

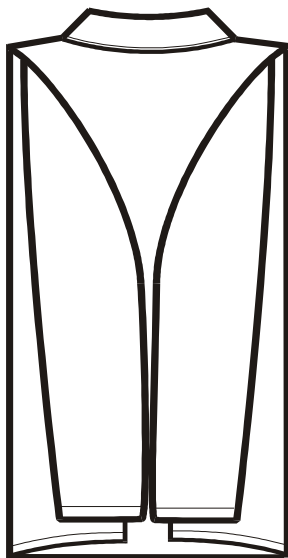
**Quality Assurance Handbook (Products)**  
**Product Category 2.1 Work Wear (WWS), 1.11.2018/31.8.2015**  
**Supporting Material 2.1 - 5.1\_1**  
**Purchase Order Label Position (L0298)**

## FOLDING INSTRUCTIONS

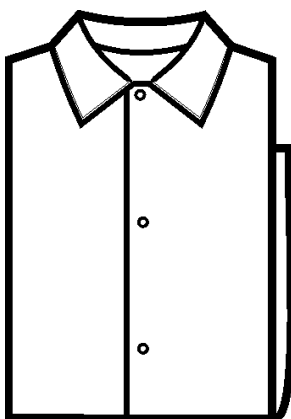
- Coats, shirts, jackets and overalls are folded by using a folding plate.
- Dungarees, trousers, winter coats, bermudas, waistcoats, terry towels and aprons are folded without the folding plate.
- Folding is performed according to the product-specific instructions.
- The folding plate is installed fixed. The front edge of the plate is *ca* 4 cm above from the table's surface.

## COATS, SHIRTS AND JACKETS

- The uppermost and the third button are closed in the short coat and shirt. In the long coat, the uppermost, the third and the secondly last button are closed. The uppermost and the third button are closed at the same time.
- The garment is taken by the shoulder seams and put under the folding plate, the back side upwards and the collar towards the folding plate.



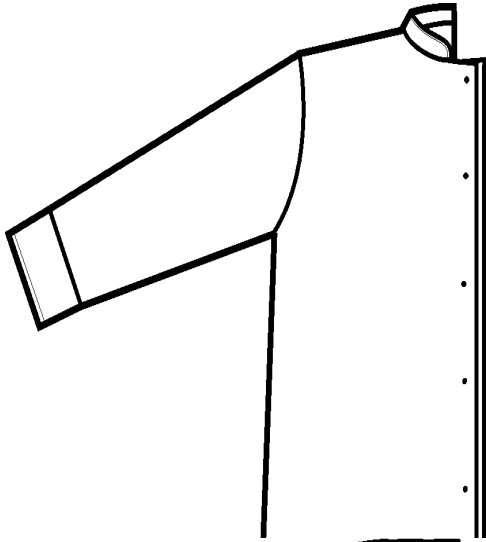
- The right edge of the garment is folded on the plate by supporting with a hand. The sleeve is folded on the previous fold.
- The left edge of the garment is folded on the plate by supporting with a hand. The sleeve is folded on the previous fold.



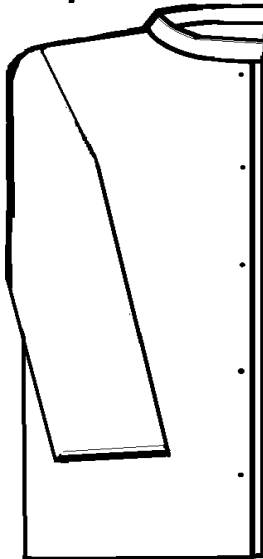
- The hem part of the garment is folded on the plate, the hem towards the collar. If the garment is long several folds are made.
- The folded garment is supported by hand when the garment is moved from the plate. The front part of the garment is turned up.
- *In T-shirts the front part is not turned up so that the marking label is seen on the top of the folded garment.*
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.

## WINTER COATS

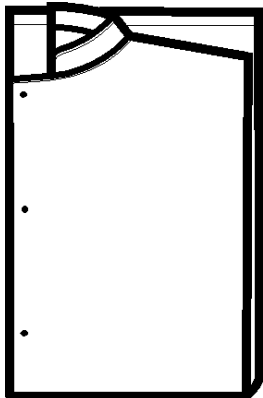
- Winter coats are folded without the folding plate.



- The coat is taken by the shoulder seams and folded in the longitudinal direction, the back pieces together.



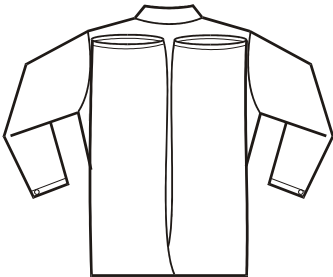
- The sleeves are turned to the front part of the coat.



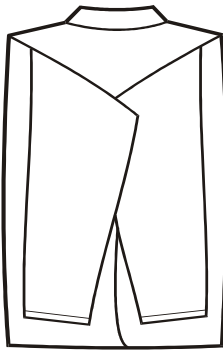
- One fold is made in the horizontal direction. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.

## OVERALLS

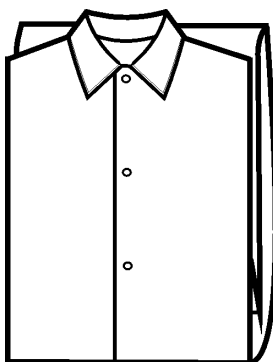
- The uppermost and the third button are closed. The overall is taken by the shoulder seams and put under the folding plate, the back side upwards and the collar towards the folding plate.



- Legs are folded on the upper part of the overall. If the legs come longer than the collar another fold is made.



- The right edge of the overall is folded on the plate by supporting with a hand. The sleeve is folded on the previous fold.
- The left edge of the overall is folded on the plate by supporting with a hand. The sleeve is folded on the previous fold.

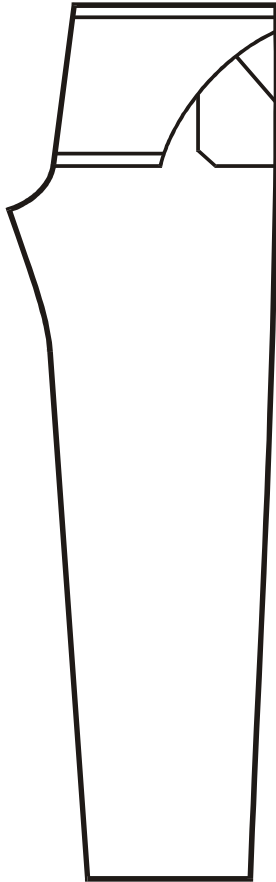


- The hem part is folded on the plate, the hem towards the collar. Two folds are made.
- The folded garment is supported by hand when the garment is moved from the plate. The front part of the garment is turned up.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.

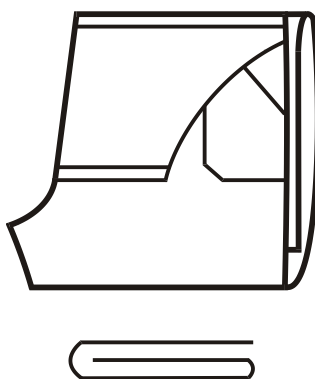


## BIB AND BRACES

- The bib and braces are folded without the folding plate.



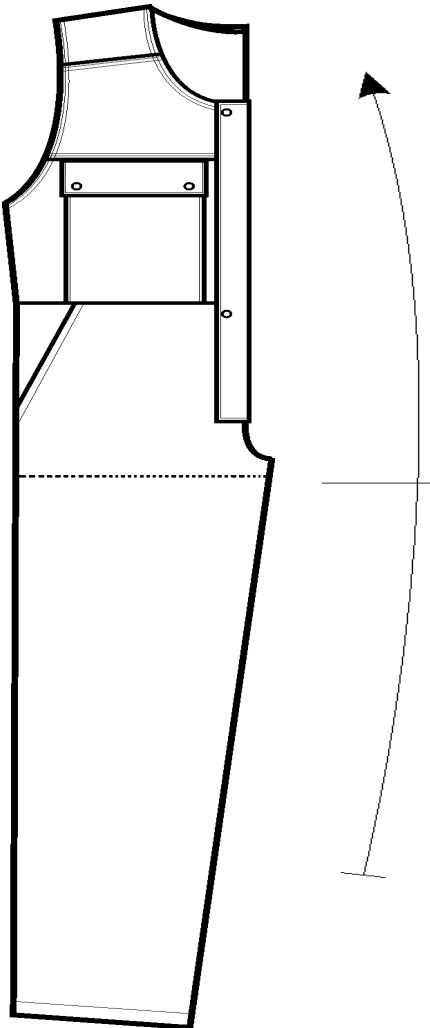
- The upper part of the bib and braces is folded down to the direction of trouser legs.
- Back pieces of the bib and braces are folded together. The waist part of the bib and braces is taken by the left hand. The leg seam is taken by the right hand and the garment is straightened.
- The bib and braces are placed on the table. The marking label should be towards the table.



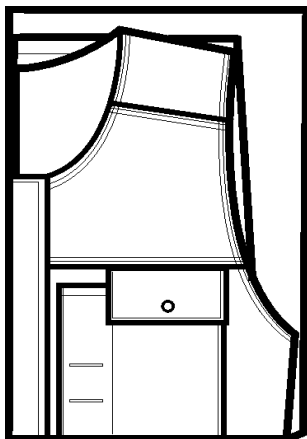
- \* The leg part is folded in three parts. The marking label should be seen on the top of the folded garment. The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number

## DUNGAREES

- The dungarees are folded without the folding plate.



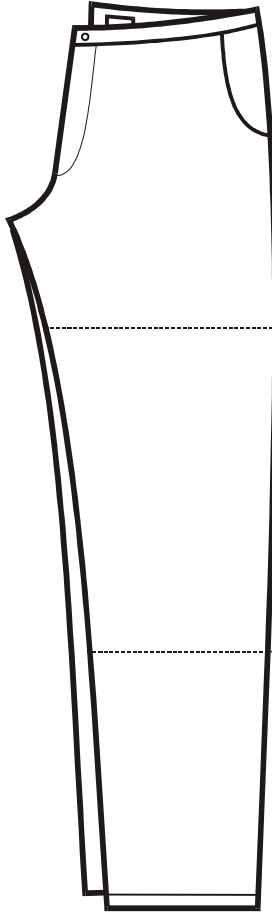
- Back pieces of the dungarees are folded together in longitudinal direction.
- One fold is made in the middle of the garment in horizontal direction.



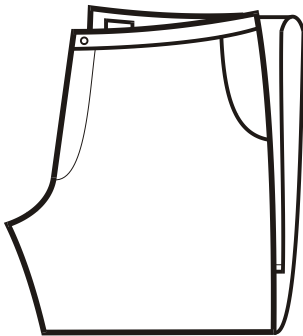
- One more fold is made in horizontal direction. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.



## TROUSERS



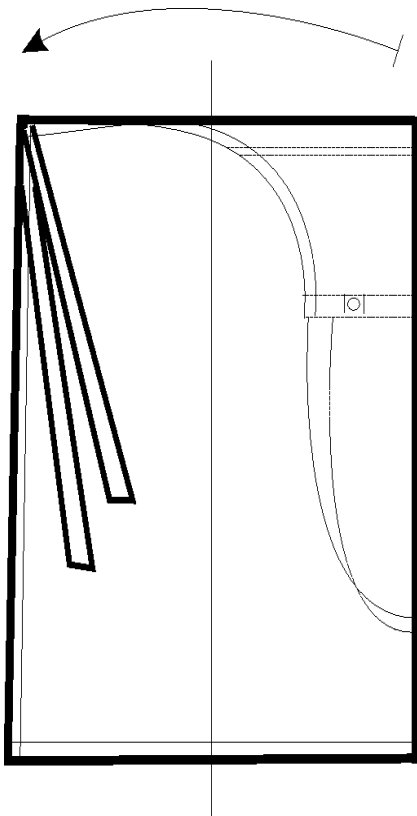
- The trousers are folded without the folding plate.
- Back pieces of the trousers are folded together. The waist part of the trousers is taken by the left hand. The leg seam is taken by the right hand and the garment is straightened.
- The trousers are placed on the table. The marking label should be towards the table.



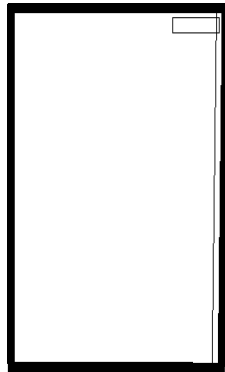
- The leg part is folded in three parts. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.

## APRONS

- The apron is folded without the folding plate.

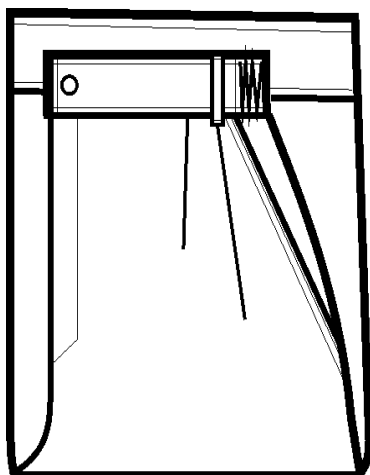


- The apron is folded in the longitudinal direction, the front pieces together. *The upper part of the apron is left inside the fold.*
- *The apron is placed on the table. The marking label should be towards the table.*
- Apron strings are turned *on the top* of the apron. Another fold is made in the longitudinal direction.
- In the other direction, *one* fold is made. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.



## BERMUDAS

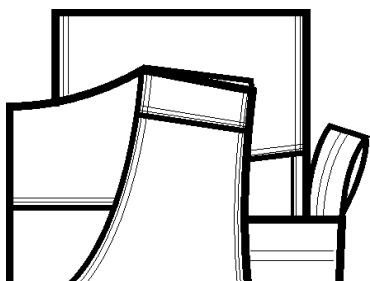
- The bermudas are folded without the folding plate.



- The bermuda is folded in the longitudinal direction, the back pieces together.
- In the other direction, one fold is made. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.

## WAISTCOATS

- The waistcoats are folded without the folding plate.



- The waistcoat is folded in the longitudinal direction, the back pieces together.

- In the other direction, one fold is made. The marking label should be seen on the top of the folded garment.
- The folded garment is put to a folding table's shelf or under it on the folding table. A pile of garment is removed from the folding table to a shelf trolley. In the shelf trolley the place of garment pile is marked with the right customer number.