

Demonstrate Performing a Preventive Maintenance Service (PM)

Skill Number TDP15GN116

Full Name: Arsan Hardi W SN/SAP ID: -
 Job Title: Guru Branch/Area: SMLW of Singosari

PERFORMANCE TASK:

Given an Engine or a Machine, literatures, test gauges and the necessary tools to the serviceman to perform a preventive maintenance service.

Note: For skill assessment purpose, create an improper condition on machine or engine such as:

- unused cable put into wiring harness,
- put un-related component above engine hood or valve cover,

The serviceman must be able to complete the following tasks:

- Perform general service procedure for Preventive Maintenance (PM) on an Engine or a Machine correctly and safely with refer to appropriate service literatures.
- Follow the procedures correctly as stated on the Service Manual, in sequence.
- Safety and contamination control procedures are demonstrated all the time.
- Provide SIMS reports and Service Report on time correctly and completely.
- Perform close the job by ensuring all systems or conditions are in the standard condition
- Perform communication & etiquette manner

The serviceman is requested to complete Candidate Performance Guide form.

Time allowed: Standard Hours (Refer to Standard Time Pricing) 8 Hours

Prerequisite	Yes	No	N/A	Observation / Hints
The Student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Refer to SAP

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Engine or Machine <u>C7.1</u>	✓			Make sure engine or machine is in safe condition
Hand Tools	✓			Tool Box and hand tools related to the job
Special Tools	✓			Special tools related to the job
Diagnostic Tools			✓	Diagnostic tools related to the job
Measuring Tools			✓	Measuring tools related to the job

Service Literatures	✓			Service Manual, Part Manual, OMM, One Safe Source, etc.
Safety and Contamination Control equipment's	✓			LOTO, JSA Form, Absorbent Pad, Blue Towel, etc.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job.				
Meet the customer.	✓			
Perform etiquette/manner when opening the interaction.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Introduce Serviceman's identity).
Explain the purpose of Serviceman's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed		Observation / Hints
	Yes	No	
Visual Inspection and Engine or Machine Start-up			
Completed JSA Form	✓		Completed JSA Form Correctly
Before Starting Engine or Machine	✓		<ul style="list-style-type: none"> • Ensure the machine or engine in a safe condition and in level surfaces • Ensure the area clear from other personnel • Put LOTO & walk around inspection • Check all fluid level and inspect for leakage, etc. • Maintain three points contact with the machine when getting on and off
Engine Starting	✓		<ul style="list-style-type: none"> • If machine is already tagged out DO NOT start. • Inspect for leakage • Monitoring all parameters • Move all control to HOLD position. (if equipped) • Put transmission control in NEUTRAL (if equipped) • Apply parking brake (if equipped)
Before operation	✓		<ul style="list-style-type: none"> • No other personnel on or around area of machine. The area free of obstacle.

actual engine cannot running

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preventive Maintenance Service on Engine or Machine				
PM 250			-	Referring to the list of PM activities on engine or machine used for practice
PM 500			-	
PM 1000			-	
PM 2000	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform final inspection				
Ensure all systems or conditions are in the standard condition.	✓			<ul style="list-style-type: none"> Clean up Operator Station condition (for skill assessment purposes only) Final inspection is performed after completing the job

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting				
PM Result Report			✓	Attach PM result report as evidence
All relevant documentation completed correctly, and approved by customer (if required).	✓			<ul style="list-style-type: none"> Completing the PM Task List Create Field Operation Report/Daily Record Activity/Job Time Card Completing Measurement Form/Related Check Sheet, if required Create Service Report (SIMS), if required Create SPR, if required Documenting the failed or damaged parts, if required Provide Technical Analysis Report/Failure Analysis Report/Re-Work Analysis Report, if required.

Tasks	Completed		Observation / Hints
	Yes	No	
Safety			
Using PPE related to the job	✓		Safety helmet, safety glasses, safety shoes, etc.
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		
State and follow safety precautions	✓		Serviceman must follow safety procedure refer to service manual or SIS related to job
Serviceman completes job without accident due to incorrect procedure using hand tools.	✓		<ul style="list-style-type: none"> • Correct serviceman position • Correct hand tool related to the job
Tasks completed without damage equipment and tools	✓		There are no equipment and tools damage

Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & housekeeping	✓		<ol style="list-style-type: none"> 1. Waste is minimized, waste material, including sludge; solids and other wastes are sorted and stored in bins for recycling or disposal 2. Packaging of goods received is sorted and reused or disposed of by recycling 3. Materials that can be reused are cleaned and stored 4. Waste and scrap is removed following workplace procedures 5. All fluids are disposed of in accordance with enterprise policies and procedures

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job				
Explain the action taken (from content of report) and also the result of the job activity.	✓			Explain clearly
Advise customer the tips or method for future maintenance and operation.	✓			Advice clearly
Clarify or ensure that customer understands clearly.	✓			Perform clarifying question technique.
Ask customer if they have additional concerns or problems to be supported.	✓			

Perform etiquette/manner when closing the communication.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction.
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Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform nonverbal expression and communication.				
Perform nonverbal expression and communication.	✓			<ol style="list-style-type: none"> 1. Maintain eye contact with customer. 2. Display confident posture. 3. Speak with appropriate beat/rhythm and volume. 4. Display appropriate facial expression (smile/ serious / curious/ confident, etc.) 5. Display appropriate gesture when explaining the information.

