

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

Skill Number CO-OP15GN103

Full Name: Aloysius Chaka S.D

No ID: \_\_\_\_\_

Validation Date: \_\_\_\_\_

School: \_\_\_\_\_

**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%.	<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	Yes	Completed No	N/A	Observation / Hints
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	Yes	Completed No	N/A	Observation / Hints
Selecting, Using and Maintaining Various Power Tools	<input checked="" type="checkbox"/>			
1. Inspect the Power Tool 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 is 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				

Tasks	Yes	Completed No	N/A	Observation / Hints
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"/>			

General Comments

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

Student:    Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Assessor:    Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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

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

Reporting	Completed			Observation / Hints
	Yes	No	N/A	
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	✓		
Serviceman 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

Blank area for general comments.

RESULT:

COMPETENT

NOT YET COMPETENT

(please

Student:

*Aloysius Chaka SR* 9/1/2026

Signature

Assessor:

*Schwartz IB* 9/1/2026

Signature

Supervisor:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature

Data Recorded:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Demonstrate using ET to service and repair machine (for Polytechnic only)</b>				
Make a connection and communication ET tools to machine				Setting preference on ET menu and PC / Laptop
Access some menu on ET tools				<ul style="list-style-type: none"> <li>Access to menu for performance test purpose on engine / machine, file management, and service purpose.</li> <li>Print out the product status report</li> </ul>
<b>Documentation:</b>				
Take picture if needed				

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.				<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	N/A	
<b>Reporting</b>				
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	Complete		Observation / Hints
	Yes	No	
<b>Safety</b>			
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>
Serviceman 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	Complete		Observation / Hints
	Yes	No	
<b>Contamination Control</b>			
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 are 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	N/A	
<b>Perform etiquette/manner after completing the job</b>				
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>

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

Skill Number CO-CP15GN103

Full Name: Aloysius Chaka S.O

No ID: \_\_\_\_\_

Validation Date: \_\_\_\_\_

School: \_\_\_\_\_

**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%.	✓			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	
<b>Perform etiquette/manner when starting the job</b>				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			<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.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Selecting, Using and Maintaining Various Power Tools</b>				
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.
<b>Documentation:</b>				
Take picture if needed				

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.	✓			<ul style="list-style-type: none"> <li>• Find the improper condition.</li> <li>• Communicate the finding to the customer/assessor.</li> </ul>



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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner after completing the job</b>				
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>



Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control	✓		
Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> <li>1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>3. Materials that can be reused are cleaned and stored</li> <li>4. Waste and scrap is removed following workplace procedures</li> <li>5. 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

RESULT: **COMPETENT**  NOT YET COMPETENT

Student: Aloysius Chaka SO 9/1/2026 (Please

Assessor: Shikawa TB 9/1/2026 Signature

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

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

General Comments

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

Student: Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Assessor: Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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

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