

CO-OP

CO-OP15GN119 – Candidate Performance Guide

Demonstrate Using Caterpillar Service Software

Skill Number CO-OP15GN119

Full Name: M. Arni Arisyaq No ID: 13
 Validation Date: 9 - 03 - 2024 School: SMKN 1 Singar

PERFORMANCE TASK:

For Polytechnic, given an electronic machine/engine and Computer contain SIS & ET. For Vocational high school, given a computer contain SIS.

The student must be able to complete the following tasks:

- Open SIS and find information required for a service/repair process.
- Print out the document required.
- Make a connection and communication ET tools to machine. (Polytechnic only)
- Access some menu on ET tools (information menu, diagnostic menu, service menu, flash programming menu). (Polytechnic only)
- Print out the product status report. (Polytechnic only)
- Perform communication & etiquette manner.

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	<input checked="" type="checkbox"/>		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"/>			

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Tasks	Completed			Observation / Hints
	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 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	
Demonstrate using SIS to find required information	<input checked="" type="checkbox"/>			
Connect the computer to the network or internet	<input checked="" type="checkbox"/>			
Open SIS and find information required for service/repair.	<input checked="" type="checkbox"/>			
Documentation:				
Take picture if needed	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate using ET to service and repair machine (for Polytechnic only)	<input checked="" type="checkbox"/>			
Make a connection and communication ET tools to machine	<input checked="" type="checkbox"/>			
Access some menu on ET tools	<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	<input checked="" type="checkbox"/>			
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	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, 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	Completes		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 check (✓))

Student:

M. Rulli

9-03-2021

[Signature]

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

Name

Date

Signature

9-01-2021

[Signature]

Supervisor:

Name

Date

Signature

Date Recorded:

Name

Date

Signature

Demonstrate Using Caterpillar Service Software

Skill Number CO-OP15GN119

Full Name: Mr. Arjit A No ID: 13
 Validation Date: 9-03-2022 School: SMKN 1 Singora

PERFORMANCE TASK:

For Polytechnic, given an electronic machine/engine and Computer contain SIS & ET. For Vocational high school, given a computer contain SIS.

The student must be able to complete the following tasks:

- Open SIS and find information required for a services/repair process.
- Print out the document required.
- Make a connection and communication ET tools to machine. (Polytechnic only)
- Access some menu on ET tools (information menu, diagnostic menu, service menu, flash programming menu). (Polytechnic only)
- Print out the product status report. (Polytechnic only)
- Perform communication & etiquette manner.

Prerequisite	Completed			Observation / Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score SIS course or subject (for Polytechnic including ET course or subject).

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	✓			
Prepare related literature	✓			Candidate should be aware to check all literature such as SIS, Service Manual
Prepare required equipment	✓			Electronic Machine/Engine
Prepare related tools	✓			Computers contain SIS & ET, and Communication Adapter
Prepare Safety & Contamination Control equipment	✓			

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate using SIS to find required information	✓			
Connect the computer to the network or Internet	✓			Setting to the network or Internet
Open SIS and find information required for service/repair.	✓			<ul style="list-style-type: none"> • Access SIS menu • Input specified serial number. • Find below information refer to specified serial number: <ul style="list-style-type: none"> - Specified system operation. - Specified testing & adjusting. - Specified remove/install. - Specified Assemble/Disassemble - Specified specification. - Specified part number/group number. - Maintenance interval schedule.
Documentation:	✓			
Take picture if needed				

Tasks	Completed		Observation / Hints
	Yes	No	
Demonstrate using ET to service and repair machine (for Polytechnic only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Make a connection and communication ET tools to machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Setting preference on ET menu and PC / Laptop
Access some menu on ET tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Access to menu for performance test purpose on engine / machine, file management, and service purpose. Print out the product status report.
Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Take picture if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Tasks	Completed		Observation / Hints
	Yes	No	
Perform close the job by ensuring all systems or conditions is in the standard condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Ensure all systems or conditions are in standard condition.	<input checked="" type="checkbox"/>	<input 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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	Complete		Observation / Hints
	Yes	No	
Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Using APD related to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Follows relevant workplace safety guidelines (tag out, 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
Service man 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	Complete		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 are removed following workplace procedures All fluids are disposed of in accordance with enterprise policies and procedures

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

General Comments

Tan Complete

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (✓))

Student:

M. Azzila A

Name

9-03-2016

Date


Signature

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

Name

9-01-2016

Date


Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature