

## 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).

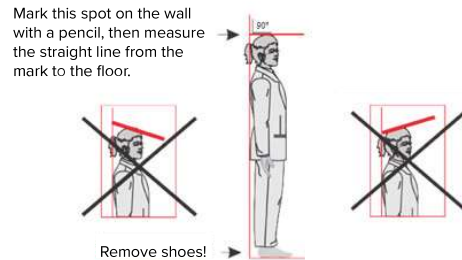


FIGURE 11

### 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).

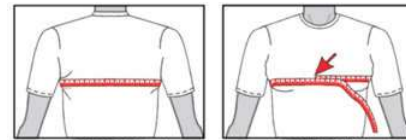


FIGURE 1A

FIGURE 1B

### WAIST CIRCUMFERENCE:

1. 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.



FIGURE 2B

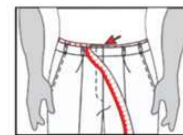


FIGURE 2C

### FOOT MEASUREMENT:

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

1. 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.
2. 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.

