

**SEWING MACHINE**  
**MOBILE HAND HELD SEWING MACHINE**

<b>Equipment Number</b>			
<b>Customer</b>			
<b>Dispatch/Receipt</b>	Date Out    /    /	Date In    /    /	
<b>Store Location</b>			
<b>Expected Return Date</b>			

Item Number	Number of items	Item name	Checked OUT	Checked IN	Comments
1	1	Sewing Machine			
2	1	Case			
3	1	Documentation (13 pages)			

This equipment has received an in-service inspection and was found to have no obvious defects.

**CHECKED OUT BY**

**CHECKED IN BY**

Name:

Name:

Signature:

Signature:

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Customer**

On receipt of this equipment, please check all equipment has been received, ensure your site staff read and understand the operating, maintenance and safety information, and use the equipment in a safe manner.

- You are responsible for the safe operation of the equipment and the safety of your staff.
- Standard Occupational, Health and Safety guidelines should be followed as per normal site operations. Site safety and safe work practices are your responsibility.
- At the conclusion of the use of the equipment, please clean the equipment, repack it for transportation and return to Geofabrics.
- Please advise if there are any missing parts. All equipment usage must be in accordance with Geofabrics' Hire Agreement. You will be charged for any damaged or missing components.

**SEWING MACHINE – OPERATING AND SAFETY INSTRUCTIONS**

**WARNING!**

- Any alterations to this hire equipment may prove dangerous to the operator and will be in breach of the Equipment Hire Agreement.
- Service must only be performed by an authorised Geofabrics service organisation or representative.
- Please contact Geofabrics (0800 60 60 20) for return of this equipment or servicing if it is found to be faulty.
- All hire related documentation, operating and safety instructions are available on our website ([www.geofabrics.co.nz](http://www.geofabrics.co.nz)).



The Geofabrics Sewing Machines are used to achieve a high quality field seam when geotextile panels are required to be sewn together on-site.

**Pre-operational considerations**

- Before operating the Sewing Machine, it is important that you read and understand the maintenance and safety precautions outlined below and in the Equipment Hire Agreement document (Use and Maintenance).
- Contact Geofabrics (0800 60 60 20) if you do not understand any of the instructions in this document.
- To operate the Sewing Machine, operators must be in good physical and mental condition. Do not operate if on medication or under the influence of alcohol or drugs. Seek medical advice if unsure.
- As the installation of Geofabrics products is considered a construction activity, the contractor using the hire equipment must prepare a site safety plan that incorporates the safe work methods for high risk work involving the Sewing Machine.

## Safety Precautions

- **Never** operate or work in the vicinity of a tool in use without eye protection that provides protection against flying particles both from the **front** and **side**. Eye protection is required to guard against potential flying needle shards and debris, which could cause severe eye injury. The employer and/or user must ensure that proper eye protection is worn. Eye protection equipment must conform to the requirements of the relevant NZ Safety Standards and provide frontal and side protection.

**Warning** Eye protection equipment must provide both frontal and side protection.



- Always use appropriate personal protective equipment such as riggers gloves, high visibility clothing (shirt or tabard), hard hats, steel capped safety boots, safety eye wear with side protectors, etc.
- Only properly trained personnel are permitted to operate the Sewing Machine.
- **Never** use the machine without safety devices. All safety devices must be in position when the machine is ready for work or when in use.
- **Never** engage in horseplay with the tool. **It is not a toy.**
- **Never** tamper with, disable or remove the safety device.
- **Never** leave the work area for any extended period of time without disconnecting the tool from the electricity.
- **Never** attempt to clear a jam without disconnecting the tool from electricity and removing the remaining fasteners from the tool.
- **Never** operate a dirty tool. Clean the tool at least daily and lubricate if required.
- For detailed information on the machine use, maintenance and threading instructions, refer to the Sewing machine manual.
- Danger points are marked with the triangular warning symbols.

**Warning** Keep fingers clear of all moving parts of the tool.

- Only use thread that is recommended by Geofabrics, as there are standard strength and fibre requirements, to meet specifications.
- Keep the Sewing Machine clean and dry.
- Do not use the Sewing machine for any application other than its intended purpose.

- Do not abuse the Sewing Machine in any way which may result in personal injury and/or damage to the equipment. Treat the machine with respect and it will perform safely and reliably for you.
- Exercise caution not to drop the Sewing Machine.
- Check the condition of the Sewing Machine before each use for any damage. If the behaviour of the Sewing machine changes, check it immediately and return it to Geofabrics for service if necessary.

**Warning** The following operations must not be performed until the machine has been disconnected from its power supply by turning-off the main switch or by pulling out the main plug.

1. Threading needle(s), looper, spreader etc.
  2. Replacing sewing tools such as needle, presser foot, throat plate, looper, spreader, feed dog, needle guard, folder, fabric guide etc.
  3. Leaving the work place unattended.
  4. Maintenance work
- Never attempt to service or modify the equipment in any way.

#### Site Conditions

- The Sewing Machine is designed for the application of geotextile products to suitable construction site areas. The Sewing Machine should not be operated in conditions which could endanger the operator or other site personnel.

#### Working Techniques and Operation

- Before leaving our store, each machine is carefully inspected, adjusted and given a sewing test. However, upon receipt, the machine should be inspected, and any damage or complaints should be reported to Geofabrics without delay
- Unpack the machine. Make sure that no pieces of packing are trapped in the mechanism.
- Check by turning the motor hand wheel in operating direction (see Operating Instructions Picture 1) if the machine works. A slight resistance will be felt as the feed dog rises.
- Loosen screw A (see Operating Instructions Picture 2) and set thread rod B so that its lower end is flush with the underside of thread cone support C. Retighten screw A.
- Check the threading of the machine. See Threading Diagram Picture 3, and refer to the following Threading instructions :

#### Threading - Pull Out Mains Plug Before Threading!

- Loosen thumb screw(s) D (see Threading Diagram Picture 2) in the thread cone support, pull out the spool pin(s) E and remove the empty thread cone(s).
- Insert the new thread cone(s) with spool pin(s) E and retighten thumb screw D.

- Thread the machine as shown in Threading Diagram Picture 3
- For threading the needle, turn motor hand wheel in operating direction until the needle is in its upmost position above the throat plate.
- For threading the looper (double locked stitch machines only) open the hinged cover A (see Threading Diagram Picture 4) and turn motor hand wheel in operating direction until the needle is in its lowest position below the throat plate. Reclose hinged cover A after threading.

### **Thread Tension**

- The tension L (see Threading Diagram Picture 4) controls the looper thread and the tension N controls the needle thread.
- Only a slight tension should be applied on the looper thread.
- The tension applied on the needle thread depends upon the size of the thread and the thickness of the fabric to be sewn and has to be regulated till the machine sews and chains off perfectly.

### **Changing The Needle - Pull Out Mains Plug Before Changing the Needle!**

- Turn motor hand wheel in operating direction until the needle is in its upmost position above the throat plate. Unthread the eye of the needle.
- Loosen the screw D (see Threading Diagram Picture 4) for the needle and draw out the needle. Insert the shank of the new needle as far as it will go into the needle seat and with the flat on the shank facing to the front.
- Retighten screw D for the needle on the flat of the needle shank and thread the needle eye.

### **Oiling - Pull Out Mains Plug Before Oiling!**

- The machine has to be oiled at least once a day on the oil spots 1 – 11 shown in the Oiling Diagram Picture 5.
- Oiling spots 1, 2 and 3 is especially important.
- Recommended oil : Mobil D.T.E, Oil Medium

### **Cleaning**

- Clean the machine periodically from lint, dust and sand. For this also open hinged cover A ( see Threading Diagram Picture 4 ) and the punched cover B ( see Oiling Diagram Picture 6 )
- Reclose covers.
- Regularly blow out dust and sand particles with an air compressor.
- When working in coastal areas, daily spray the machine with a light lubricant: e.g. CRC.

### **Maintenance**

- All routine maintenance and repairs shall be carried out by Geofabrics or its authorised repairer, to ensure the equipment remains reliable.

## SEWING MACHINE COMPONENTS

To ensure no parts are lost, all components should be stored and transported as a set, in such a way as not to cause damage to the equipment.



### Sewing machine (Fig 2,3)

- Check the machine is clean and not damaged.
- Check the plug and power cable are not damaged.

### Case (Fig 4)

- Check the case is not severely damaged.

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