No. _____

JOB BREAKDOWN SHEET

Operation: _____

Parts: _____

Tools and Materials: _____

What ⇨	How ⇨	Why
Important Steps	**Key Points**	**Reasons**
A logical segment of the operation when something happens to advance the work.	Anything in a step that might— 1. Make or break the job 2. Injure the worker 3. Make the work easier to do, i.e. "knack", "trick", special timing, bit of special information	Reasons for the key points