



Job Breakdown

Title	Sample Process
Description	Description can be as long as you need - using Alt+Enter for word wrap.
Author	<name>
Revised	12/25/2017
Safety Equipment	Safety goggles, apron, chem.-resistant gloves (heavy green)  
Tools & Supplies	Mix stand, funnel
Parts & Materials	Base (#125), additive (#496) and refined ore (#238)
Approvals	Manager: _____ Supervisor: _____
Header Data	<Any data that you want at the top of your page>

Common Key Points
WEAR YOUR SAFETY EQUIPMENT DURING ALL STEPS OF THIS TASK!
SPLASHES AND SKIN CONTACT WILL CAUSE HARM!

Major Steps		Key Points		Reasons	
What?	Logical steps that advance the work	How?	Tips that will: ◇ make or break + avoid injury √ make it easier	Why?	• Reasons for key points
1	Add base	◇ Left hopper √ Use green funnel	◇ + √		
2	Add ore	◇ Right hopper √ Use blue funnel	◇ + √		
3	Add additive	◇ Back hopper (red) in storage room ◇ Check level in auto feed (above minimum?)	◇ + √		• Red hopper auto feeds additive ◇ If below minimum, result will be bad mix
4	Start machine	◇ Set to auto mode + Step away ◇ Press power on button ◇ Ensure green light is on	◇ + √		◇ If not in auto mode, result will be bad mix ◇ Yellow or red light requires Maintenance

"If the learner hasn't learned, the teacher hasn't taught"

Major Steps	Key Points	Reasons
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Pictures

Optionally use the space below for pictures or illustrations - either digital or hand sketched

