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| **Job Breakdown Sheet** | | | | | | | | | | | | | | |
| |  | | --- | | Description of the task: | | | | |  | | | | | | | | |  | | --- | | List Common Key Points: | | | |
| |  | | --- | | Parts (UPN, describe the parts) | | | | |  | | | | | | | |
| |  | | --- | | Tools & supplies required: | | | | |  | | | | | | | |
| |  | | --- | | Safety equipment required: | | | | |  | | | | | | | |
| |  | | --- | | **Important Steps** | | | | | **Key Points** | | | | | **Reasons** | | | |  | | --- | | **Training Aid**: (put hand sketches, diagrams,  parts, or layouts here. Insert digital pictures  if available.) | | | |
| |  | | --- | | **WHAT?** | | | |  | | --- | | A logical segment of  the operation that advances the work. | | | **HOW?** | | |  | | --- | | Things in important steps  that will:  1. make or break the job  2. injure the worker  3. make the work easier | | | | **WHY?** | | |  | | --- | | 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** | | |  | | --- | | **Owner of this document:** | | |  | | --- | | **Page:** | |  |   **of** | |  | | --- | | **Rev #:**  **Date:** | |