

	Artistic Milliners México S. de R.L. de C.V.	CODIGO: EMBROIDERY VERSION: 03/2025
	SOP EMBROIDERY.	FECHA DE APROBACION: 27/08/2025

SOP

EMBROIDERY

Preparado y revisado: Firma	Autorizado por: Firma
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Objective

Ensure and standardize the embroidery procedure to produce and guarantee a product that meets the standards required by the client.

Scope

- Quality Manager
- Production Supervisor
- Quality Auditor
- Operators

Responsibilities

- Quality Manager: Responsible for verifying that the quality auditor is complying with and executing all established procedures.
- Production Supervisor: Responsible for ensuring that all operators follow the procedures, methods, and instructions for processing the product.
- Quality Auditor:
 - Approve the first pieces from each embroidery table at the start of each day or upon style/design change.
 - Check daily that embroidery machines have the correct threads according to the spec or technical sheet.
 - Conduct a final audit per PO, reviewing each bundle to detect any embroidery process defects, including positioning and dimensions.

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Procedure

Machine Release:

- The operator will produce one piece per head being used, following the program, threads, tension, stitch, position, and dimensions established in the spec or technical sheet.
- The quality auditor will inspect each piece from each head to ensure it meets the parameters specified in the spec or technical sheet. If it does not meet the parameters, the operator and area supervisor will be notified to make the necessary adjustments. If all requirements are met, the machine will be released for daily production.
- A record of machine releases and audits will be maintained.
- The supervisor will ensure that operators follow the procedure and comply with instructions given by both the supervisor and the quality auditor.
- The quality manager will ensure that the established steps are being followed and will collect release and audit forms weekly.

Control and Verification

- The embroidery supervisor will provide each operator with the spec or technical sheet detailing the program, design, threads, stitches, tensions, and positioning before starting production.

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- The operator must have the spec or technical sheet before starting production, outlining all parameters required by the client.
- The quality supervisor will ensure that embroidery machines have new needles at the start of each day.
- The quality auditor will inspect and release the first piece from each machine head before production begins.
- The quality auditor must randomly check measurements to ensure consistency.
- Upon completing a bundle, the operator will hand it to the quality auditor for inspection. If a defect is found, it will be returned to the operator for review.

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