

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: SRIKIRAN No ID: _____
 Validation Date: 6 November 2025 School: SJK N 01 SINDURAJI

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.	✓		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Yes	No	N/A	Observation / Hints
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 Hand Tools				
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	✓			
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.	✓			

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

RESULT: **COMPETENT** NOT YET COMPETENT (Please check (X))

Student: **SARINAH** Name: **SARINAH** Date: **6 November 2008** Signature: *Sarinah*

Assessor: **Fakhriza** Name: **Fakhriza** Date: **6-11-25** Signature: *Fakhriza*

Supervisor: _____ Name: _____ Date: _____ Signature: _____

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



Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: SAKINAD

No ID: _____

Validation Date: 6 November 2025

School: SMPN 01 SINDOSARI

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.

General Comments

[Three large empty rectangular boxes for general comments]

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

Student: SAKINAH 06 November 2025 *Sakinah*
Name Date Signature

Assessor: Fakhrizza 6 - 11 - 25 *[Signature]*
Name Date Signature

Supervisor: _____ _____ _____
Name Date Signature

Data Recorded: _____ _____ _____
Name Date Signature

ANALISIS KESELAMATAN KERJA / JOB SAFETY ANALYSIS

Pekerjaan / Task	DA HYDRAULIC PUMP	Nomor JSA / JSA Number	2	Halaman Page	1	dari of	2
------------------	-------------------	------------------------	---	--------------	---	---------	---

Tgl Pembuatan JSA Date of JSA	08 OKTOBER 2025	Departemen / Department	SERVICE	Tempat Kerja / Work Location	WORKSHOP TAB
-------------------------------	-----------------	-------------------------	---------	------------------------------	--------------

Disusun oleh / Compiled By	SAKINAH	TTD / Sign	<i>[Signature]</i>	Review oleh / Reviewed by		TTD / Sign		Atasan / Superior		TTD / Sign	
----------------------------	---------	------------	--------------------	---------------------------	--	------------	--	-------------------	--	------------	--

Apakah anda terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete this task Ya Tidak/ No

Apakah anda perlu memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed without Ya Tidak/ No

Menjaga dan selalu berkomunikasi dengan baik, perencanaan pekerjaan mengacu pada service manual caterpillar.

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

Siapa saja yang melihat jika ada potensi bahaya. Ya Tidak/ No

Apakah anda memerlukan peralatan LOTO? / Are you need LOTO equipments? Ya Tidak/ No

Kondisi Lingkungan/ Environmental Condition	RAMAI	Cuaca/ Weather	CERAM	Medan/ Terrain	RATA
---	-------	----------------	-------	----------------	------

Pengendalian Sumber Bahaya/ Hazardous Energy Control	<input type="checkbox"/> Listrik/ Electric	<input checked="" type="checkbox"/> Gravitasi (benda jatuh, tertimpa)	<input type="checkbox"/> Pneumatik/ Pneumatic
	<input type="checkbox"/> Hidrolik/ Hydraulic	<input checked="" type="checkbox"/> Mekanis/ Mechanical	<input type="checkbox"/> Panas/ Thermal

APD yang diperlukan/ Required PPE	<input checked="" type="checkbox"/> Helm/ Safety Helmet	<input checked="" type="checkbox"/> Sarung Tangan/ Hand Gloves	<input type="checkbox"/> Pelindung Muka/ Face Shield
	<input checked="" type="checkbox"/> Sepatu/ Safety Shoes	<input type="checkbox"/> Pelindung Telinga/ Hearing Protection	<input type="checkbox"/> Pelindung Jatuh/ Fall Protection
	<input checked="" type="checkbox"/> Kacamata/ Safety Glasses	<input type="checkbox"/> Pelindung Pernafasan/ Respiratory Protection	<input type="checkbox"/> Lain-Lain/ Others

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

1. Bahaya Kimia : Tertelan, terkena kulit, terhirup, terserap
Chemical Hazard : Ingestion, skin contact, inhalation, absorption

2. Bahaya Biologi : Patogen yang ditularkan melalui darah, alat, tanaman, serangga, hewan

3. Bahaya Fisik : Listrik, Api, Ledakan, Kebisingan, Radiasi, Panas, Stress, Terjepit, Tersandung, Terjatuh, Tertimpa, Getaran
Physical Hazard : Electric, Fire, Explosion, Noise, Radiation, Thermal, Stress, Pinch, Slipp, Falls, Struck by, Vibration

4. Bahaya Ergonomi : Gerakan berulang, Beban berlebih, Postur Janggal, Durasi Kerja, Desain area kerja
Ergonomic Hazard : Repetition, Forcefull extention, awkward posture, duration, work area design

NO	Urutan Dasar Langkah Tugas / Job Step (Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard	Tindakan Pengendalian/ Recommended Action
1.	WALK AROUND INSPECTION	1.1 TERSANDUNG KOMPONEN	1.1.1 RAPIKAN KOMPONEN 1.1.2 FOKUS KETIKA BEKERJA 1.1.3 MENYUNAKAN APD YANG SESUAI
2.	PREPARE TOOLS	2.1 TOOLS TERGELINCIR 2.2 TOOLS RUSAK	2.1.1 GUNAKAN SAFETY GLOVES 2.2.1 BUANGLAH TOOLS YANG RUSAK 2.2.2 GANTI DENGAN TOOLS YANG BARU
3.	DOING DISASSEMBLE HYDRAULIC PUMP	3.1 TERJEPIT KOMPONEN 3.2 KEJATUHAN KOMPONEN 3.3 FASTENER TERPENTAL	3.1.1 HINDARI TITIK JEPIT 3.2.1 GUNAKAN SAFETY SHOES 3.3.1 FOKUS SAAT BEKERJA 3.3.2 GUNAKAN SAFETY HELMET
4.	DOING WASH & LUBRICATE THE COMPART	4.1 TERPELESET LANTAI LICIN	4.1.1 PERHATIKAN LANGKAH 4.1.2 GUNAKAN APD LENGKAP