

Report On  
*Scandex (BD)Limited*  
Standard Operating Procedure of Garments Industry

By

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An internship report submitted to the Executive Development Center, BRAC Institute of Governance and Development (BIGD), BRAC University in partial fulfillment of the requirements for the degree of Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Center, BIGD  
BRAC University  
25 May-2021

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## Declaration

It is hereby declared that the internship report submitted is our own original work while completing degree at BRAC University.

The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.

The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.

4. We have acknowledged all main sources of help.

Student's Full Name & Signature:



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KayoumKhan

ID-19281146

Academic Supervisor's Full Name & Signature:



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Ali Navir Khan ACA

Grants Manager

BIGD BRAC University

## Letter of Transmittal

Ali Navir Khan ACA

Grants Manager

BIGD, BRAC University

66 Mohakhali, Dhaka-1212

Subject: Submission of internship report.


Dear Sir

This is my pleasure to display my entry level position provide details regarding ' Recruitment and Selection Procedure of Scandex (BD) Ltd', which I was appointed by your direction.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,



---

Kayoum Khan

ID-19281146

Executive Development Center, BIGD

BRAC University

Date: May-25, 2021

## Non-Disclosure Agreement

This agreement is made and entered into by and between BIGD and the undersigned student at BIGD Kayoum Khan. I understand that I may have access to confidential information about the business and financial interests of the company where I have done my internship. I understand that Confidential Information is protected in every form, such as written records and correspondence, oral communications and computer programs and applications.

We agree both the partners being an important entity of this project not to use, copy, make notes regarding, remove, release, or disclose Confidential Information, unless it is permitted by the Respective Organization.

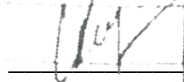
And I also agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge.

We understand that any breach of confidentiality may result in disciplinary action, including termination from the Internship Program (with the status of 'Failure' placed on my permanent transcript) or legal action.

We certify by my signature that I acknowledge being informed of the confidentiality policy concerning confidential information or its treatment.

We agree to adhere to and uphold the private and privileged information therein.

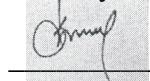
Student's Full Name & Signature:



Kayoum Khan

ID-19281146

Industry Supervisor's Full Name & Signature:



Shuvro Shaha

Team Leader Accounts & Finance

Scandex (BD) Limited

## Acknowledgement

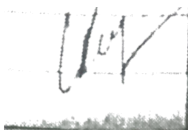
This internship report has prepared through continuous study during my internship period for three months. This work would not be possible without the cooperation and assistance of some generous hands.

Firstly, I thanked to the almighty Allah for completing the reports without any harassment.

I also thanked to my honorable supervisor Ali Navir Khan ACA for his proper direction and supporting regarding my internship report. He has given a lot of assistance and guidelines in coordinating the whole report. Without his time and guidelines, it would not be possible to prepare such analytical report.

Team Leader of accounts & finance Scandex (BD) Limited, Shuvro Shaha my industrial supervisor, also deserved special thanks for allowing me to do internship in his organization. I also thanked to all the personnel's of BIGD BRAC University for their special care, cooperation and assistance.

I am grateful to my family for giving me support from the background.



.....

Kayoum Khan

## **Executive Summary**

An internship report is prepared based on the study of Scandex (BD) Limited (SBDL). The topic of this study is Standard Operating Procedure of Garments Industry. An internship report on this topic is done under the academic supervisor of Ali Navir Khan ACA, Grants Manager BIGD and Industrial supervisor Shuvro Shaha, Team leader Accounts & Finance Scandex (BD) Limited. This report covers a thorough analysis about the standard operating procedure Scandex (BD) Limited (SBDL) and this report will give me a clear idea about the process of knit wear industries activities Scandex (BD) Limited (SBDL). I have used primary and secondary data in this study.

The First Chapter contains Overview of the Industry, Vision & Mission of the industry, Goals & Objectives of the industry, Organizational structure, Organogram, Branches and Departments, Products/services produced by the Industry. Then, I have discussed about task accomplishment organization Scandex (BD) Limited, where I have tried to give an idea about HR department which I describe the recruitment procedure, training procedure and how to complete the employee personal file. Accounts & Finance department which I describe, accounts payable procedure, cash management system, post costing procedure, how to maintain factory petty cash and accounts receivable. Store Department which I describe about the fabrics and accessories receive and issue procedure. Merchandising Department which I describe about receiving order sheet, fit sample, accessories details and Pre-production or Gold-seal sample approval process. Production operation which I describe the standard procedure of cutting section, sewing section, quality department, finishing section and packing section of Scandex (BD) Limited. At the Third Chapter, I discussed Critical assessment of Internship work Production stage, final inspection offer, prepare commercial documentation for shipment, payment receive stage. Fourth Chapter is included Conclusion of the report.

## List of Acronyms

SBDL	Scandex (BD)Limited.
AR	Accounts Receivable
HR	Human Recourse
US	United Stage
UK	United Kingdom
EU	European Union
AOP	All Over Print

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## About Organization

### 1.1 Overview of the Industry

Scandex (BD) Limited, is a new generation manufacturer and exporter of knitwear garments. Our product range includes almost all Inner & Outwear in Knits. We started exporting from 2007 and since then, have expanded our business to various regions in America (US, Canada etc), EU Countries (UK, Germany, Spain, Italy, France etc). Since day one, our motto is to establish ourselves as a reputable apparel manufacturer who is committed to avail customer's satisfaction by producing high quality products, making on time shipment and delivering efficient & Quality services.

To achieve this place great emphasis on giving special attention to each of our client to accurately ensure their individual requirements. Our products and services are customized to meet the needs of each client. We believe that successful management of any operation requires efficiency, administrative ability and dedication. We also believe the ultimate test of success lies in attaining customer satisfaction.

Scandex (BD) Limited is equipped with state-of-the-art machinery imported from Switzerland, Germany and with a view to produce products of international standard. Due to its modern machinery and highly knowledgeable and skilled management and workforce, the company has earned a very high reputation in the spinning market.

## 1.2 Vision & Mission

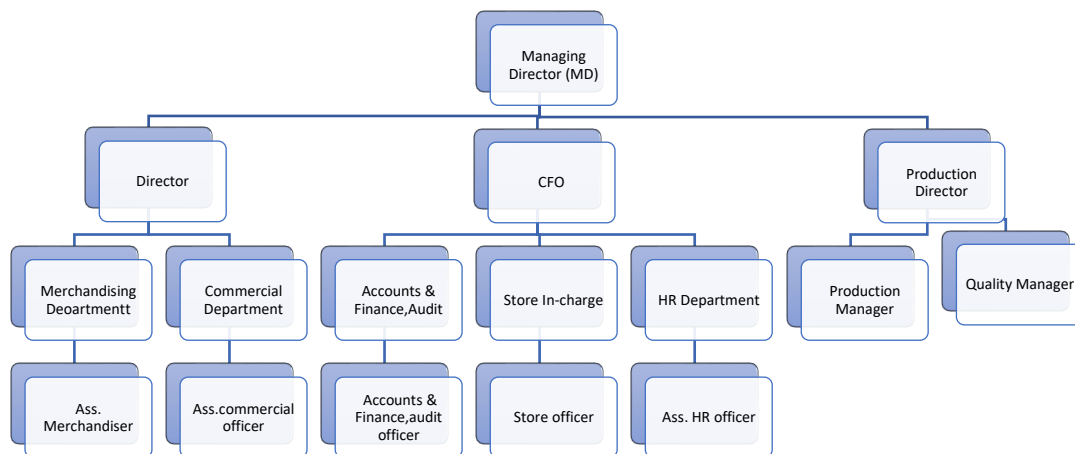
Scandex (BD) Limited Committed to seize all opportunities by virtue of our entrepreneurial skills, innovative strategies and seamless execution and emerge as global leader by continuously creating value for our stakeholders and society at large.

## 1.3 Goals & Objectives

Mission of contributing in the process of infrastructural development and business growth of Bangladesh. Create customers need through manufacturing and supplying qualitative products and ensure high standard.

Source: Official records of Scandex (BD)Limited.

## 1.4 Organizational structure, Organogram, Branches and Departments



Organogram of Scandex (BD) Limited

Source: Official records of Scandex (BD)Limited.

### 1.5 Products/services produced by the Industry

A product is any good, service, or idea that can be offered to a market to satisfy a want or need.

Scandex (BD) Limited has few product items. There are as under:

Table 01: Products of Scandex (BD) Limited

Item	Description
Baby Grow	Fully body clothing for babies
Ball Gown	A formal full-length dress for social occasions.
Blazer	A jacket worn as a uniform, usually less weather proof than a jacket
Boxers	Underwear in the form of shorts
Briefs	Y-shaped underwear
Cardigan	Knitted long sleeved upper body garment with a full length opening at the front fastened by a zip or buttons
Coat	An outer garment with sleeves that is worn over other clothes, usually for warmth. It can be waist length or longer
Dinner Jacket	A black jacket, a white shirt, black trousers, and a black bow tie. Colours can vary
Dress	A garment that covers the upper body and hangs down to cover all or part of the legs

Hat	An item of clothing that covers the head
Jacket	A waist length coat
Jeans	Informal trousers made of denim
Nightgown	A loose comfortable dress worn as nightwear
Nightwear	Clothing for bedtime
Polo Shirt	Thin short sleeved top with a collar with a few buttons down a slit below the collar
Pyjamas	Trousers and top intended for sleeping in
Shirt	An upper body garment with a collar, cuffs, and a full-length vertical opening at the front with buttons
T-Shirt	A thin short sleeved upper body garment
Tie	A piece of material worn around the neck under a shirt collar and knotted at the throat, that drops down over the front of the shirt

Source: Official records of Scandex (BD)Limited.

## Description about task accomplishment

### 2.1. HR Department

#### Recruitment:

As an employee of Scandex (BD) Limited I conducted my internship part in my current employing station in Scandex (BD) Limited.

Here, I am going to explain the recruitment procedure of scandex (BD) Limited which I do the work physically.

Provide written employee recruitment circular by Newspaper, poster, banner, leaflet, etc. Making a recruitment committee, which is approved by the management. The recruitment committee selects the interview date and time, then the committee checking the interviewer's age, qualification after that the reliable employee. The company do not recruit under 18 years old employee. The company do not recruit compulsory and obligatory employee. The skill test of the employee by the department concern after getting the interview. The age verification of the selected interviewer by the registered doctor elected in the company. The selection of the employee salary, according to the country's labor law.

The company provides every employee's ID card with a picture. The written ID card ID number, Designation, joining date, department, and the signature of the authorized person provided by the company. The company maintains every employee register file which maintains by the company management person. The company provides every employee joining letter and maintains the personal file.

Every employee provides a NID card, Chairman certificate, Birth certificate, and educational certificate which collects the company. The doctor provides the interviewer's age and workability certificate before joining the work.

Training:

As an employee of Scandex (BD) Limited I conducted my internship part in my current employing station in Scandex (BD) Limited.

Here, I am going to explain the Training procedure of scandex (BD) Limited which I do the work physically.

Officer and worker orientation Training:

Provide training about the company policy, construction etc. which officer and worker are appointed new.

Training for welfare officer:

Provide training about the compliance for the staff of Accounts, HR, Time keeper, Admin and Compliance.

Training for mid-level management:

Provide training about the worker facility, worker responsibility, labor law, behaviors of the worker etc for the staff of mid-level such as PM, Supervisor, In charge.

Training for worker:

Professional training provides for improving worker skill. Training provides on the personal health and social concusses for improving knowledge health and social conciseness to the worker.

Training Provides on the personal safety and use of production equipment for increasing knowledge of personal safety and know proper use of production equipment to the worker.

Training provides on the responsibility and facility of the company.

Fire and safety training:

Provide training on the fire and safety minimum 18% worker of the company. It is the most important for the company.

Product safety training:

Provide training on the product safety for the increasing of product quality and increase skill of the company worker.

Employee Personal File prepare:

As an employee of Scandex (BD) Limited I conducted my internship part in my current employing station in Scandex (BD) Limited.

Here, I am going to explain the completion of personal file of scandex (BD) Limited which I do the work physically.

The contain of employee personal file are given below:

Employee job application form keep in the personal file which I collect from employee. Then I keep employee nominee form, educational certificate, medical age verification certificate, employee NID/Birth certificate/Chairman certificate, fill up employee joining date/Designation/salary/Salary Grade and added the employee services book in the employee personal file.



## 2.2 Accounts & Finance Department:

Accounts Payable: Payable is an important part of The SBDL accounts departs. The payable procedure of the SBDL accounts are given below:

### Work order/Agreement Paper:

To receive signing work order/agreement paper when purchasing goods or services from other party or concern. The terms and conditions include details in the work order or agreement paper such as goods size, color, rate, dame rage procedure, etc.

### Bill Checking procedure:

After receiving work order or agreement paper when SBDL store receives goods or service from the party then the party submit bill after that checking bill according to the work order or agreement. If found any miss-match in the bill then inform the concerned party and try to solve it.

### Bill Recording Procedure:

After checking bill posting in the Tally ERP accounting software individual party-wise according to the bill amount, number, date.

### Payment Procedure:

Checking the individual party-wise total amount of bill by using tally software individual then take the decision which amount pay but normally pay sixty or seventy percent the total amount of bill. Payment bills weekly, quarterly, monthly rely on the party bill amount.

#### Petty Cash Maintain:

Petty cash is the most important part of SBDL. The procedure of maintaining petty cash are given below:

Receiving cash from SBDL and record in the cash receiving book. Then payment according to the expenditure voucher and recoded daily expenditure book. After that ensure balance daily basis the difference between cash receiving and expenditure.

#### Post Costing:

Post costing is the important procedure cost controlling system in the knitwear Industry. Calculate post costing in knitwear industry maintain below procedure:

First, collect an order-wise pre-cost sheet from the concerned department. When the order is closed then calculate order wise actual or post costing and compare with the to the pre-cost. If found actual or post cost cross the pre-cost then identify the actual reason over costing, report to the management and concern department take necessary stapes against of the over costing reason.

#### Cash Management:

Cash management is most part of accounts and Finance in the knitwear industry. The cash management procedure which maintain SBDL though are given below.

- 1.To maintain properly all bank transaction.

2.Reconcile bank accounts.

3.Retain bank accounts balance Information

4.Reconcile and void payment generated by the accounts payable.

5.Reconcile accounts receivable and other bank transactions.

6.Record fund transfer between the bank accounts and enter cash receipts.

7. Cash receipt deposits, and fund transfers for a cash code.

For example, SBDL display current bank account balances or account balances by period, bank accounts balances in an alternate currency, and specific types of bank transactions for a cash code.

Buying:

Buying is a process to acquire the possession of, or the right to, by paying or promising to pay an equivalent, especially in money; purchase or to acquire by exchange or concession.

Accounts Receivable:

Accounts receivable (AR) is the balance of money due to a firm for goods or services delivered or used but not yet paid for by customers. Accounts receivables are listed on the balance sheet as a current asset. AR is any amount of money owed by customers for purchases made on credit.

2.3. Store Department

Store is the essential parts of the SBDL. The main responsibility of store department receiving, keeping and issuing all kinds of fabrics and other necessary accessories for production. The basic functions of stores are defined as follows:

The Store department receives two basic raw materials, and these are

Fabrics

Accessories

Store procedures for receiving these two kinds of goods are as follows:

I receive the invoice from commercial. Raw material coming then uploading the raw material according to the receiving challan. Then match the invoice against the receiving raw materials. For ensuring the quantity of goods physically count. I Keep the goods receive note by using ERP software where put all the operation details

Storing:

There are two procedure maintain of SBDL store though are as given below.

1.Fabrics Storing

2.Accessories storing

Fabrics Storing:

The procedure of the fabrics store is given below.

I pass all receiving fabrics in the Quarantine area. I inventory the all receiving fabrics according to the buyer requirement. Inspection of all fabrics according to the buyer requirements. I approve the receiving fabrics from the buyer representative. Fabrics is arranged according to the order in the rack a display board is placed there to display information about that particular fabrics. There are three types sticker used to indicate the condition of the received fabrics though are given below.

· Redis color Sticker (♣) for the fabrics that are not inspected or just arrived.

- Blue color sticker (♣) for ok or inspected fabrics.
- Black color sticker (♣) for rejected or defective fabrics.

Accessories:

The processes of storing accessories are as follows:

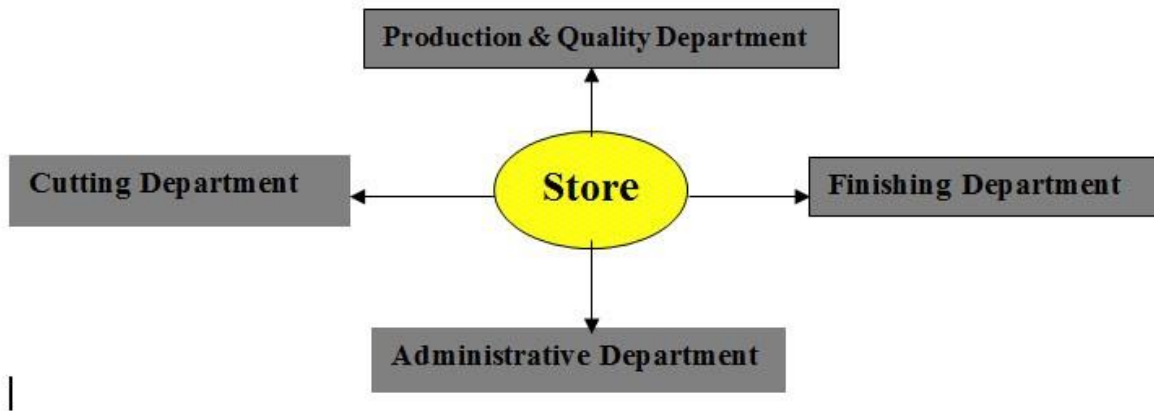
I pass all receiving accessories in the Quarantine area. I inventory the all receiving accessories according to the buyer requirement. Inspection of all accessories according to the buyer requirements. I approve the receiving accessories from the buyer representative. Bundle make according to the cutting sheet. Accessories is arranged according to the order in the rack a display board is placed there to display information about that particular fabrics. There are three types sticker used to indicate the condition of the received accessories though are given below.

- Redis color Sticker (♣) for the accessories that are not inspected or just arrived.
- Blue color sticker (♣) for ok or inspected accessories.
- Black color sticker (♣) for rejected or defective accessories.

Issuing:

There are mainly four different sections where production related items are issued.

These can be shown as in the following diagram: -



Issuing of Fabrics:

I receive requisition from concern department. Than issue fabrics according to the reacquisition.

The record file is updated according to the documents in the system.

Issuing of Accessories:

Bundle Card receive from sewing production line.

According to the Trim card checking the accessories and delivery the required quantity.

The issue the required quantity after checking the accessories with the Trim Card.

Receive requisition from the concern department.

The record file is updated according to the documents in the system.

## 2.4. Merchandising Department.

Working process:

As an employee of Scandex (BD) Limited I conducted my internship part in my current employing station in Scandex (BD) Limited.

Here, I am going to explain my daily working process-

Receiving order sheet:

A. I receive portal by filling in excel chart + taking picture of the garments

B. Receive to be careful (points which there are often with mistakes):

- I have to make sure composition is correct

- I have to make sure washing instruction is correct

- I have to make sure fts is correct

- I have to make sure size code is correct

- I have to make sure to fill in correct info for oeko-tex etc.

C. Color code: to be filled by me (for color code chart, pls fill in necessary info)

- \* for underwear orders, I should not fill in color code as per buyer's request

D. Season code to be filled by me.

E. Special comments: sometimes, there are some points which I need to special comments.

For these cases, I always refer to below basic idea is

\*\* I do not copy buyer' special instruction 100% (this is buyer's advice to us). So I need to change the wording when issuing portal

\*\* I need to pay attention so the order sheet is easy to read for all concerned parties

\*\* I need to make sure to mention all comments in the proj

Accessory Details:

To be given to fts max 2 weeks after order confirmation:

Given to the supplier max 2 weeks after the order confirmation (general guideline after main buying season).

If confirmed order is tight delivery, the accessory details should be given 1-2 days after confirmation (I have to make sure latest accessory details are given 2 months before gmts delivery date).

I have to make sure not to delay because you think you have time.

Checking accessory layout

(To be sent to buyer max 30-50 days after order placed – not from portal confirmation and in case delivery urgent, adjust based on the delivery)

I have to always make sure to check accessory layout against order sheet and not accessory details given to the fts (if there was mistake in the accessory details then I can spot them when they check against the order sheet.)



If there is any missing info or mistake (like composition missing, washing instruction wrong in the order sheet), when sending acc layout, I will mention in the covering so the buyer knows it when they receive acc layout.

Style/fit + lab dip + AOP strike offs:

The approval samples should be sent within 2-3 weeks of order confirmation (not portal confirmation) with priority of delivery

lab dip:

Please always consider that lab dips can be rejected for the timing

If you are not happy with lab dip but feel not enough to reject the lab dip, pls show to management.

If you are finally sending it, please ask fits to make revised lab dip so you can send lab dip immediately after receiving buyer's comment

AOP strike off/ YD knit down:

Same way as lab dip but for AOP strike off (I never sending ground color for approval first. Always send AOP strike off for ground color + print approval) buyer needs to see full outcome of AOP with actual color to make correct decision

Please consider that it generally takes longer to submit AOP strike off/ yd knit- down so pls start chasing fits earlier

Style/fit sample:

- Please always try to send actual quality style/fit samples

- In rare cases, which actual quality same is difficult (due to time limitation), use available quality but try to send sample with inferior quality than confirmed quality
- Please make sure to mention clear actual/ available (cover letter should be clear on which aspect of samples we should receive the approval)
- Please make remarks clear if any comment from our side
- The fts should tell us to discuss difficulties of production if any before fit sample to us

Pre-production or Gold-seal sample approval process:

Basically, under normal circumstance, if pp sample not sent to buyer min 35 days before gmt delivery date, it is emergency (this time line is for knit. For sweater and woven, it is 45-50 days)

PP samples means all the things are approved before making pp samples so if all necessary approval not done before 50 days (giving 2 weeks for the fts to make pp sample after everything approved), then pls consider it emergency.

If things are not approved before 50days, pls get help from management. Please note it doesn't matter how many times you have chased fts MR. What matter is when is the actual date for you to send the samples so all orders that are emergency, please get management help.

\*\* Please also consider asking QCs to check fabric status of pp sample etc.

\*\*7 General rule of approval samples

\*\* No approval samples should be kept our office more than 2 days (3 days in special case) for sending to buyer. They should either sent or rejected by the supplier

\*\* Any rejection by our side, it should be discussed with the management (especially if there is not enough time with delivery)

## 2.5. Production Operation of SBDL

### Cutting:

Cutting is the most important part of knit garments. The process of cutting that coordinates customer orders with all the variables of marker making, spreading, and cutting to minimize total production costs and meet customer demand for timely Products. Here, I am going to explain the Cutting working flow of scandex (BD) Limited which I do the work physically.

Finish fabrics receive from the fabrics store according to the cutting plan batch and order wise. Fabrics gsm, shrinkage and quality checking according to the customer requirement. Marker making according to the order pattern, spreading the fabrics manually, placing marker paper on the lay. Cutting fabrics according to the batch and order wise. numbering the cutting part. Checking cutting parts and replacing if needed. Shorting and bundling according to the cutting number. Cutting parts delivery, the sewing line according to the plan.

### Sewing:

Sewing is the main department for garments manufacturing in the knit wear industry. After completing cutting all the cutting parts are delivery the sewing for making garments. Then sewing section different cutting parts are joining together with the help of different types of sewing machine, threads and needle. Floor in-charge always monitoring the working procedure for

completing the perfect garments easily and timely. Here, I am going to explain the sewing working flow of scandex (BD) Limited which I do the work physically.

Product analysis:

Which way we produce the garments and run the smooth production in this stage make a decision

Setup the line targeted for production:

According to the shipment schedule I set up the line production target.

Organize the machine lay out:

I organize the machine lay out according to the production target and process of the production.

Organize the machine operator lay out:

I organize the machine operator lay out on the basis of line production target.

Quality control of production:

Quality is the most important factor in the knitwear industry so must checked the goods by quality for balancing the right quality.

Line balancing:

Line balancing is the most important factor in the sewing line capacity and the production flow in the sewing line production.

Line setup:

I set up the line which way I meet the production target and shipment schedule.

Process distribution to the operator:

Process distribution is most important for avoiding the sewing production damage. I distribute the process to the operator according to his/her skill of the process.

Cutting parts receive:

Cutting parts receive from cutting department according to the order or style wise and flow the buyer requirement.

Parts storing:

After receiving the cutting parts from cutting department then storing in the sewing line input box.

Parts distribution to the operator:

I distribute to the cutting parts process wise to the sewing line operator and helper.

Parts making individually:

After distribution cutting part making individually by the operator according to the process.

Line quality checking:

After making the cutting parts line quality checking according to the buyer requirement and ensure the garments quality.

End line quality audit:

End line quality audit by the buyer authorization person for ensuring the garments quality and instruction the responsible person which way ensure quality.

Target wise output checking and counting:

For ensuring output checking physically and counting then comparing the line target.

Line quality audit:

Process wise garments quality checking for ensuring quality by the line quality auditor and delivery of garments concern departments.

Quality Assurance:

Quality is the most important part of the garments manufacturing industry. The responsibility of quality personal may be vary organization to organization but main responsibility same. Here, I am going to explain the quality working flow of scandex (BD) Limited which I do the work physically.

Prepare daily DHU report and analysis according to DHU report we the different rejection percentage of garments such as

Fabrics rejection percentage.

Cutting rejection percentage.

Sewing rejection percentage etc.

Then identify why create this rejection and discuss the responsible person for the reason of rejection and take action for reducing rejection percentage.

Establish factory quality standard according to the buyer requirement. Flow up and control the factory quality standard. The various stage of production quality monitoring.

## Finishing Section:

Finishing is the final stage of garments industry which involves with garments washing, checking, final inspection, pressing, packing etc. The garments quality can be improved by the proper finishing process and make on time order shipment. Here, I am going to explain the finishing working flow of scandex (BD) Limited which I do the work physically.

Receive input order, color, and size wise.

Iron complete according to the buyer requirement.

Inspection the receive garments.

Added hang tag according to the buyer requirement.

Get up change according to the buyer requirement.

Complete folding according to the buyer requirement.

Complete poly or blister according to the buyer requirement.

Bar code (buyer wise sticker)

Metal check.

Cartooning according to the buyer requirement.

Final inspection by buyer.

## Machine and Equipment used in Finishing Section:

Thread sucker machine

Thread Cutter

Het gun machine

Thinner gun machine.

Lifter

Iron

Metal detector

Gum Tape etc

Packing Section:

Packing is the final process in the garments production which prepare finish merchandise for delivery to the customer. Packing is the most important part of garments manufacturing process. Here, I am going to explain the packing working flow of scandex (BD) Limited which I do the work physically.

Make shipping mark according p/o spread sheet.

Approve from the buyer.

Cartoon measurement confirm from Q.C department according to the buyer requirement.

Cartoon sample make according to the buyer requirement.

Re-approve from buyer.

Ensure net and gross weight.

Go to bulk production.



Complete the cartoon with garments.

## Critical assessment of Internship work

### 3.1 Production stage:

After order confirmation from buyer side. During order negotiation time, as a merchandiser, I have to consider all the national and international business terms and conditions. Suppose, payment terms, testing parameter terms, shipment terms etc.

After final approval of pre-production sample (I mean production permission from buyer side), the production team or factory will make a size set sample and they will send us for pattern approval or they will call a size set meeting. After size set sample approval, they factory can go for bulk production.

During bulk production, the factory will maintain some process which provided by brand office (by Scandex (BD) Limited). Like, trims card approval from local office, swatch approval from local office, carton dimension approval from local office.

### 3.2 Final Inspection offer:

After completing the garments production, the factory will call us for final inspection. Then we will send our technical team or quality inspector to make final inspection. After final inspection, if inspection passed than the factory can take preparation to make shipment. They make final inspection, there is some international system.

Example of some international inspection methods are as below:

1.5 system,

2.5 system and

4.5 system. Etc.

Inspection can be defined, in the apparel industry, as the visual examination or review of raw materials (such as fabric, Buttons, Zippers, Sewing threads, Trims, etc), partially finished components of the garments and completely finished garments in relation to some standards, specifications or requirements [<https://textilelearner.blogspot.com/2015/07/quality-inspection-in-garment-industry.html>]

Prepare commercial documentation for shipment:

Before shipment the goods, they factory has to prepare some commercial documenting (by considering national and international terms and condition and laws). Without proper documentation they will not get payment. So proper documentation is a very important part for the export business. Normally, below mentioned documentation needed for shipment-

Final inspection report.

Commercial Invoice;

Bill of Entry;

Bill of Lading / Airway bill;

Import permission paper or import license;

Insurance paper / Insurance certificate;

Purchase order sheet or Letter of Credit (LC);

### 3.4. Payment receive:

Payment receive is the final stage of knitwear business. Based on payment terms with buyer / customer, they will send payment. Here, I am mentioning some payment terms of knitwear export business. Example of payment terms-

Cash in advance (CA)

TT payment

Credit Insurance

Open Account

Letter of credit (time)

Letter of credit (sight)

Chapter

4

Conclusion

During the accomplishment of the course of PGDKIM (Post Graduate Diploma in Knitwear Industry Management), I felt that this course was a completely informative and full of knowledge for us. As well as, I felt that the most thought-provoking and exciting part was the internship period, where I get a new idea that how to write an internship report. Although, I have written this internship report based on my daily working experience, what I suppose to do daily basis in my

office. This internship helps me to learn my internal potentiality and increase my confidence and made me further knowledgeable for future tasks.

#### References

1. <https://www.scandexbd.com/>
2. <https://textilelearner.blogspot.com/2015/07/quality-inspection-in-garment-industry.html>
3. Scandex (BD) Limited working manual.