

Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely

Skill Number CO-OP15GN108

Full Name: Hafid Aldi Rayhan

SNSAP ID: 08

Job Title: INSPECT TOOLS LIFTING

Branch/Area: _____

PERFORMANCE TASK:

Given a large machine component, the necessary/lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TOL 005 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times

Safety and Contamination Control must be applied to this process at all times.

| Prerequisite | Yes | No | N/A | Hints |
|--|-----|----|-----|-------|
| The Student must complete the knowledge assessment. Minimum passing grade 80%. | ✓ | | | |

| Tasks | Completed | | | Observation |
|--|-----------|----|-----|-------------|
| | Yes | No | N/A | |
| Preparation | | | | |
| Prepare related literature | ✓ | | | |
| Work instructions are used to determine job requirements, including method, process and equipment | ✓ | | | |
| Job specifications are read and interpreted. Information is accessed from manufacturer/component supplier specifications and correctly incorporated. | ✓ | | | |
| Information is accessed from manufacturer/component supplier specifications and correctly incorporated | ✓ | | | |
| Prepare required equipment | ✓ | | | |
| Prepare related tools | ✓ | | | |
| Materials, components, equipment and tooling are identified and checked for safe and effective operation | ✓ | | | |
| Prepare Safety & Contamination Control equipment | ✓ | | | |

| Tasks | Completed | | | Observation |
|--|-----------|----|-----|-------------|
| | Yes | No | N/A | |
| Perform etiquette/manner when starting the job | | | | |
| Meet the customer / assessor | ✓ | | | |
| Perform etiquette/manner when opening the interaction. | ✓ | | | |
| Explain the purpose of Student's activity. | ✓ | | | |
| Ask permission to perform the job. | ✓ | | | |

| Tasks | Completed | | | Observation / Hints |
|-----------------------------------|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Visual Check | | | | |
| Pre-inspection procedures | ✓ | | | |
| Cranelifting apparatus inspection | ✓ | | | |
| Lifting equipment | ✓ | | | |
| Support materials | ✓ | | | |

| Tasks | Completed | | | Observation / Hints |
|--|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Visual Check | | | | |
| Site location selected | ✓ | | | |
| Supports in place | ✓ | | | |
| Jacking and Blocking | ✓ | | | |
| Jacking procedures | ✓ | | | |
| Jack conducted | ✓ | | | |
| Blocking procedure | ✓ | | | |
| Blocking conducted | ✓ | | | |
| Blocking allows for service work to be conducted | ✓ | | | |
| Lifting | | | | |
| Hook up procedures | ✓ | | | |
| Lift conducted | ✓ | | | |
| Load moved to chosen site | ✓ | | | |
| Load lowered and supported | ✓ | | | |
| Support allows for service work to be conducted | ✓ | | | |

| Tasks | Completed | | | Observation / Hints |
|---|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Use of Tools and Equipment | | | | |
| Tests and adjustments carried out according to manufacturer's specifications and procedures | ✓ | | | |
| Service is completed without damage to equipment and tools | ✓ | | | |
| Equipment and tooling is cleaned and returned to its correct location | ✓ | | | |
| Work area left clean and tidy | ✓ | | | |

| 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 PPE related to the job | ✓ | | | |
| Follows relevant Workplace Safety Guidelines (LOTO, 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 | |
| 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 (please

Service man: Hafid Awi & Name 28-2-2026 Date

Arsan Hardi W., S.Pd., Gr. Signature [Signature]
NIP: 19940822 202221 1 012 Name 28-2-2026 Date

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____

Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely

Skill Number CO-OP15GN108

Full Name: Hafid Aldi Proshan SNISAP ID: 08
 Job Title: INSPECT TOOLS LIFTING Branch/Area: _____

PERFORMANCE TASK:

Given a large machine component, the necessary lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TQL005 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times

Safety and Contamination Control must be applied to this process at all times.

| Prerequisite | Yes | No | N/A | Hints |
|--|-----|-------------------------------------|-----|---|
| The Student must complete the knowledge assessment. Minimum passing grade 80%. | | <input checked="" type="checkbox"/> | | Score jacking, blocking, and lifting course or subject. |

| Tasks | Completed | | | Observation |
|--|-------------------------------------|----|-----|--|
| | Yes | No | N/A | |
| Preparation | | | | |
| Prepare related literature | <input checked="" type="checkbox"/> | | | Practical Activity 1 |
| Work instructions are used to determine job requirements, including method, process and equipment | <input checked="" type="checkbox"/> | | | Observe if candidate to Manufacturer's and/or service info |
| Job specifications are read and interpreted. Information is accessed from manufacturer/component supplier specifications and correctly incorporated. | <input checked="" type="checkbox"/> | | | Observe if candidate to and observing the specifications are intervals |
| Information is accessed from manufacturer/component supplier specifications and correctly incorporated | <input checked="" type="checkbox"/> | | | |
| Prepare required equipment | <input checked="" type="checkbox"/> | | | |
| Prepare related tools | <input checked="" type="checkbox"/> | | | Refer to MOD n Material, component and equipment work are identified prepared in accordance procedures |
| Materials, components, equipment and tooling are identified and checked for safe and effective operation | <input checked="" type="checkbox"/> | | | |
| Prepare Safety & Contamination Control equipment | <input checked="" type="checkbox"/> | | | |

| Tasks | Completed | | | Observation |
|--|-------------------------------------|----|-----|---------------------------------------|
| | 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"/> | | | • Perform smile & • Introduce Student |
| 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 | |
| Visual Check | | | | |
| Pre-inspection procedures | ✓ | | | Location of site to move component, personnel in the area, support material available at site |
| Crane/Lifting apparatus inspection | ✓ | | | Inspection of crane or lifting apparatus |
| Lifting equipment | ✓ | | | Inspection of chains/slings or other lifting apparatus. |
| Support materials | ✓ | | | Serviceable and will complete the task safely. |

| Tasks | Completed | | | Observation / Hints |
|--|-----------|----|-----|---|
| | Yes | No | N/A | |
| Visual Check | | | | |
| Site location selected | ✓ | | | Safe and secure area, will not affect other Personnel |
| Supports in place | ✓ | | | Tail rope, if required |
| Jacking and Blocking | | | | |
| Jacking procedures | ✓ | | | Type of load, center of gravity, jacking points, SWL equipment and jacking tool, area ideal for jacking procedure. |
| Jack conducted | ✓ | | | Jack in correct position |
| Blocking procedure | ✓ | | | Type of blocking that use, SWL, Blocking points. |
| Blocking conducted | ✓ | | | Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, jacking tool removed and moved out of the way |
| Blocking allows for service work to be conducted | ✓ | | | Job supported to allow work to be conducted. |
| Lifting | | | | |
| Hook up procedures | ✓ | | | Check as per 10 steps of safe lifting in Student/Facilitator Guide, type of load, center of gravity, hook up points, hook up |



| | | | | |
|---|---|--|--|--|
| Lift conducted | ✓ | | | points checked, hooks, hook-up secured |
| Load moved to chosen site | ✓ | | | Checked security points, load lifted straight center of gravity, twisted, kinked, bind and not jerky, lift straight down - no angle on |
| Load lowered and supported | ✓ | | | Minimum distance of to complete task personnel consider of the load controller |
| Support allows for service work to be conducted | ✓ | | | Lowered correctly, place, load secure moving once placed or bench, lifting tatch and moved out of the way |
| | | | | Job supported to allow work to be conducted. |
| | | | | Use of Tools and Equipment |

| Tasks | Completed | | | Observation / Hints |
|---|-----------|----|-----|---|
| | Yes | No | N/A | |
| Use of Tools and Equipment | ✓ | | | |
| Tests and adjustments carried out according to manufacturer's specifications and procedures | ✓ | | | |
| Service is completed without damage to equipment and tools | ✓ | | | Tooling is checked for serviceability and found unserviceable |
| Equipment and tooling is cleaned and returned to its correct location | ✓ | | | Unserviceable equipment tooling is tagged identified in accordance with workshop requirements |
| Work area left clean and tidy | ✓ | | | |



| Tasks | Completed | | Observation / Hints |
|--|-----------|----|---|
| | Yes | No | |
| 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 PPE related to the job | ✓ | | |
| Follows relevant Workplace Safety Guidelines (LOTO, 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 | |
| Contamination Control | ✓ | | |
| Environmental Practices & Housekeeping | ✓ | | <ol style="list-style-type: none"> Waste is minimized, waste including sludge, solids and wastes are sorted and stored recycling or disposal Packaging of goods received and reused or disposed of properly Materials that can be reused cleaned and stored Waste and scrap is removed workplace procedures All fluids are disposed of in accordance with enterprise policies and procedures |

| Tasks | Completed | | Observation / Hints |
|--|-----------|----|---|
| | Yes | No | |
| 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

Task Complete

RESULT: COMPETENT NOT YET COMPETENT (please check (X))

Service man: Row F. Name HAFID ALDI R. Date 28 February 2026 Signature [Signature]

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

NIP 19840822 202221 1 012

Name HAFID ALDI R. Date 28-2-2026 Signature [Signature]

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____