

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Rivoldin Wshy M

No ID: _____

Validation Date: 26/02/2026

School: _____

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%.	<input checked="" type="checkbox"/>			

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	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Special Tools				
1. Inspect the Special Tool before using	<input checked="" type="checkbox"/>			
2. Calibrate the special tool before using	<input checked="" type="checkbox"/>			
3. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			
4. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			
5. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			
6. Work area left clean and tidy	<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				
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	N/A	
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	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

Tan Completed

RESULT:

COMPETENT

NOT YET COMPETENT

Students

Rivaldin Wahyuni M 26/10/2028

(Please attach signature)

Assessor:

Arsan Hardi W., S.Pd., Gr. 26/10/2028

Signature

Supervisor:

Name _____ Date _____

Signature

Data Recorded:

Name _____ Date _____

Signature

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Revelin Wehby No ID: _____
 Validation Date: 26/02/2026 School: _____

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%.	<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 / 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"/>			• 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	
Selecting, Using and Maintaining Various Special Tools				
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 identified checked for safe and effective and must refer to Service manual procedures
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 waste
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 the customer/assessor.

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"> • 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	N/A	
Safety Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, 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
Service man 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	Complete			Observation / Hints
	Yes	No	N/A	
Contamination Control Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> 1. Waste is minimized, waste including sludge, solids and wastes are sorted and stored for recycling or disposal 2. Packaging of goods received and reused or disposed of recycling 3. Materials that can be reused cleaned and stored 4. Waste and scrap are removed following workplace procedure 5. All fluids are disposed of in accordance with enterprise and procedures

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

General Comments

Task Completed

RESULT: **COMPETENT** **NOT YET COMPETENT** (please check (X))

Student: Revolin Mulyani 26/02/2026
Name Date

Signature

Assessor: Arsan Hardi W., S.Pd., Gr. 26/2/26
Name Date

Signature

Supervisor: _____
Name Date

Signature

Data Recorded: _____
Name Date

Signature