

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

Skill Number CO-OP15GN104

Full Name: Raviel Kurniawan

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

Validation Date: 13-12-2025

School: SMKN 1 SINGSORGI

**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	Completed			Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score special 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.	✓			• 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	
<b>Selecting, Using and Maintaining Various Special Tools</b>				
1. Inspect the Special Tool before using	✓			Visual inspection of the Special Tool for wear, cracks, damage
2. Calibrate the special tool before using	✓			• Torque wrench
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified and checked for safe and effective operation and must refer to Service manual or SIS
4. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
6. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
<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.	✓			• Find the improper condition. • Communicate the finding to the customer/assessor.



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
All relevant documentation completed correctly and approved by customer (if required).	✓			<ul style="list-style-type: none"> <li>• Completing the Task List</li> <li>• Completing Measurement Form/Related Check Sheet, if required</li> <li>• Create Service Report (SIMS), if required</li> <li>• Create SPR, if required</li> <li>• Documenting the failed or damaged parts, if required</li> <li>• Provide Technical Analysis Report/Failure Analysis Report, if required.</li> </ul>

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
<b>Safety</b>				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> <li>• Comply with safety regulation that applied on the workplace</li> </ul>
State and follow safety precautions	✓			<ul style="list-style-type: none"> <li>• Create Job Safety Analysis</li> <li>• Student must follow safety procedure refer to service manual or SIS related to job</li> </ul>
Service man completes job without accident due to incorrect procedure using hand tools.	✓			<ul style="list-style-type: none"> <li>• Correct working position.</li> <li>• Correct hand tool related to the job</li> </ul>
Tasks completed without damage equipment and tools	✓			

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
<b>Contamination Control</b>				
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> <li>1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>3. Materials that can be reused are cleaned and stored</li> <li>4. Waste and scrap are removed following workplace procedures</li> <li>5. All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner after completing the job</b>				
Perform etiquette/manner when closing the communication.	✓			<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Ask permission to leave or end the interaction.</li> </ul>



General Comments

[Three large, empty rectangular boxes for general comments]

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

Student:      Bahri Kertidawan      Date: 13 - 12 - 2025

Signature: 

Assessor:      A. Irawan      Date: 13.12.2025

Signature: 

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

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



**CO-OP**

CO-OP15GN104 - Candidate Performance Guide

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

Skill Number CO-OP15GN104

Full Name: Bahri Kurniawan

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

Validation Date: 13 / 12 / 2025

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

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

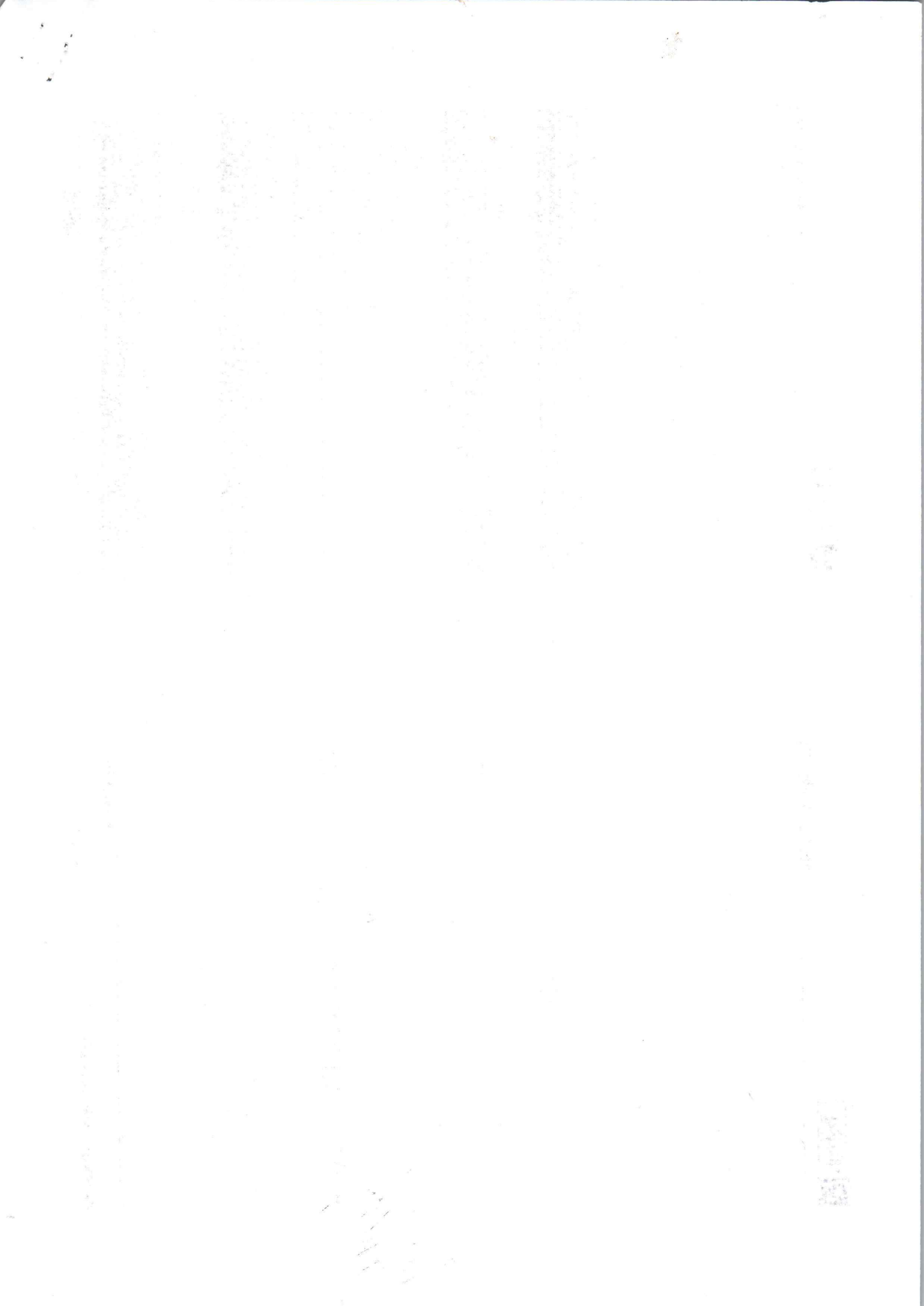
**CO-OP**

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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	
<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.	✓			



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

Tasks	Complete		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	✓		
Service man completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

Tasks	Complete		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.	✓			

**CO-OP**

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General Comments

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

Student: Bahri Kurbanov Date: 15/12/2025  
 Signature: 

Assessor: Shivan TS Date: 13/12/25  
 Signature: 

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

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



