

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		
Key Point reminders:	<input type="checkbox"/> Critical check or inspection	<input type="checkbox"/> Quantity check	<input type="checkbox"/> Could injure the person	<input type="checkbox"/> Makes the job easier	Owner of this document:	Page:	Rev #:
						of	Date: