

Tools for Self Reliance

New Year, New Organisational strategy, New Hand Sewing Machine Guidelines (It's all happening at Tools for Self Reliance!)

Please read this before refurbishing sewing machines

Last year we sent out 768 sewing machines, which is something I think we can all be very proud of – **Thank You**. This year we want to equal or even better that number!

Over the past couple of years we have been spending quite a lot of time on trying to improve on the quality, as well as the quantity, of what we send, and have made lots of progress.

Thanks to a huge amount of work from volunteers Jack Llewellyn and Terry Townsend, we have now got a very comprehensive sewing machine refurbishing manual which hopefully will help those of you who need a bit of guidance.

In the light of this we are now refining our processes for dealing with sewing machines and tweaking some of the documentation that we use so that we have some consistency with the manual, and to help us deal with the huge number of machines that pass through Netley Marsh.

As a group sewing machine refurbisher we need you to help us with this and ask that you only use the new paperwork, and also use it as specified. We have dozens of different people dealing with incoming goods and without proper documentation your machines will be treated as incoming unrefurbished machines. Please recycle all your old forms/paperwork and only use the new forms from now on.

Refurbishing and Documentation **BEFORE** refurbishing you will need:-

❖ **A “How to Refurbish Sewing Machines” manual**

You can obtain one of these either by contacting us here at Netley Marsh or downloading the pdf version from our webpages. If you refurbish you **must** have this manual. It is used all the time by people here and to understand any comments you will need to be able to refer to it. It is not designed to be read from cover to cover but to be used rather like a Haynes manual, where you dip into it when needed.

❖ A new Check List

This has had a few small additions and a separate section on 66/99, 15K and 201 bobbin areas, but it is essentially the same. This double-sided sheet is to use as you refurbish the machine and each section should be ticked off *as soon* as you complete each task. It is cross referenced to the manual to help explain the required tasks. Only tick if you have completed the job. If you have any problem then please note this on the sheet (and later on the cover sheet). There is a space on the sheet for *your name* and for a *machine reference*. This is to help us give you feedback on the quality of your refurbishing. The *machine reference* is your reference and should be something that will remind you of which machine we are referring to when we report back to you.

❖ A new Refurbishing Record sheet

This piece of paper has also been amended slightly so that it refers to the sections in the manual. It should be stuck on the end of the case once you have completely refurbished the machine. It is used so that sewing machine checkers can immediately note any problem you might have had, so that we can immediately know what type of machine it is, and note whether it has all the required extras – without having to open the machine to find out. (This may seem a small job but when you have 20 or more machines to deal with it adds up)!

If you refurbish treadle machines you will also need a treadle base check list. Please ask for one.

Copies of all this documentation can be obtained either from Netley Marsh, or by downloading it from our web pages www.tfsr.org/ TFSR Publications/Technical Information/Sewing Machine Manual

Checking Machines and Feedback

We are now operating a simpler checking system. We will still check most machines but unless specifically requested will not remedy any faults requiring intensive work. (Instead we will send these machines to be remedied in Africa). This is a 'performance' check rather than 'have you completed everything' check. We hope that this process will be much quicker and that we will be able to send you feedback on how well you have done within a week or two of receiving the machine. Coupled with your own machine referencing system we hope that you will be able to recall the machine we are referring to. It is also helpful to send machines as soon as they are finished so that any errors don't continue, especially if you are new to refurbishing, and so that the Netley Marsh checkers aren't overwhelmed!

Electric Machines

These are refurbished and processed completely differently to hand machines and should only be attempted by a **qualified** electrician. If you would like to deal with electric machines please contact Netley Marsh for information and all the relevant paperwork.