

072305T4FSH

FASHION DESIGN LEVEL 5

FAS/OS/FD/CR/01/5/A

Perform Sewing Machine Operations

March/April 2025



**TVET CURRICULUM DEVELOP
COUN**

**SSMENT AND CERTIFICATION
ACC)**

OBSERVATION CHECKLIST

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

This paper consists of SIX (6) printed pages

OBSERVATION CHECKLIST

Candidate's Name & Registration No.			
Assessor's Name & Reg. 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 allocated	Marks obtained	Comments
Task 1: observed safety.			
1. Identified and used PPE'S as per legal requirements • Dust coat • Flat shoes • Gloves. <i>(Award 1 mark for each correctly identified and used).</i>	1 1 1		
2. Observed occupational safety and health precautions appropriately. • Well-lit working area • Well-ventilated room. i.e., open windows or fans turned on the fan. <i>(Award 1 mark for each correct precaution).</i>	1 1		
Task 1 Subtotal.	5		
TASK 2: Identified and obtained sewing machine servicing tools, supplies and equipment.			
3. Identified and obtained sewing machine service tools, supplies and equipment are identified based on standard operating procedures. • Electrical/ Manual straight sewing machine • Shears • A piece of a lint free cloth. • Machine oil • Needle correct size	½ ½ ½ ½ ½		

• Piece of fabric (30cm by 30cm) • Sewing thread • Tailors chalk. • Machine brush • Screw drivers. • Tweezers. • A4 envelope. <i>(Award ½ a mark for each correct tool).</i>	½ ½ ½ ½ ½ ½ ½		
Task 2 Sub-total	6		
Task 3: serviced sewing machine as per standard operating procedures.			
4. Prepared for servicing: • Turned off and unplugged the sewing machine/disconnected the belt. • Removed the needle and presser fo <i>(Award 2 marks for each correct procedu</i>	2 2		
5. Cleaned Exterior: • Wiped down the exterior with a lint-free cloth to remove dust and debris. • Used a brush to clean hard-to-reach areas. <i>(Award 2 marks for each correct procedure)</i>	2 2		
6. Cleaned shuttle area. • Removed the bobbin case. • Cleaned the shuttle with a lint brush. • Inspected for lint or thread buildup and removed any obstructions. <i>(Award 2 marks for each correct procedure)</i>	2 2 2		
7. Cleaned needle plate. • Removed the needle plate. • Cleaned the feed dogs and surrounding area.	2 2		

• Checked for any trapped thread or debris and cleared it. (Award 2 marks for each correct procedure)	2		
8. Applied oil. • Applied a drop of sewing machine oil to designated points as per the service manual. • Moved the handwheel to distribute oil evenly. • Wiped out excess oil. (Award 2 marks for each correct procedure)	2 2 2		
9. Inspected the sewing machine parts. • Checked and adjusted the upper thread tension if needed. • Inspected the bobbin tension and adjusted if necessary. • Inspected the presser foot for any damage or wear. • Checked the feed dogs for proper movement and cleanliness. • Installed a new needle. (Award 2 marks for each correct procedure)	2 2 2 2 2		
10. Threaded the electric/ manual straight needle ready for stitching. • Upper thread. ✓ Placed the thread through thread cone on the spool pin. ✓ Passed the thread through the thread guide correctly. ✓ Passed the thread through the tension disk. ✓ Passed the thread through the take up lever. ✓ Passed the thread through sewing needle. • Under thread. ✓ Wounded the bobbin. ✓ Inserted bobbin into bobbin case ✓ passed thread through the bobbin case slit. ✓ Placed the bobbin case in the shuttle. ✓ Closed the slide plate.	1 1 1 1 1 1 1 1 1 1		

✓ Inserted the sewing needle to pick the lower thread. • Performed a test run on scrap fabric. • Checked for even stitches and proper tension. <i>(Award 1 marks for each correct procedure)</i>	1		
	1		
	1		
Sub-total	49		
Task 4: Operated the sewing machine is operated based on standard operating procedures.			
11. Operated the sewing machine is operated based on standard operating procedures. • Place the top thread and the bobbin thread at the back through the presser foot fork. • Placed the fabric below the presser foot at the needle hole. • Lowered the presser foot. • Made a series of circles <i>(Award 2 marks for each correct procedure)</i>	2		
	2		
	2		
	2		
12. Cleaned and stored • Cleaned work place. • Covered machine after use. • Stored tools and supplies in an organized manner. <i>(Award 2 marks for each correct procedure or 0 if not)</i>	2		
	2		
	2		
Sub-total	14		
PRODUCT CHECKLIST			
13. Presentation • Well labelled. • Well pressed. • Well folded. • Well packaged. • Work not soiled.	1		
	1		
	1		
	1		
	1		

(Award 1 mark for each correct or 0 if not)			
14. Stitches. • Correct tension of the stitches. • Evenness of the stitches. • Stitches reinforced at the beginning and at the end. • Straight stitches. • Circles made with smooth curves.		2 2 2 2 2	
(Award 2 marks for each correct or 0 if not)			
Sub-total		15	
SUM TOTAL		89	
ACTUAL MARKS = $\frac{\text{TOTAL MARKS OBTAINED}}{89} \times 100$		100	
The candidate was found to be: Competent <input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/> ot yet Competent <input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>			
<i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:		Date:	
_____			_____
Assessor's signature:		Date:	
_____			_____