

### Demonstrate Selecting, Using and Maintaining a range of Precision and Non-Precision Tools to Accurately Measure

Skill Number CO-OP15GN105

Full Name: M. Paiti Alifisyak

No ID: 13

Validation Date: 20-01-2020

School: SMK N 1590001

**PERFORMANCE TASK:**

Given some measuring tools, the student is requested to perform the following tasks on various measuring tools:

- Selecting
- Using
- Recording
- Maintaining

The student will be instructed to measure with a non-precision gauge such as: steel ruler, feeler gauge and precision tools such as vernier calipers, outside, inside and depth micrometer the dimension of some given parts. Literature and measuring tools will be made available but will not be provided directly to the student.

The student must be able to perform the following task:

- Demonstrate using various measuring tools on an engine or other system components.

Safety and Contamination Control must be always applied to this process.

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

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

Tasks	Completed		N/A	Observation / Hints
	Yes	No		
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	Completed		N/A	Observation / Hints
	Yes	No		
<b>Selecting, Using and Maintaining a range of Precision and Non-Precision Tools</b>				
1. Inspect the measuring tool before using	✓			Visual inspection of the measuring tool for wear, cracks, damage
2. Clean tool and component before using	✓			Using of consumables CC tools
3. Calibrate measuring tools before using	✓			Tools should be calibrated procedure
4. Measure component use measuring tools with tolerance allowance 0.5 mm (0.02" or 1/25") for non-precision measuring tools and 0.025 mm (0.001") for precision measuring tools.	✓			Thread identification gauge pressure gauge without tolerance
5. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored as given procedure
6. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment the right place.
7. Record the reading of the measurements	✓			Write the actual reading on the p by the assessor
<b>Documentation:</b>				
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	✓			<ul style="list-style-type: none"> <li>Find the improper condition.</li> <li>Communicate the finding to the customer/assessor.</li> </ul>
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).	✓			<ul style="list-style-type: none"> <li>Completing the Task List</li> <li>Completing Measurement Form/Related Check Sheet, if required</li> <li>Create Service Report (SIMS), if required</li> <li>Create SPR, if required</li> <li>Documenting the failed or damaged parts, if required</li> <li>Provide Technical Analysis Report/Failure Analysis Report, if required.</li> </ul>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Safety	✓			
Using PPE related to the job	✓			
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓			Comply with safety regulation that applied on the workplace
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>
Service man 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	Completed			Observation / Hints
	Yes	No	N/A	
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> <li>Waste is minimized waste including sludge, solids and wastes are sorted and stored recycling or disposal</li> <li>Packaging of goods receive and reused or disposed of</li> <li>Materials that can be reuse cleaned and stored</li> <li>Waste and scrap are removed following workplace procedure</li> <li>All fluids are disposed of in with enterprise policies and</li> </ol>

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

General Comments

Tan Complete

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

Student:

M. AINI ARIYANA

28-02-2022

[Signature]

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

**NIP. 19840822 202221 1 012**

Name

Date

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

**CO-OP**

CO-OP-15GN105 - Candidate Performance Guide

**Demonstrate Selecting, Using and Maintaining a range of Precision and Non-Precision Tools to Accurately Measure**

Skill Number CO-OP-15GN105

Full Name: M. April AIF 1996

No ID: 13

Validation Date: 20-02-2022

School: SMKEN (1998) /

**PERFORMANCE TASK:**

Given some measuring tools, the student is requested to perform the following tasks on various measuring tools:

- Selecting
- Using
- Recording
- Maintaining

The student will be instructed to measure with a non-precision gauge such as: steel ruler, feeler gauge and precision tools such as vernier calipers, outside, inside and depth micrometer the dimension of some given parts. Literature and measuring tools will be made available but will not be provided directly to the student.

The student must be able to perform the following task:

- Demonstrate using various measuring tools on an engine or other system components.

Safety and Contamination Control must be always applied to this process

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

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

**CO-OP**

CO-OP-15GN105 - Candidate Performance Guide

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.	✓			
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
1. Inspect the measuring tool before using	✓			
2. Clean tool and component	✓			
3. Calibrate measuring tools before using	✓			
4. Measure component use measuring tools with tolerance allowance 0.5 mm (0.127 or 1/25") for non-precision measuring tools and 0.025 mm (0.001") for precision measuring tools.	✓			
5. Tasks completed without damage to equipment and tools	✓			
6. Equipment and tooling are cleaned and returned to its correct location	✓			
7. Record the reading of the measurements	✓			
Documentation:				
Take picture if needed	✓			

**CO-OP**

CO-OP15GN105 - Candidate Performance Guide

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	✓			
Service man 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

**CO-OP**

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*Task Complete*

RESULT: **COMPETENT**  NOT YET COMPETENT

(Please check (X))

Student: **M. Arril A.** Date: **28-02-2020**

Signature: *[Signature]*

Assessor: **Arsan Hardi W., S.Pd., Gr.** NIP. 19840822 202221 1 012 Date: **29/02/2020**

Signature: *[Signature]*

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Recorded: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

