



Good Practice Guide



Factory Improvement Programme

SPECIFICATION SHEETS IN THE GARMENT INDUSTRY

Specification sheets provide important details to ensure the correct execution of garment patterns into finished garments. They help to produce accurate samples, which improves turnaround time and simplifies communication during all stages of manufacturing and quality control. Specification sheets include detailed technical diagrams, construction notes, finished garment measurements, fabric yields and material and trim details. They can be tailored in terms of the format and information provided to suit the company's needs.

PROSPECTIVE USERS:

The Technical Department and the Quality Control Department in factories should be involved in designing and implementing specification sheets.

This good practice guide targets the garment industry but the use of specification sheets is a practice that can be applied to all kinds of factories.

PROBLEMS ADDRESSED

Specification sheets help to improve the communication between design and production teams, clarify product requirements for the workers and help to prevent costly errors. They are essential to improve both quality and productivity.

PROCESS

The process for creating and using specification sheets includes steps such as designing the sheets, guiding the workers and QC staff to use the sheets, and making the sheets available at the production lines and inspection points for use during quality control.

Steps in implementation

1. Develop a specification sheet. A specification sheet package may include complex technical sketches, pattern and/or garment measurements, methods of measurements charts, embroidery/screen and label placements. A specification sheet will be developed based on the design of the products and the requirements of the clients or producer itself on the quality, standards, key or all materials and so on.
2. At the top of the specification sheets is the information about the products such as company name and logo, product name and description, style code, and a sample design/picture of the product design.
3. The specification sheet must have specific information about the product including key dimensions such as length, neck round, waist, shoulder as well as other dimensions of the products in different standard sizes such as small, medium, large, or extra large.
4. Information on types and quantity of some important details such as buttons or types of fabric.
5. Samples of sub-materials/fabrics and accessories such as buttons and zips should be added to the specification sheet for better reference.
6. A specification sheet can also include guidelines and key production steps such as cutting, sewing, or ironing the garments. It may also include guidelines for important details such as buttons, edges, or threads.
7. It may also include guidelines on what measures to take in case of mistakes or errors.
8. Specification sheets should be posted on a bulletin board so that all workers who might need them can access the most up-to-date information. This bulletin board should be placed in a public place that is easily accessible by all workers, such as at the beginning of the production line.
9. Copies of specification sheets can also be put into a clear box or plastic folders attached to the bulletin board so that workers can see them and take copies out easily.
10. Another copy of the specification sheets should be posted at the quality control station in well lit

conditions so that the QC staff can easily check each product against the specifications.

11. Make sure that all the workers and QC staff understand the specification sheets in the same way by conducting a short internal training or instruction session on understanding and using the specification sheets.
12. Store all specification sheets in excel spreadsheet or word format so that they can be easily tracked and shared. This is also a good format for communicating the information in the specification sheets with the technical team prior to production.



Example of specification sheet

Specification Sheet

		Description					Style Number	
		WOMEN'S FITTED SHIRT					SH02345	
Key Finished Garment Measurements		XS	S	M	L	XL	XXL	
a	CB LENGTH	24 3/4	25 1/4	25 3/4	26 1/4	27 1/4	28 1/4	
b	CHEST	37	39	41	43 1/2	46 1/2	49 1/2	
c	WAIST	30	32	34	36 1/2	39 1/2	42 1/2	
d	HEM OPENING - STRAIGHT	35 3/4	37 3/4	39 3/4	42 1/4	45 1/4	48 1/4	
e	SHOULDER	15	15 1/2	16	16 1/2	17 1/4	18	
f	ARMHOLE - ALONG CURVE (1/2")	8 5/8	9	9 3/8	9 3/4	10 1/8	10 1/2	
g	DEEP 1" BELOW ARMHOLE (1/2")	6 1/8	6 1/2	6 7/8	7 1/4	7 5/8	8	
h	CUFF (EDGE TO EDGE)	9	9 1/4	9 1/2	9 3/4	10	10 1/4	
i	CB SLEEVE LENGTH	30 1/4	31 1/4	32 1/4	33 1/4	34 1/4	34 1/4	
j	NECK CIRCUMFERENCE	14 7/8	15 3/8	15 7/8	16 3/8	16 7/8	17 3/8	
k	STAND HEIGHT	1 1/8	1 1/8	1 1/8	1 1/8	1 1/8	1 1/8	
l	COLLAR WIDTH (at c b)	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	2 1/8	
m								

NOTIONS			
Material Detail	QTY	length	Unit
1. BUTTONS	11		LINE 18
2.			
3.			
4.			
5.			
6.			

Fabric Consumption			
A. POPLIN	11 SFT = 172 yards	yards	Labels / Markings
B. FUSING	11 SFT = 0 18 yards	yards	Size M
		yards	Content: 98% COTTON / 2% SPANDEX
		yards	Insole label
		yards	Outside logo

Construction Notes
 3/8" Seam Allowance, EXCEPT neck, collar, and cuff edge (1/4")
 SEW EXACTLY AS SAMPLE

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RESOURCES REQUIRED

- Technical staff involvement to create the specification sheets.
- Bulletin boards, paper, and boxes and folders at the bulletin boards.

CHALLENGES AND PITFALLS

- Difficulties to make workers with limited knowledge understand the specification sheets in a consistent way.

POSITIVE IMPACT

- Helps workers and quality inspectors to easily compare products with the required standard specifications to ensure quality.
- Improves communication among workers and quality control staff.

INDICATORS FOR MONITORING

- Specification sheets developed and made available at the beginning of production lines and at quality control stations.
- Workers and quality control staff understand the specification sheets in a consistent way.

Further Information Available:

FIP References: Module 2 - Quality