

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: M. Arkan Arka I.U.
 Validation Date: 23/10/2025

No ID: _____
 School: SMK Negeri 1 Singosari

PERFORMANCE TASK:

Given some common hand tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	✓		Score hand tools Course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Hand Tools				
1. Inspect hand tools before using	✓			Visual inspection of hands tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified and checked for correct, safe, and effective operation and must refer to the Literatures
3. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored on the right place
4. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
5. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
Documentation:				
Take picture if needed	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform close the job by ensuring all systems or conditions is in the standard condition				
Ensure all systems or conditions are in standard condition.	✓			<ul style="list-style-type: none"> • Find the improper condition. • Communicate the finding to the customer/assessor.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting				
All relevant documentation completed correctly and approved by customer (if required).	✓			<ul style="list-style-type: none"> • Completing the Task List • 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, if required.

Tasks	Completed		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓		<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
Student completes job without accident due to incorrect procedure using hand tools.	✓		<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job
Tasks completed without damage equipment and tools	✓		

General Comments

Tark Complete

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (✓))

Student:

Arkan

Name

23/10/2025

Date

Signature

Assessor:

Arsan Hardi W., S.Pd.,Gr.

NIP. 19840822 202221 1 012

Name

24/10/2025

Date

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature