

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

Skill Number CO-OP15GN102

Full Name: Sultan Adnan A.

No ID: 20

Validation Date: 10 Februari 2026

School: SMK N 1 Singgasa

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	<input checked="" type="checkbox"/>			
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"/>			
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 Hand Tools	<input checked="" type="checkbox"/>			
1. Inspect hand tools before using	<input checked="" type="checkbox"/>			
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			
4. Equipment and tooling are cleaned and returned to its correct location	<input checked="" type="checkbox"/>			
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			
<b>Documentation:</b>				
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	Completed			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	✓			
Student completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Completed			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

Tern Completed

RESULT:  COMPETENT  NOT YET COMPETENT (please)

Student: Sulton adam A. 10 februari 2016 Signature: *[Signature]*

Assessor: Arsan Hardi W., S.Pd., Gr. 10/2/16 Signature: *[Signature]*

Assessor: NIP. 19840822 202221 1 012 Signature: *[Signature]*

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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

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

Skill Number CO-OP15GN102

Full Name: Sulton Adon A.

No ID: 20

Validation Date: 10 februari

School: SMkn 1 Srigasari

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		Score hand tools Course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	<input checked="" type="checkbox"/>			
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 /
	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"/>			<ul style="list-style-type: none"> <li>• Perform smile &amp; gr</li> <li>• Introduce Student</li> </ul>
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	
1. Inspect hand tools before using	<input checked="" type="checkbox"/>			Visual inspection of hands tool for cracks, damage
2. Remove and install or disassemble and assemble concluded according to correct procedures	<input checked="" type="checkbox"/>			Equipment and tooling are ideal checked for correct, safe, and operation and must refer to the
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			Component and tooling are dea stored on the right place
4. Equipment and tooling are cleaned and returned to its correct location	<input checked="" type="checkbox"/>			Cleaned and stored equipment the right place.
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			Area cleaned from spills and wa
<b>Documentation:</b>				
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"/>			<ul style="list-style-type: none"> <li>• Find the improper condition.</li> <li>• Communicate the finding to the customer/assessor.</li> </ul>

Tasks	Completed		Observation / Hints
	Yes	No	
Reporting 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	Completed		Observation / Hints
	Yes	No	
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>
Student 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	✓		<ol style="list-style-type: none"> <li>1. Waste is minimized, waste including sludge, solids and wastes are sorted and store for recycling or disposal</li> <li>2. Packaging of goods received and reused or disposed of b recycling</li> <li>3. Materials that can be reused cleaned and stored</li> <li>4. Waste and scrap is remove workplace procedures</li> <li>5. All fluids are disposed of in accordance with enterprise and procedures</li> </ol>

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"> <li>• Perform smile &amp; greet</li> <li>• Ask permission to leave the interaction.</li> </ul>

General Comments

*Task Completed*

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

Student: Sultan Adam A. 10 Februari 2026 *And*

Arsan Hardi W., S.Pd.Gc. 10/2/26

Assessor: NIP. 19840822 202221 1 012 10/2/26 *AK*

Supervisor: Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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



