

SOP: Folding, Ironing, and Finishing Standards

This SOP establishes **folding, ironing, and finishing standards** to ensure consistent quality and presentation of garments. It includes detailed procedures for folding techniques, ironing temperature settings and methods, fabric-specific finishing requirements, inspection criteria, and packaging guidelines. The goal is to maintain garment appearance, prevent damage, and enhance customer satisfaction through standardized finishing processes.

1. Scope

This SOP applies to all personnel involved in the preparation and finishing of garments prior to packaging and delivery.

2. Responsibilities

- **Finishing Staff:** Follow all procedures for folding, ironing, and finishing.
- **Supervisors:** Ensure adherence to standards and inspect finished garments.
- **Quality Assurance:** Monitor process and address deviations.

3. Procedure

3.1 Folding Techniques

- Use standardized folding boards for shirts and pants to maintain consistency.
- Gently smooth out wrinkles by hand before folding.
- Align edges and collars evenly.
- Steer clear of sharp folds on delicate fabrics (use tissue paper as needed).
- Fold knit garments loosely to avoid creasing.
- Refer to folding diagrams attached in Appendix A.

3.2 Ironing Standards

Fabric Type	Temperature Range	Ironing Technique
Cotton	180-220°C	Iron when damp; use steam where possible.
Linen	200-230°C	Iron inside-out; use high heat and steam.
Polyester	110-150°C	Iron on low; use a pressing cloth.
Silk	110°C (Low)	Iron inside-out; use a cloth and avoid steam.
Wool	120-150°C	Use steam; do not press hard. Iron with a cloth.

- Ensure ironing boards and irons are clean before use.
- Do not leave the iron unattended on garments.

3.3 Finishing Requirements

- Trim any loose threads or lint.
- Verify all fasteners (buttons/zippers) function properly.
- Check for stains or damages; treat or report accordingly.

3.4 Inspection Criteria

- No visible wrinkles or unfinished areas.
- Garment edges aligned; proper folding observed.
- No damage (scorch marks, fabric shine, tears).
- Labels and tags correctly positioned and attached.

3.5 Packaging Guidelines

- Place finished garments in clean, dust-free bags or boxes.
- Use tissue paper for delicate items to prevent creases.
- Seal packaging securely; affix correct labeling/barcodes.
- Store finished batches separated by order for easy retrieval.

4. Documentation & Records

- Record batch numbers, dates, finishing staff, and inspection results.
- Retain records for at least one year, or as specified by company policy.

5. Appendix A: Folding Diagrams

Attach diagrams or refer to the company-standard folding templates for each garment type.