



post-job review

process

When: immediately after the job/task is complete

Purpose: learning from today's work to prepare for tomorrow

Duration: 5-10 minutes

Team: people doing the work and/or supervisor and/or permit issuer



ask these questions

1. What went right?
2. What went wrong?
3. What hazards did we miss?
4. What surprised us?

what to look for during post-job review

- Changes to plan
- Drift
- Effectiveness of safeguards
- Error traps
- Performance modes
- Latent conditions
- HP tools that worked
- Issues with procedures

Printing specifications

- Size: 2-1/4" x 3-3/8"
- Paper Stock: 130# cover, coated, gloss finish
- Inks: 4-color process [4/4]
- Ink coverage: light
- Bleeds: No
- Bindery: Trim & Round Corner
- Finishing: 5 mil Laminate (gloss finish)