

072305T4FSH

FASHION DESIGN LEVEL 5

FAS/OS/FD/CR/01/5

Perform Sewing Machine Operations

July/Aug 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
1. Wore appropriate PPEs • Apron • Gloves • Closed shoes. <i>(Award 1 mark each)</i>	3		
2. Observed occupational safety as per standard operation procedure. • Ensured well ventilation in workshop • Ensured appropriate lightin • Ensured enough working surface area <i>(Award 1 mark each)</i>	3		
TASK 1: perform routine maintenance			
3. Gathered required tools supplies and equipment as per the standard operation procedure. • Manual sewing machine • Soft brush. • Lint free cloth • Screwdriver set • Sewing machine oil • Machine needle • Tweezer • Pliers	12		

• Thread • Fabric 50cm/50cm • Log book /log sheet • Pen (Award 1 mark each)			
4. Identified the type of machine to operate in accordance with the standard operating procedures. • Manual sewing machine (Award 2 marks)	2		
5. Cleaned the machine as per required standard procedures • Removed all thread, lint, and dust using appropriate tools • Used a screw driver to remove screws that hold the needle plate • Exposed the feed dog and other internal mechanisms. • Opened and cleaned shuttle a feed dogs, needle plate, and b area • Cleaned the tension discs. Used a soft, lint free cloth lightly dampened with sewing machine oil to wipe the tension disc • Disposed waste responsibly according to safety and environmental guidelines (Award 4 marks each)	24		
6. Oiled the sewing machine based on standard operating procedure • Identified correct oiling points based on machine manual • Applied recommended amount of oil without over-lubricating • Wiped off any excess oil to prevent contamination (Award 4 marks each)	12		
7. Inspected parts of the sewing machine as per standard operating procedure			

- Inspected needle for damage and replaced if bent or blunt - Checked tension discs, thread path, and belts for wear or damage - Ensured all screws, knobs, and moving parts were properly secured (Award 4 marks each)	12		
Sub total	68		
Task 2; Tested functionality			
8. Tested sewing machine functionality based on operation procedure - Turned handwheel to verify smooth motion of parts - Ran test stitching on fabric to verify machine is operating correctly - Adjusted thread tension if stitches were uneven (Award 4 marks each)	12		
Sub total	12		
Task 3; Safety and standard operating p compliance/record keeping			
9. Complied with safety and standard operating procedure as per the given task. - Maintained a tidy and safe workspace throughout the task - Followed manufacturer's maintenance guidelines and institutional standard operating procedures. - Reported faults, missing parts, or potential hazards to instructor. - Logged maintenance activity in record book or maintenance log sheet accurately - Dated and signed log sheet accurately (Award 4 marks each)	20		
Sub total	20		
Task 4; packaged the fabric and the log book/log sheet			
10. Packaged the stitched fabric and the log book/log sheet in an envelope provided as per standard operation procedure.	6		

- Labeled the stitched fabric/log book/log sheet - Pressed the stitched fabric - Folded the stitched fabric (Award 2 marks each)			
Sub -total	6		
Total	106		
PRODUCT CHECKLIST			
11. PRESENTATION; - Well packaged - Labeled - No hanging threads - Not soiled - Correct tension of the stitches - Report summarized - Date and signature available (Award 2 marks each)	14		
Sub -total	14		
Total	120		
GRAND TOTAL (100%)			
ASSESSMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet Competent ☐ (Please tick as appropriate) (The candidate is competent if the candidate obtains at least 50%)			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	