



FEMALE – GUIDELINES TO MEASURING OTHERS

These guidelines MUST be read with the measurement diagram on page two.

PLEASE DO NOT ATTEMPT TO MEASURE YOURSELF AS THIS WILL RESULT IN INACCURATE MEASUREMENTS – RIG EQUIPMENT LIMITED CANNOT ACCEPT LIABILITY WHEN INCORRECT MEASUREMENTS HAVE BEEN SUPPLIED BY THE CUSTOMER. ANY DECISION NOT TO CHARGE FOR CORRECTIVE WORK WILL BE AT RIG EQUIPMENT LIMITED'S DISCRETION

HEIGHT MEASUREMENT

Ask them to remove any footwear and stand with their back and heels against a wall. Make a mark on the wall at the top of their head, using a straight angle (e.g. book). Their height is the distance measured from the marking to the floor. It may be easier to use a metal tape measure for this measurement.

1. HIGH BUST MEASUREMENT

Whilst standing ask them to relax their arms by their sides and then measure above the bust, at armpit height. Measure firmly, but do not hold the tape so tight that it cuts into their skin..

2. FULL BUST MEASUREMENT

Whilst standing ask them to raise their arms out horizontally, then measure their chest circumference at the widest point, with the measuring tape held horizontally. Measure horizontally round the body with the tape measure running across the full bust line, under the arms and across the shoulder blades.

3. SLEEVE MEASUREMENT

Ask them to lift their arm horizontally out to the side and then bend it at the elbow towards the chin. Whilst they hold the hand with the fingertips approximately 30cms (12") in front of their chin at shoulder level, take a measurement from where their neck meets their shoulders (usually where a t-shirt collar sits) along the outer edge of their arm to the wrist bone.

4. WAIST MEASUREMENT:

ONE- Whilst standing ask them to identify the location of their navel with their index finger. Take a measurement around the waist, in line with the navel.

TWO - Whilst standing, ask them to identify where a belt would normally be worn and then take a measurement around the waist at that point

VERY IMPORTANT: YOU MUST PHYSICALLY MEASURE THE WAIST AS INSTRUCTED. DO NOT ASSUME THE WAIST SIZE FROM A SHOP BOUGHT PRODUCT WILL REFLECT THE CORRECT DIMENSIONS.

5. HIP MEASUREMENT:

Ask them to stand with their feet together. Measure around the widest point of the hips around the buttocks and take an accurate measurement.

6. INSIDE LEG MEASUREMENT: (Wearing only the base layers that would routinely be worn)

Ask them to stand with their feet approximately 6" (15cms) apart. Ask them to hold the top of the tape and place it where their inner thigh meets their crotch. Then extend the tape down to the ankle bone and take an accurate measurement.

7. BODY LENGTH MEASUREMENT:

Ask them to sit upright on a hard chair or other hard surface to gain easy access to the back of the body. Take an accurate measurement from the base of the neck (usually where a t-shirt collar sits) down along the backbone, and literally measure to the surface of the chair. This gives the overall length of the body.

8. THIGH MEASUREMENT:

Whilst standing, take a measurement of the thigh around the widest point from the crotch all the way around the thigh. If the undergarments include pockets, ensure these have been emptied prior to taking the measurement.

9. POSITION OF THE KNEE PAD MEASUREMENT: Ask them to be seated then take a measurement from the top of the front of the kneecap down to level with the ankle bone.

FEMALE - MEASURE FORM

These guidelines MUST be read in conjunction with the measurement diagram that accompanies this form. These guidelines must be followed to ensure correct measurements are taken.

It is difficult to take your own measurements and therefore another person will need to assist. The measurer will require a tape measure and a pen. The measurements should be taken over any undergarments that are worn by those being measured.

Name:		Role:	Measurements cm
Style required: One piece / Two Piece		(Circle Option Required)	
Height			
1	High bust measurement		
2	Full breast measurement (hold tape lightly)		
3	Sleeve length: (Measure from the point indicated by the red arrow)		
4	Waist ONE (At their widest point, generally in line with their navel)		
	Waist TWO (Where the belt would normally be worn)		
5	Hip measurement		
6	Inside leg measurement		
7	Body length measurement.		
8	Thigh measurement		
9	Knee pad position measurement		
Notes			

