

Demonstrate Selecting the Correct Fasteners and Locking Application for Maintenance and Repair of Heavy Equipment

Skill Number CO-OP15GN107

Full Name: Zayed Syaniq A.

No ID:

Validation Date: 20 / 02 / 2026

School: SMKN 1 SINGOSARI

PERFORMANCE TASK:

Given several fasteners and the necessary tools, as listed:

- Castellated nut
- Circlips
- Clevis Pin
- Flat Washer
- Spring Washer
- Star Washers
- Self-lapping screw
- Stud
- Wing nut
- Woodruff key
- Lockwire
- Bolt
- Nut
- Thread Lubricant and other Adhesives

The student must identify and explain their function. Student will be required to answer questions on their findings. The student will also be required to complete relevant workplace documentation and is to always observe the correct safety procedures.

Students are required to fill out this form, in the appropriate place, indicating that an inspection of components has occurred and their decision, after inspection is recorded

The student must be able to perform the following task:

- Demonstrate identify and explain the function of provided fasteners and necessary tools.
- Perform communication & etiquette manner

Safety and Contamination Control must be always applied to this process. Literature and measuring tools will be made available but will not be provided directly to the student.

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

Tasks	Completed			Observation
	Yes	No	N/A	
Preparation	✓			Observe if the candidate preparing Manufacture literature related to
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			Observe if the candidate preparing related to Thread Identification
Prepare Safety & Contamination Control equipment	✓			Observe if the candidate preparing related S Equipment (e.g.: Plastic Towel, Plastic Wrap)

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.	✓			• Perform smile & introduce Student
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Check			Observation / Hints
	Yes	No	N/A	
1. Accessing Information	✓			Observe if the candidate is accessing information relating task from manufacturer's literature
2. Castellated Nut	✓			Identify Name, Application and Part Number
3. Circlip	✓			Identify Name, Application and Part Number
4. Clevis Pin	✓			Identify Name, Application and Part Number
5. Flat washer	✓			Identify Name, Application and Part Number
6. Spring washer	✓			Identify Name, Application and Part Number
7. Star washer	✓			Identify Name, Application and Part Number
8. Self-tapping screw	✓			Identify Name, Application and Part Number
9. Stud	✓			Identify Name, Application and Part Number
10. Wing nut	✓			Identify Name, Application and Part Number
11. Woodruff key	✓			Identify Name, Application and Part Number
12. Lockwire	✓			Identify Name, Application and Part Number
13. Thread Lubricant & other Adhesives	✓			Explain the function, when and where it used.

Tasks	Complete			Observation
	Yes	No	N/A	
Thread Identification	✓			
UNC	✓			Determine thread
UNF	✓			Determine thread
Whitworth	✓			Determine thread
Metric	✓			Determine thread
AF	✓			Determine thread
BSW	✓			Determine thread

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 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 Check Sheet, if required Create Service Report (SIR) required Create SPR, if required Documenting the failed or de parts, if required Provide Technical Analysis Report/Failure Analysis Report required.

Tasks	Completed		Observation / Hints
	Yes	No	
Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Using PPE related to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Comply with safety regulation that applied on the workplace
State and follow Safety Precautions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Create Job Safety Analysis Student 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Correct working position Correct hand tool related to the job
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental Practices & Housekeeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ol style="list-style-type: none"> Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal Packaging of goods received is sorted and reused or disposed of by recycling Materials that can be reused are cleaned and stored Waste and scrap is removed following 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Perform etiquette/manner when closing the communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Perform smile & greetings. Ask permission to leave or end the interaction.

General Comments

Tern Complete

RESULT:

COMPETENT

NOT YET COMPETENT

(please

Student:

Zayed Syawid A

28/02/2026

[Signature]

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

NIP 19840822 202221 1 012

Name

28/02/2026

[Signature]

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

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No. ID: _____

Validation Date: 28 - 02 - 2026

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Safety and Contamination Control must be always applied to this process. Literature and measuring tools will be made available but will not be provided directly to the student.

Prerequisite	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation
	Yes	No	N/A	
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
	Yes	No	N/A	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>			
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when operating 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	Check			Observation / Hints
	Yes	No	N/A	
Identification				
1. Accessing Information	✓			
2. Castladed Nut				
3. Circlip	✓			
4. Clevis Pin	✓			
5. Flat washer	✓			
6. Spring washer	✓			
7. Star washer	✓			
8. Self-lapping screw	✓			
9. Stud	✓			
10. Wing nut	✓			
11. Woodruff key	✓			
12. Lockwire	✓			
13. Thread Lubricant & other Adhesives	✓			

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Thread Identification				
UNC	✓			
UNF	✓			
Whitworth	✓			
Metric	✓			
AF	✓			
BSW	✓			

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.	✓			

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	✓			
Serviceman 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

Farm Complet

RESULT: COMPETENT NOT YET COMPETENT

(please check (N))

Student: Zayed Syarif A. Date: 28 / 02 / 2026

Signature: *[Signature]*

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

NIP. 19840822 202221 1 012 Date: 28/02/2026

Signature: *[Signature]*

Supervisor: Name: _____ Date: _____ Signature: _____

Data Recorded: Name: _____ Date: _____ Signature: _____