

# Job Breakdown Sheet

Description of the task:	FOLDING A T-SHIRT	List Common Key Points:
Parts (UPN, describe the parts)	T-SHIRT, CLEAN LAUNDRY!!	
Tools & supplies required:	—	
Safety equipment required:	—	

Important Steps		Key Points		Reasons	
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
1	LAY FLAT	- NECK TO THE RIGHT - FRONT UP - SLEEVES FLAT		- EASY TO UNCROSS ARMS - WON'T FOLD INSIDE OUT - NO TWISTS OR WRINKLES	
2	FIRST FOLD	- LH GRAB: MIDDLE, INLINE WITH TOP OF SHOULDER - RH GRAB: TOP OF SHOULDER - QUICKLY	<input type="checkbox"/>	- FOLDS SLEEVE INTO SHIRT - FOLDS SLEEVE INTO SHIRT - FLOPS SLEEVE INTO CORRECT POSITION	
		- RH TURN HAND, GRAB HEM & TOP SHOULDER	<input type="checkbox"/>	- CANT MAKE A PROPER FOLD IF YOU DON'T GRAB TOGETHER	
3	SECOND FOLD	- PICK UP SHIRT, UNCROSSING ARMS	<input checked="" type="checkbox"/>	- MAKES FOLD, BRINGS FRONT OF SHIRT TO OUTSIDE	
4	THIRD FOLD	- LAY SHIRT DOWN, FOLDING SLEEVE UNDERNEATH	<input type="checkbox"/>		

**Training Aid:** (put hand sketches, diagrams, parts, or layouts here. Insert a digital picture if available.)

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SLEEVE

Key Point reminders:	<input type="checkbox"/> Critical check or inspection	<input type="checkbox"/> Quantity Check	<input type="checkbox"/> Could injure the person	<input checked="" type="checkbox"/> Makes the job easier	Owner of this document: BRYAN	Page: 1 of 1	Rev: A Date: 2/15/08
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“If the person hasn't learned, the instructor hasn't taught.”