

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Merryana aderra c.

No ID: 11

Validation Date: 20 - 01 - 2026

School: SMKEN 01 SINGOSOR

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	
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				
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"/>			
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	Completed		Observation / Hints
	Yes	No	
Safety Using A/PD 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

Task Complete

RESULT: **COMPETENT**

NOT YET COMPETENT

Student: **Mercyana**

Date: **20 - 01 - 2026**

Arsan Hardi W., S.Pd., Gr.

Asses: **19840822.202221.1012**

Date: **20 JAN 2026**

(Please check (✓))
[Signature]

Signature: *[Signature]*

Supervisor:

Name: _____

Date: _____

Signature: _____

Data Recorded:

Name: _____

Date: _____

Signature: _____



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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 close the job by ensuring all systems or conditions is in the standard condition	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> Find the improper condition. Communicate the finding to the customer/assessor.
Ensure all systems or conditions are in standard condition.	<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 wear, cracks, damage
2. Remove and install or disassemble 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.
Documentation:				
Take picture if needed	<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"/>			<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"/>			

Observation / Hints	Tasks		Safety
	Completed	Yes / No	
			Using APD related to the job
			Follows relevant workplace safety guidelines (tag out, safety equipment)
<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job 			State and follow safety precautions
<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job 			Student completes job without accident due to incorrect procedure using hand tools.
			Tasks completed without damage equipment and tools

Observation / Hints	Tasks			Reporting
	Completed	Yes / No / N/A		
<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. 				All relevant documentation completed correctly and approved by customer (if required).

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

Tasks		Completed	Yes	No	Observation / Hints
Contamination Control			<input checked="" type="checkbox"/>		
Environmental Practices & Housekeeping			<input checked="" type="checkbox"/>		
1.	Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal		<input checked="" type="checkbox"/>		
2.	Packaging of goods received is sorted and reused or disposed of by recycling		<input checked="" type="checkbox"/>		
3.	Materials that can be reused are cleaned and stored		<input checked="" type="checkbox"/>		
4.	Waste and scrap is removed following workplace procedures		<input checked="" type="checkbox"/>		
5.	All fluids are disposed of in accordance with enterprise policies and procedures		<input checked="" type="checkbox"/>		

