

**CO-OP**

CO-OP15GN104 – Candidate Performance Guide

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

Skill Number CO-OP15GN104

Full Name: Faza Hasan Fachrudin

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

Validation Date: 24 October 2015

School: SMKN 1 SINGOSARI

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various Special Tools in the 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 literatures will be available.

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

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

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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.	✓			
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 Special Tools</b>				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using	✓			
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
4. Tasks completed without damage to equipment and tools	✓			
5. Equipment and tooling is cleaned and returned to its correct location	✓			
6. Work area left clean and tidy	✓			
<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.	✓			

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

Tasks	Complete		Observation / Hints
	Yes	No	
<b>Safety</b>			
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	✓		

Task	Complete		Observation / Hints
	Yes	No	
<b>Contamination Control</b>			
Environmental Practices & Housekeeping	✓		

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

General Comments

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

Student: **Fara Hasan Fakhri** **24-10-2025**  
 Name Date

Assessor: **Fakhri zta** **24-10-25**  
 Name Date

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

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



## Demonstrate Contamination Control Implementation on the Workplace

Skill Number CO-OP15GN101

Full Name: Fairiz Hasan Fachrudin

No ID: 24576

Date: 14 August 2025

School: SMKN 1 Simposari

### PERFORMANCE TASK:

Whilst working in a workshop environment the student is requested to perform the following tasks:

- Maintain a clean workplace.
- Maintain an orderly workplace (including storage of parts, tools, literature, and consumables) whilst following standard Contamination Control procedures.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Contamination Control knowledge assessment.	✓		

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

	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.	✓			
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform Contamination Control Implementation on the Workplace</b>				
1. Environmental Practices & Housekeeping	✓			
2. Plug the hole to all opened components or holes such as lines and hoses	✓			
<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.	✓			

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

Tasks	Completed		Observation / Hints
	Yes	No	
<b>Safety</b>			
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	
<b>Perform etiquette/manner after completing the job</b>			
Perform etiquette/manner when closing the communication.	✓		

General Comments

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (√))

Student:

Faiz Hasan Fachrudin  
Name

14 August 2025  
Date

[Signature]  
Signature

Assessor:

Fakhrizza  
Name

14-8-25  
Date

[Signature]  
Signature

Supervisor:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Data Recorded:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature