

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number: CO-OP15GN102

Full Name: Aloysius Chaka S.D

No ID: 02

Validation Date: 18/11/2025

School: SMKN 1 Singaperi

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

Tasks	Completed		Observation / Hints
	Yes	No	
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	
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	
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			

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

Tasks	Completed		Observation / Hints
	Yes	No	
Safety	<input checked="" type="checkbox"/>		
Using APD related to the job	<input checked="" type="checkbox"/>		
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" type="checkbox"/>		
State and follow safety precautions	<input checked="" type="checkbox"/>		
Student completes job without accident due to incurred procedure using hand tools	<input checked="" type="checkbox"/>		
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control	<input checked="" type="checkbox"/>		
Environmental Practices & Housekeeping	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No	
Perform etiquette/manner after completing the job	<input checked="" type="checkbox"/>		
Perform etiquette/manner when closing the communication	<input checked="" type="checkbox"/>		

General Comments

Blank area for general comments.

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

Student: _____ Name _____ Date _____ Signature _____

Assessor: **Setiawan TB** Date **19 / 11 / 2025** 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: Aloysius Chaka S.D

No ID: 02

Validation Date: 18/11/2025

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.	✓		Score hand 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 Hand Tools				
1. Inspect hand tools before using	✓			Visual inspection of hands 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 are 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	
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
Student 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"> 1. Waste is minimized, waste material, including sludge; solids and other wastes are sorted and stored in bins for recycling or disposal 2. Packaging of goods received is sorted and reused or disposed of by recycling 3. Materials that can be reused are cleaned and stored 4. Waste and scrap is removed following workplace procedures 5. 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.

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan Task	RI Cylinder Head C6.4	Nomor JSEA JSEA Number	Halaman Page	1	Dari Of	2
-------------------	-----------------------	---------------------------	-----------------	---	------------	---

Tanggal Pembuatan JSEA Date of JSEA	13/11/2025	Departemen Dept	Service	Tempat Kerja Work Location	WORKSHOP TAB
--	------------	--------------------	---------	-------------------------------	--------------

Disusun Oleh Compiled By	CHAKA	TTD Sign		Review Oleh Reviewed By	SHE	TTD Sign		Atasan Superior		TTD Sign
-----------------------------	-------	-------------	---	----------------------------	-----	-------------	---	--------------------	---	-------------

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

Apa yang Anda perlukan untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja ? / What do you need to ensure this job is completed incident free ?

Tools yang digunakan sudah sesuai dengan Manual

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)

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

Apakah Anda mengetahui ERP/MERP dari pekerjaan yang sedang dilakukan? Ya / Yes Tidak / No *Jika tidak, silahkan tambahkan dalam urutan langkah tugas diawal*

Kondisi Lingkungan / Environmental Conditions	Cuaca / Weather	Cerah	Medan / Terrain	Rata
---	-----------------	-------	-----------------	------

Pengendalian Sumber Bahaya / Hazardous Energy Control	<input checked="" type="checkbox"/> Listrik / Electrical	<input checked="" type="checkbox"/> Gravitasi (Benda jatuh, tertimpa) / Gravitation (Falling objects, struck down)	<input type="checkbox"/> Pneumatik / Pneumatic
	<input type="checkbox"/> Hidraulik / Hydraulic	<input checked="" type="checkbox"/> Mekanis / Mechanical	<input type="checkbox"/> Panas / Thermal

APD yang diperlukan / Required PPE	<input checked="" type="checkbox"/> Helm / Safety Helm	<input type="checkbox"/> Pelindung Muka / Face shield	<input checked="" type="checkbox"/> Kacamata / Safety Glass
	<input checked="" type="checkbox"/> Sarung Tangan / Hand Gloves	<input type="checkbox"/> Pelindung Pernafasan / Respiratory Protection	<input type="checkbox"/> Perlindungan Kejatuhan / Fall Protection
	<input checked="" type="checkbox"/> Sepatu / Safety Shoes	<input type="checkbox"/> Pelindung Telinga / Hearing Protection	<input type="checkbox"/> Lain-Lain / Other

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

- | | |
|--|--|
| <p>1 Bahaya Keselamatan : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpeleceh, terjatuh, tertimpa dll.
<i>Safety Hazard : unsafe conditions that can cause injury or even death, such as spill/falls, pinch point, struck by, etc.</i></p> <p>2 Bahaya Fisik : Listrik, Api/ledakan, Kebisingan, Radiasi, Panas, Tekanan, Terjepit, Tersandung/terjatuh, Tertimpa, Getaran.
<i>Physical Hazards : Electrical, Fire/Explosion, Noise, Radiations, Thermal, Pressure, Pinch Point, Slips/Falls, Struck by, Vibration.</i></p> <p>3 Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, terserap.
<i>Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.</i></p> | <p>4 Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.
<i>Biological Hazards : bloodbone pathogens, mold, Plant/Insect/Animals</i></p> <p>5 Bahaya Ergonomi : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi kerja, Desain area kerja.
<i>Ergonomic Hazards : Repetitions, Forcefull extention, Awkward Posture, Duration , Work area desain.</i></p> <p>6 Bahaya Organisasi : stres atau bahaya terkait dengan masalah tempat kerja yang menyebabkan efek jangka panjang atau pendek, beban kerja yang berat dan kekerasan ditempat kerja.
<i>Organizational hazards: stressors or hazards associated with workplace issues that cause long or short term effects heavy workloads, stressful interactions and workplaces violence.</i></p> |
|--|--|

No	Urutan Dasar Langkah Tugas / Job Steps (* Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaiki / Recommended Action
1	Prepare APD	1.1 Tersetrum kotak listrik di sebelah rak helm 1.2 Kepala tertimpa Helm	1.1.1 Hindari area High voltage 1.2.1 Hati-hati saat pengambilan helm
2	Walk Around Inspection	2.1 kaki tersandung pallet kayu 2.2 kepala terbentur besi crane 2.3 Tangan tergores komponen tajam 2.4. kepala terbentur komponen	2.1.1 Fokus Saat Inspection 2.1.2 Gunakan safety shoes 2.2.1 Berhati-hati saat Inspection 2.2.2 menggunakan safety helmet 2.3.1 Hindari komponen tajam 2.3.2 memakai safety gloves 2.4.1 Hindari komponen yang diatas kepala 2.4.2 Pakai Safety helmet
3	Prepare tools	3.1 kaki terjepit toolbox 3.2 kaki tertimpa tools 3.3 Tangan terjepit toolbox	3.1.1 Berhati-hati saat bekerja 3.1.2 gunakan Safety shoes 3.2.1 Tidak bercanda saat bekerja 3.2.2 Pakai safety shoes 3.3.1 Hindari area jepit 3.3.2 memakai safety gloves
4	Doing remove cylinder head	4.1 Tangan terjepit valve cover	4.1.1 Hati-hati saat pengangkatan

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	R1 Cylinder Head C64	Nomor JSEA / SEA Number		Halaman / Page	2	Dari / Of	2
------------------	----------------------	-------------------------	--	----------------	---	-----------	---

No	Urutan Dasar Langkah Tugas / Job Steps	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
		4.2 kaki tertimpa valve cover	4.1.2 Gunakan safety gloves 4.2.1 berhati-hati saat bekerja 4.2.2 pakai safety shoes
		4.3 tangan terjepit rocker shaft	4.3.1 fokus saat bekerja 4.3.2 menggunakan safety gloves
		4.4 kaki tertimpa pushrod	4.4.1 tidak bercanda saat bekerja 4.4.2 memakai safety shoes & safety gloves
		4.5 tangan terjepit injector	4.5.1 hindari titik terjepit 4.5.2 pakai safety gloves
		4.6 kaki tertimpa exhaust manifold & inlet manifold	4.6.1 Hati-hati saat bekerja 4.6.2 menggunakan safety shoes
		4.7 tertimpa cylinder head	4.7.1 Lakukan Lifting sesuai S.O.P 4.7.2 memakai APD lengkap
5.	Install cylinder head	5.1 tertimpa cylinder head	5.1.1 Pastikan attachment terpasang dengan benar 5.1.2 Gunakan APD lengkap
		5.2 kaki tertimpa exhaust manifold & inlet manifold	5.2.1 Tidak bergurau saat bekerja 5.2.2 Pakai safety shoes
		5.3 Posisi badan salah saat Pengangkatan	5.3.1 Posisikan badan dengan benar
		5.4 tangan terjepit injector	5.4.1 berhati-hati saat bekerja 5.4.2 menggunakan safety gloves
		5.5 kaki tertimpa pushrod	5.5.1 lakukan pengangkatan dengan benar 5.5.2 memakai safety shoes
		5.6 tangan terjepit rocker shaft	5.6.1 hati-hati saat bekerja 5.6.2 gunakan safety gloves
		5.7 kaki tertimpa valve cover	5.7.1 tidak bergurau saat bekerja 5.7.2 pakai safety shoes
6.	House keeping	6.1 Posisi badan salah saat mengembalikan tool	6.1.1 membawa tools sesuai kemampuan 6.1.2 mengurangi jumlah barang yang dibawa
		6.2 terpeleset fluida yang berceceran	6.2.1 bersihkan fluida yang berceceran
		6.3 tersandung tools	6.3.1 fokus saat bekerja 6.3.2 pindah tool pada tempatnya

Bukti sosialisasi / Evidence of socialization :

No	Nama / Name	TTD / Sign	No	Nama / Name	TTD / Sign	No	Nama / Name	TTD / Sign
1								
2								
3	Saka Alzena							
4								
5								