

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

Skill Number CO-OP15GN107

Full Name: Prita Olivia Laura No ID: 15
 Validation Date: 13/03/2026 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-tapping 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
The student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>		
			Hints

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
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	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	Check		Observation / Hints
	Yes	No	
Identification			
1. Accessing Information	✓		
2. Castellated Nut	✓		
3. Circlip	✓		
4. Clevis Pin	✓		
5. Flat washer	✓		
6. Spring washer	✓		
7. Star washer	✓		
8. Self-tapping screw	✓		
9. Stud	✓		
10. Wing nut	✓		
11. Woodruff key	✓		
12. Lockwire	✓		
13. Thread Lubricant & other Adhesives	✓		

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

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.	✓		

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

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

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

General Comments

Tareh Completed

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

Student: Prifa Olivia L 13 / 03 / 2026
Name Date
Arsan Hardi W., S.Pd., G.13 13 / 3 / 26
Name Date
NIP. 19840822 202221 1 012
Assessor: Signature

Supervisor: Signature

Data Recorded: Signature

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

Skill Number CO-OP15GN107

Full Name: Pritha Olivia Laura No ID: 15
 Validation Date: 13/03/2026 School: SMK N 1 Smpang Sari

PERFORMANCE TASK:

Given several fasteners and the necessary tools, as listed:

- Castellated nut
- Circlips
- Clevis Pin
- Flat Washer
- Spring Washer
- Star Washers
- Self-tapping 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%.	<input checked="" type="checkbox"/>			Score fastener course or subject.

Tasks	Completed		Observation / Hints
	Yes	No	
Preparation		N/A	
Prepare related literature	<input checked="" type="checkbox"/>		Observe if the candidate is preparing Manufacturer's literature related to the task
Prepare required equipment	<input checked="" type="checkbox"/>		
Prepare related tools	<input checked="" type="checkbox"/>		Observe if the candidate is preparing related tools (e.g.: Thread Identification Kit, etc.)
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>		Observe if the candidate is preparing related Safety & CC Equipment (e.g.: PPE, Blue Towel, Plastic Wrap, etc.)

Tasks	Completed		Observation / Hints
	Yes	No	
Perform etiquette/manner when starting the job		N/A	
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 & greetings. • Introduce Student's identity
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	<input checked="" type="checkbox"/>			Observe if the candidate is accessing information relating task from manufacturer's literature
2. Castellated Nut	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
3. Circlip	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
4. Clevis Pin	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
5. Flat washer	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
6. Spring washer	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
7. Star washer	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
8. Self-lapping screw	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
9. Stud	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
10. Wing nut	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
11. Woodruff key	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
12. Lockwire	<input checked="" type="checkbox"/>			Identify Name, Application and Part Number
13. Thread Lubricant & other Adhesives	<input checked="" type="checkbox"/>			Explain the function, when and where it used.

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Thread Identification				
UNC	<input checked="" type="checkbox"/>			Determine thread size
UNF	<input checked="" type="checkbox"/>			Determine thread size
Whitworth	<input checked="" type="checkbox"/>			Determine thread size
Metric	<input checked="" type="checkbox"/>			Determine thread size
AF	<input checked="" type="checkbox"/>			Determine thread size
BSW	<input checked="" type="checkbox"/>			Determine thread size

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"/>			<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"/>			<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	<input checked="" type="checkbox"/>		
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	<input checked="" 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"/>		<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"/>		<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"/>		

Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	<input checked="" 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			
Perform etiquette/manner when closing the communication.	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> Perform smile & greetings. Ask permission to leave or end the interaction.

General Comments

Task Completed

RESULT: COMPETENT NOT YET COMPETENT

(please check (X))

Student: Pritha Olivia C 13/03/2026

[Signature]
Signature

Assessor: Arsan Hardi W., S.Pd., Gr. 13/3/26

[Signature]
Signature

Supervisor: _____

Signature

Data Recorded: _____

Signature