

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Rahmat Zaini B. F No ID: _____
 Validation Date: 23-12-25 School: SUKA 1 SGS

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	Completed		Hints
	Yes	No	
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		Score hand tools Course or subject.
Tasks	Completed		Observation / Hints
	Yes	No	
Preparation	<input checked="" type="checkbox"/>		
Prepare related literature	<input checked="" type="checkbox"/>		
Prepare required equipment	<input checked="" type="checkbox"/>		
Prepare related tools	<input checked="" type="checkbox"/>		
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>		

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

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

Tasks	Completed		Observation / Hints
	Yes	No	
Perform close the job by ensuring all systems or conditions is in the standard condition			
Ensure all systems or conditions are in standard condition.	<input checked="" type="checkbox"/>		<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 (SMS), 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	N/A	
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	✓			

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

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

General Comments

Test Complete

RESULT:

COMPETENT

NOT YET COMPETENT

(Please check (N))

Student:

Bardo

23-12-25

Signature

Assessor:

Arsan Hardi W., S.Pd., Gr.
NIP. 19840822 202221 1 012

23/12/25

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

CO-OP

CO-OP15GN102 – Candidate Performance Guide

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Rahmat Zamri Barako

No ID: _____

Validation Date: 23-12-25

School: SUKU 1 SGS

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
	Yes	No	
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Prepare related literature	<input checked="" type="checkbox"/>			
Prepare required equipment	<input checked="" type="checkbox"/>			
Prepare related tools	<input checked="" type="checkbox"/>			
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>			

CO-OP

CO-OP15GN102 – Candidate Performance Guide

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>			
Ask permission to perform the job.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Hand Tools				
1. Inspect hand tools before using	<input checked="" type="checkbox"/>			
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			
4. Equipment and tooling are cleaned and returned to its correct location	<input checked="" type="checkbox"/>			
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			
Documentation:				
Take picture if needed	<input checked="" type="checkbox"/>			

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.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Safety				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			
State and follow safety precautions	✓			
Student completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Contamination Control				
Environmental Practices & Housekeeping	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication.	✓			

General Comments

Task Complete

RESULT:

COMPETENT

NOT YET COMPETENT

Student:

Bardo

13-12-25

Name

Date

[Signature]
Signature (Please check (N))

Assessor: NIP. 19840822 202221-1 012

24/12/25

[Signature]
Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature