

Working Procedure of the Store Department in Garment Industry

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The fabric and **accessories** stores department is centralized in apparel industry and all the fabric and accessories comes to this unit first from the supplier and audited here and kept until it is distributed to other units. For an export oriented and bulk **production of garment industry**, it is essential to maintain a well-organized & well equipped inventory system. The main responsibility of this department is to store all the raw material necessary to produce garments. This department is sub divided into three sections. Store keeper follows a strong and appropriate working procedure.



Figure 1- Store for Accessories



Figure 2 - Store for Fabrics

Machine Used in Store:

- [Fabric Inspection Machine](#)
- [Heat wear label cutting machine](#)



Figure 3 - Fabric Inspector Inspecting Fabrics



Figure 4 - Heat wear label cutting machine

Resister & Report use in Store:

- [Needle Change register](#)
- [Different types needle balance register](#)
- [In House fabric Inspection report \(4 Point system \)](#)
- [Fabric Shade report](#)
- [Accessories Inspection Report](#)
- [Shrinkage test Report](#)
- [Fabric receive packing List](#)
- [Button issue register](#)

Needle Issued for different Machine from Store

Table - List of Different types of Needle Issued from Store

Machine Type	Needle Type	Needle Size
Plain Machine	DB×1	11
Button hole & 2N Machine	DP×5	11,16,14
BTN stitch and Bartech Machine	DP-7	14
Chain Stitch Machine	TV-7	11,14,16
Feed Off The Arm machine	TV-64	11,14,16
Overclock Machine	DC-1	9,11,14,16

Fabric Inspection:

[The first step to be carried out when received from the supplier is to inspect the fabric. In the fabric inspection department **four point system** is been used for bales, rolls& Piece Goods inspection.](#)

Inspection Procedure:

1. As soon as the fabric received, the fabric inspection department inspects the fabric.
2. From the supplier the fabric is received in the form of Rolls.
3. According to the order placed, they place 5% extra order to the supplier to meet the requirement.
4. Fabric received in the form of Takas may be of length usually 100 meters, but it can be 45 or 65 meters also.
5. Every fabric has to be inspected 100% incase 15% with the consent of concerned merchandiser approvals.
6. Then the Takas or Rolls are inspected in full width on the table or machine under the good light for defects analyses.
7. They are following Four Point System, in which total 100 meters of fabric is inspected and, if the points allotted for 100 meters are Less than (<) 40 points is accepted More than (>) 40 points is Rejected Check the fabric length & width & compare against the length declared by the supplier.
8. Fabric width 1½” to 2” tolerance of specified width is accepted.
9. For every lot / every fabric order keep 1mts of fabric for lab testing & for quality standard reference.
10. Inspection reports are produced. Copies of the report are presented to concerned merchandiser & department.

Store Keeping System:

- Unload fabrics
- Inventory in warehouse.
- Fabrics inspection
- Recording in register book and Excel sheet.
- Updated information put in Bin Card (It is updated information card for bin or rack,

Sewing Line Accessories item stored in the store

- Yarn
- Thin yarn: 40/2, 50 /2,60/2
- Thick yarn: 20/2, 20/3
- Button
- Interlining
- Main Label
- Sub labels
- Size Label
- Fit label
- Care Label: It contains the care construction. Different types of care label are given below.
- Washing Symbol
- Bleaching symbol
- Ironing Symbol
- Dry cleaning Symbol
- Drying Symbol

Finishing Line Accessories item stored in the store:

- Neck board
- Hangtag with sticker
- Tissue (when folding shirts)
- Poly

Process Flow of Store Section

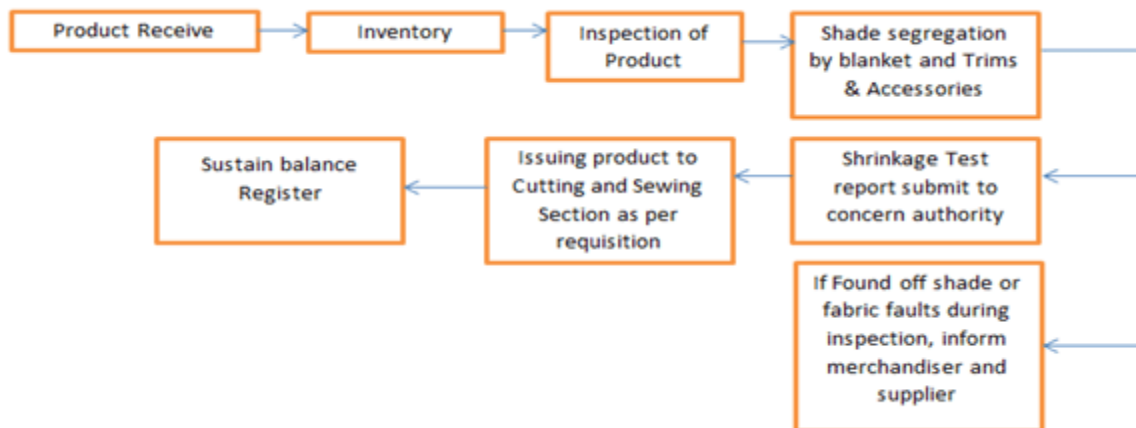


Figure 5 - Working Flow Chart of Store Section

Product Receive: Here invoice is collect by Merchandiser, without invoice it is not possible make the inventory, because there is a list of Goods In invoice.

Inventory: After Comparing invoice with received goods, the goods are placed in inventory.

Inspection of Goods: Generally 10% goods are inspected, if found defects more that tolerance, the lot will be declared as reject and inform supplier for replace. Trims and accessories will be inspected 10% of total quantity. if found defects more than tolerance , then declared as reject.

Shade segregation: Here pieces of fabrics from all roll have to cut and made a blanket to segregate shade.

Shrinkage Test: from the fabric roll, 10% roll will be selected for shrinkage test . Piece of fabric cut from each roll at 50cm ×50cm and sends for shrinkage test. Shrinkage test repost then send to Pattern Section.

Issuing Product: Store always issues product for cutting and sewing section as per pre-requisition from that department.

Sustain balance: Store always keeps the sustain record after the issuing product in cutting and sewing section.