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| **Job Breakdown Sheet** |
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| Description of the task:  |

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| List Common Key Points:  |

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| Parts (UPN, describe the parts) |

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| Tools & supplies required:  |

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| Safety equipment required:  |

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| **Important Steps**  |

 | **Key Points** | **Reasons** |

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| **Training Aid**: (put hand sketches, diagrams, parts, or layouts here. Insert digital pictures if available.) |

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| **WHAT?**  |

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| A logical segment ofthe operation that advances the work. |

 | **HOW?** |

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| Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier |

 | **WHY?** |

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| List the reasons for the key points |

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| **Key Point reminders:**  |

 | **🞎Critical check or inspection** | **△Quantity** **check** | 🞧 **Could injure the person** | **🗸 Makes the job easier** |

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