

### Demonstrate Using SIMS Report Correctly

Skill Number CO-OP15GN117

Full Name: Arsan Hardi W

No ID: \_\_\_\_\_

Validation Date: 19 JANUARI 2026

School: SMK N 1 SIMGOKARI

**PERFORMANCE TASK:**

The student with self-support must be able to fill up all the form below correctly and apply this form to daily operation activity.

- Perform filling out the SIMS Report completed and correctly in English.
- Follow standard safety & contamination control procedure related to the job.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score Preventive Maintenance course or subject.

Tasks	Check		N/A	Observation / Hints
	Yes	No		
<b>Preparation</b>				
Prepare related literature	✓			SIMS Report
Prepare required equipment	✓			If required
Prepare related tools	✓			If required
Prepare Safety & Contamination Control equipment	✓			If required

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Demonstrate using SIMS Report</b>				
Collect the related service job data	✓			Find any data required
Fill SIMS Report Form	✓			Fill in the column in Trakindo service work paper completely based on actual job progress

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

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

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

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner after completing the job</b>				
Perform etiquette/manner when closing the communication.	✓			<ul style="list-style-type: none"> <li>Perform smile &amp; greetings.</li> <li>Ask permission to leave or end the interaction.</li> </ul>

General Comments

Competent for this skill  
( pdf permission SIM Reports )

RESULT:  
check (✓)

COMPETENT

NOT YET

COMPETENT (please

Student:

Arsan Hardi W

Name

Date



Signature

Assessor:

MEGA SLINDO

Name

19 Jan 2026

Date



Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature