# TECHNICAL INSTRUCTIONS FOR TAKING MEASUREMENTS

Measurements should be taken by an adult. Individuals being measured should remove bulky items such as wallets/cell phone from their pockets. They should NOT stand at the "ATTENTION" position. All measurements should be taken close but **not too tight**.

**Important:** The Height, Chest and Waist measurements must be taken in **inches** and the foot measurements (length and width) must be taken in **millimeters**.

#### **HEIGHT:**

- 1. Remove shoes.
- 2. Stand straight with heels together, with your back up against a wall. Make sure your head is touching the wall.
- 3. Take a flat and rigid tool (e.g: a wooden ruler) and place it flat on the head up against the wall. Make sure the tool is at a 90° angle with the wall, and make a mark on the wall with a pencil.
- 4. Measure in a straight line from the floor to the mark on the wall (Figure 11).

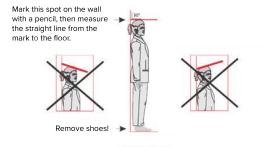


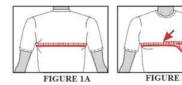
FIGURE 11

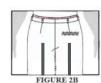
#### **CHEST CIRCUMFERENCE:**

Lift the arms, place tape around the chest at the largest part with tape parallel to the floor, place arms down to the sides and take the measurement (Figures 1A & 1B).

### **WAIST CIRCUMFERENCE:**

- This measurement is taken directly against the skin, but you must wear slacks while taking it in order to determine your belt line (**Do not use low rise slacks**).
- 2. Wrap the tape around the waist at the belt line, inserting it between the slacks and skin (Figures 2B & 2C). The tape should be snug against the skin, but not tight.
- 3. The correct measurement is the number that lines up with the edge of the tape.







## **FOOT MEASUREMENT:**

Take a blank sheet of paper and a ruler. While standing wearing regular socks, place one foot flat on the paper.

- Foot length: Using the ruler, draw a line at the level of the heel and another at the level of the longest toe. Measure the exact distance between the two lines in millimeters.
- Foot Width: With the ruler, mark the widest point of the foot on both sides. Measure the exact distance between the two lines in millimeters.
- 3. Repeat both measurements with the other foot, as the two feet are often not exactly the same length.
- 4. Use the longer of the two foot lengths measured and the wider of the two widths measured.

