Factory
Improvement
Toolset

Tools Catalogue

International
Labour
Organization

A sustainable, scalable approach to factory upgrading

FIT Tools Catalogue 2019/20

The Factory Improvement Toolset (FIT) is an innovative self-facilitated, activity-based programme designed by the International Labour Organization (ILO) to create more decent and sustainable employment. FIT supports manufacturers in global supply chains to improve productivity, competitiveness and working conditions by upgrading production systems and factory practices.
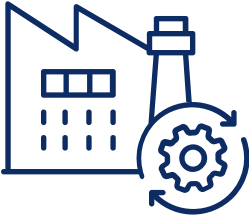
Target participants. FIT modules are available for both managers and workers. With each module lasting no more than 2.5 hours, FIT enables businesses to reach more personnel than a conventional training, whilst minimizing interference to production realities.

Training methodology. Working in small groups, participants review real-life situations and engage in discussions to determine improvements to be made in factory. This self-facilitated, activity-based and highly participatory learning approach positions participants as both student and teacher.

Tools selection. FIT can be utilized as stand-alone learning tools or to complement other training programmes. Factories can select from a wide range of topics to design a training programme aligned to their own needs.

FIT available tools

FIT consists of a wide range of gender and environmentally responsive modules, divided into three categories: production, support systems and working conditions. Modules are built on internationally recognized approaches such as lean manufacturing and 5S.

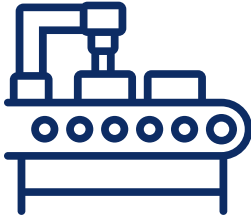| Production	Support systems	Working conditions
36 modules	**16** modules	**6** modules
Covers different production departments in a factory	Covers various aspects of operating a factory	Covers working conditions in a factory

FIT is available in the following languages:
English, Bengali, Khmer, Vietnamese and Chinese.

FIT **Production**

Improve productivity from the sample room to factory floor

Production

The "Production" package is divided into five series accounting for the main production departments of a garment factory. Each of the 36 modules focuses on a specific operation such as issuing, storing, and cutting. The content is tailored for participants to increase productivity by improving production practices in a sustainable, systematic manner.

Sample room. Participants focus on quality to help improve garment quality further down the production line and reduce pre-production lead times.

Available modules	
Using tech packs	Storing & recordkeeping
Sampling & patternmaking	Organizing your sample room

Storerooms. Participants focus on maintaining quality and improving inventory practices in a way that minimizes material waste or damage, reducing avoidable material costs.

Available modules	
Receiving materials	Record-keeping
Inspecting materials	Issuing materials
Storing materials	Organizing the storerooms

Cutting room. Participants are run through all steps of the cutting process, from planning to bundle issuing. Modules focus on minimizing fabric waste and maximizing cutting efficiency in a view to reducing costs and improving productivity.

Available modules	
Planning for cutting	Cutting fabric
Marker planning	Preparing for sewing
Ensuring marker efficiency	Cut inspection
Receiving fabric	Issuing bundles
Spreading fabric	Organizing the cutting room

Sewing room. Participants learn how to better plan, track and balance production while improving garment quality, production systems and line layouts. Modules focus on improving quality and productivity in the sewing lines.

Available modules	
Using the bundle system	Assembling garments
Making an operation bulletin	Tracking production
Line planning	Line balancing
Setting new lines	Checking garments
Receiving materials	Issuing garments
Organizing the sewing room	

Finishing room. Participants are guided through crucial finishing operations such as washing, ironing, checking, tagging and packing. Modules focus on improving overall efficiency and reducing defects to cut costs and improve quality.
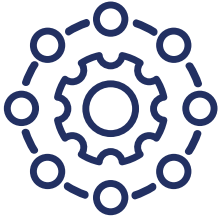
Available modules	
Washing garments	Packing garments
Finishing garments	Dispatching garments
Inspecting garments	

Support systems

Create systems for optimizing factory operations

Support systems

The "Systems" package covers different aspects of operating a garment factory. The package is divided into 3 series outlining the main support systems of a garment factory. Each of the 16 modules focuses on a specific topic of relevance to general factory operations. The content is tailored for participants to set up, improve and maintain their factory systems in order to increase overall productivity.

Production systems. Participants learn how to improve production planning and control; to increase productivity across the factory by improving processes; and reduce waste and produce in a cleaner, more environment-friendly way.

Available modules
Planning & controlling production
Identifying bottlenecks with CPM
Measuring & recording productivity
Improving processes with PDCA
Material productivity
Cleaner production 1: Reducing resource use
Cleaner production 2: Reducing waste and pollution

Factory systems. Participants learn how to better design, organize and maintain the factory and its departments.

Available modules
Organizing the factory
Maintaining the factory
Managing machinery

Staff management systems. Participants learn how to set up and sustain human resources systems, and how to improve workplace relations and communication.

Available modules	
Improving communication channels	
Improving communication skills	
HR management 1	HR management 2
Training staff	Reducing turnover

Working conditions

Enhance working conditions for everyone

Working conditions

The "Working conditions" package covers several aspects related to working conditions for everyone in the factory. The package is divided into two series – Health & safety, and Gender & disability. Each of the 6 modules focuses on a specific topic of particular relevance to garment factories. The content is tailored for participants to improve workers' health, safety and well-being at work while increasing labour productivity.

Health and safety. Participants focus on tailoring and setting up sustainable systems to improve worker's health, safety, and welfare.

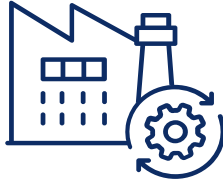| Available modules	
Introduction to occupational health & safety (OSH)	
Better ergonomics	Improving welfare

Gender and disability. Participants engage in steps to prevent and deal with sexual harassment in the factory, as well as creating a more inclusive work environment.

Available modules	
Dealing with sexual harassment 1 - Raising awareness	
Dealing with sexual harassment 2 - Preventing and addressing	
Inclusive factory practices	

Also available in the FIT series:

FIT Implementation guide:
For partners delivering FIT services to garment factories

FIT Facilitation manual and checklist:
A manual on how to facilitate a FIT session

FIT Monitoring guide:
A how-to guide on how to monitor your FIT improvement process

FIT Promotional toolkit:
A marketing kit for promoting FIT tools and services

Available orientation modules:

Setting up your factory for FIT:
For factories preparing for a FIT improvement process

Solving problems in the factory:
An orientation module for factory staff that have never participated in FIT sessions before.

For more information about FIT, contact:

David Williams, Project Manager
Decent Work in the Garment Sector Supply
Chains in Asia Project
Email: williamsd@ilo.org