

Demonstrate Selecting the Correct Fasteners and Locking Application for Maintenance and Repair of Heavy Equipment

Skill Number TDP15GN107

Full Name: Aloysius Chaka SD SNSAP ID: _____
 Job Title: _____ Branch/Area: _____

PERFORMANCE TASK:

Given a number of fasteners and the necessary tools, as listed:

- Castellated nut
- Circlips
- Clevis Pin
- Flat Washer
- Spring Washer
- Star Washers
- Self-tapping screw
- Stud
- Wing nut
- Woodruff key
- Lockwire
- Bolt
- Nut
- Thread Lubricant and other Adhesives

The serviceman must identify and explain their function. Student will be required to answer questions on their findings. The Serviceman will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times.

Students are required to fill out this form, in the appropriate place, indicating that an inspection of components has occurred and their decision, after inspection is recorded

The Serviceman must be able to perform the following task:

- Demonstrate identify and explain the function of provided fasteners and necessary tools.
- Perform communication & etiquette manner

Safety and Contamination Control must be applied to this process at all times. Literature and measuring tools will be made available, but will not be provided directly to the Serviceman. The Serviceman is requested to complete the Candidate Performance Guide form.

Time allowed: Standard Hours (Refer to Standard Time Pricing) _____ Hours

| Prerequisite | Yes | No | N/A | Hints |
|--|-----|----|-----|--------------|
| The Student must complete the knowledge assessment. Minimum passing grade 80%. | ✓ | | | Refer to SAP |



| Tasks | Completed | | | Observation |
|--|-----------|----|-----|--|
| | Yes | No | N/A | |
| Preparation | | | | |
| Prepare related literature | ✓ | | | Observe if the candidate preparing Manufacture literature related to |
| Prepare required equipment | ✓ | | | Observe if the candidate preparing related to Thread identification |
| Prepare related tools | ✓ | | | |
| Prepare Safety & Contamination Control equipment | ✓ | | | Observe if the candidate preparing related S Equipment (e.g.: P Towel, Plastic Wra |

| Tasks | Completed | | | Observation |
|--|-----------|----|-----|--|
| | Yes | No | N/A | |
| Perform etiquette/manner when starting the job | ✓ | | | |
| Meet the customer. | ✓ | | | |
| Perform etiquette/manner when opening the interaction. | ✓ | | | • Perform smile & Introduce Service identity). |
| Explain the purpose of Serviceman's activity. | ✓ | | | |
| Ask permission to perform the job. | ✓ | | | |

| Tasks | Check | | | Observation |
|--------------------------|-------|----|-----|---|
| | Yes | No | N/A | |
| Identification | | | | |
| 1. Accessing Information | ✓ | | | Observe if the candidate accessing information task from manufacture literature |
| 2. Castellated Nut | ✓ | | | Identify Name, Ap Part Number |
| 3. Circlip | ✓ | | | Identify Name, Ap Part Number |
| 4. Clevis Pin | ✓ | | | Identify Name, Ap Part Number |



| | | |
|--|-------------------------------------|---|
| 5. Flat washer | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 6. Spring washer | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 7. Star washer | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 8. Self-tapping screw | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 9. Stud | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 10. Wing nut | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 11. Woodruff key | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 12. Lockwire | <input checked="" type="checkbox"/> | Identify Name, Application And Part Number |
| 13. Thread Lubricant & other Adhesives | <input checked="" type="checkbox"/> | Explain the function, when and where it used. |

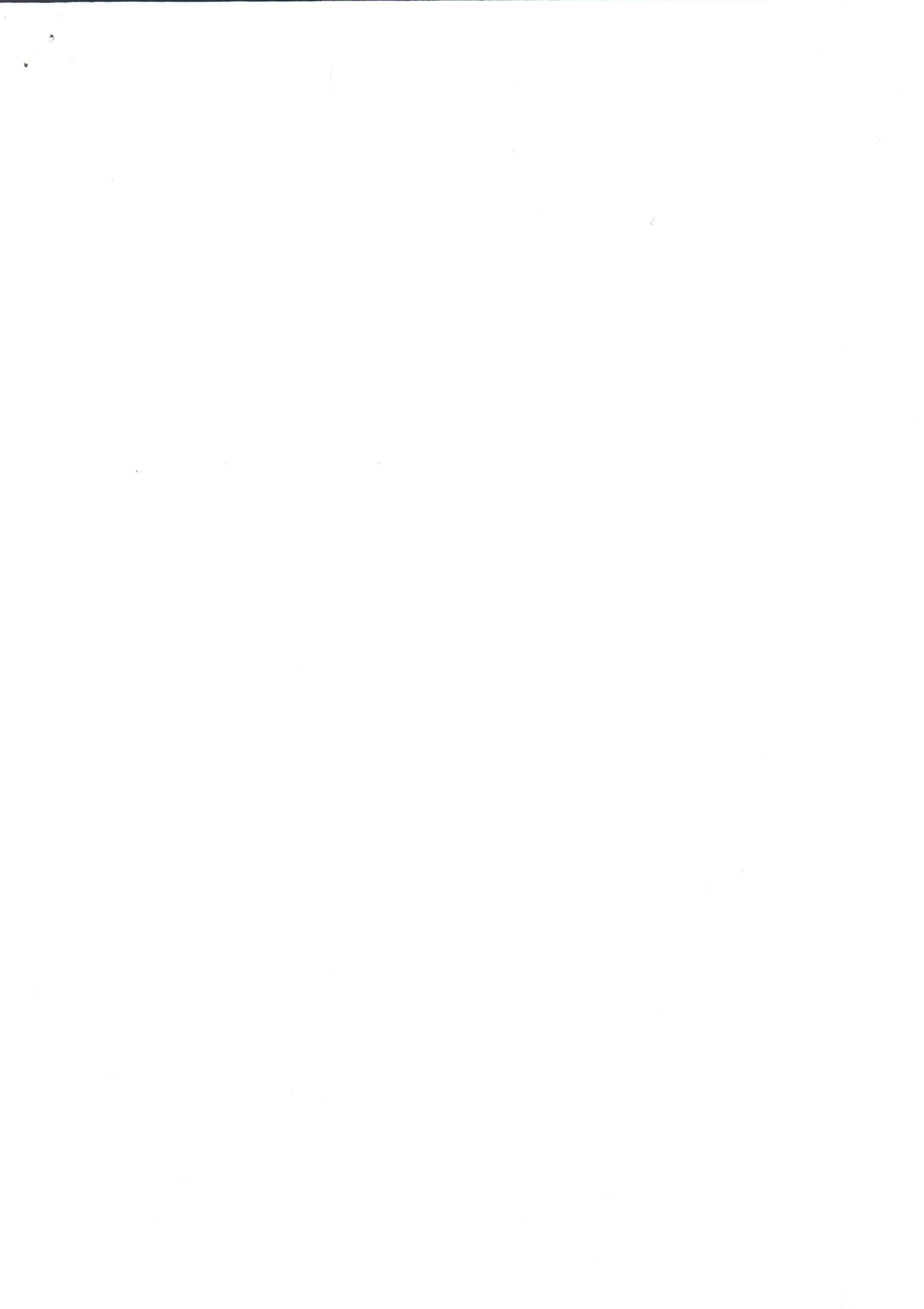
| Tasks | Complete | | Observation / Hints |
|-----------------------|-------------------------------------|----|-----------------------|
| | Yes | No | |
| Thread Identification | | | N/A |
| UNC | <input checked="" type="checkbox"/> | | Determine thread size |
| UNF | <input checked="" type="checkbox"/> | | Determine thread size |
| Whitworth | <input checked="" type="checkbox"/> | | Determine thread size |
| Metric | <input checked="" type="checkbox"/> | | Determine thread size |
| AF | <input checked="" type="checkbox"/> | | Determine thread size |
| BSW | <input checked="" type="checkbox"/> | | Determine thread size |

| Tasks | Completed | | | Observation / Hints |
|-----------|-------------------------------------|----|-----|---|
| | Yes | No | N/A | |
| Reporting | <input checked="" type="checkbox"/> | | | <ul style="list-style-type: none"> • Completing the Task List • Create Field Operation Report/Daily Record Activity/Job Time Card • Completing Measurement Form/Related Check Sheet, if required |

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> • Create Service Report (SIM) required • Create SPR, if required • Documenting the failed or de parts, if required • Provide Technical Analysis Report/Failure Analysis Report, if required. |
|-------------------------------------|---|

| Tasks | Completed | | Observation / Hint |
|---|-------------------------------------|----|---|
| | Yes | No | |
| Safety | | | |
| Using PPE related to the job | <input checked="" type="checkbox"/> | | |
| Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment) | <input checked="" type="checkbox"/> | | |
| State and follow Safety Precautions | <input checked="" type="checkbox"/> | | Service man must follow Safety refer to Service Manual or SIS job |
| Service man completes job without accident due to incorrect procedure using hand tools. | <input checked="" type="checkbox"/> | | <ul style="list-style-type: none"> • Correct serviceman position • Correct hand tool related to |
| Tasks completed without damage equipment and tools | <input checked="" type="checkbox"/> | | |

| Tasks | Completed | | Observation / Hint |
|--|-------------------------------------|----|---|
| | Yes | No | |
| Contamination Control | | | |
| Environmental Practices & Housekeeping | <input checked="" type="checkbox"/> | | <ol style="list-style-type: none"> 1. Waste is minimized, waste including sludge, solids and wastes are sorted and stored recycling or disposal 2. Packaging of goods received and reused or disposed of 3. Materials that can be reused cleaned and stored 4. Waste and scrap is removed workplace procedures 5. All fluids are disposed of in with enterprise policies and |



| Tasks | Completed | | | Observation / Hints |
|--|-----------|----|-----|---|
| | Yes | No | N/A | |
| Perform etiquette/manner after completing the job | | | | |
| Explain the action taken (from content of report) and also the result of the job activity. | ✓ | | | Explain clearly |
| Advise customer the tips or method for future maintenance and operation. | ✓ | | | Advice clearly |
| Clarify or ensure that customer understands clearly. | ✓ | | | Perform clarifying question technique. |
| Ask customer if they have additional concerns or problems to be supported. | ✓ | | | |
| Perform etiquette/manner when closing the communication. | ✓ | | | <ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction. |

| Tasks | Completed | | | Observation / Hints |
|---|-----------|----|-----|--|
| | Yes | No | N/A | |
| Perform nonverbal expression and communication | | | | |
| Perform nonverbal expression and communication. | ✓ | | | <ol style="list-style-type: none"> 1. Maintain eye contact with customer. 2. Display confident posture. 3. Speak with appropriate beat/rhythm and volume. 4. Display appropriate facial expression (smile/serious / curious/ confident, etc). 5. Display appropriate gesture when explaining the information. |

General Comments

RESULT: **COMPETENT** **NOT YET COMPETENT** (please

Serviceman: Aloysius Chaka Date 24/12/25 Signature

Assessor: Sharon It Date 24/12/25 Signature

Supervisor: Name Date Signature

Data Recorded: Name Date Signature

Demonstrate Selecting the Correct Fasteners and Locking Application for Maintenance and Repair of Heavy Equipment

Skill Number CO-OP15GN107

Full Name: Aloysius Chaka SV

No ID: _____

Validation Date: 17/12/2025

School: SMKN 1 Singosari

PERFORMANCE TASK:

Given several fasteners and the necessary tools, as listed:

- Castellated nut
- Clips
- Clevis Pin
- Flat Washer
- Spring Washer
- Star Washers
- Self-tapping screw
- Stud
- Wing nut
- Woodruff key
- Lockwire
- Bolt
- Nut
- Thread Lubricant and other Adhesives

The student must identify and explain their function. Student will be required to answer questions on their findings. The student will also be required to complete relevant workplace documentation and is to always observe the correct safety procedures.

Students are required to fill out this form, in the appropriate place, indicating that an inspection of components has occurred and their decision, after inspection is recorded

The student must be able to perform the following task:

- Demonstrate identify and explain the function of provided fasteners and necessary tools.
- Perform communication & etiquette manner

Safety and Contamination Control must be always applied to this process. Literature and measuring tools will be made available but will not be provided directly to the student.

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

| Tasks | Completed | | | Observer |
|--|-----------|----|-----|----------|
| | Yes | No | N/A | |
| Preparation | | | | |
| Prepare related literature | ✓ | | | |
| Prepare required equipment | ✓ | | | |
| Prepare related tools | ✓ | | | |
| Prepare Safety & Contamination Control equipment | ✓ | | | |

| Tasks | Completed | | | Observer |
|--|-----------|----|-----|----------|
| | 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 | Check | | | Observation / Hints |
|--|-------|----|-----|---------------------|
| | Yes | No | N/A | |
| Identification | | | | |
| 1. Accessing Information | ✓ | | | |
| 2. Castellated Nut | ✓ | | | |
| 3. Circlip | ✓ | | | |
| 4. Clevis Pin | ✓ | | | |
| 5. Flat washer | ✓ | | | |
| 6. Spring washer | ✓ | | | |
| 7. Star washer | ✓ | | | |
| 8. Self-tapping screw | ✓ | | | |
| 9. Stud | ✓ | | | |
| 10. Wing nut | ✓ | | | |
| 11. Woodruff key | ✓ | | | |
| 12. Lockwire | ✓ | | | |
| 13. Thread Lubricant & other Adhesives | ✓ | | | |

| Tasks | Complete | | | Observation / Hints |
|------------------------------|----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Thread Identification | | | | |
| UNC | ✓ | | | |
| UNF | ✓ | | | |
| Whitworth | ✓ | | | |
| Metric | ✓ | | | |
| AF | ✓ | | | |
| BSW | ✓ | | | |

| 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). | ✓ | | | |
| Safety | | | | |
| Using PPE related to the job | ✓ | | | |
| Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment) | ✓ | | | |
| State and follow Safety Precautions | ✓ | | | |
| Service man 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 in manner after completing the job | ✓ | | | |
| Perform etiquette in manner when closing the communication. | ✓ | | | |



General Comments

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

Student: Aongius Chaka 24/12/2025
Name Date Signature

Assessor: Retwan RB 24/12/2025
Name Date Signature

Supervisor: _____
Name Date Signature

Data Recorded: _____
Name Date Signature

