

**Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly**

Skill Number CO-OP15GN104

Full Name: M. Anil Ajfisyah

No ID: 13

Validation Date: 26-09-2026

School: SMKN 1 Singosari

**PERFORMANCE TASK:**

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available.

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	✓			

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	
<b>Selecting, Using and Maintaining Various Special Tools</b>				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using	✓			
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
4. Tasks completed without damage to equipment and tools	✓			
5. Equipment and tooling is cleaned and returned to its correct location	✓			
6. Work area left clean and tidy	✓			
<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	✓			
Ensure all systems or conditions are in standard condition.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
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	Complete		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 Completed*

RESULT: **COMPETENT**  **NOT YET COMPETENT**

Student: M. Pnt A. Date: 26-01-2022

Assessor: Arsan Hardi W., S.Pd., Gr. NIP. 19840822 202221 1012 Date: 26/2

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

Data Recorded: Name \_\_\_\_\_ Date \_\_\_\_\_

**Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly**

Skill Number CO-OP15GN104

Full Name: M. APRIL NINGSAY

No ID: 13

Validation Date: 26-02-2026

School: SMK N 1 SINGOPH

**PERFORMANCE TASK:**

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available.

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

Tasks	Completed			Observation / Hints
	Yes	No	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"/>			



Tasks	Completed			Observation / H
	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"/>			• Perform smile & greet • Introduce Student's
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	
<b>Selecting, Using and Maintaining Various Special Tools</b>				
1. Inspect the Special Tool before using	<input checked="" type="checkbox"/>			Visual inspection of the Special wear, cracks, damage
2. Calibrate the special tool before using	<input checked="" type="checkbox"/>			• Torque wrench
3. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			Equipment and tooling are iden checked for safe and effective and must refer to Service manual
4. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			Component and tooling are clean stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			Cleaned and stored equipment the right place.
6. Work area left clean and tidy	<input checked="" type="checkbox"/>			Area cleaned from spills and wa
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"/>			• Find the improper condition. • Communicate the finding to th customer/assessor.



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
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	Complete			Observation / Hints
	Yes	No	N/A	
Safety	✓			
Using APD related to the job	✓			<ul style="list-style-type: none"> <li>• Comply with safety regulation that applied on the workplace</li> </ul>
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<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>
State and follow safety precautions	✓			<ul style="list-style-type: none"> <li>• Correct working position.</li> <li>• Correct hand tool related to the job</li> </ul>
Service man completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Contamination Control	✓			
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> <li>1. Waste is minimized, waste including sludge, solids and wastes are sorted and stored for recycling or disposal</li> <li>2. Packaging of goods received and reused or disposed of by recycling</li> <li>3. Materials that can be reused cleaned and stored</li> <li>4. Waste and scrap are removed following workplace procedure</li> <li>5. All fluids are disposed of in accordance with enterprise procedures</li> </ol>

Tasks	Completed			Observation / Hints
	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 leave the interaction.</li> </ul>
Perform etiquette/manner when closing the communication.	✓			

General Comments

*Task Completed*

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (X))

Student:

*M. Anil A.*

*20-02-2020*

*[Signature]*

Assessor:

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

*[Signature]*

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature