

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Albar Pratama Lumbu Y.W No ID: _____
 Validation Date: 31-01-2026 School: SMKN 01 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.	✓		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			PM 500 BZP
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 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	N/A	
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	N/A	
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

Student: Akbar Pratama Lembu

Name

Date

31-01-2026

Assessor:

Name

Date

Sekasari TB

31/1/2026

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: Albar Pratama Lambu Yur

No ID: _____

Validation Date: 31-01-2016

School: SMKN 01 CINCOSARI

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	✓			PIN 600 BZA
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.	✓			• Perform smile & g • Introduce Student
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 cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are checked for correct, safe, an operation and must refer to the procedures
3. Tasks completed without damage to equipment and tools	✓			Component and tooling are clean stored on the right place
4. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment the right place.
5. Work area left clean and tidy	✓			Area cleaned from spills and wa
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.	✓			• Find the improper condition. • Communicate the finding to th 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	✓			<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
State and follow safety precautions	✓			<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job
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	N/A	
Contamination Control Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> 1. Waste is minimized, waste including sludge, solids and wastes are sorted and stored for recycling or disposal 2. Packaging of goods received and reused or disposed of by recycling 3. Materials that can be reused cleaned and stored 4. Waste and scrap is removed workplace procedures 5. All fluids are disposed of in accordance with enterprise 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 & greet • Ask permission to leave the interaction.



General Comments

RESULT: COMPETENT NOT YET COMPETENT

(please check (✓))

Student: Arbor Pratomo Lumbu 31-01-2026

Signature

Assessor: Shivuan 31-1-2026

Signature

Supervisor: _____

Signature

Data Recorded: _____

Signature



Drive adaptor ukuran Drive $\frac{1}{2}$ inch
adaptor 1 inch

Kerusakan tool : Drive-nya patah

Kemungkinan penyebab: Fastener yg digunakan torsiya terlalu besar dan tidak memperhatikan kemampuan dari tools yg dipakai

- Gunakan tools yg sesuai
 - Gunakan Heavy duty adaptor ketika untuk membuka fastener dgn torsi besar
-

Penggunaan tools yg tdk sesuai

- snap ring : untuk menahan nut
- Combination plier : untuk memukul terminal battery

Track Adjustment - Adjust
Window Washer Reservoir - Fill
Window Wiper - Inspect/Replace
Windows - Clean

Every 10 Service Hours or Daily for First 100 Hours *grease gun*

Boom and Stick Linkage - Lubricate
Bucket Linkage - Lubricate

Every 10 Service Hours or Daily

Cooling System Coolant Level - Check
Engine Oil Level - Check
Fuel System Water Separator - Drain
Fuel Tank Water and Sediment - Drain
Hydraulic System Oil Level - Check
Indicators and Gauges - Test
Seat Belt - Inspect
Track Adjustment - Inspect
Travel Alarm - Test
Undercarriage - Check

Every 10 Service Hours or Daily for Machines Used in Severe Applications *grease gun*

Bucket Linkage - Lubricate

Every 50 Service Hours or Weekly *grease gun*

Boom and Stick Linkage - Lubricate
Bucket Linkage - Inspect/Adjust
Quick Coupler - Lubricate

Every 100 Service Hours or 2 Weeks *grease gun*

Bucket Linkage - Lubricate

Every 100 Service Hours of Continuous Hammer Use *Filter strap*

Oil Filter (Hydraulic Hammer) - Replace

Initial 250 Service Hours *Filter strap*

Engine Valve Lash - Check
Final Drive Oil - Change
Hydraulic System Oil Filter (Case Drain) - Replace
Hydraulic System Oil Filter (Pilot) - Replace



