

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

Skill Number CO-OP15GN108

Full Name: Dafa Hanif I SN/SAP ID: 00
 Job Title: _____ 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 TCL005 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	Completed		Hints
	Yes	No	
The Student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>	N/A	Score jacking, blocking, and lifting course or subject.

Tasks	Completed		Observation / Hints
	Yes	No	
Prepare related literature	<input checked="" type="checkbox"/>	N/A	Practical Activity 1 Worksheet
Work instructions are used to determine job requirements, including method, process and equipment	<input checked="" type="checkbox"/>		Observe if candidate is referring to Manufacturer's specifications and/or service intervals.
Job specifications are read and interpreted. Information is accessed from manufacturer/component supplier specifications and correctly incorporated.	<input checked="" type="checkbox"/>		Observe if candidate is referring to and observing Manufacturer's specifications and/or service 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 resources list. Material, components, tooling and equipment to complete work are identified selected and prepared in accordance with site 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 / Hints
	Yes	No	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>	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	Completed		Observation / Hints
	Yes	No	
Visual Check		N/A	
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	
Visual Check		N/A	
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

Tasks	Completed		Observation / Hints
	Yes	No	
Lift conducted	✓		Checked security of hook up points, load lifted slightly, check center of gravity, slings not twisted, kinked, binding, easy lift and not jerky, lift straight up and down - no angle on crane
Load moved to chosen site	✓		Minimum distance off the ground to complete task, other personnel considered, swaying of the load controlled.
Load lowered and supported	✓		Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, lifting tackle removed and moved out of the way
Support allows for service work to be conducted	✓		Job supported to allow work to be conducted. Use of Tools and Equipment

Tasks	Completed		Observation / Hints
	Yes	No	
Use of Tools and Equipment		N/A	
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 reported if found unserviceable
Equipment and tooling is cleaned and returned to its correct location	✓		Unserviceable equipment and/or tooling is tagged and faults 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 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.	✓		<ul style="list-style-type: none"> Perform smile & greetings. Ask permission to leave or end the interaction.

General Comments

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

Serviceman: Dafa Hanit I 16/03/2026
Name Date Signature

Assessor: Arsan Hardi W., S.Pd., Gr. 16/3/20
Name Date Signature
NIP. 19840822 2022211 012

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: Dafa Hanif I SN/SAP ID: 04
 Job Title: _____ 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 TCL005 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"/>			

Tasks	Completed		Observation / Hints
	Yes	No	
Preparation			
Prepare related literature	<input checked="" type="checkbox"/>		
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	<input checked="" type="checkbox"/>		
Prepare related tools			
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 / Hints
	Yes	No	
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	Completed		Observation / Hints
	Yes	No / N/A	
Visual Check	<input checked="" type="checkbox"/>		
Pre-inspection procedures	<input checked="" type="checkbox"/>		
Crane/Lifting apparatus inspection	<input checked="" type="checkbox"/>		
Lifting equipment	<input checked="" type="checkbox"/>		
Support materials	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No / N/A	
Visual Check	<input checked="" type="checkbox"/>		
Site location selected	<input checked="" type="checkbox"/>		
Supports in place	<input checked="" type="checkbox"/>		
Jacking and Blocking	<input checked="" type="checkbox"/>		
Jacking procedures	<input checked="" type="checkbox"/>		
Jack conducted	<input checked="" type="checkbox"/>		
Blocking procedure	<input checked="" type="checkbox"/>		
Blocking conducted	<input checked="" type="checkbox"/>		
Blocking allows for service work to be conducted	<input checked="" type="checkbox"/>		
Lifting	<input checked="" type="checkbox"/>		
Hook up procedures	<input checked="" type="checkbox"/>		
Lift conducted	<input checked="" type="checkbox"/>		
Load moved to chosen site	<input checked="" type="checkbox"/>		
Load lowered and supported	<input checked="" type="checkbox"/>		
Support allows for service work to be conducted	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No / N/A	
Use of Tools and Equipment	<input checked="" type="checkbox"/>		
Tests and adjustments carried out according to manufacturer's specifications and procedures	<input checked="" type="checkbox"/>		
Service is completed without damage to equipment and tools	<input checked="" type="checkbox"/>		
Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>		
Work area left clean and tidy	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No / N/A	
Reporting	<input checked="" type="checkbox"/>		
All relevant documentation completed correctly, and approved by customer (if required).	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No	
Safety	<input checked="" type="checkbox"/>		
Using PPE related to the job	<input checked="" type="checkbox"/>		
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	<input checked="" type="checkbox"/>		
State and follow Safety Precautions	<input checked="" type="checkbox"/>		
Student completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>		
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>		

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

Task Completed

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

Serviceman: Daya Hanit J Name 16/03/2016 Date *16/3/2016* Signature *[Signature]*

Assessor: Arsan Hardi W., S.Pd., Gr. Name NIP. 19840822-202221-1-012 *16/3/2016* Date *[Signature]*

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____