TURIKUL	COORDINATOR		
7		SAMPLE MAN		
8		SAMPLE MAN		
9		SAMPLE MAN		
10		SAMPLE MAN		

Figure 3.4.1.3 Pre-Sample Meeting related information

TOERJJA SAMPLE DEPARTMENT
NORTHERN TOERJJA GROUP
PRE SAMPLE MEETING

Name: MATALAN	Fabrication: 97/poly. 3x5pander	Need Type: N/A	Date: 13.06.15
Job No: 75W15TP239	Color: Mink + Gold	Embroidery: N/A	
Item: T-SHIRT	Size: 22.5 = 22S	Accessories trim card: OK	
Spec: Gold seal.	Wash type: N/A	Sample Qty: 18 PCS	

MEETING MINUTES

100% pattern and Measurement chart follow.
 Singing as per sample (Red seal).
 Bottom Hem & sleeve Hem 1.8 cm.
 Accessories trim card follow.

There sample making problem discuss with (MR. ZIA SIR)

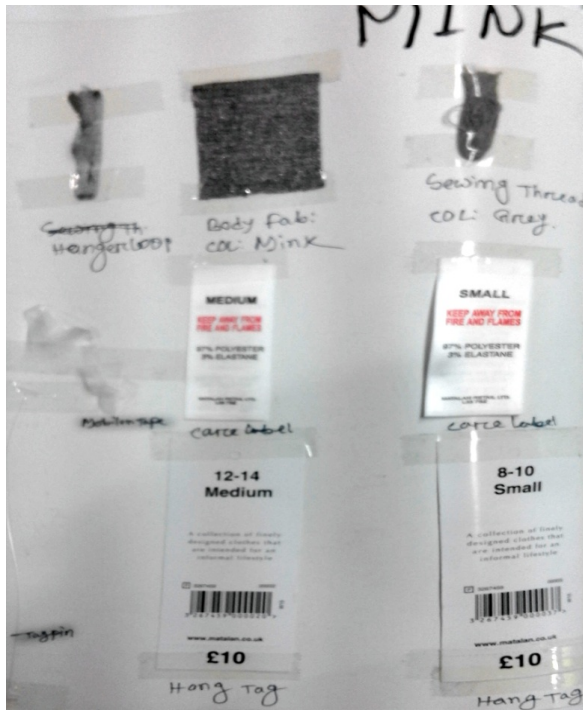
QUALITY-COMMENT

- ① NECK SHAPE MUST BE EVEN.
- ② BOTH SHOULDER & SLV MUST BE EVEN.
- ③ FABRIC GREEN LINE MUST 2/0
- ④ HEM & SLV HEM 1.8 CM 2/0

(in mt) = 0
 20/11 = 80/1

PARTICIPANTS			
Sl No	Name	Designation	Signature
1	MR. ZIA SIR	SR. EXECUTIVE	
2	ARIF	COORDINATOR	<i>Arif</i>
3	JOYAL	SUPERVISER	<i>Joyal</i>
4	POLY/poly	ASST. SUPERVISER / QI	<i>Poly</i>
5	RUHUL	SUPERVISER	<i>Ruhul</i>
6	TURKUL	COORDINATOR	
7	SAHIDUL	SAMPLE MAN	<i>Sahidul</i>
8	BABUL	SAMPLE MAN	<i>Babul</i>
9		SAMPLE MAN	
10		SAMPLE MAN	

Figure 3.4.1.5 Pre-Sample Meeting Report



TOSHRIFA IND LTD.
BUYER : MATALAN

STYLE : JSW15TP239
LINE CODE : F267459
COLOR : MINK

2.5 CM

SMALL	MEDIUM	LARGE	EXTRA LARGE
KEEP AWAY FROM FIRE AND FLAMES	KEEP AWAY FROM FIRE AND FLAMES	KEEP AWAY FROM FIRE AND FLAMES	KEEP AWAY FROM FIRE AND FLAMES
97% POLYESTER 3% ELASTANE	97% POLYESTER 3% ELASTANE	97% POLYESTER 3% ELASTANE	97% POLYESTER 3% ELASTANE
MATALAN RETAIL LTD. L33 75Z	MATALAN RETAIL LTD. L33 75Z	MATALAN RETAIL LTD. L33 75Z	MATALAN RETAIL LTD. L33 75Z
<p>GO GREEN WASH AT 30°C</p> <p>WASH WITH SIMILAR COLOURS WASH AND IRON INSIDE OUT DO NOT PILE WHILST DAMP RESHAPE WHILST DAMP</p> <p>3267459000037 2356 MADE IN BANGLADESH</p>	<p>GO GREEN WASH AT 30°C</p> <p>WASH WITH SIMILAR COLOURS WASH AND IRON INSIDE OUT DO NOT PILE WHILST DAMP RESHAPE WHILST DAMP</p> <p>3267459000020 2356 MADE IN BANGLADESH</p>	<p>GO GREEN WASH AT 30°C</p> <p>WASH WITH SIMILAR COLOURS WASH AND IRON INSIDE OUT DO NOT PILE WHILST DAMP RESHAPE WHILST DAMP</p> <p>3267459000013 2356 MADE IN BANGLADESH</p>	<p>GO GREEN WASH AT 30°C</p> <p>WASH WITH SIMILAR COLOURS WASH AND IRON INSIDE OUT DO NOT PILE WHILST DAMP RESHAPE WHILST DAMP</p> <p>3267459000044 2356 MADE IN BANGLADESH</p>

103-style

① Neck banding - 1.8cm
Back neck tape 1cm
Zipper tape 1.5cm bmt

style: 239

① Bottom Hem & sleeve Hem 1cm

11-06-15

style: 238

Red seal As per sample.

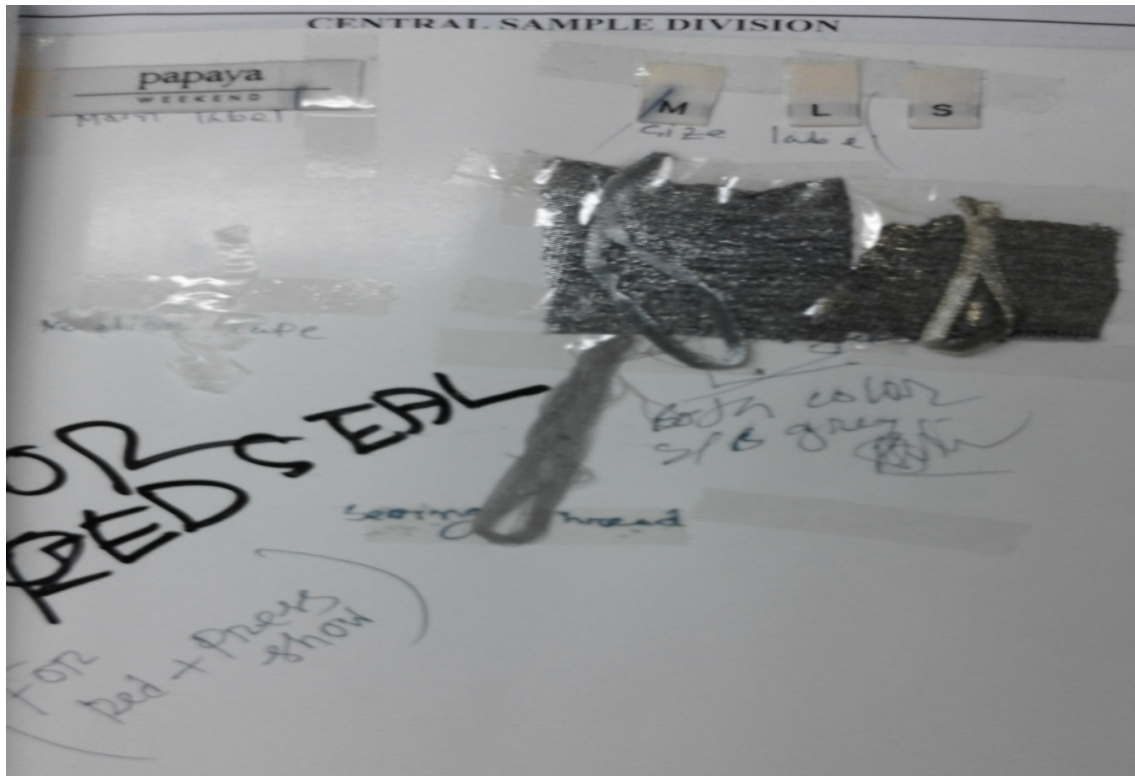
for gold seal.

11-06-15

styles:
JSW15TP239 gold seal
Bottom & sleeve Hem (1.8) cm
other As per sample.

11-06-15

Figure 3.4.1.6 Trims and Accessories and Approval



Selected Range: 8-10, 12-14, 16-18, 20-22					
P O M	Description	8-10	[12-14]	16-18	20-22
L-000	Length tops - snp to hem on back	68.5	70 ✓	72	74
L-025	Chest 2.5cm below u/arm	44	49 +1.3	55	62
L-065	Waist position on front - from snp	39	41 ✓	43	45.5
L-070	Waist relaxed	43	48 +1	54	61
L-091	Hip top - 10cm below waist	47	52 -3	58	65
L-100	Hem - straight across	50	55 ✓	61	68
L-120	Hem depth	1.5	1.5 +5	1.5	1.5
L-155	Overarm length - armhole seam to cuff end	45	46 +1	47	47.5
L-175	Armhole - shoulder point to underarm straight	19.6	21 ✓	22.5	24.1
L-190	Sleeve opening relaxed - 3/4 sleeve	10.5	11.5 ✓	12.5	13.5
L-235	Cuff depth	1.5	1.5 ✓	1.5	1.5
L-250	Back neck width - edge to edge straight	20.2	21 +2.5	22	23.2
L-260	Back neck drop - snp to cb edge	1.4	2 +1.2	2.6	3.2
L-265	Front neck drop high - snp to cf edge	19.4	20 +4	20.6	21.2
L-300	Neck hem depth	0.8	0.8 ✓	0.8	0.8
L-595	Hanger loop 1/2 length - at snp	12	13 -5	14	15
L-135	Shoulder point to shoulder point	36	38 +2.3	40.2	42.6
L-125	Across back - 12cm from snp	34	36 +5	38.2	40.6
L-130	Across front - 12cm from snp	32	34 +2	36.2	38.6

Figure 3.4.1.7 Trims and Measurement Correction

The complete contents of this design pack are Poetigem copyright protected

	Ref number: 32310 B1	Size: 12	Sap No : PGW 32310 B1	Designer : CLAIRE HUTTON
	Buyer : Jo Saunders	Season: AW15	Sampling office : BANGLADESH	Date : 15TH JANUARY 2015
	Style Name : ZINC TOP gold shimmer	Customer : PAPAYA CASUAL JERSEY	UK Deadline : 20TH JANUARY 2015	

Garment Measurements : Size 12

HALF CHEST 12CM BELOW ARMHOLE	49CM
WAIST RELAXED 40cm from side neck point	
HEM WIDTH RELAXED	53CM
SHOULDER WIDTH (SEAM - SEAM)	39CM
FRONT LENGTH from side neck	70CM
ARMHOLE STRAIGHT	21CM
SLEEVE LENGTH	46CM
CUFF WIDTH RELAXED	12CM
NECK WIDTH INSIDE	23CM
NECK HEIGHT	0.8CM
FRONT NECK DROP to imag line at top to TOP	22CM
BACK NECK DROP to imag line at top to TOP	3.5CM
HEM HEIGHT - twin needle	1.8CM
CUFF DEPTH - twin needle	1.8CM
ACROSS FRONT 12CM FROM SNP	35CM
ACROSS BACK 12CM FROM SNP	36CM

BACK

Back neck label ref: NORWEST black/gold

Hangtag ref: NORWEST collection

How to attach to garment : with gold safety pin to bnl

FABRIC : 97% POLYESTER 3% SPANDEX JERSEY WITH METALLIC SHIMMER	BODY COLOUR : GREY WITH GOLD METALLIC SHIMMER
--	---

Studio 4, The Kiln, Hoult's Yard, Walker Road, Newcastle Upon Tyne, NE6 1AB. The complete contents of this design pack are Poetigem copyright protected.

The complete contents of this design pack are Poetigem copyright protected

	Ref number: 32310 B1	Size: 12	Sap No : PGW 32310 B1	Designer : CLAIRE HUTTON
	Buyer : Jo Saunders	Season: AW15	Sampling office : BANGLADESH	Date : 15TH ANUARY 2015
	Style Name : ZINC TOP gold shimmer	Customer : PAPAYA CASUAL JERSEY	UK Deadline : 20TH JANUARY 2015	

FABRIC AS ALREADY USED ON STYLE:
32234 MERCURY TOP

gold shimmer fabric

ART.NO.: _____

FABRIC SOURCE: _____

FABRIC COMPOSITION: _____

FABRIC CONSTRUCTION: _____

Studio 4, The Kiln, Hoult's Yard, Walker Road, Newcastle Upon Tyne, NE6 1AB. The complete contents of this design pack are Poetigem copyright protected.

Figure 3.4.1.8 Tech Pack

3.4.2 Study on MANGO Buyer

3.4.2.1 Sampling Process Requirements of Mango

All samples will be free in charge

COURIER REOUIREMENTS

Sending instructions

All the parcels send to MANGO's company have to be send on pre-paid shipment basis including duty fee. We will also do so when we send parcels to Suppliers Company.

By doing so Supplier will help us to speed up MANGO's processes and avoid unnecessary confusions and troubles.

Samples with no commercial value:

To be able to demonstrate this concept all the samples Supplier send must be samples with the chop

Attached parcel pro forma invoices:

They must be issued as follows-

- They must be type written
- They must have invoice number
- The statistical value should always be started in EUR
- The total statistical value should never higher then EUR 21.00
- They must state the delivery conditions

DDP delivery duty paid

Supplier must supply the goods at Supplier's own risk and expense to MANGO.

Suppliers are responsible for importation, payment of duty, and on carriage to MANGO

MANGO will also apply the same DDP delivery conditions when sending parcels to Supplier's company.

Always specify samples of on commercial value.

They must specify the exact and correct contents of the parcel.

Suppliers have to specify the exact number of garments per style.

Maximum weight per parcel: 5 kg

If Supplier has more than 5 kg to send please arrange as many parcels of 5 kg as necessary.

Covering letter

In every single package send to us Supplier must enclose a duly completed covering letter.

Sample Procedure Definition

All samples must be checked by supplier merchandiser to assure the quality standards before sending them to MANGO headquarter.

Prior to order confirmation-

DEFINITION	REQUIREMENTS	RESULTS
Quotation Sample	<ul style="list-style-type: none">They are essential to decide whether to allocate a style one supplier or another one.	OK: Process as Per instructions From purchasing department.
First samples send by supplier using MANGO requirements	<ul style="list-style-type: none">They must follow MANGO's technical sheet, respecting the requested quality and color of fabrics, the trimmings and	Not Ok: process Instructions from Purchasing dept.

	measurements <ul style="list-style-type: none"> • Supplier must send 2 samples in base size 	
--	--	--

After of order confirmation

DEFINATION	REQUIREMENTS	RESULTS
COUNTER SAMPLE(CTR) First samples send by Supplier using Mango requirements.	<ul style="list-style-type: none"> • These samples always have to respect MANGO’s standards. • Fabric color could be available. • Quality and color in trimmings and applications could be available. • Labels could be available. • Suppliers must have 2 samples in base size. 	OK: Process with Salesman sample. NOT OK: process As per MANGO instructions.
Salesman Samples(SS) Samples with all sizes and colors with bulk yarn.	<ul style="list-style-type: none"> • These samples always have to respect MANGO’s requirements. • Suppliers must send base size of each bought colors as per comments and one piece of rest of sizes in any bought color. 	OK: Start production NOT OK: Process as per MANGO instructions.

Observation

All samples must be identified as follows:

- Mango brand levels

- Hang tag level to be filled by the supplier
- Identification level to be field in by mango
- Must be stamped on the inside with the following statement “muestra prohibida su venta”

Supplier must always have a keep sample of all samples send in each of the previously mentioned sampling stages in order to make sure we both share the same information throughout the whole process.

Production samples

Weight and measurements samples

Asia pacific zone (order from china, Hong Kong, Macao Vietnam, Korea, Indonesia, Taiwan, Philippines and Cambodia)

We requested that Supplier send only for initial orders to MANGO’s Shenzhen office at least 10 days prior to the agreed delivery date the following:

Full size set of garments belonging to individual packing assortment in any of the purchased colors in order to weight and measure them.

If the order requires pack-2 garments Supplier will have to send a 2M size pack. The balance sizes can be single packed.

For the rest of the orders: USA, Mexico, China ,Turkey or any repeat orders during the same season, Supplier will not be required to send any samples.

These samples must be taken out randomly from bulk production and send to the following address-

MANGO GARMENTS AND ACCESSORY COMPANY LIMITED

Room 805-807, BM intercontinental commercial center

No.100 Supplying road,zhabel district,sanghal 200070, CHINA

Tel: 86-21-32509120

Order from balance countries

We will weight and measure in the factories during production inspection.

Press sample

For publicity purposes we can request some samples in specific colors and sizes. The amount of samples may vary from 2 to 32 pieces.

This will depend on each style. They will have to be made with approved ABF after the salesman samples approval. They must be labeled in the same way as the salesman samples, but in the purpose sample space of the suppliers hang tag must state that it is a press sample. In covering letter enclosed with the counter package Supplier must also state that these are press samples.

Sample for altex and GB report

For altex chemical analyze we will pick-up from production one piece per composition and color.

For GB report we will pick from production one piece per collection and color.

Russians samples

Due to internal needs of the Russian market we may need to analyze two pieces in any color or size, taken from production. If these samples are requested MANGO's quality controllers will ask for them during production inspection.

Piloto samples

MANGO's QC will pick up these samples from initial orders production, during final inspection ,they will seal up in a package and ask the factory to send out immediately to MANGO Spain.

- 2pieces in size 36-s/ 2 pieces in size 38-M/1 pieces in size40-l/ per color/style for top garment.

- 1 pieces in size 36-s/ 2 pieces in size 38-M/ 2 pieces in size 40-L per color/style for BOTTOM garments
- 3 pieces unique size per color/style

CIQ samples

MANGO's QCs must pick up these samples during 1 inline inspection, sealed up the parcel and sign on it.

They will seal-up a package and factory is required to send directly to Mango Spain.

- 2 pieces for each color way per style.
- Not required for CIQ for JCP/H.E./O/-A/-H styles

Sample identification system

Hang tag level

Level will be made of cardboard, with round corners and must be attached with a plastic pin to the woven brand level.

Identify level

Supplier must sew identification level in same place and same quality that care labels.

Data on these levels should not be filled in by supplier.



SEASON.....
COLLECTION.....
STYLE.....
COLOUR.....
SAMPLE PURPOSE.....
.....
SIZE.....
DATE SENT.....
DATE MANGO
SUPPLIER.....

Stamp for the samples

All samples must have a stamp inside close to back bottom with the following wording:
MUESTRA PROHIBIDA VENTA.

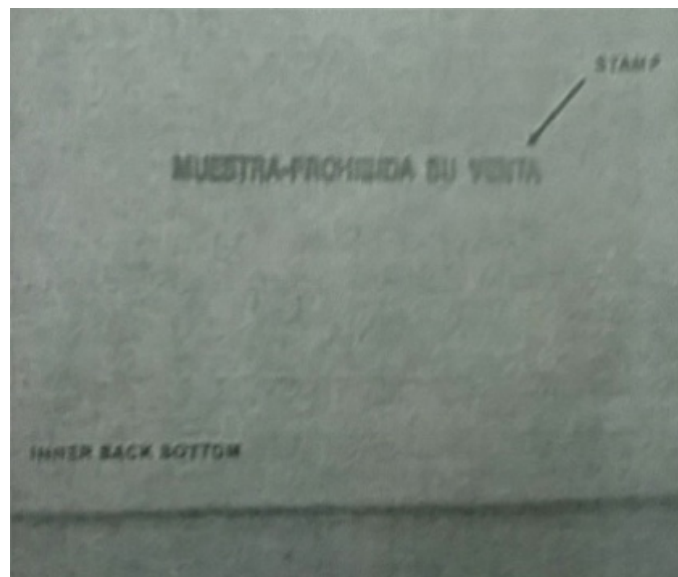


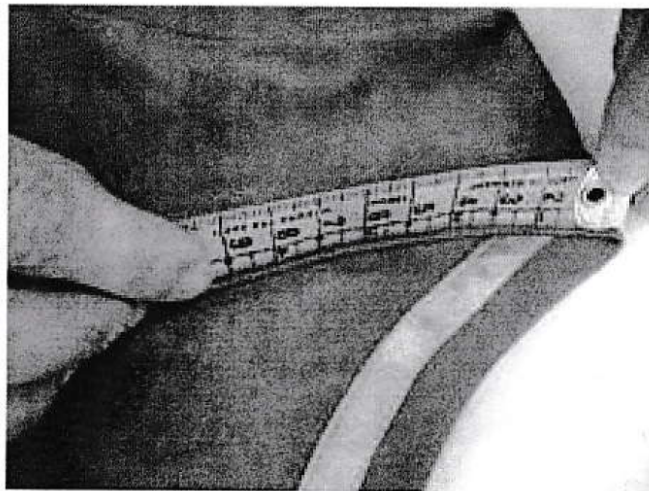
Figure 3.4.2.1 Stamping statement of “muestra prohibida su venta”

Basic Measurement Handbook

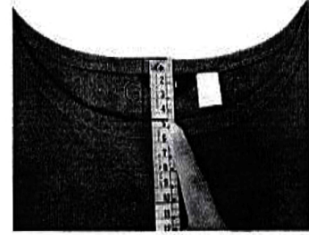
- T-shirt
- Basket shirt
- Top
- Turtle neck
- Hood jacket

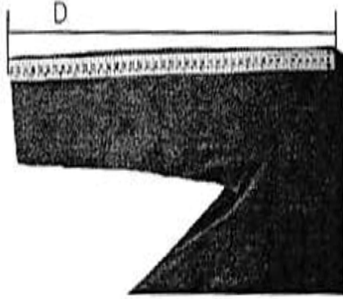
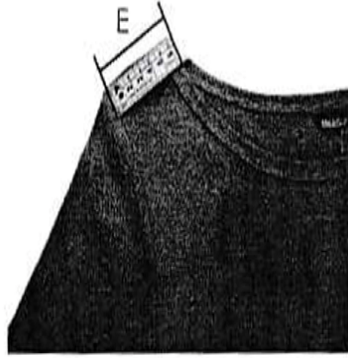
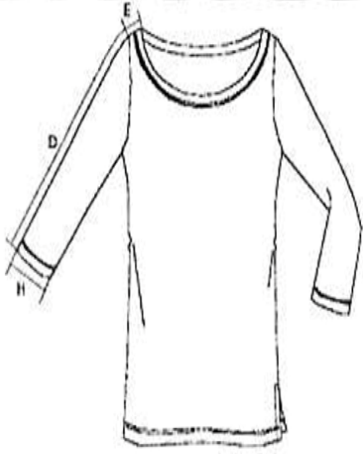
Measurements marked in the technical sketch must be taken with the garment laying naturally On the table:

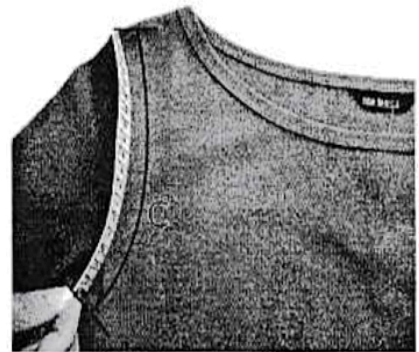
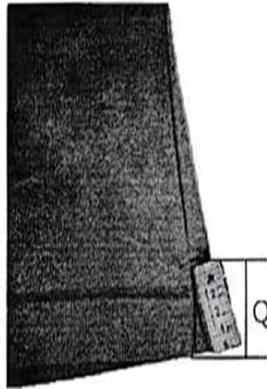
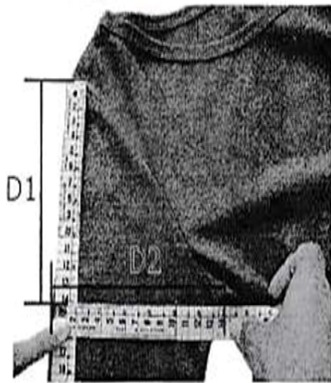
- Straight line arrows using plastic measurement tape in a flat straight position.
- Curved arrow using plastic measurement tape standing on its edge and following the shape of the color line of the sample.
- Measurement tape must be situated on the garment about 2mm from edge.



T-Shirt Measurement:







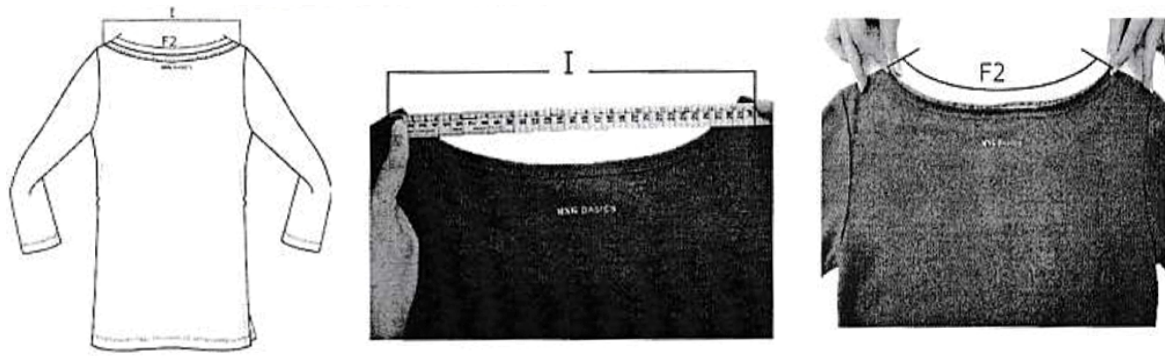


Figure 3.4.2.2 Various Measurement requirements of MANGO buyer

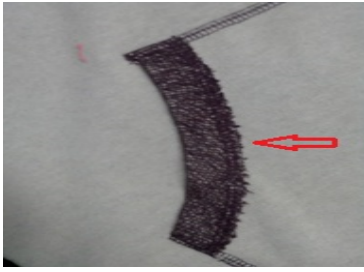
3.4.2.1 Study on Application of buyer requirement

Style: 33353 AKO

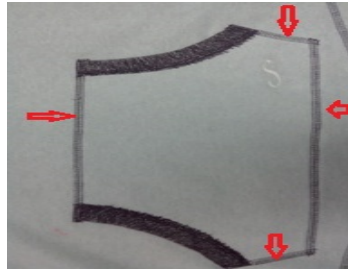
Sewing Procedure

1. Pocket opening hem – Flat Lock
2. Pocket joining- Plain Lock
3. Pocket joining – Flat Lock
4. Sleeve joining – Over Lock
5. Sleeve joining top stitch – Flat Lock
6. Cuff Joining – Over Lock + Top Stitch - – Flat Lock
7. Cuff Tuck – Plain Lock
8. Hood - Over Lock
9. Hood top seam – Plain Lock
10. Hood opening – Over Lock + hem – Flat Lock
11. Hood Joining – Over Lock
12. Hood Joining top seam – Flat Lock
13. Bottom Hem – Flat Lock
14. Basket
15. Hood Tuck – Plain Lock

Sewing Sequence According to Procedure



Pocket opening hem



Pocket joining



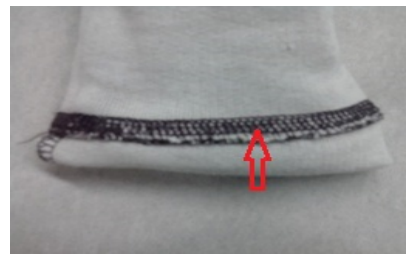
Sleeve joining



Sleeve joining top stitch



Cuff Joining



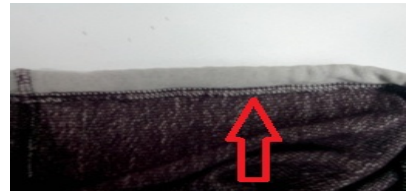
Cuff Tuck



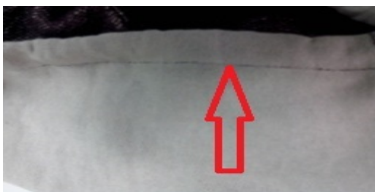
Hood



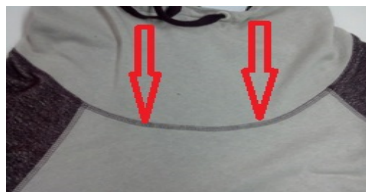
Hood top seam



Hood opening



Hood opening hem



Hood joining + top seam



Bottom Hem



Basket + Hood Tuck

Figure: Sewing Sequence According to the Procedure

File Maintaining System of TIL:

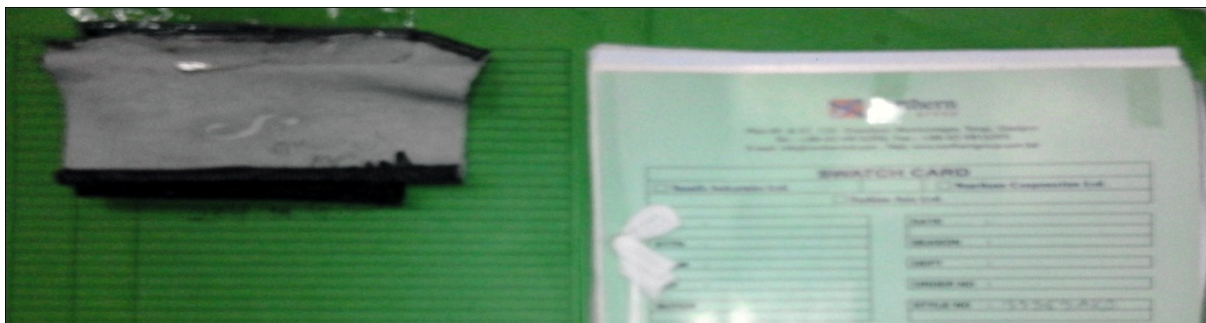


Figure 3.4.2.3 First page, fabric swatch



Figure 3.4.2.3 Various Approved Labels



Figure 3.4.2.4 Various Rejected Labels

TOSRIFA INDUSTRIES LTD
SAMPLE DIVISION
SAMPLE REQUISITION FROM

ENQUIRY NO: 01-04-2014

ATTENTION: DEVELOPMENT SALES
 SIZE SET FIT
 PRE CUTTING PROTO

RECEIVER'S NAME: _____

CONFIRMED ORDER: _____

BUYER # _____ MANGO

STYLE/REF # _____ 33353 AND SYTAR SMV-27

ITEM # _____ LADIES TOP

Color	S	M	L	TOTAL
NEGRO	7	3	1	11
<i>gante</i>	7	3	1	11

PACKAGE INCLUDES FOLLOWING: 1. Attached 2. E-Mailed 3. Submitted Name (if 2 or 3) _____

SPEC _____ FABRIC
PATTERN _____ ORIGINAL SAMPLE

FABRIC DETAILS: 80% COTTON 20% POLYESTER FANCE TERRY 240 GSM (FABRIC WILL PROVIDE 05/04/14)

FABRIC SWATCHES ATTACHED: Actual Substitute

ACCESSORIES DETAILS	IN	IN HOUSE DATE	REMARKS
SEWING THREAD	<input checked="" type="checkbox"/>	Ok	Please follow as per sketch & LATEST COMMENTS
USE ID LABEL	<input checked="" type="checkbox"/>	Ok	
DRAWSTRING	<input type="checkbox"/>		

WASHING STANDARD _____
(Mention the Washing Type)

PRINTING _____

EMBROIDERY _____ S/B

SPECIAL COMMENTS: (IF ANY) Please follow comments from Mango

DEBIT TO BUYER: Yes No

SAMPLE REQUIRED DATE: 12 Apr-14

CONFIRMED DATE BY SAMPLE ROOM _____

ACTUAL SAMPLE DELIVERY DATE _____

REASON ANALYSIS FOR DELAY (IF ANY) _____

Merchandise: *[Signature]* 01/02/14
Coordinator: _____
Sample Incharge / Manager: *[Signature]* 06/04/2014
GM: _____

[Signature] 01-04-14
[Signature] 01/04/14

Figure 3.4.2.6 Sample Requisition

MANGO



CAD: **SPORT COLLECTION**

TEMPORADA SEASON	T-3	Nº MODELO STYLE	33353AK0	DISEÑADOR DESIGNER	JAVIER DEVORA	FECHA DISEÑO: DESIGN DATE	
COLECCION COLLECTION	SYTAR	TIPO PRENDA GARMENT		PATRONISTA PATTERN DESIGNER		TIPO TIMING: TIMING	
				PROVEEDOR SUPPLIER		MES DE ENTRADA: MONTH IN STORE	



FABRIC	
FRENCH TERRY 68% COTTON 32% MODAL 214gr	
PIEDRA - 63 AS SAMPLE	
BACK SIDE FABRIC:	
GRANATE - 52 AS SAMPLE	
EMBROIDERY LOGO AND EMBROIDERY EYELETS:	
PIEDRA - 63 AS SAMPLE	
STRING:	
GRANATE - 52 AS SAMPLE	
THREAD	
ALL THREADS IN	
GRANATE - 52 AS SAMPLE	

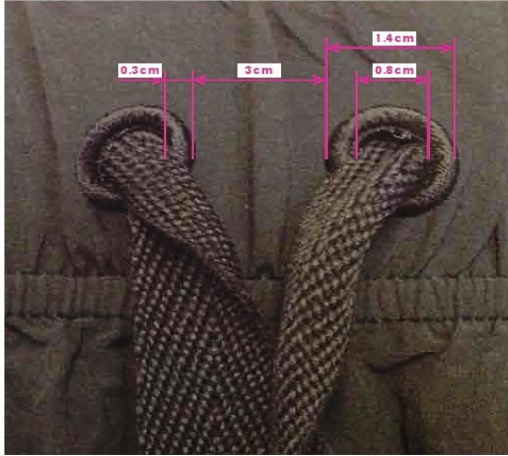
FICHA DISEÑO - DESIGN SHEET

OTHERS /COMMENTS

Mango S.L. C.I.F. B-08000048
Via Argentina 18. Polígono Industrial Pisuerga de Caldas.
09114 Palencia (España) (Barcelona) 08400 Tel: (34)910 602 22

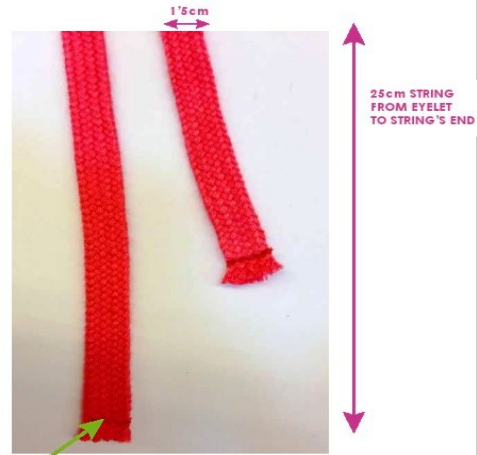
TEMPORADA SEASON	T-3	IP# MODELO STYLE	DISEÑADOR DESIGNER	JAVIER DEVORA	FECHA DISEÑO: DESIGN DATE
COLECCION COLLECTION		TIPO PRENDA GARMENT	PATRONISTA PATTERN DESIGNER		TIPO TIMING: TIMING
			PROVEEDOR SUPPLIER		MES DE ENTRADA MONTH IN STORE

PICTURE 01: EMBROIDERY TONE TO TONE COTTON THREAD



FOTOS - PICTURES

PICTURE 02: TONE TO TONE COTTON STRING



STICH ENDED STRING

Figure 3.4.2.7 Tech Pack from MANGO

Logo EMBROIDERY

- COTTON EMBROIDERY
- Total width: 35 mm x 13mm



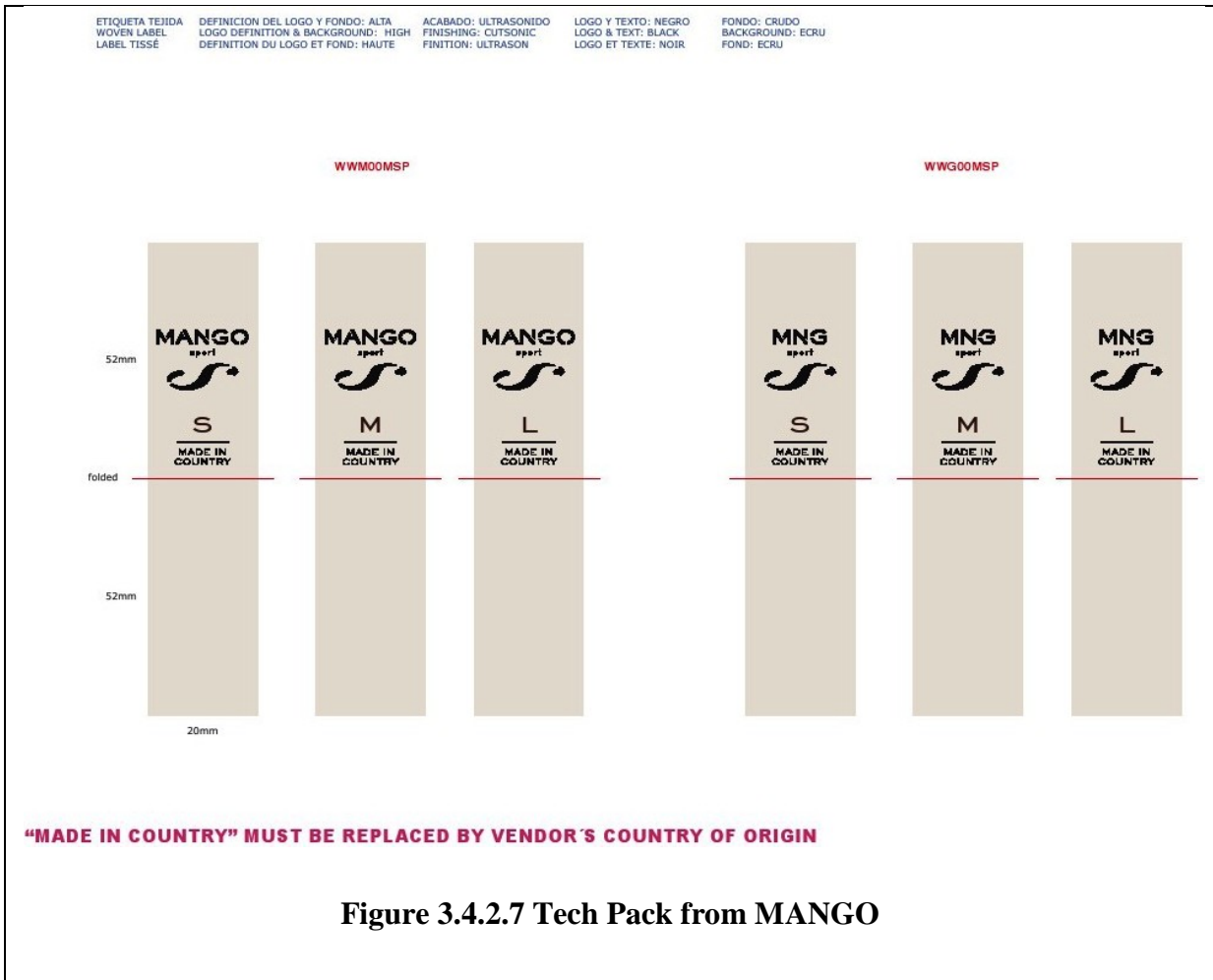


Figure: File Keeping of MANGO Buyer

3.4.3 Study on ORIGINAL MARINE Buyer

Sample making starts with a mail or hard papers from merchandiser. The mail or hard papers consists requisition and tech pack. The sample procedure of ORIGINAL MARINE is quite similar to the sampling system of MATALAN. The basic samples are Salesman Sample, Pre-Production Sample, Production Sample and Shipment Sample.

Style: Original Marine-ASE 3320 F1

Sewing procedure:

For top:

1. Front Gathering-Plain lock
2. Front Gathering-Over lock
3. Back part Gathering-plain lock
4. Back part Gathering- Over lock
5. Shoulder Joining- Over lock
6. Neck Joining-Over Lock
7. Neck tuck- Plain lock
8. Neck back tape- Plain lock
9. Main Label & Size label Joining-Plain lock
10. Side seam - Over Lock
11. Bottom hem- Flat Lock
12. Sleeve opening-Flat Lock

For Bottom:

1. Gathering tuck - Plain lock
2. Front rise - Over Lock
3. Back rise - Over Lock
4. Side seam - Over Lock
5. In seam - Over Lock
6. Elastic tuck - Plain lock
7. Belt tuck - Plain lock
8. False tuck - Plain lock
9. Kansai Stitch for Belt
10. Belt joining – Over Lock
11. Label joining – Plain Lock
12. Leg hem - Flat Lock

13. Bartech on inseam

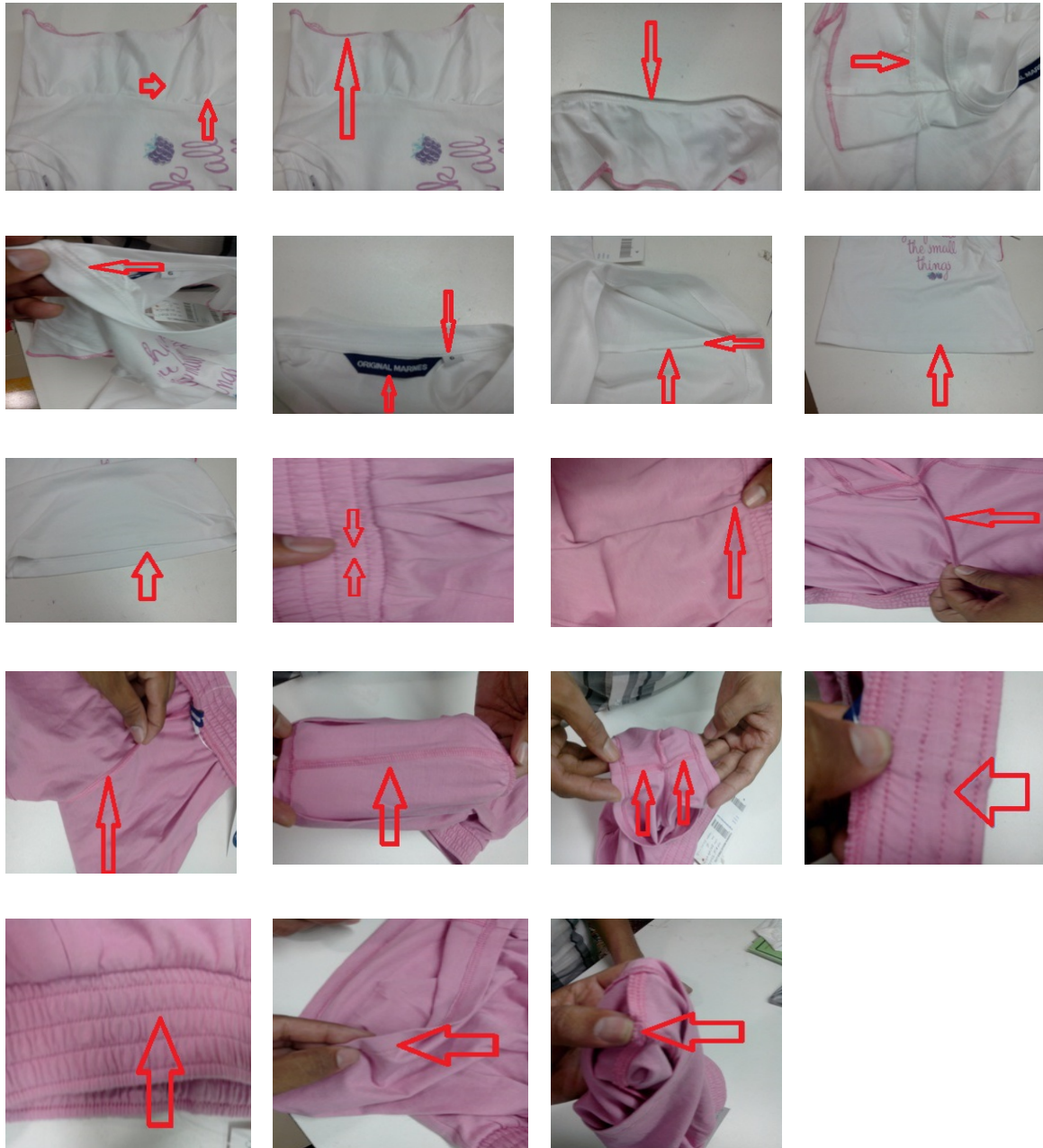



Figure 3.4.3.1 Sewing Sequences according to Procedure

File Keeping System of TIL

Summer-16


 NORTHERN TOSRIFA GROUP
 Plot-49, & 57, 135, Gopalpur, Munnunagar, Tongi, Gazipur.
 Tel : +88-02-9816396, Fax : +88-02-9816395
 E-mail : info@ntg.com.bd, Web : www.ntg.com.bd

OFFICE FILE

BUYER : Original MARINES

STYLE : ASB 3320 P1

ORDER NO : _____

ORDER RECDT: _____

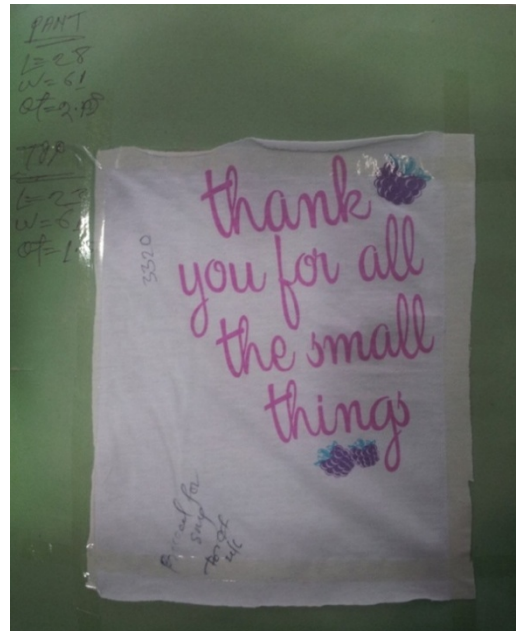
FABRIC : 100% cotton single jersey

YARN : _____

GSM : 140 GSM

OR / QTY : _____

REMARKS : _____



**CENTRAL SAMPLE DIVISION
NORTHERN GROUP
SAMPLE REQUISITION FORM**

DATE: 18/06/15 ATTENTION: MR. NAZRUL RECEIVER'S NAME: _____

COUNTER: _____ STYLING GOLD SEAL

PP: _____ SIZE SET QSI

COLLECTION: _____ PRE CUTTING REVISED PHOTO

ONLY FOR CONFIRMED ORDER: _____

REF # : _____

MATALAN

J5W15TP239 (SMV 8.00)

Zinc Top

SAMPLE REQUIRED: _____

ED FABRIC QUANTITY: _____

EACH COLOR M 3 + S 2 = 5 pcs (Gold & Pink)

SIZE: _____

E INCLUDES FOLLOWING: _____

SPEC: _____

PATTERN: _____

DETAILS: _____

WATCHES ATTACHED: Actual Substitute

94% polyester 6% Elasthane S/J 225 GSM

FABRIC ORIGINAL SAMPLE

TESTORIES DETAILS	IN	IN HOUSE DATE	REMARKS
Thread	In		All Fabric & Trims S/B use from bulk
Main label	In		
Size label	In		
hanger loop	In		

STANDARD: N/A

Washing Type: N/A

ERY: N/A

COMMENT (IF ANY): S/B Nice & Clean

BUYER: Yes No

Before Gold seal sample making you Should check with Buying GT, QA & Bulk Production.

REQUIRED DATE: 18/6/2015

DATE BY SAMPLE ROOM: _____

SAMPLE DELIVERY DATE: _____

ADVIS FOR DELAY (IF ANY): _____

Agreed by: _____

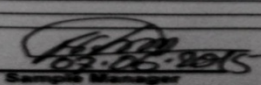

 Sample Manager

Figure 3.4.3.2 First Page, Printing and Sample Requisition

TIL SAMPLE DEPARTMENT
NORTHERN TOSRIFA GROUP
SAMPLE CHECK LIST

DATE: 18 06.15

BUYER:	OTM				
STYLE:	ASE 33 20 F1				
SAMPLE TYPE:	SMS				
SL. NO	NAME OF CHECK POINT	STATUS			REMARKS
		YES	NO	N/A	
1	Requesiton received	YES	NO	N/A	
2	Requesiton check				
3	Sample planing				
4	Filing	✓			
5	File check	✓			
6	Pattan collocation	✓			
7	Pattan check	✓			
8	Mock-up cutting	✓			
9	Mock-up meeting	✓			
10	Mock-up check(B.Q.C)	✓			
11	Review meeting call	✓			
12	Review meeting compleat	✓			
13	Review meeting menuits attach in the file	✓			
14	Fabrice collocation	✓			
15	Fabrice check	✓			
16	G.S.M Check/approved	✓			
17	Revis pattan & measurement check	✓			
18	Fabrice/garment wash			✓	
19	Before cutting file check	✓			
20	All accessories & rib,body,s/j approved check	✓	✓		
21	Print/E.M.B.Position & comments follow		✓		
22	Print/E.M.B.Position Approved check		✓		
23	Before sewing start production sample collocation			✓	
24	Input check	✓			
25	pre sample meeting call	✓			
26	Before sewing start all approved check	✓			
27	Technical issue follow up				
28	finishing check				
29	final check				
30	submit date				
31	production&shipment date collocation				

Figure 3.4.3.3 Sample Check List

NORTHERN TOSRJA GROUP
PRE SAMPLE MEETING

		Date: 20-06-15
O/M A/E 3320p Paint SMS	Fabrication: 100% cotton 5/1J	Print Type: N/A
	Color: cyclamen	Embroidery: N/A
	Gen: 140 = 137	Accessories trim card: OK
	Wash type: N/A	Sample Qty: 36 PCS

MEETING MINUTES

- ① 100% pattan and measurement chart follow.
- ② styling as per sample MUCKUP
- ③ ACCESSORIES TRIMS CARD FOLLOW.
- ④ Insert Butter use.
- ⑤ Must belt gathering 5/6 even.
- ⑥ Review meeting chart follow.


QUALITY-COMMENT

- ① WAIST SHIRING MUST BE EVEN.
- ② OVER LOCK JOINT LEFT SIDE 2/10
- ③ BOTTOM HEM POINT WITH 2/10

Imp of = 03.00
off m = 09.00

PARTICIPANTS			
Sl No	Name	Designation	Signature
1	MR. ZIA SIR	SR. EXECUTIVE	
2	ARIF	COORDINATOR	
3	JOYNA	SUPERVISER	
4	2/10	Q-CASE SUPERVISER	
5	RUKH	SUPERVISER	
6	TURKUL	COORDINATOR	
7		SAMPLE MAN	
8		SAMPLE MAN	

Figure 3.4.3.5 Pre-sample Meeting Comments


NORTHERN TOSRIFA GROUP
 Plot-49, & 57, 135, Gopalpur, Munnunagar, Tongi, Gazipur.
 Tel : +88-02-9816396, Fax : +88-02-9816395
 E-mail: info@ntgbd.com, Web: www.ntg.com.bd

SWATCH CARD

Toserifa Industries Ltd.
 NORTHERN CORPORATION LTD.
 Fashion Asia Ltd.

O : TTN : FROM : REF : BUYER : <i>OIM</i>	DATE : <i>30.05.15</i> SEASON : <i>Summer-16</i> DEPT : ORDER NO : STYLE NO : <i>A5E9320 F</i>
---	--

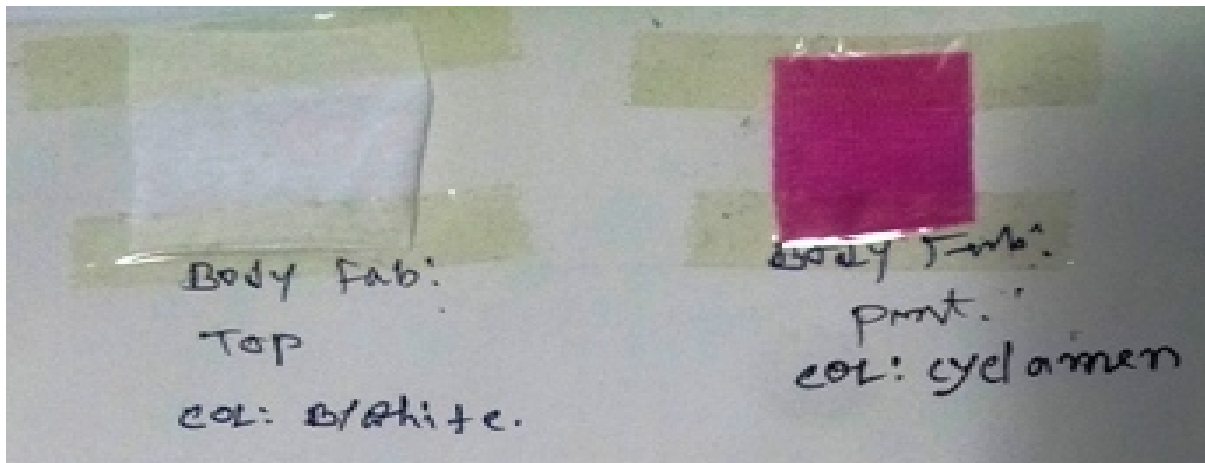


Figure 3.4.3.6 Fabric Swatch

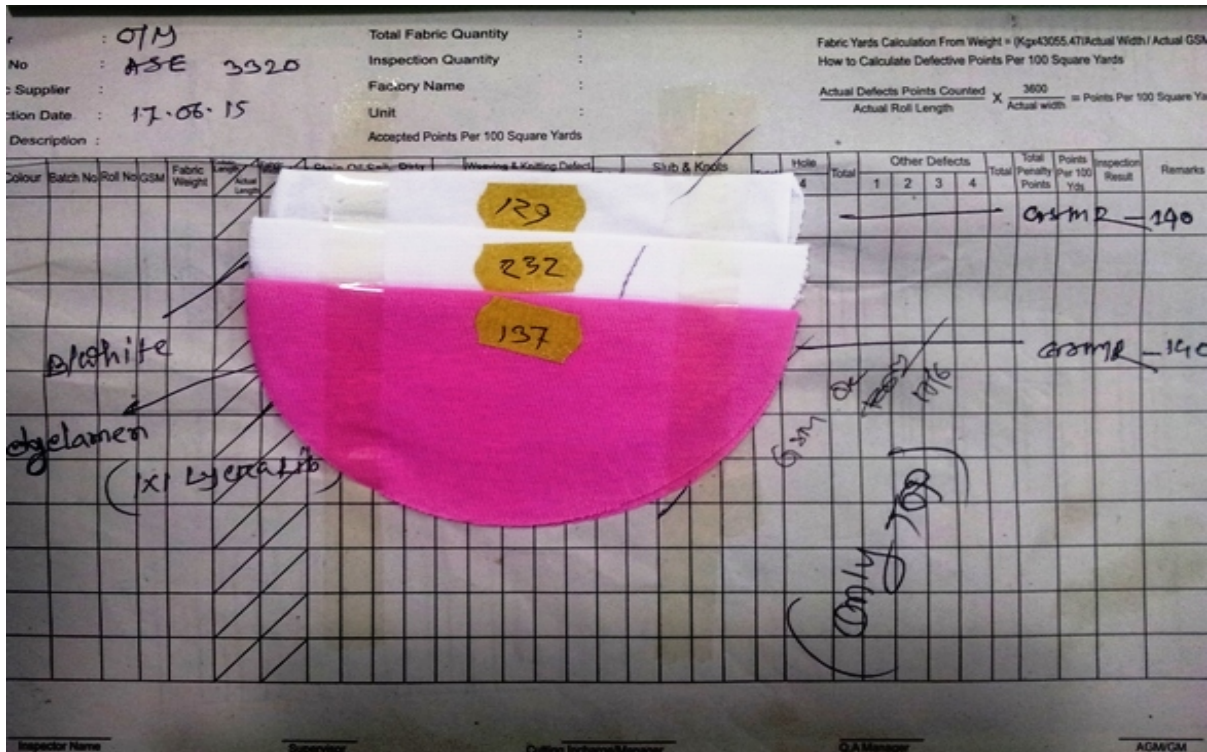
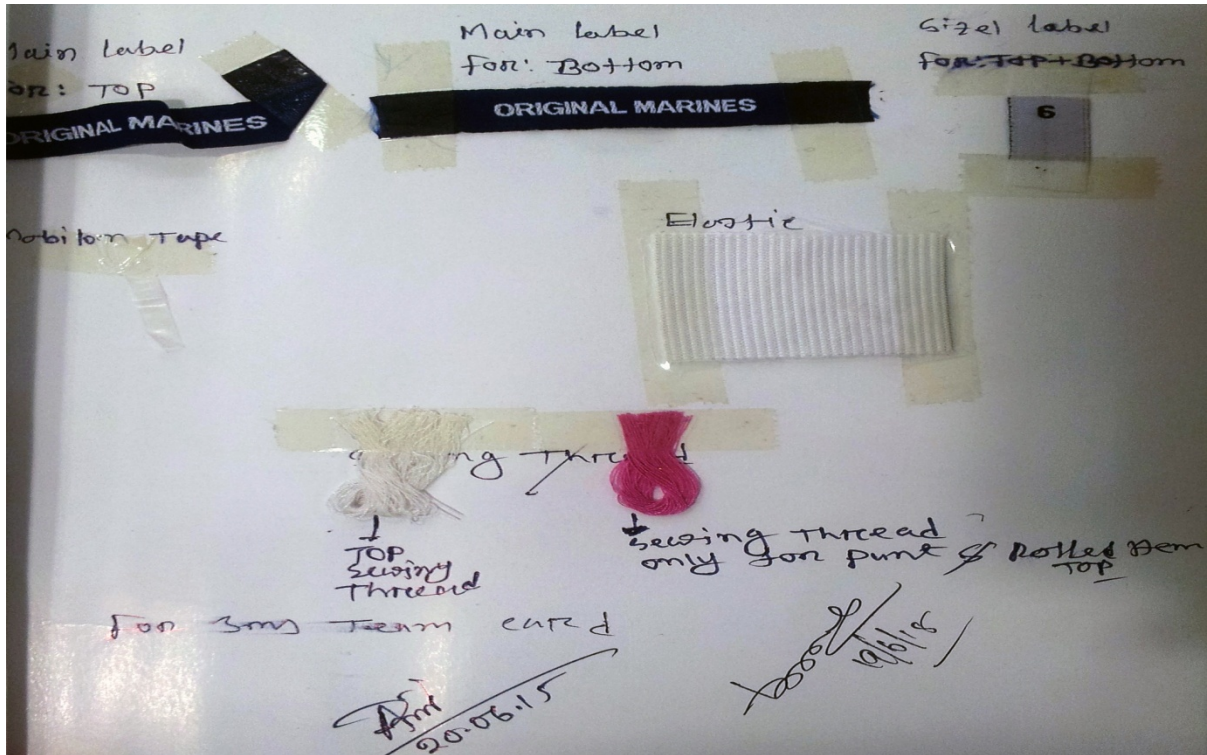


Figure 3.4.3.7 Trims and Fabric Swatch with Comments

STYLE REVIEW MINUTS			
STYLE NO	ASE 3320 F1		
BUYER	OM		
DESCRIPTION	TOP & BTM		
FABRIC TYPE			
DATE			
AREAS NEED TO BE CHANGE / IMPROVE SPECIAL REQUIREMENT	OR PURPOSES AND ADVANTAGE		
<ul style="list-style-type: none"> • Rib self fabric. • Slv gathering with not too deep. • SLV O/L. • BTM Hem - 2cm 	<ul style="list-style-type: none"> BTM • waist Belt 4cm • Leg Hem - 1.5cm <p style="font-size: 2em; margin-top: 20px;">As per Sample</p>		
SPECIAL OPERATIONS & TRAINING REQUIREMENTS	FOLDERS, SPECIAL ATTACHEMENTS & SPECIAL MACHINS		
TECHNICAL DEPT REP. PAC.	<input type="checkbox"/>	MAINTANANCE DEPT HEAD	<input type="checkbox"/>
PRODUCTION DEPT HEAD or REP.	<input type="checkbox"/>	COORDENATOR SAMPLE ROOM	<input type="checkbox"/>
IE DEPT HEAD or REP.	<input type="checkbox"/>	SAMPLE DEPT HEAD or REP.	<input type="checkbox"/>
CAD SECTION HEAD or REP.	<input type="checkbox"/>	MARKETING DEPT HEAD or REP.	<input type="checkbox"/>

Figure 3.4.3.8 Style Review Comments



Figure 3.4.3.9 Correction of the Measurement

SUMMER 2016 SET BASIC

STITCHINGS MATCHING COLOUR

ARTICLE: ASE3320F1	FABRIC: JERSEY
SIZE: 2-6	140 GR
COLOUR: VAR 1	100% COTTON

IMPORTANT: FOR ALL COLOURS SEE PANTONE COLOURS

SUMMER 2016 SET BASIC

COLLAR CM 1,2 MATCHING COL.

GATHERING

ROLLED HEM COL. Pant.16-3118 TCX Cyclamen

WATER AND GLITTER PRINT

STITCHINGS MATCHING COLOUR

ARTICLE: ASE3320F1	FABRIC: JERSEY
SIZE: 2-6	140 GR
COLOUR: Pant. 11-0601 TCX Bright White	100% COTTON

IMPORTANT: FOR ALL COLOURS SEE PANTONE COLOURS

SUMMER 2016 **SET** **BASIC**

INNER ELASTIC MESH-02

KNIFE PLEATS

STITCHINGS MATCHING COLOUR

ARTICLE: **ASE3320F1** FABRIC: **JERSEY**
 SIZE: **2-6** **140 GR**
 COLOUR: **Pant.16-3118 TCX** **100% COTTON**
Cyclamen

IMPORTANT: FOR ALL COLOURS SEE PANTONE COLOURS

WATER PRINT COL. **WATER AND GLITTER PRINT**
 Pant. **Magenta 0521 C**
GLITTER PRINT COL.
FLUORESCENCE
VIOLET FL-57
BLUE FL-56

thank you for all the small things

ORIGINAL MARINES SEASON **SUMMER 2016**
 ART. **ASE3320F1**

FABRIC: JERSEY 140 GR 100% COTTON

Rif	Size CM	GAMM			
A	CHEST	35,0			
B	BOTTOM OPENING	38,0			
C	LENGTH	43,0			
D	TOTAL SHOULDER	11,0			
E	SHOULDER TO SHOULDER	37,8			
F	CHEST POSITION	20,5			
G	COLLAR BORDER WIDTH	1,2			
H	ARMHOLE	21,0			
I	REAR NECK DEPTH	2,5			
J	NECK DEPTH	4,5			
K	NECK OPENING	17,1			
L	WAIST RELAXED	27,0			
M	HIP WIDTH	35,0			
N	LEG WIDTH TO CROTCH	27,0			
O	WAIST STRETCHED	34,0			
P	LEG OPENING	26,5			
Q	INSEAM	5,0			
R	BACK RISE INCLUDING BELT	26,0			
S	FRONT RISE INCLUDING BELT	19,5			
T	HIP POSITION	14,0			
U	OUT SIDE	22,0			
V	BELT HEIGHT	4,0			

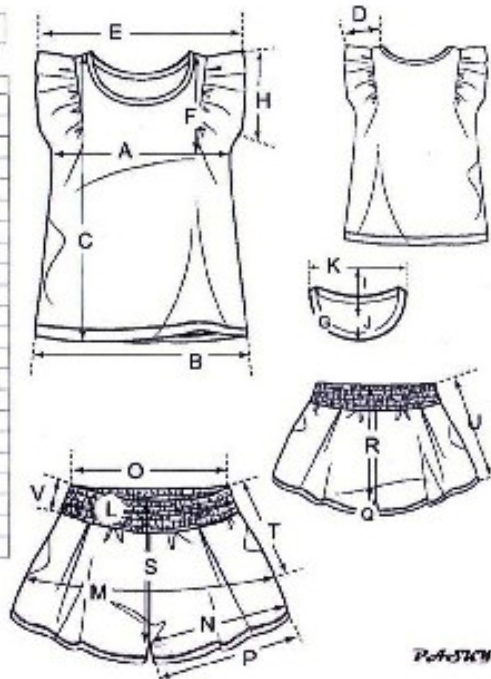


Figure 3.4.3.10 Tech Pack from ORIGINAL MARINE

3.4.4 Study on TOM TAILOR Buyer

3.4.4.1 Sampling System with Requirements

No Samples – No Business

For this reason it is necessary to make sure that the sampling procedures are followed carefully. Only if all parties attach their importance to the sampling process and ensure that the workflow can proceed, it is possible to be successful on today's market and conduct profitable business for everyone. The punctual delivery of high quality is highly important and necessary to guarantee a successful presentation and sale of Tom Tailor (in the following mentioned as TT) products.

B1 Shipping Sampling Procedure

General responsibilities regarding samples:

Design department is responsible for the follow up of proto samples and 1st sample from bulk. Please note that Tom Tailor Denim as well as Woman Casual needs two first from bulk samples. For Man Casual and Kids it is sufficient to send one first from bulk.

The purchase logistic department is responsible for the follow up of bulk samples.

B1.1 Bulk Sample Follow Up

For bulk sample follow up Supplier will receive a follow up list from a.m. persons. For kids two week before required send out date and for all other divisions latest one week before required send out date of bulk samples.

In the beginning we need to know the approximate send out date to get an overview if all samples will be in time or not. From that date on we need an update whenever samples will

be delayed. Please let us have information about the expected time frame as well as the reason for the delay.

Finally we need the exact send out date and flight details. The flight details should only show the **master airway bill** number!

B1.2 Mode of Transport

Proto samples, 1st samples from bulk and color card material must be sent via courier collect to the respective Designer.

For China / Hong Kong / Indonesia/Bangladesh valid from 01.07.2009

Envelopes/documents and parcels **up to 1,00 Kg** **UPS Account 201299**

for documents/parcels **over 1,00 Kg** **DHL Account 963 805 322**

For all other countries valid from 01.07.2009

Envelopes/documents and parcels have to send only via DHL Account 963805

Bulk Samples

In general all bulk samples shall be sent via airfreight on collect basis and only with our nominated forwarders.

In special cases it is also allowed to send samples via nominated courier service on collect basis, **this has to be confirmed by the shipping department!** It is not allowed to mix sample and order shipments!

B1.3 Consequences in Case of Non Compliance with B 1.1 and B 1.2

If shipments will be sent via **not** nominated forwarder all arising higher freight charges will be charged to the supplier. All bulk sample shipments with a delay of more than **6 days** must be sent on prepaid basis. For delayed bulk sample shipments on collect basis a confirmation of the shipping department is necessary in advance otherwise the freight charges will be debited to the supplier.

B1.4 Documentation

Proto Samples/ Size Sets and 1st from bulk sample

1st samples from bulk will not be paid, we require a proforma invoice for these shipments only. As these samples will not be paid the 1st sample from bulk is adjusted to the bulk sample payment.

As proto samples, size sets and 1st samples from bulk will not be paid, we require a proforma invoice for these shipments only.

Bulk Samples

The invoice has to show the “**price for sampling invoice** “as per sampling standard price list. This list shows an average price per product, negotiated with the purchase department. This binding price list will be valid for all samples in the future. You will receive this list separately from the Supplier Relationship Management. If the invoice shows another price then the confirmed standard price the shipment will not be customs cleared until we receive the correct invoice. This causes a delay of samples and possible storage charges which will be debited to the supplier.

The invoice has to show the exact quantity which is loaded. Additionally the description has to be exactly as on the worksheet. E.g. “Men’s pants from 100% cotton, woven”.

For customs clearance please follow the below mentioned rules. In case you require more details please do not hesitate to ask.

Customs requirements for Woman Casual and Girls

- Round neck
- Turtle neck
- Buttons have to be buttoned from right to left
- Zip
- Invisible zip with slipover from right to left
- V-neck without any slipover
- V-neck with slipover from right to left
- Trousers without any fastener

Customs requirements for Man/Boys

- Buttons have to be buttoned left to right
- Invisible zip with slipover from left to right

Customs requirement for swim trunk cat. 72

- Must be from at least 51 % synthetic fabric

- Must have an inner slip
- Pockets must have a zipper or other closure
- It is not allowed to have more than two pockets at a swim trunk
- Must have an elastic waistband with a cord

Customs requirement for children’s clothes cat. 68

- Only for kids clothing from size up to 86 and smaller

Customs requirements for trousers

- must be over the knees

Customs requirements for shorts

- Must be maximum up to knees

Knits	Category
t-shirts, tank tops (without hood)	4
trousers short or long for men	28
dresses	26
Skirts	27
trousers short or long for women	28
shirts for men from linen	157
blouses for women	7
pullover, sweatshirts, cardigans, tank top, pullover with hood	5
t-shirts, tank tops with hood	83
women polo shirts	7

man polo shirts	4
Woven	
blousons, windcheaters, parkas, anoraks for women and men	21
indoor jackets, sack coats, coated coats and coats for women	15
indoor jackets/ sack coats for man	17
coats for man	14
skirts	27
trousers long for women, trousers long and short for men	6
dresses	26
trousers short for women	78
trousers from linen	161
blouses for women with and without hood	7
shirts & blouses from linen	161
blouse from silk	159
boxer shorts	18
coated jackets, trousers, bermudas, skirts, dresses, vests for men & women, shirts without sleeves with hood	78
shirts with sleeves with hood, shirts for men	8

Payment of bulk samples

After finishing the sample season, please send one set of all original invoices to the attention of above mentioned persons which enables us to release the payment. Please assure that these invoices are identical to the ones we used for customs clearance to ensure the payment from TT in an adequate time. Please refer to the separate circular “Time schedule for samples payment” for details.

Penalties

For all shipments which will be delayed due to wrong documentation or late sending of original documents, we will charge you with a penalty of 25 Euro per day and per shipment.

B1.5 Sample Carton Marking

Hangtags

Season: 603 H
Article: 3510111.00.70
col: 1094

Cartons

Samples Department /
Attn.: Warehouse
Season: 603 H
Article no. 3510111.00.70
Quantity: 17 pieces

B2 ADDITIONAL SAMPLES

B2.1 Look Book or Photo Samples for Man Casual, TT-Denim and Kids

If look book or photo samples are required Supplier will find information about the ordered quantity on the design accessories sheet in a separate column called “additional quantity for photo samples”.

The follow up of look book samples will be handled by the buying department. Mode of transport is the same as for 1st sample from bulk (B 1.2). Please have a look to the time schedule, if it is the same date like the 1st sample from bulk please send them together in one

parcel.

Payment will be made if the invoice for shipment shows the correct standard price with the comment “samples of no commercial value”. Generally you have to issue two invoices. One invoice for customs clearance which shows the exact content of the parcel e.g. 1st from bulk or proto and look book or photo samples. Another invoice for the payment of look book or photo samples only showing look book or photo samples. Please put this invoice into the poly bag together with the samples to release payment fast.

B2.2 Look Book Samples for Woman Casual

Look book samples for women are ordered as a special collection called season M (e.g. 612 M). Total sample qty. per style is 7pcs.

The 1st sample from bulk shall be sent to the respective designer via courier. The remaining 6 look book samples have to be sent like ‘normal salesman samples’. The procedure is mentioned in B1.1 – B1.6

B2.3 Photo Samples for Woman Casual

Procedure is the same as for Man Casual/Kids mentioned in B2.1

CHAPTER 04

DISCUSSION & RESULT

Discussion & Result

From the discussion on 3.1 indicating the **Organ Gram** , 3.2 indicating **Machineries** and 3.3 indicating **Working Procedure** of Experimental details we come to know that Several personnel and machineries are involved in sampling process which meet merchandising department, product development team, trims and accessories store, fabric store, CAD and pattern making department, quality assurance team, dispatch department, etc. The sample department receives various data and documents to make a sample.

A standard working procedure is involved maintaining sample department. The procedure is done step by step which is mentioned in 3.3 indicating **Working Procedure** in **Experimental Details** of **Chapter 3**. These steps are made day by day with experiences met by the sample department. In the discussion of 3.3 we also come to know a standard operating procedure of sample by the sample department of TIL.

Experiment on some buyer requirements is the basic and main part of the study. Passages of 3.4.1 are the discussion where we study the requirements and their factions meet and applied by the sample section.

Discussion about MATALAN

The buyer MATALAN classify their samples in three major sample process named Initial Sample Process, Red Seal Sample Process and Gold Seal Sample Process which is discussed in 3.4.1.1. MATALAN asks the Initial Sample (The requirement for the sample is mentioned earlier in Red Seal Sample Process by the MATALAN) from supplier with proper documentation. The buyer and their technologists review the received sample. They give feedback and confirm the required action to the supplier if needed. The supplier completes required action and resubmits the Initial sample. The same procedure is followed for Red Seal Sampling. When Red Seal Sample is approved then supplier can go for the bulk production. The Gold Seal Sample may name as Production Sample. Gold Seal samples must always be taken from the first Bulk Production run and must never have been produced in a sample room. MATALAN does not allow delay on this sampling process. There is a ticketing

system for Gold Seal Sample. There have been some requirements for this ticketing. The supplier should fully complete the Gold Deal Sample Reference Ticket and ensure that it is included with each Gold Deal Sample submission that is sent to Matalan. Once completed, the Supplier must sign and send the Gold Deal Sample Reference Ticket for the attention of the relevant Technical Services Technologist. Failure to send a correct and complete Gold Deal Sample Reference Ticket may result in the Gold Seal sample being held until the Gold Sample Reference Ticket is received. The Supplier must ensure that all of the fields are completed.

The discussion in 3.4.1.2 is the requirement basis application followed by the Sample Department of TIL. A folder is maintained through the whole process which contains the information related to each and every sample of any style. Papers related to the requirement and approval, tech pack, trims, fabric swatch, etc are included in the folder for further use.

Discussion about MANGO Buyer

Requirements of MANGO Buyer start with the sending instructions. They follow some criteria of their own to receive Sample from supplier.

The required samples from MANGO are Quotation Sample, First Sample, Counter Sample and Salesman Sample as pre production sample respectively. MANGO also requires press sample and Production sample and other. The sample requirements from the buyer MANGO is costly a bit. MANGO sends a technical sheet including all requirements and instruction inside it. Suppliers are recommended to follow the technical sheet to send samples. MANGO requests at least two base set samples for each sample procedure.

MANGO puts importance on labeling process. “muestra prohibida su venta” is the special statement stamp which is highly recommended for each and every sampling process.

MANGO also recommends measurement procedure which is named as **Basic Measurement Handbook** in the 3.4.2.1 of the Experimental Details.

The file keeping procedure is almost same to the MATALAN.

Discussion about ORIGINAL MARINE

Requirement of ORIGINAL MARINE is quite simple for sampling process. The sample procedure of ORIGINAL MARINE is quite similar to the sampling system of MATALAN. The basic samples are Salesman Sample, Pre-Production Sample, Production Sample and Shipment Sample.

Discussion about TOM TAILOR

TOM TAILOR gives most emphasis on sampling system. One of the mottos of TOM TAILOR is No Samples-No Business. To avoid any mistake like delay in shipment they fix a penalty of 25 EURO. Samples ask by TOM TAILOR are Proto sample, First sample, Production sample. They may seek for some additional sample like Look Book or Photo Samples for Man Casual, TT-Denim and Kids, **Look** Book Samples for Woman Casual, Photo Samples for Woman Casual. TOM TAILOR pays for bulk sample. They ask for separate circular “Time schedule for samples payment” for details. TOM TAILOR ask some requirements on trimming which is discussed in experimental details on 3.4.4.1.

Through the passages 3.4.1.1, 3.4.2.1, 3.4.3.1, 3.4.4.1 the requirements of different buyers are discussed. Sample making requirements varies buyer to buyer. Different buyer focuses on different requirement. Some buyer focuses on types of sample, some may focus on test or measurement. Although the name of various sample required by buyer are different but their functions are almost same. Initial Sample of MATALAN is called SMS sample by ORIGINAL MARINE. But the difference is some buyer may ask some more samples. MANGO does not pay for the sample sent by supplier and other buyer may pay. MANGO buyer has made requirements on packaging system but other does not.

In the discussion of 3.4.1.2, 3.4.2.2 and 3.4.3.4 the function of various requirements are discussed. All the sewing procedure follows the tech pack and measurement. Other requirements like number of sample, various test, etc are followed, written as document form and kept in a file.

The common requirement the entire buyer ask is fix duration for sample making. Buyer receives the sample and gives the feed back within 5-7 days to factory in respect to sample. Feedback from the buyer is 3 types i.e. accepted, rejected and accepted with comments. The rejection of sample may be due to following reasons. There might be one or more reasons behind the sample rejection from buyer. The reasons may follow sample made out of tolerance, incorrect construction, fabric quality may not up to mark, incorrect size submission, frequent change in style and more.

When we work with some buyers continuously, we will have to keep on sending samples very often to the buyer. Whenever they have enquiries, buyer may need samples. Buyers may require different fabrics to make a sample.

There have been too many requirements of different buyers. But a buyer fixes his requirements to meet various enquiries and to make an easier process to make sample and production. Sample making may take huge time, cost, high accuracy and hard labor but the result values much. Sample making is inevitably important to develop busyness. So it is very important to maintain buyer requirements to make a sample.

CHAPTER 05
CONCLUSION

Conclusion

To study on sample making requirements is interesting but a huge task. We would get a better result if we got some more time space for our experiment. In spite of having less time, we got a result of our work which we discussed on the passage above. Sample making is nothing but the key of starting a business with a buyer. The acceptance of a sample depends on the requirements.

So, without any doubt it can be said that there have been some requirements of every buyer to make a sample and the functions of sample making requirements fixes the acceptance of sample to order a production.

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