

Job Instructions for:	
Parts Required:	
Tools & Materials	
Date:	

Why This is Important Consequences to company and customers when the job is not done right	
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Important Steps in the Operation	Key Points	Reasons
A logical segment of the operation when something happens to advance the work	Anything in the step that might - <ul style="list-style-type: none"> • “make or break” the job • injure the worker or others • make the work easier to do (i.e. “knack”, “trick”, tip) 	Reasons for the key Points
1)	•	•
2)	•	•
3)	•	•
)	•	•
)	•	•

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	•	•
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