

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Data Hanif I No ID: OU
 Validation Date: 2 februari 2026 School: SNKM 1 SINGOSARI

PERFORMANCE TASK:

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

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

Prerequisite	Completed			Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.				

Tasks / Preparation	Completed			Observation / Hints
	Yes	No	N/A	
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	
Selecting, Using and Maintaining Various Power Tools				
1. Inspect the Power Tool 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 is cleaned and returned to its correct location				
5. Work area left clean and tidy				
Documentation:				
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.				

General Comments

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

Safety	Tasks	Completed		Observation / Hints
		Yes	No	
Using APD related to the job				
Follows relevant workplace safety guidelines (tag out, safety equipment)				
State and follow safety precautions				
Serviceman completes job without accident due to incorrect procedure using hand tools.				
Tasks completed without damage equipment and tools				

Contamination Control	Tasks	Completed		Observation / Hints
		Yes	No	
Environmental Practices & Housekeeping				

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

RESULT: **COMPETENT** **NOT YET COMPETENT** (please check (X))
Student: Data Hanit I **Date:** 2 februari 2026
Assessor: Satriawan TB **Date:** 9 februari 2026

Supervisor: _____ **Date:** _____
Data Recorded: _____ **Date:** _____

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Dava Hani I No ID: 04
 Validation Date: 2/12/2026 School: SMLN 1 SINGOSARI

PERFORMANCE TASK:

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

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

Prerequisite	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score power tools course or subject.

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.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Introduce Student's identity
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Power Tools				
1. Inspect the Power Tool before using	✓			Visual inspection of the Power Tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			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	✓			Component and tooling are cleaned and stored on the right place
4. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
5. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
Documentation:				
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.				<ul style="list-style-type: none"> • 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	Completed			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	Completed		Observation / Hints
	Yes	No	
Contamination Control Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal Packaging of goods received is sorted and reused or disposed of by recycling Materials that can be reused are cleaned and stored Waste and scrap is removed following workplace procedures All fluids are disposed of in accordance with enterprise policies 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 & greetings. Ask permission to leave or end the interaction.

General Comments

COMPETENT **NOT YET COMPETENT** (please check (✓))

Student: Dafa Hanif I Date: 9/2/2026 Signature: [Signature]

Assessor: 9/2/2026 Date: [Signature] Signature: [Signature]

Supervisor: _____ Date: _____ Signature: _____

Data Recorded: _____ Name: _____ Date: _____ Signature: _____