

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

Skill Number CO-OP15GN102

Full Name: Mafid Aldi Rayhan No ID: 8  
 Validation Date: 10-2-2026 School: SMKN 1 SINGOSARI

**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				
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"/>			<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Introduce Student's identity</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	
<b>Selecting, Using and Maintaining Various Hand Tools</b>				
1. Inspect hand tools before using	<input checked="" type="checkbox"/>			Visual inspection of hands tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			Equipment and tooling are identified and checked for correct, safe, and effective operation and must refer to the Literatures
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			Component and tooling are cleaned and 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 tools on the right place.
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			Area cleaned from spills and wastes.
<b>Documentation:</b>				
Take picture if needed	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform close the job by ensuring all systems or conditions is in the standard condition</b>				
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	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		<ul style="list-style-type: none"> <li>Comply with safety regulation that applied on the workplace</li> </ul>
State and follow safety precautions	✓		<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>
Student completes job without accident due to incorrect procedure using hand tools.	✓		<ul style="list-style-type: none"> <li>Correct working position</li> <li>Correct hand tool related to the job</li> </ul>
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>Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>Materials that can be reused are cleaned and stored</li> <li>Waste and scrap is removed following workplace procedures</li> <li>All fluids are disposed of in accordance with enterprise policies 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; greetings.</li> <li>Ask permission to leave or end the interaction.</li> </ul>

General Comments

*Taru Completed*

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

Student: Maxid Aldir 10-2-2026  
Name Date

Assessor: Arsan Hardi W., S.Pd., Gr. 10/2/26  
NIP. 19840822 202221 1 012  
Name Date

*Maxid* *AS*  
Signature Signature

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

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

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

Skill Number CO-OP15GN102

Full Name: Hafid Aldi Rayhan No ID: 8  
 Validation Date: 10-2-2026 School: SMKN 1 SINGOSARI

**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	Completed		Observation / Hints
	Yes	No	
The student must complete the Hand Tools knowledge assessment.	✓		
Tasks	Completed		Observation / Hints
Preparation	Yes	No	
Prepare related literature	✓		
Prepare required equipment	✓		
Prepare related tools	✓		
Prepare Safety & Contamination Control equipment	✓		

Tasks	Completed		Observation / Hints
	Yes	No	
Perform etiquette/manner when starting the job	✓	N/A	
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	
Selecting, Using and Maintaining Various Hand Tools	Completed		Observation / Hints
1. Inspect hand tools before using	✓		
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓		
3. Tasks completed without damage to equipment and tools	✓		
4. Equipment and tooling are cleaned and returned to its correct location	✓		
5. Work area left clean and tidy	✓		
<b>Documentation:</b>			
Take picture if needed	✓		

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	N/A	
Reporting All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Completed		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	✓		
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	✓		

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

General Comments

*Team Berhasil*

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

Student: Hafid Aldi B *10-2-2026* *Reut.*  
 Name Date Signature

Assessor: *Arсан Hardi W., S.Pd.,G.* *10/2/26*  
 Name Date Signature  
 NIP. 19840822 202221 1 012

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

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

Apakah Anda sudah terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete these task?  Ya / Yes  Tidak / No

Apakah Anda memerlukan peralatan LOTO? / Are you need LOTO Equipments?  Ya / Yes  Tidak / No

Apakah Anda mengetahui ERP/MEERP dari pekerjaan yang sedang dilakukan?  Ya / Yes  Tidak / No

Apakah Anda sudah terlatih untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed incident free?  Ya / Yes  Tidak / No

Siapa yang bertanggung jawab untuk menghentikan pekerjaan jika terjadi perubahan pekerjaan atau gangguan kondisi lingkungan kerja? / Who is responsible for Stop Work Authority if change job or workplace distraction could?  ABCD-1 (Technician Leader / Mr. X (Customer)

Tools yang digunakan sudah sesuai dengan Manual?  Ya / Yes  Tidak / No

Siapa yang bertanggung jawab untuk memastikan pekerjaan jika terjadi perubahan pekerjaan atau gangguan kondisi lingkungan kerja? / Who is responsible for Stop Work Authority if change job or workplace distraction could?  ABCD-1 (Technician Leader / Mr. X (Customer)

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No	Urutan Dasar Langkah Tugas / Job Steps (* Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
1.	Prepare tools	1.1. Tertimpa tools	1.1.1. Gunakan safety shoes
		1.2. bahaya ergonomi!	1.1.2. angkat dengan posisi benar
2.	Identifikasi tools	2.1. Tertimpa tools	2.1.1. gunakan safety shoes
		2.2. Cool kator	2.1.2. bersihkan tools

Hal yang perlu dipertimbangkan dalam mengidentifikasi bahaya / These to consider in identify hazards :

1. Bahaya Keselamatan : Kondisi tidak aman yang dapat menyebabkan cedera atau kematian seperti terjepit, terpeleceh/terjatuh, tertimpa dll.

2. Safety Hazard : unsafe conditions that can cause injury or even death, such as spills/falls, pinch point, struck by, etc.

3. Bahaya Fisik : Listrik, Aplikasi, Kebisingan, Radiasi, Panas, Tekanan, Terjepit, Tersandung/Terjatuh, Tertimpa, Getaran.

4. Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, tersekap.

5. Bahaya Ergonomi : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi Kerja, Desain area kerja.

6. Bahaya Organisasi : stres atau bahaya terkait dengan masalah tempat kerja yang menyebabkan efek jangka panjang atau pendek, beban kerja yang berat dan kekecewaan ditempat kerja.

7. Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.

8. Bahaya Lingkungan : term effects heavy workloads, stressful interactions and workplaces violence.

APD yang diperlukan

Helm / Safety Helm  
 Sarung Tangan / Hand Gloves  
 Sepatu / Safety Shoes

Pengendalian Sumber Bahaya / Hazardous Energy Control

Listrik / Electrical  
 Hidraulik / Hydraulic  
 Mekanis / Mechanical

Kondisi Lingkungan / Environmental Conditions

Cuaca / Weather

Medan / Terrain

Gravitasi (Benda jatuh, tertimpa) / Gravitation (Falling objects, Pneumatic)

Struck down  
 Mekanis / Mechanical

APD yang diperlukan

Helm / Safety Helm  
 Sarung Tangan / Hand Gloves  
 Sepatu / Safety Shoes

Pengendalian Sumber Bahaya / Hazardous Energy Control

Listrik / Electrical  
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